



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE**

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/MR
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Air Force Guidance Memorandum for Career Intermission Program (CIP)

RELEASABILITY: There are no releasability restrictions on this publication.

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum implements the Fiscal Year (FY) 09 Duncan Hunter National Defense Authorization Act (NDAA), Section 533 of Public Law 110-417; the FY12 NDAA, Section 531 of Public Law 112-81; the FY13 NDAA, Section 522 of Public Law 112-239; the FY15 NDAA, Section 522 of Public Law 113-291, and the FY16 NDAA, Section 523 of Public Law 114-49. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for the Career Intermission Program. All supplemental publications that directly implement this Guidance Memorandum must be routed to AF/A1 for coordination prior to certification and approval. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other publications, the information herein prevails, in accordance with Air Force Instruction (AFI) 33-360, *Publications and Forms Management*.

This memorandum implements CIP (previously known as the Career Intermission Pilot Program or CIPP; also known as the Career Flexibility Program) and provides the policies and procedures to allow a one-time temporary transition from active duty to the Individual Ready Reserve and a seamless return to active duty. This pilot program targets top performing Airmen and applies to all RegAF Airmen and career status Active Guard and Reserve Airmen.

The guidance in this memorandum becomes void after one year has elapsed from the date of this memorandum or upon implementation of a new instruction or termination of the program, whichever is earlier.

GABRIEL O. CAMARILLO
Assistant Secretary of the Air Force
(Manpower & Reserve Affairs)

Attachment 1

CAREER INTERMISSION PROGRAM (CIP) GUIDANCE

This Guidance Memorandum directs the collection of information protected by the Privacy Act of 1974. The authority to collect and maintain the prescribed records in this Guidance Memorandum are Title 10, United States Code (USC), Section (§) 8013, and the Secretary of the Air Force (SECAF).

Ensure that all records created as a result of processes prescribed in this Guidance Memorandum are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS).

The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

Requirements for this program may change based on needs identified by DCS, Manpower, Personnel, and Services (AF/A1) and the Air Force Personnel Center (AFPC) in coordination with AF/RE and NGB/CF.

1. Purpose. CIP provides a one-time, temporary transition from active duty to the Individual Ready Reserve (IRR) for officer and enlisted Airmen to meet personal or professional needs outside the service while providing a mechanism for seamless return to active duty. The long-term intent of the program is to retain the valuable experience and training of top performing Airmen that might otherwise be lost by permanent separation. It provides an avenue to meet the changing needs of today’s service members. This work-life flexibility initiative will enable the USAF to retain talent which reduces cost and adverse impacts on the mission. CIP targets top performing Airmen.

2. Background. The FY09 NDAA, Section 533 of Public Law 110-417, authorized the Armed Forces in the Department of Defense (DoD) to establish a pilot program under which officer and enlisted Airmen may be inactivated from active duty with a corresponding appointment or enlistment in the IRR for a period up to three years, with return to active duty at the end of the inactive period. FY12 NDAA, Section 531 of Public Law 112-81, extended CIP authority through 31 Dec 2015; FY13 NDAA, Section 522 of Public Law 112-239, expanded eligibility to certain active Guard and Reserve members; FY15 NDAA, Section 522 of Public Law 113-291, extended CIP authority through 31 Dec 2019; FY16 NDAA, Section 523 of Public Law 114-49, expanded eligibility to members in their initial service agreement period, in receipt of a critical skills retention bonus, and removed the limitation on the number of program participants per year. All CIP Airmen must return to active duty no later than 31 Dec 2022 or within 3 years from entry into CIP, whichever comes first.

3. Program Scope. This program provides the following authority:

- 3.1. Allow officers and enlisted Airmen through Calendar Year (CY) 19, to transition from active duty into the IRR for a period generally from one year not to exceed three years. All CIP Airmen are obligated to return to active duty at the end of their period of IRR participation.
- 3.2 Allow the USAF to adjust the Date of Rank (DOR) of Airmen upon return to active duty.
- 3.3 Allow the USAF to terminate participation in CIP and order Airmen to return to active duty in case of national emergency, critical mission needs or state emergency.
- 3.4 Exclude CIP Airmen from promotion consideration while participating in the program.
- 3.5 Provide military medical and dental care benefits for CIP Airmen and their eligible dependents as if the Airman was on active duty for a period of more than 30 consecutive days under the provisions of Chapter 55 of Title 10, USC.
- 3.6 Provide Disability Evaluation System (DES) processing and compensation as if the Airman was on active duty for a period of more than 30 consecutive days under the provisions of Chapter 61 of Title 10, USC.
- 3.7 Provide CIP Airmen a monthly stipend in the amount equal to one-fifteenth of his or her basic pay based on grade and years of service at the time of release from active duty to participate in CIP.

