

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2107**

**30 APRIL 2012**



**Personnel**

**ACTIVE DUTY SERVICE COMMITMENTS  
(ADSC)**

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OPR: HQ AFPC/DPSIP

Certified by: HQ AF/A1P  
(Maj Gen Sharon K. Dunbar)

Supersedes: AFI 36-2107, 22 April 2005.

Pages: 30

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This instruction explains how to compute active duty service commitments (ADSCs) for Air Force military personnel. It applies to all active duty members including officers with a Reserve commission and enlisted members of the Reserves serving on active duty and administered by the active component. Otherwise, it does not apply to Air National Guard or US Air Force Reserve units and members. This publication may not be supplemented. This publication implements Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998; Department of Defense Instruction (DoDI) 6000.13., *Medical Manpower and Personnel*, 30 June 1997; DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997; and DoDD 1322.10, *Policies on Graduate Education for Military Officers*, 31 August 1990. This instruction requires the collection and maintaining of information protected by the Privacy Act of 1974. The authorities to collect the prescribed records in this instruction are Title 10, U.S.C., Section 8013, and Executive Order 9397. The Privacy Act Statement appears on the forms System of Records Notices F036 AFPC Q, *Personnel Data Systems*, and F036 AFPC C, *Military Personnel Records System*, apply. The applicable Privacy Act System Notices are available online at <http://www.defenselink.mil/privacy/notices/usaf>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Distribution Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

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## ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This revision explains ADSC effective and expiration dates for training (paragraph 1.1.7.); clarifies ADSC for humanitarian PCS move as a standard 2-year commitment with waiver flexibility (Table 1.1, Rule 6, Note 5); changes ADSC commitment for promotion to CMSgt to 3-years (Table 1.1, Rule 9); changes ADSC Reason Code to 17 for Air Weapons Officer Initial Qualification Training Course (AWACS) (Table 1.1, Rule 14); adds Education and Training Course Announcement (ETCA) and Oracle Training Announcement (OTA) databases as ADSC source information for training courses (Table 1.1, Note 14); Identifies in-unit or unit funded training courses as incurring any applicable ADSC (Table 1.1, Note 15); adds note 20 to Table 1.1, Rule 16 (Table 1.1, Rule 16); adds note to Table 1.1, Rule 18, stating Flying Instructor course not applicable to in-house/base proper Career Enlisted Aviator updates unless directed by MAJCOM and annotated in Oracle Training Announcement (Table 1.1, Rule 18); adds note 20 to Table 1.1, Rule 18 (Table 1.1, Rule 18); adds a rule for Combat Rescue Officer/Special Tactics Officer (CRO/STO) initial skills training (Table 1.1, Rule 25); add rule for the Post-911 GI Bill Transfer of Education Benefits (Table 1.1, Rule 26); adds a rule for TG-10B/C Pilot and Mission/Instructor Pilot (applies only to the 306th Flying Training Group) (Table 1.1, Rule 27); adds a rule for TG-15A/B Pilot and Mission/Instructor Pilot (applies only to the 306th Flying Training Group) (Table 1.1, Rule 28); adds a rule for Power Flight Program Pilot and Mission/Instructor Pilot (applies only to the 306th Flying Training Group) (Table 1.1, Rule 29); adds a rule for T-41 Pilot and Mission/Instructor Pilot (applies only to the 306th Flying Training Group) (Table 1.1, Rule 30); adds a rule for T-51 Pilot and Mission/Instructor Pilot (applies only to the 306th Flying Training Group) (Table 1.1, Rule 31); adds a rule for UV-18 Pilot Initial Qualification (Table 1.1, Rule 32); adds a rule for assignment to a Key Leadership Position (KLP) (Table 1.1, Rule 33); adds a rule for Undergraduate Remote Pilot Training (URPT) (Table 1.1, Rule 34); eliminates requirement for additional AF Form 63 documentation for officers under initial 10-year Undergraduate Pilot Training commitment (Table 1.1, Note 1b.); clarifies manned or unmanned pilot category and applies to 6 or 10 years of continuous or cumulative rated service; adds a change of aircraft airframe for rated officers as an ADSC incurred beyond 6 or 10-years of rated service (Table 1.1, Note 1c); removes Table 1.1, Note 1d. from new revision that did not require AF Form 63, *Active Duty Service Commitment Acknowledgement Statement*, documentation for pilot/navigator initial accessions; clarifies ADSC update and expiration date for formal withdrawal or elimination from a training program (Table 1.1, Note 2); adds this rule does not apply to First Term Airmen attending initial/mission qualification training into their first major weapons system (Table 1.1, Note 20); adds Pilots who cross-train without a break in flying between AETC non-Major Weapons System aircraft, after completing initial training do no incur any additional commitment (Table 1.1, Note 21); clarifies competitive category ADSCs for health professions officers for GME/PG1 or AEGD-1 Program (Table 1.2, Rule 6); changes ADSC Reason Code to 45 for GME/GDE Residency (Table 1.2, Rule 9); adds Note 4 to health professions officers ADSC table further explaining commitment terms (Table 1.2, Rules 5, 6, 7, 8, 10, 11, and 12); adds Nurse Enlisted Commissioning Program (NECP) to health professions officer ADSC table (Table 1.2, Rule 14); explains member responsibility to understand what ADSC is incurred before entering into any associated event (paragraph 1.3.1.); adds MPS requirement to have enlisted members sign a statement of understanding if AF Form 63 is not required (paragraph 1.3.2.7.); removes requirement for officers to apply for specified period of