4. Criteria.

4.1. Selection Criteria. **(T-1).**

- 4.1.1. Application of the whole-person concept to assess all factors in the Airman's military personnel record that bear on his or her potential to serve the Air Force in the future, including leadership and duty performance, professional qualities and development, depth and breadth of experience, and achievements;
- 4.1.2. Regular Air Force, Air Force Reserve, and Air National Guard needs and Functional Manager recommendations; and
- 4.1.3. Additional criteria approved by AF/A1 in coordination with AF/RE and NGB/CF and announced prior to the application submission.

4.2. Ineligibility Criteria. **(T-0).**

- 4.2.1. Airmen who cannot complete the CIP service commitment prior to reaching High Year Tenure (HYT) or mandatory retirement/separation for age and years of service.

4.2.2. Officers in the promotion zone considered but not selected for promotion.

4.2.3. Enlisted members whose skill level is not commensurate with grade.

4.2.4. Airmen who do not currently meet physical fitness standards (Exception: Airman has a Commander's Composite Exemption IAW AFI 36-2905).

4.2.5. Airmen pending investigation, non-judicial punishment, court martial or civilian criminal conviction or proceedings. Airmen will have no record of disciplinary action [civil conviction, Unfavorable Information File (UIF), non-judicial punishment or court-martial] within the last three years prior to requesting participation in the program.

4.2.6. Airmen pending Medical/Physical Evaluation Board (M/PEB) proceedings.

4.2.7. Airmen with an approved separation or retirement date.

4.2.8. Airmen who have more than 12 months remaining on an ADSC for medical special pay or long-term formal medical education (i.e. a program 12 months or longer in duration).

4.2.9. Airmen who are ineligible based on additional limitations approved by AF/A1 in coordination with AF/RE and NGB/CF.

4.3. Participation in the program shall be generally for a minimum of one year and may not exceed three years. Airmen will indicate the length of time desired to participate in the program at the time of application. The approved period of time for participation and the date by which the Airman must return to active duty will be contained in the final CIP agreement. Requests to return to active duty early or extend the original agreed upon period, not to exceed three years of total participation, will be considered on a case-by-case basis. **(T-0)**.

5. ADSC/ Reserve Service Commitment (RSC). Before release from active duty, each CIP Airman will enter into a signed agreement under which he or she agrees to return to active duty in the component from which separated and serve on active duty for a period of two months for every one month of CIP participation. The CIP ADSC/RSC will be in addition to the remaining period of any service commitment required of the Airman upon entry to CIP. **(T-0)**.

6. Applications. Applications will be submitted electronically via the Air Force Personnel Services website (<https://myPers.af.mil>) and will include the following:

6.1. Memorandum from program applicant which includes:

6.1.1. Contact information (full name, email address and phone numbers).

6.1.2. Current address and projected home of selection (HOS) address during CIP.

6.1.3. Length of program participation requested and requested date of transition into the IRR.

6.1.4. Unit Commander Endorsement. Commanders must recommend approval/disapproval and provide an assessment of the Airman's valued experience, training and future potential as a top performer (comments are required for approval and disapproval recommendations). If recommending approval but disagree with the requested separation date, commander must provide justification (e.g. deployment, TDY, etc.) with a recommended separation date. Commander's recommendation must not reference the Airman's intended use of CIP as it is not a selection criterion.

6.1.5. Wing Commander Endorsement. Commanders must recommend approval/disapproval and provide an assessment of the Airman's valued experience, training and future potential as a top performer (comments are required for approval and disapproval recommendations). If recommending approval but disagree with the requested separation date, commander must provide justification, e.g. deployment, TDY, etc. with the recommended separation date. Recommendation must not reference the Airman's intended use of CIP as it is not a selection criterion.

6.2. Memorandum stating intended use of CIP (this information is not a selection criterion and will not be considered by the selection panel; it is maintained for program utilization purposes only).

6.3. CIP Individual Ready Reserve Agreement.

7. Provisions of IRR Status.

7.1 Upon release from active duty, CIP Airmen will be appointed or enlisted in the IRR. Officers will not be released from active duty until approved for Reserve Appointment. **(T-1)**.

7.2. Time spent in the IRR will not count towards, **(T-0)**:

7.2.1. Eligibility for retirement or transfer to the Ready Reserve under Chapter 1223 of Title 10, USC.

7.2.2. Computation of retired or retainer pay under Chapter 71 or 1223 of Title 10, USC.

7.2.3. Computation of officer's total years of service pursuant to section 14706(a) of Title 10, USC.

7.2.4. Years of aviation service (YAS) IAW AFI 11-401.

7.2.5. Satisfying eligibility requirements for Post-9/11 GI Bill benefits or the active duty service commitment (ADSC) associated with the Transfer of Eligibility of Post-

9/11 GI Bill Benefits to dependents.

7.3. Promotion Eligibility. CIP Airmen are ineligible for promotion consideration from the date of release from active duty through the period of participation in the program, until return to active duty. **(T-0)**.

7.3.1. Officers on an approved promotion list whose line number has not incremented before being released from active duty shall, upon return to active duty, have their original active duty pin-on date adjusted forward one day for every day of CIP participation.

7.3.2. Reserve Active Status List officers on an approved promotion list whose promotion effective date has not consummated prior to release from Active Guard Reserve (AGR) status shall, upon return to AGR status, have their original promotion effective date adjusted forward one day for every day of CIP participation. Airmen are excluded from promotion consideration while participating in the Career Intermission Program.

7.3.3. Enlisted members on an approved promotion list, whose line number has not incremented before being released from active duty shall, upon return to active duty, have their date of rank for the projected promotion adjusted forward one day for every day of CIP participation.

7.4. Accountability Reporting. CIP Airmen will be required to report to the CIP manager monthly with their health and wellness status. A CIP Airman will immediately notify the CIP manager of any address change; any change in marital status; and any serious injury or diagnosis of a medical condition he or she incurs that could result in the Airman being medically unfit for active duty service or ineligible for RegAF appointment or enlistment. **(T-1)**.

7.5. A CIP Airman may be required to terminate participation in the program and be ordered to active duty in case of national emergency, critical mission needs or state emergency. **(T-0)**.

7.6. A CIP Airman who fails to comply with the terms and conditions of the program will be subject to termination from the program and either immediate return to the RegAF, active duty status, or administrative discharge. **(T-1)**.

7.7. Pre-trained Individual Manpower Screening Requirements. CIP Airmen are exempt from IRR annual musters during program participation.

7.8. Medical and Dental Benefits. **(T-0)**.

7.8.1. CIP Airmen and their eligible dependents are entitled to the same medical and dental care as those Airmen on active duty for a period of more than 30 consecutive days.

7.8.2. CIP Airmen who develop a medical condition or incur an injury that renders

them unfit for duty will be entitled to retirement or physical disability processing under the provisions of Chapters 55 and 61 of Title 10, USC.

7.9. Pay and Allowances. **(T-0)**.

7.9.1. Monthly Pay. CIP Airmen will receive basic pay in the amount equal to one-fifteenth of their monthly basic pay based on grade and years of service at the time of transfer into the IRR.

7.9.2. Special or Incentive Pays. CIP Airmen shall not receive or accrue any special or incentive pay or bonus under Title 37, Chapter 5, to which they would otherwise be entitled for such period. Upon return to active duty, they will be entitled to reinstatement of special or incentive pays or bonuses to which they were entitled and receiving before release from active duty provided they are still qualified for the special or incentive pay or bonus and the special or incentive pay or bonus is still authorized at the time of return.

7.9.3. Leave. CIP Airmen are entitled to carry forward the leave balance existing as of the day on which they begin participation and accumulated in accordance with Section 701 of Title 10, USC, but not to exceed 60 days. If a CIP Airman chooses to sell back a portion of their remaining leave balance, the payment will count against the one time buyback in a career of up to 60 days leave.

7.10. Travel and Transportation. CIP Airmen are authorized travel and transportation allowances under Section 474 of Title 37, USC and IAW Joint Travel Regulation (JTR), for travel to one Home of Selection (HOS) within the United States designated as their residence during the period of CIP participation, and travel from their HOS to their follow-on assignment upon return to active duty. CIP Airmen are responsible for any travel costs incurred for any administrative or medical processing required for return to active duty. **(T-0)**.