time contract to obtain retainability to apply for a sufficient waiver IAW 36-2110, paragraph 2.30.2. (paragraph 1.4.2.); updates the ADSC Policy branch's office symbol to HQ AFPC/DPSIP (paragraph 2.1.); adds OTA as additional database updated by HQ AFPC/DPSIP (paragraph 2.1.3.); adds unique ADSC establishment (paragraph 2.1.4.); updates the ADSC operations branch's office symbol to HQ AFPC/DPTO (paragraph 2.2.); adds HQ AFPC/DPTS as OPR for identifying Category One processing discrepancies (paragraph 2.3.1); adds Automated Records Management System (ARMS) as MPS review source (paragraphs 2.8.3., 2.14.2., 2.14.3., 2.20.1.2., 2.20.1.5., and 2.20.2.1.); explains ADSC update procedure for Tuition Assistance (TA) (paragraph 2.9.); changes timeframe for MPS to contact HQ AFPC/DPTO on missing AF Form 63s to 5 duty days (paragraph 2.12.1.1.); explains disposition of signed AF Form 63 and copies (paragraph 2.12.2.1); explains ADSC when repayment of Tuition Assistance is directed by the government (paragraph 2.19.2.); adds definition for Exception (Attachment 1, Terms); adds ADSC reason code 37, Undergraduate Remote Pilot Aircraft (RPA) Training (URT) (Attachment 2); changes ADSC reason code 69 to include Zone E (SRB) (Attachment 2).

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## Chapter 1

### PROGRAM ELEMENTS

**1.1. ADSCs (General).** ADSCs fulfill two very important functions. They assure the Air Force and the taxpayers receive an appropriate return for their investment of money and/or time in training, education, and bonuses. This includes training not provided by the Air Force. Law establishes some ADSCs; policy establishes others. ADSCs also communicate to Air Force members the periods of obligated service they must complete before becoming eligible to separate or retire from active duty.

1.1.1. The Air Force establishes ADSCs for all active duty members who participate in ADSC-incurring events. As such, it is imperative that ADSCs and associated policies in this instruction be clearly communicated by responsible officials and fully understood by Air Force members.

1.1.2. Officers in the grades of colonel and below and all enlisted personnel incur ADSCs when they complete all or a portion of ADSC-incurring events.

1.1.3. Members usually serve new ADSCs concurrently with existing ADSCs. However, members serve ADSCs for Funded Legal Education Program/Excess Leave Program (FLEP/ELP) (Table 1.1.), Educational Leave of Absence (ELA) program (Table 1.1.) and health professions officer education/training (Table 1.2.) after fulfilling all previously existing initial ADSCs and in accordance with special pays which require a contractual agreement as prescribed by ASD(HA).

1.1.4. An ADSC does not establish and is independent of a date of separation.

1.1.4.1. Enlisted personnel serve on active duty in accordance with their enlistment contracts.

1.1.4.2. Officers usually serve indefinite active duty tours by appointment of the President and must request release or discharge from their appointment from the Secretary of the Air Force. Needs of the Air Force may require continued service beyond an ADSC.

1.1.5. Time spent in an excess leave status does not count toward fulfilling ADSCs.

1.1.6. An ADSC is not affected by a change in member's duty AFSC.

1.1.7. ADSCs incurred for training will become effective upon graduation date or completion of required training for specialty (i.e. award of aeronautical rating).

## 1.2. ADSC-Incurring Events.

**Table 1.1. Identifies ADSC-incurring events.**

<b>R U L E</b>	<b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>	<b>ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)</b>	<b>ADSC RSN code</b>	<b>Legal Citation</b>
<b>1</b>	EAD from a service academy	5 years (see note 2)	29	10 U.S.C. 9348
<b>2</b>	EAD for all other commissioning sources	4 years for Line and JAG corps officers (see notes 2 and 8), 3 years for Chaplains	31	AF Policy
<b>3</b>	EAD from AFROTC	4 years (see notes 2 and 8)	31	AF Policy
<b>4</b>	EAD for recall to active duty	Equal to DOS on EAD orders	31	AF Form 24 or 125
<b>5</b>	Direct Accession/Minimum Term of Service	3 years	31	AF Policy
<b>6</b>	PCS (CONUS to CONUS)	2 years (see note 5)	11	DoDD 1315.7
<b>7</b>	PCS (Overseas to CONUS)	1 year	11	DoDD 1315.7
<b>8</b>	PCS (CONUS to Overseas or Overseas to Overseas)	Equal to initial DEROS or subsequent changes to DEROS	11	DoDD 1315.7
<b>9</b>	Promotions	Enlisted: 2 years for promotion to E-7, E-8. 3 years for promotion to E-9 (see note 13). Commissioned officers: No ADSC required. Federal law requires O-4s to serve 6 months and O-5s and O-6s to serve 3 years to retire in grade. (see note 13)	10	AF Policy
<b>10</b>	Undergraduate Pilot Training (UPT). (Only those who started training on or after 1 Oct 99.)	10 years (see notes 1, 2, 14 and 15)	80	10 U.S.C. 653(a), AF Policy
<b>11</b>	Undergraduate Pilot Training (UPT). (Prior to 1 Oct 99)	8 years (see notes 1, 2, 14 and 15)	04	10 U.S.C. 653(a)
<b>12</b>	Undergraduate Navigator Training (UNT)	6 years (see notes 1, 2, 14 and 15)	04	10 U.S.C. 653(b)
<b>13</b>	Air Battle Manager (ABM) Ground Training (W-ABM-BCS-TN)	3 years (see notes 1, 2, 12, 14 and 15)	35	AF Policy