7.11. Education Benefits. CIP Airmen are not eligible for tuition assistance benefits while in the IRR. However, any Veteran Affairs Educational benefit the Airman is eligible for may be used while in the IRR. CIP Airmen are not eligible to transfer Post-9/11 GI Bill benefits while in the IRR. The Department of Veterans Affairs (DVA) makes final determination of benefits eligibility. Interested Airmen must work with the DVA in order to fully understand their eligibility for and implications of using their GI Bill benefits during CIP. **(T-0)**.

7.12. Program participants are not eligible for Service Members' Group Life Insurance (SGLI) but can purchase Veterans' Group Life Insurance (VGLI). **(T-0)**.

7.13. Licensed/Certified Professionals. CIP Airmen must maintain professional certifications/credentials based on AFSC guidance. The USAF will not compensate Airmen for required licensing, continuing education credit, liability, or malpractice insurance while participating in the program. **(T-1)**.

7.14. Program participants are precluded from applying for or participating in any other

program while in the IRR. This includes application for officer commission, ROTC membership, or participation in activities which would otherwise result in award of points creditable for military retirement or retired pay. **(T-0)**.

7.15. If a CIP Airman is married to a military member, the spouse will not be eligible for joint spouse assignment while the CIP Airman is in the program. **(T-1)**.

8. Deployment. Deployed Airmen or Airmen projected for deployment may apply for CIP participation provided they are otherwise eligible. If approved, deployment dates will not be adjusted, and the entire deployment period must be completed prior to transition to the IRR. Airmen with a pending CIP application remain available for deployment consideration. **(T-1)**.

9. Transition Benefits. Airmen selected to participate in CIP are not eligible for permissive TDY and are not eligible for the Transition Assistance Program (TAP). **(T-0)**.

10. Return to Active Duty.

10.1. CIP Airmen must satisfy all appropriate appointment or enlistment requirements in order to return to active duty. Upon return to active duty, CIP airmen must provide current credential materials based on AFSC guidance. The CIP manager will notify CIP Airmen six months prior to the scheduled end of CIP participation and provide instructions for preparing for appointment or enlistment in the active duty. **(T-1)**.

10.2. Under the terms of the CIP participation agreement, if the CIP Airman does not return to active duty as scheduled in the agreement for any reason within his or her control and without the approval of AFPC/CC in coordination with AF/RE and NGB/CF (if applicable):

10.2.1. The CIP Airman will be in breach of the agreement for failing to fulfill his or her obligations; and

10.2.2. The CIP Airman may be responsible, to the extent permitted by law and policy, for reimbursing the Government for all costs incurred due to his or her participation in CIP.

10.3. Officer DOR Adjustment. Upon return to active duty an officer's DOR will be adjusted by the number of days of participation in CIP.

10.4. Enlisted DOR Adjustment. Upon return to active duty an enlisted Airman's DOR will be adjusted by the number of days of participation in CIP.

10.5. Pay and Allowances. Upon return to active duty the effective date of the active duty pay and allowances will be the Airman's extended active duty (EAD) date.

10.6. Special or Incentive Pays. Upon return to active duty, CIP Airmen will be entitled to reinstatement of Chapter 5, Title 37, USC special or incentive pays or bonuses to which they were entitled and receiving before release from active duty provided they are still qualified for the special or incentive pay or bonus and the special or incentive pay or bonus is still

authorized at the time of return. If the CIP Airman is no longer eligible for special or incentive pay or bonus, the terms of the applicable agreement of the Airman under Chapter 5, Title 37, USC must be reviewed to determine whether the Airman is subject to the requirements for repayment of any portion of such pay or bonus.

10.7. Qualification and Proficiency in AFSC upon return to active duty. As appropriate, AFPC, ARPC, or ANG will determine individual's assignment along with qualification and proficiency requirements for return to active duty.

11. Roles and Responsibilities.

11.1. SAF/MR will maintain oversight of the program.

11.2. AF/A1 will:

11.2.1. Approve eligibility requirements in coordination with AF/RE and NGB/CF.

11.2.2. Complete any reports to the SECDEF and Congress as required by statutory guidance.

11.2.3. Modify AF Guidance Memorandum as required during the duration of the program.

11.2.4. Establish communication and collaborate with OSD and other Services regarding CIP process management and lessons learned.

11.3. Air Force Reserve (AFR) will:

11.3.1. AF/RE will:

11.3.1.1. Oversee the implementation of CIP for the AFR.

11.3.1.2. Define eligibility requirements for AFR Active Guard Reserve (AGRs).

11.3.2. AFRC/A1 will:

11.3.2.1 Consider AFR AGR CIP requests for early return from or extension of program participation.

11.3.2.2. Collect and forward to AF/A1 information required for reports to SECDEF and Congress.

11.3.3. Air Reserve Personnel Center (ARPC) will:

11.3.3.1. Facilitate personnel related actions tied directly to ARPC's role in assignment to, and reassignment out of, the IRR. ARPC/CC will have

administrative control (ADCON) over CIP Airmen.

11.3.3.2 Prepare and forward Reserve officer appointment scrolls for approval.

11.3.3.3. Ensure CIP Airman's enrollment in the Defense Enrollment Eligibility Reporting System (DEERS) under the Reserve component reflects entitlement to active duty medical and dental care benefits and base privileges for themselves and their eligible dependents for the period of CIP participation.

11.3.3.4. Process administrative and medical discharge actions (if appropriate) and any other individual personnel actions as necessary, in accordance with this program and appropriate directives and instructions.

11.3.3.5. ARPC Reserve Pay Office (RPO) will be the RPO of record for CIP members and process all pay transactions through DFAS as required during participation in CIP.

11.4. Air National Guard (ANG) will:

11.4.1. NGB/CF will:

11.4.1.1. Oversee the implementation of CIP for the ANG.

11.4.1.2. Define eligibility requirements for ANG AGRs.

11.4.2. NGB/A1 will:

11.4.2.1. Collect and forward to AF/A1 information required for reports to SECDEF and Congress.

11.4.2.2. Consider ANG AGR CIP requests for early return from or extension of program participation.

11.4.2.3. At the request of the member's State Adjutant General (TAG), order CIP Airmen to return to active duty in support of a state emergency or critical mission needs.

11.5. AFPC/CC in coordination with AF/RE and NGB/CF will:

11.5.1. Recommend eligibility requirements to AF/A1.

11.5.2. Approve and disapprove applications.

11.5.3. Approve/disapprove a CIP Airman's request for early return from or extension of program participation.

11.6. Air Force Personnel Center (AFPC) will:

11.6.1. Notify ARPC of Airmen selected to participate in CIP.

11.6.2. Ensure CIP Airmen are counseled on conditions of release, their ADSC in exchange for program participation, procedures and standards during assignment to the IRR, and procedures and standards to return to active duty. Maintain CIP continuity files for each CIP Airman containing counseling contact and other information.

11.6.3. Serve as CIP manager and maintain oversight of CIP Airman's period of service in the IRR, to include, but not limited to:

11.6.3.1. Contacting the Airman one year prior to scheduled return date to determine status of return date (if period of absence is greater than one year), status of fitness, and remind Airman of obligation to return within fitness standards.

11.6.3.2. Contacting the Airman six months prior to scheduled return date to confirm return date and remind Airman of his or her responsibility to meet fitness and medical standards.

11.6.4. Prepare and forward RegAF appointment scrolls for approval.

11.6.5. Collect and forward to AF/A1 information required for reports to SECDEF and Congress.

11.7. Defense Finance and Accounting Service (DFAS) will:

11.7.1. Ensure the Airman's pay account is staged to meet the pay requirements of this program per statutory guidance.

11.7.2. Ensure no bonus recoupment actions for Air Force CIP participants per statutory guidance.

11.8. CIP Airman will:

11.8.1. Maintain physical fitness requirements IAW AFI 36-2905. Upon return to active duty, Airman will be tested for fitness within 42 days of date arrived station.

11.8.2. Maintain professional certifications/credentials based on Air Force specialty guidance.

11.8.3. Adhere to all DoD standards of conduct IAW DoDD 5500.07.

11.8.4. Notify CIP manager immediately of:

11.8.4.1. Any address change.

11.8.4.2. Any serious injury or a diagnosis of a medical condition that could result in being unfit for active duty service or ineligible for RegAF appointment.

11.8.4.3. Any change in marital status in order to make necessary Defense Eligibility Enrollment Reporting System (DEERS) or TRICARE changes.