14	E3BQAWO AWACS Air Weapons Officer Initial Qualification Training Course	6 years (see notes 1, 2, 10, 12, 14 and 15)	17	AF Policy
15	E-8 ABM - QT, E-8 Airborne Battle Manager - Qualification Training	6 years (see notes 1, 2, 10, 12, 14 and 15)	36	AF Policy
16	Advanced Flying Training (AFT): courses in the following categories: - Initial qualification (any fixed, rotary wing aircraft, or unmanned aerial system) - Requalification (any fixed, rotary wing aircraft, or unmanned aerial system) - AETC Pilot Instructor Training (PIT) ( <b>NOTE:</b> Pilots who cross-train without a break in flying between AETC non-Major Weapons System aircraft, after completing initial training do not incur any additional commitment.) - Test Pilot School (for Pilots, Navigators, and Engineers) - All Career Enlisted Aviators and Non-rated Enlisted Aircrew members attending Advanced Flying Training	3 years (see notes 1, 2, 10, 14, 15, and 20)	05	AF Policy
17	USAF Weapons Instructor Course (WIC) (all AFSCs)	3 years (see notes 1, 2, 14 and 15)	76	AF Policy
18	Flying Instructor Qualification courses [ <b>NOTE:</b> Not applicable to in-house/base proper Career Enlisted Aviator upgrades unless directed by servicing MAJCOM and annotated in Oracle Training Announcement (OTA)]	2 years (see notes 1, 2, 14, 15, and 20)	77	AF Policy
19	Federally-sponsored fellowships and educational programs lasting 20 weeks (140 calendar days) or longer including, but not limited to, all advanced graduate programs, in-residence PME, Education with Industry, Advanced Studies Group programs, technical training, and AFIT non-clinical fellowships	(see notes 2, 6, 9, 11, 14 and 15) 3 years (5 years for Doctoral programs) (Health Professions officers follow Table 1.2. guidance)	78	DoDI 1322.10 DoDI 1322.6 AF Policy

20	Corporate, foundation, or educational institution sponsored fellowships, scholarships, and grants	3 times the length of training (see notes 2 and 7) (Health Professions officers follow Table 1.2. guidance)	32	10 U.S.C. 2603
21	Tuition Assistance of any length or cost (commissioned officers only)	2 years after last date of term	09	10 U.S.C. 2007
22	Legal Education--Funded Legal Education Program (FLEP) and Excess Leave Program (ELP)	(see notes 3 and 4) FLEP: 2 years for each year of education; ELP: 4 years; FLEP/ ELP combined: minimum of 5 years	79	10 U.S.C. 2004 AF Policy
23	Air Force Educational Leave of Absence	2 months for each month of the period of the leave of absence program	08	10 U.S.C. 708
24	Assignment to a Critical Acquisition Position (CAP) under the Acquisition Professional Development Program (APDP)	3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager	72(3yrs) 73(4yrs)	10 U.S.C. 1734
25	Combat Rescue Officer (AFSC 13DXA) and Special Tactics Officer (AFSC 13DXB) initial training	6 years (see note 2 and 16)	84	AF Policy
26	Post-911 GI Bill Transfer of Education Benefits	4 years (see note 17)	85	Public Law 110-252, soon to be 38 U.S.C. Chapter 33
27	TG-10B/C, TG-16A Pilot and Mission/Instructor Pilot (applies only to the 306 <sup>th</sup> Flying Training Group)	1 year (see notes 1, 2, 14, 15, and 21)	98	AF Policy
28	TG-15A/B Pilot and Mission/Instructor Pilot (applies only to the 306 <sup>th</sup> Flying Training Group)	1 year (see notes 1, 2, 14, 15, and 21)	98	AF Policy
29	Power Flight Program Pilot and Mission/Instructor Pilot Qualification (applies only to the 306 <sup>th</sup> Flying Training Group)	2 years (see notes 1, 2, 14, 15, and 21)	98	AF Policy
30	T-41 Pilot and Mission/Instructor Pilot (applies only to the 306 <sup>th</sup> Flying Training Group)	2 years (see notes 1, 2, 14, 15, and 21)	98	AF Policy
31	T-51, T-52, T-53A Pilot and Mission/Instructor Pilot (applies only to the 306 <sup>th</sup> Flying Training Group)	2 years (see notes 1, 2, 14, 15, and 21)	98	AF Policy
32	UV-18 Pilot Initial Qualification	2 years (see notes 1, 2, 14, 15, and 21)	98	AF Policy
33	Assignment to a Key Leadership Position (KLP)	Determined by the Service Acquisition Executive (SAE) prior to selection of position (see note 19)	86	DoDD 5000.52, AF Policy & AFI 36-1301
34	Undergraduate Remote Pilot Aircraft (RPA) Training (URT)	6 years (see notes 1, 2, 14 and 15)	37	AF Policy

**NOTES:**

1. The following provisions apply:

a. The ADSC for Undergraduate Pilot Training (UPT) will be 10 years effective for those entering UPT on or after 1 October 1999. The ADSC will be served upon graduation and will run concurrently with any other ADSC. The United States Air Force Academy classes of 1998 and 1999, and Air Force Reserve Officer Training Corps (AFROTC) cadets commissioned in Fiscal Year (FY) 1998 and 1999 who were categorized as pilots at EAD entry, will incur an ADSC of 8 years (versus 10 years) upon completion of UPT.

b. All manned or unmanned pilots, navigators, and air battle managers who began aviation service after 30 September 1997 will not incur any additional Advanced Flying Training (AFT)/Instructor Qualification ADSCs which extend beyond 6 or 10 years as applicable, of continuous or cumulative rated service. Rated service begins at the completion of training and awarding of wings for the rated specialty. They will still incur Permanent Change of Station (PCS), Professional Military Education (PME), and other non-AFT related ADSCs.

c. Rated officers who crossflow/retrain into another rated career field (e.g., an air battle manager who crossflows/retrains as a navigator or manned or unmanned pilot), crossflow/retrain to a different weapons system (basic qualification) or aircraft airframe will incur the full ADSC for that training even if that ADSC extends beyond the officer's 6th or 10th year of rated service.

2. Upon formal withdrawal or elimination from the program, members incur an ADSC of two years, or the ADSC for completion of the program, whichever is less. ADSC will be updated from projected graduation date of course with ADSC code 33. (**Exception:** AFROTC cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2011, *Air Force Reserve Officer*

*Training Corps*. USAFA cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2020, *Disenrollment of USAFA Cadets*. OTS cadets who withdraw or eliminate incur no ADSC IAW AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Program.

3. FLEP/ELP ADSC begins upon completion of any other unfulfilled ADSC, (e.g., EAD). Additionally, no portion of the education period (including legal internship) may satisfy any existing ADSC. **Exception:** The ADSC for initial PCS to Law School is fulfilled during the education period.

4. FLEP students who withdraw or eliminate must serve one year for each year, or part thereof, of participation in the program. ELP students who withdraw or eliminate must serve one month for each month of participation in the program.

5. Excludes "low-cost" and "no-cost" PCS. **Exception:** Permissive and Humanitarian PCS still incur an ADSC. Humanitarian PCS ADSC may be reduced to a six-month commitment if a hardship condition exists after PCS move. Members may request adjustment of ADSC through their MPS assignments section. Members who retrain in conjunction with a CONUS-to-CONUS assignment or who PCS as part of a force-structure/unit move may have their ADSC reduced to a one year commitment if the member is ineligible to obtain the required retainability.

6. Examples of federally-sponsored fellowships include, but are not limited to, Secretary of Defense Corporate Fellowships, National Defense Fellowships, RAND Research Fellowships, White House Fellowships, Legislative Fellowships, Council on Foreign Relations Fellowships, and National Security Fellowships.

7. Upon approval by AFIT Civilian Institution Programs office in coordination with AF/A1DL, members may accept merit-based fellowships, scholarships, and grants sponsored by a corporation, fund foundation, or educational institution (as prescribed by Title 1. U.S.C. 2603) if it will qualify the member to fill a potential Air Force requirement. Education in this category includes, but is not limited to, Olmsted Scholarships, Rhodes Scholarships, Lincoln Lab Grants, Draper Fellowships, and National

Science Foundation Research Fellowships. Participants in the Olmsted Scholarship Program incur an ADSC equal to three times the length of training spent in graduate study in a foreign country, effective upon completion of this assignment.

8. ROTC students who accept extended scholarship entitlements serve an additional ADSC for EAD equivalent to the length of the entitlement extension, per DoDI 1215.8.

9. AFIT students who are attending AFIT on a part-time basis will not incur an ADSC for completion of AFIT courses.

10. ABMs attending initial qualification training fall under rules 14 & 15. ABMs attending requalification training fall under rule 16.

11. For AFIT students attending civilian institutions, this ADSC will normally begin upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC.

12. This rule is in effect for officers entering this training after 11 Mar 02.

13. For promotion to the grades of E-7 and E-8, an ADSC will only be incurred for selectees with more than 18 years of total active federal military service (TAFMS). Promotion to the grade of E-9 will incur an ADSC regardless of TAFMS. Demotion action does not automatically relieve an enlisted member of an ADSC previously incurred for promotion.

14. ADSC information for training courses are listed in the Education and Training Course Announcement (ETCA) website at (<https://etca.randolph.af.mil>) or via the Oracle Training Announcement (OTA) database within MilPDS.

15. Members selected for in-unit or unit funded courses will still incur any applicable ADSC for those courses. For courses not updated in OTA, the base MPS will forward HQ AFPC/DPTO the member's name, SSAN, course ID, class start date and class graduation date. HQ AFPC/DPTO will create an AF Form 63 for the ADSC event.

16. Applies to Combat Rescue and Special Tactics officers (CRO/STO) who enter initial qualification on or after 1 May 2007. The ADSC for CRO will be associated with AETC course L3ABPIT231 0P4A (Pararescue Apprentice Course). The ADSC for STO will be associated with AFSOC course AFSOC Advanced Skills Training (AST).

17. ADSC will be 4 years with the following exceptions:

a. For those individuals eligible for retirement on 1 August 2009, no additional service is required.

b. For those individuals who have an approved retirement date after 1 August 2009 and before 1 July 2010, no additional service is required.

c. For those individuals eligible for retirement after 1 August 2009 and before 1 August 2010, 1 year of additional service is required.

d. For those individuals eligible for retirement on or after 1 August 2010 and before August 2011, 2 years of additional service is required.

e. For those individuals eligible for retirement on or after 1 August 2011 and before 1 August 2012, 3 years of additional service is required.

18. A service member is considered to be "retirement eligible" if he or she has completed 20 years of active Federal service or 20 qualifying years as computed under 10 U.S.C. Section 12732. Personnel who applied, on or before 1 August 09, for Post-9/11 GI Bill transfer of educational benefits have an ADSC start date of 1 August 09. Personnel applying after 1 August 2009 will have an ADSC start date on the date the transfer application was submitted.