11.8.4.4. Any civil actions or civilian criminal arrests and/or convictions.

11.8.5. Participate in monthly and any other required CIP reporting requirements.

11.8.6. Return to active duty in same AFSC unless released by appropriate Functional Authority.

11.9. FSSs/MPSs will:

11.9.1. Ensure widest dissemination of CIP eligibility and application procedures to their servicing population.

11.9.2. Ensure Airmen are briefed that transition to the IRR under CIP is a separation from active duty and upon separation will receive separation orders and a DD Form 214.

11.9.3. Ensure Airmen selected to participate in CIP are briefed that they are not eligible for the Transition Assistance Program (TAP).

Attachment 2

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

National Defense Authorization Act for FY09, Section 533 of Public Law 110-417

National Defense Authorization Act for FY12, Section 531 of Public Law 112-81

National Defense Authorization Act for FY13, Section 522 of Public Law 112-239

National Defense Authorization Act for FY15, Section 522 of Public Law 113-291

National Defense Authorization Act of FY16, Section 523 of Public Law 114-49

Title 10, United States Code, *Armed Forces*

Title 32, United States Code, *National Guard*

Title 37, United States Code, Chapter 5, *Special and Incentive Pay*

Title 38, United States Code, Chapter 30, *All-Volunteer Force Educational Assistance Program*

DoDD 1304.21, *Policy on Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members*, January 31, 2005

DoDD 5500.07, *Standards of Conduct*, November 29, 2007

DoDI 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and other Eligible Individuals*, January 23, 2014

DoDI 1327.06, *Leave and Liberty Policy and Procedures*, June 16, 2009

DoDI 1336.01, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*, August 20, 2009

Joint Travel Regulations (JTR), *Uniformed Service Members*, 1 October 2014

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 33-324, *The Air Force Information Collections/Reports Management Program*, 6 March 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 30 April 2012

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2115, *Assignments within the Reserve Components*, 8 April 2005

AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004

AFI 36-2504, *Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003

AFI 36-2604, *Service Dates and Dates of Rank*, 5 October 2012

AFI 36-2608, *Military Personnel Records System*, 30 August 2006

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3208, *Administration Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve*, 14 April 2005

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 2 February 2006

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 June 2012

AFI 48-123, *Medical Examination and Standards*, 5 November 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

ADSC - Active Duty Service Commitment
AF/A1 - DCS, Manpower, Personnel, and Services
AF/RE - Chief, Air Force Reserve
AF Form - Air Force Form
AFI - Air Force Instruction
AFMAN - Air Force Manual
AFPC - Air Force Personnel Center
AFSC - Air Force Specialty Code
AGR - Active Guard Reserve
ARPC - Air Reserve Personnel Center
CIP - Career Intermission Program
CSRB - Critical Skills Retention Bonus
CY - Calendar Year
DD Form - Department of Defense Form
DEERS - Defense Eligibility Enrollment Reporting System
DFAS - Defense Finance and Accounting Service
DOD - Department of Defense
DOR - Date of Rank
EAD - Extended Active Duty
FY - Fiscal Year
GI - Government Issue
IAW - In Accordance With
IRR - Individual Ready Reserve
JTR - Joint Travel Regulation
MEB - Medical Evaluation Board
NDAA - National Defense Authorization Act
NGB/CF - Director, Air National Guard
OSD - Office of Secretary of Defense
PEB - Physical Evaluation Board

RDS - Air Force Records Disposition Schedule

RegAF - Regular Air Force

RSC – Reserve Service Commitment

SECAF - Secretary of the Air Force

SECDEF - Secretary of Defense

USC - United States Code

UIF - Unfavorable Information File

USAF - United States Air Force

YAS - Years of Aviation Service

Terms

Active Duty Service Commitment (ADSC) - A period of active duty an Airman will serve before becoming eligible for voluntary separation or retirement (includes minimum term of service).

Air Force Specialty Code (AFSC) -An alphanumeric code used by the United States Air Force to identify an Air Force specialty.

Commander's Composite Exemption - A complete exemption from the Fitness Assessment that is granted by the unit commander.

Critical Skills Retention Bonus (CSRB) - A financial incentive paid to enlisted Airmen and officers who reenlist or agree to continue serving on active duty for at least one additional year in a military skill designated as critical by the OSD.

Medical/Physical Evaluation Board - Processes to determine medical fitness for continued duty.

Scroll - Nomination list.

TRICARE - Triple Option Benefit Plan for Military Families.

Years of Aviation Service (YAS) - Years of aviation service (YAS) is determined from the beginning of aviation service and is computed by the Aviation Service Date (ASD).