19. ADSC will begin from effective duty date into KLP position. If member is transferred/removed from the KLP position, the ADSC incurred will be adjusted/removed on the effective date to a non-KLP position.

20. This rule does not apply to First Term Airmen attending initial/mission qualification training into their first major weapons system.

21. Pilots who cross-train without a break in flying between AETC non-Major Weapons System aircraft, after completing initial training do not incur any additional commitment.

**Table 1.2. Health Professions Officer ADSCs.**

<b>R U L E</b>	<b>If the ADSC incurring event is for</b>	<b>ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)</b>	<b>ADSC RSN code</b>	<b>Legal Citation</b>
1	EAD from a service academy	5 years (see notes 1 and 3)	29	10 U.S.C. 9348
2	Direct Accession / Minimum Term of Service	3 years	31	AF Policy
3	EAD from AF ROTC	4 years (see notes 1 and 3)	50	AF Policy
4	Uniformed Services University of the Health Sciences (USUHS) Doctor of Medicine (MD) degree awarding program only	7 years (see notes 1, 3, 4, 5 and 7)	53	10 U.S.C. 2114
5	Armed Forces Health Professions Scholarship Program (AFHPSP)	1 year for each year, min 2 years for MC/DC and min 3 years for NC/BSC/MSC; concurrent with minimum term of service (see notes 1, 3, 4, 5 and 7)	52	DODI 6000.13
6	Initial GME PG1 (Medical Corps)	Medical Corps: Initial PG1 GME neutral (see notes 1, 3, 5 and 7)	45	DoDI 6000.13.
7	GME (Medical Corps/GDE) (training in a military program) to include repeat GME PG1	1 year for each year, min 2 years (see notes 1, 3, 5 and 7)	45	DoDI 6000.13.
8	Repeat GME PG1/GME (Medical Corps/ GDE Residency (AFIT sponsored)	1 year for each year, min 2 years (see notes 1, 3, 4, 5 and 7)	45	DoDI 6000.13.
9	GME/GDE Residency (deferred/ re-deferred)	Existing ADSC, min 2 years (see notes 1, 3 and 7)	45	DoDI 6000.13.
10	Financial Assistance Program Residency (AFIT sponsored)	(see notes 1, 3, 5 and 7)	45	DoDI 1322.10.
11	Clinical Fellowship (training in military facility) – AFMS sponsored non-scholarship	1 year for each year, min 2 years (see notes 1, 3, 4, 5 and 6)	32	DoDI 6000.13.
12	Clinical Fellowship (civilian institution) –AFIT sponsored scholarship (note 3)	1 year for each year, min 2 years (see notes 1, 3, 4,5 and 6)	32	DoDI 6000.13.
13	Federally-sponsored fellowships and educational programs lasting 20 weeks (140 calendar days) or longer including, but not limited to, all advanced graduate programs, in-residence PME, Education with Industry, Advanced Studies Group programs, technical training, and AFIT non-clinical fellowships	3 years (see notes 1, 3, 4, 6 and 8)	78	DoDI 6000.13.
14	Military Physician Assistant Training and Nurse Enlisted Commissioning Program (NECP)	3 years for 1 <sup>st</sup> year, then ½ year for each ½ year or portion thereafter. (see notes 1, 3 and 4)	98	DoDI 1322.10.
15	Health professions officer full-time Masters or Doctorate program – AFIT or AFMS sponsorship	3 years for 1st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 1, 2, 4 and 8)	02	DoDI 6000.13.
17	ADHPLRP obligation for accession and retention Health Professions Loan Repayment Program	Minimum 2 years or 1 year for each annual payment whichever is greater	44	DODI 6000.13

**NOTES:**

The ADO's for all health care provider special and incentive pays, and accession and retention bonuses which require contractual agreements, shall be in accordance with Chapter 5 of Chapter 37, USC, and as prescribed by the Assistant Secretary of Defense for Health Affairs under guidance of DODI 6000.13

1. Members who withdraw or eliminate incur an ADSC of 2 years or the length of time in training, whichever is greater, not to exceed the ADSC for program completion.
2. Members who withdraw or eliminate incur an ADSC of 3 years or the length of time in training, whichever is greater, not to exceed the ADSC for program completion.
3. Do not use any part of the educational or training program period to satisfy any existing ADSC.
4. Members serve this ADSC after fulfilling all previously existing educational or initial accession ADSCs.
5. Obligation is 1 year for each year of scholarship with minimum of 2 years obligation for MC/DC, or minimum 3 years obligation for other Corps, then 6 months for each 6-month increment thereafter concurrent with minimum term of service requirement. Extensions of training (beyond original approved completion date) will also result in ½ year of each ½ year extension or portion thereafter.
6. Clinical Fellowships may authorize sub-specialization suffix to the parent (primary) 4-digit AFSC upon completion of the clinical fellowship program, OR fellowship training may be limited to only a single 3-digit AFSC career field. Non-clinical Fellowships do not provide sub-specialization suffix to the parent (primary) 4-digit AFSC upon completion of the non-clinical fellowship program, OR fellowship training may be open to more than one 3-digit AFSC career field.
7. Required to fulfill 3 year minimum term of service
8. For AFIT students attending civilian institutions, this ADSC will normally begin upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC.

**1.3. Advising Members of ADSCs.** The Force Support Squadron (FSS) (or delegated authority) advises members of ADSC commitments and documents acceptance of ADSCs (see paragraphs 2.5. and 2.6. for health professions officers and judge advocates).

1.3.1. The AF Form 63 formally documents the member's knowledge and acceptance of the ADSC. For some ADSC-incurring events, a different form of documentation may be prescribed. (See paragraph 1.3.2). In the case where a formal notification procedure is not followed due to administrative error or oversight, it is each Air Force member's responsibility to know what ADSC they will incur before entering into any associated event. **Failure to be notified or complete an AF Form 63 (or other prescribed documentation) does not relieve the member of the ADSC.**

1.3.2. The following ADSC-incurring events require documentation other than the AF Form 63:

1.3.2.1. Entry on Extended Active Duty (EAD) (AFROTC cadets see AFI 36-2011, paragraph 3.2.1.7; USAFA cadets, see AFI 36-2019, paragraph 3.12).

1.3.2.2. Permanent Change of Station (PCS) (see AFI 36-2110, paragraph 2.28). **Exception:** AF Form 63 is required only for members - officer and enlisted - moving CONUS-to-CONUS and then only if they are or will become eligible for retirement before completing the associated ADSC. In these cases, the AF Form 63 is not to be used

as the official assignment notification but should be signed by member within 7 calendar days of official notification.

1.3.2.3. Accepting special and incentive pays (Health professions, see AFI 41-109, or *Aviator Continuation Pay*, see AFI 36-3004, paragraph 2.2.2).

1.3.2.4. Changing competitive categories (see AFI 36-2106, Attachment 2).

1.3.2.5. Tuition Assistance (see AFI 36-2107, paragraph 2.7).

1.3.2.6. Participating in education or training programs listed in Table 1.1. or Table 1.2 (see AFI 41-117, paragraph 31.1.15).

1.3.2.7. ADSC-incurring events affecting enlisted personnel. AF Form 63 is required **only if** the member is or will become eligible for retirement before completing the ADSC (see AFI 36-2606, paragraph 4.1.1).

1.3.2.8. Enlisted promotion to E-7, E-8 and E-9 will be documented on a Promotion Statement of Understanding (PSU) regardless of member's TAFMSD.

1.3.2.9. Rated specialty begins at the completion of training and award of wings/aeronautical rating. ADSC is documented within commissioning contract or initial rated selection.

**1.4. Retainability.** Members who accept an ADSC-incurring event must have or obtain retainability to serve the ADSC required for the event.

1.4.1. Enlisted members who lack the necessary retainability must obtain it, if eligible, through reenlistment or extension. When an enlisted member cannot obtain the retainability for an ADSC-incurring event, the Military Personnel Section (MPS) or Education Service and Human Resource Flight (DPH) must notify the selection authority and the member may apply for a waiver of retainability or Controlled Duty Assignment requirements (AFI 36-2110, paragraphs 2.29. and 2.43). Enlisted members who decline to obtain retainability must document that decision on AF Form 964, *PCS, TDY, or Training Declination Statement* (AFI 36-2110, paragraphs 2.27.2).

1.4.2. Any officer who has not applied for separation or retirement, and does not have sufficient retainability for the ADSC-incurring event, must apply for a sufficient waiver (AFI 36-2110, paragraphs 2.30.2.).

## Chapter 2

### ADMINISTRATION

#### *Section 2A—Responsibilities*

##### **2.1. HQ AFPC/DPSIP:**

- 2.1.1. As Office of Primary Responsibility (OPR) for the ADSC Program, determines all ADSCs, except for health professions and judge advocate officers.
- 2.1.2. Determines and establishes ADSCD's requiring an adjustment after initial ADSC incurring event.
- 2.1.3. Is the office authorized to update ADSCs listed in AETC's Education and Training Course Announcement (ETCA) and the Oracle Training Announcement (OTA) database.
- 2.1.4. Under certain conditions this office may establish an ADSC on an individual basis to cover a unique situation as an exception to policy. Unique ADSCs are just as valid as any other ADSC. MAJCOMs and other Air Force activities may submit recommendations, with full justification, for the establishment of a unique ADSC. The request can be for an event listed or not listed in this instruction.

##### **2.2. HQ AFPC/DPTO:**

- 2.2.1. Prepares AF Form 63 when required (see paragraph 1.3.2.) for all such members selected for ADSC-incurring events and forwards it to the servicing FSS to obtain signatures.
- 2.2.2. Issues Category One processing discrepancies to the responsible FSS who allows a member to depart and/or enter into an ADSC-incurring event without proper ADSC documentation.

##### **2.3. HQ AFPC/DPTS:**

- 2.3.1. Identifies Category One processing discrepancies of the responsible FSS who allows a member to depart and/or enter into an ADSC-incurring event without proper ADSC documentation.

##### **2.4. HQ AFPC/DPA:** When selecting someone for a PCS (functional category L only) or with AFT en route:

- 2.4.1. Notifies HQ AFPC/DPTO of the selection through written or electronic means with all available course information only when member is notified by means outside of the Military Personnel Data System (MilPDS).
- 2.4.2. Provides course identification (AFT only) to HQ AFPC/DPTO when Air Force Training Management System (AFTMS) quotas or OTA updates are not available.
- 2.4.3. Notifies HQ AFPC/DPTO when an ADSC for a PCS move is curtailed or waived.

##### **2.5. HQ AFPC/DPAM:**

- 2.5.1. Calculates and updates ADSCs for health professions officers.

2.5.2. Ensures member completes AF Form 63 or other required ADSC acknowledgment and maintains original.

## 2.6. HQ USAF/JAX:

2.6.1. Calculates and updates ADSCs for FLEP/ELP selectees.

2.6.2. Ensures member completes AF Form 63 or other required ADSC acknowledgment and forwards signed original to HQ AFPC/DPTO.

## 2.7. AFIT/CI:

2.7.1. Categorizes AFIT students as scholarship or non-scholarship.

2.7.2. Ensures HQ AFPC/DPTO receives copies of Air Force Institute of Technology (AFIT) Form 9, *Initial or Change to Reporting Instructions*.

2.7.3. Informs HQ AFPC/DPSIP of any change to AFIT class dates or elimination/removal of any Line, Chaplain or JAG corps officer from the AFIT program.

## 2.8. FSS/CC (authority may be delegated to the appropriate agency under FSS/CC's command):

2.8.1. Ensures all TDY and PCS orders reflect the ADSC associated with the event IAW AFI 36-2102, *Base-Level Relocation Procedures*.

2.8.2. Ensures members (officers and enlisted) have either sufficient retainability to complete the commitment associated with the ADSC-incurring event or a retainability waiver.

2.8.3. Thoroughly reviews ARMS to ensure it contains the appropriate ADSC counseling statements for unexpired or projected ADSC dates.

2.8.4. Establishes coordination procedures among all MPS/DPH workcenters and base units, and maintains an active liaison with those units to ensure effective ADSC management.

2.8.5. Ensures Education Services Officers and all serviced unit commanders understand their responsibilities.

2.8.6. At bases conducting any Flying Training (Undergraduate or Advanced) and all other in-residence education **or** training lasting 20 weeks (140 calendar days) or longer, ensures all individuals attending such training have a completed AF Form 63 on the first day of training. Also ensures enlisted members have sufficient retainability to fulfill the ADSC associated with the education or training.

2.8.7. Does not allow members to proceed to education or training contained in **Table 1.1 and Table 1.2** without a completed AF Form 63 or other ADSC acknowledgment when required. Does not allow enlisted members without sufficient retainability to proceed to education or training. This includes members departing PCS or TDY for the purpose of entering training, education or a Critical Acquisition Position (CAP), which incurs an ADSC.

2.8.8. Contacts HQ AFPC/DPSIP for any Active Duty Service Commitment Date (ADSCD) adjustments to include excess leave adjustments (see paragraph 2.13.3).

2.8.9. Verifies the ADSCD on receipt of a notice of establishment or change of ADSCD Report of Individual Person (RIP) (see paragraph 2.14).

2.8.10. Processes requests for formal ADSC reviews (see paragraph 2.20).

**2.9. Tuition Assistance ADSC updates:** ADSCs for members using TA will automatically update as base Education Services Officer (ESO) updates Air Force Automated Education Management System (AFAEMS). AFAEMS will then send update information to MilPDS. If automatic ADSCD does not update ESO will forward copy of the AF Form 1227, *Authority for Tuition Assistance – Education Services Program* to HQ AFPC/DPTO for manual update.

**2.10. Unit Commander/MPS:** Ensures members who are directed to attend an education or formal training course, whether via PCS, TDY, or Permanent Change of Assignment (PCA), process through the MPS for ADSC counseling and completion of the AF Form 63 or other required ADSC acknowledgment before entering an ADSC-incurring event.

**2.11. HQ AETC/DOO:** Notifies HQ AFPC/DPTO when new courses are added to ETCA.

### ***Section 2B—Procedures***

#### **2.12. Completing an AF Form 63 (OPR: FSS).**

2.12.1. Counsel the member on the ADSC using AF Form 63 provided by HQ AFPC/DPTO.

2.12.1.1. If a member is selected for an ADSC-incurring event and an AF Form 63 is not received within 5 duty days from HQ AFPC/DPTO, the MPS must request an AF Form 63 from HQ AFPC/ DPTO via email to [afpc.dpsipadspolicy@randolph.af.mil](mailto:afpc.dpsipadspolicy@randolph.af.mil).

2.12.1.2. To decline the ADSC, the MPS suspends all processing for the ADSC-incurring event and completes the following actions.

2.12.1.2.1. The MPS contacts HQ AFPC/DPTO immediately.

2.12.1.2.2. The MPS Chief then signs Section III and includes an ADSC declination statement (see paragraph 2.16) in the remarks section of the AF Form 63. The MPS will establish a suspense for members to submit a separation or retirement application within 7 calendar days of assignment notification (IAW AFI 36-2110).

2.12.1.2.3. The MPS updates the assignment availability code for enlisted members to reflect mandatory separation or retirement at the end of the current enlistment contract (IAW AFI 36-2110). **Exceptions:** Those applying for separation or retirement via the vMPF self-service applications, the in-system application automatically updates the assignment availability code. If the member is declining PCS only and signs an AF Form 964, *PCS, TDY or Training Declination Statement*, an AF Form 63 is not required.

2.12.2. The MPS distributes copies of the AF Form 63 as follows:

2.12.2.1. Forwards a signed AF Form 63 to HQ AFPC/DPTO; faxed or emailed copies will be accepted and are encouraged. Scanned copy of AF Form 63 may be sent via email to: [afpc.dpsipadspolicy@randolph.af.mil](mailto:afpc.dpsipadspolicy@randolph.af.mil). These copies replace the need for the original to be mailed.

2.12.2.2. Gives the member a copy.

2.12.2.3. Retains original or a copy of the AF Form 63 in a 90-day transitory file.

**2.13. Updating the ADSCD and ADSC Reason (RSN) Code (OPR: HQ AFPC/DPSIP, HQ AFPC/DPTO, and FSS).**

2.13.1. HQ AFPC/DPTO updates MilPDS with ADSCD and ADSC Reason Code for all members (except health professions and judge advocate officers) upon receipt of completed AF Form 63 or other ADSC documentation. **Exception:** HQ AFPC/DPTO will update ADSCD for the Air Force Intern Program (AFIP) or PME regardless of competitive category. Also, HQ AFPC/DPTO will update AFIT ADSCD for judge advocate officers. ADSCD begins upon graduation or completion date of training or education, unless otherwise stated. ADSCD for CAP positions begin upon duty effective date. ADSCD for rated specialty begins at the completion of training and awarding of wings/aeronautical rating.

2.13.2. If course graduation date changes or the member does not complete the training, the MPS will contact HQ AFPC/DPSIP to adjust ADSCD.

2.13.3. When adjusting a person's service dates to account for lost time (e.g., confinement), HQ AFPC/DPSIP will adjust the ADSCD upon receipt of AF Form 2098, *Duty Status Change*, from HQ AFPC/DPSOTED by adding one day for each lost day. HQ AFPC/DPSIP will also adjust ADSCDs by adding one day for each day of excess leave.

2.13.4. The OPR for ADSC MilPDS updates is:

2.13.4.1. HQ USAF/JAX for Judge advocate officers who participated in the Excess Leave Program.

2.13.4.2. HQ AFPC/DPAM for Health professions officers.

**2.14. Verifying the ADSCD on receipt of a notice of establishment or change of ADSCD Report on Individual Person (RIP) (OPR: FSS).**

2.14.1. Ensure the ADSCD is correct on the RIP. If incorrect contact HQ AFPC/DPSIP.

2.14.2. Ensure supporting documents are archived in ARMS. If the documentation is not on file, the current servicing MPS should immediately advise member of the ADSC and the requirement to document it.

2.14.3. Give the RIP to the member if the ADSCD is correct and the documentation is in ARMS.

**2.15. Missing Documentation (OPR: FSS).** When a member's personnel records do not contain an AF Form 63 or other required ADSC acknowledgment for a specific ADSC-incurring event in which the member participated, the current servicing MPS takes the following actions:

2.15.1. Contact HQ AFPC/DPTO to determine if HQ AFPC has a copy of the documentation.

2.15.2. If no copies of the documentation are found:

2.15.2.1. Advise the member using documentation provided by HQ AFPC/DPTO.

2.15.2.2. When the member in-processes PCS or on temporary duty (TDY) without an AF Form 63, contact HQ AFPC/DPTO to issue a Category One Processing Discrepancy (see AFI 36-2102, *Base-Level Relocation Procedures*) to the losing MPS. If the gaining MPS allows the member to enter the ADSC-incurring event without requesting an AF

Form 63, HQ AFPC/DPTO will also charge the gaining MPS with a Category One Processing Discrepancy.

**2.16. Declining an ADSC (7-day Option).** A member who declines the ADSC for PCS or training must request separation or retirement within 7 calendar days of notification (Excludes Health Professions Officers sponsored for education in Table 1.2). The MPS Chief is the briefing official in Section III of the AF Form 63 and will enter the following statement in the Remarks Section: "I advised this member concerning the ramifications of declining to accept the ADSC and the requirement to submit a separation or retirement request. Member has been advised that if he/she declines but does not establish a DOS or retirement date under the 7-day option provision (see AFI 36-2110, *Assignments*), and attends the ADSC-incurring event, he/she will still incur the associated ADSC." **Exception:** Officers may decline PME in-residence without establishing a DOS. Do not document officer PME declination on an AF Form 63. Refer to HQ AFPC/DPAPE annual PSDM for further guidance on proper officer PME declination procedures.

2.16.1. Members who establish a separation or retirement date under the 7-day option policy as an alternative to accepting an ADSC, who subsequently complete the ADSC incurring event based on needs of the Air Force, are not obligated to serve beyond their established DOS or retirement date unless they withdraw their DOS or retirement. Those who decline an ADSC and establish a DOS or retirement date must serve all existing ADSCs before separation or retirement unless an early release is approved.

**2.17. Refusing to sign an ADSC Acknowledgment Form or Statement (Upon Selection for an ADSC-Incurring event).** Members who are properly advised of an ADSC cannot therefore avoid an ADSC by refusing to sign the AF Form 63 or other acknowledgment statement. Members who do not establish a DOS or retirement date under the 7-day option and attend or enter into the ADSC-incurring event are considered to have constructively accepted the ADSC.

**2.18. ADSC Waivers.** The Secretary of the Air Force or his/her designee may, in appropriate cases, waive an unfulfilled ADSC when requested by a member in conjunction with applying for separation or retirement (see AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, and AFI 36-3203, *Service Retirements*).

**2.19. Failure to Complete the ADSC for Education, Bonus, or Similar Benefit, Title 37, U. S.C., Section 303a(e) or Section 373.**

2.19.1. Members incurring an ADSC on or after 1 April 2006 who fail to complete their ADSC are subject to recoupment, unless waived by the Secretary, of a prorated portion of the cost of educational assistance, financial bonus, or benefit (see AFI 36-3207, *Separating Commissioned Officers* and AFI 36-3203, *Service Retirements*).

2.19.2. Members remaining on active duty do not have the option of reimbursing the government in lieu of fulfilling an ADSC. **Exception:** Members who must repay TA in full as directed by the government (incomplete/failing grade, class dropped, etc.) may request removal of the ADSC. MPS or ESO will confirm recoupment action and coordinate with HQ AFPC/DPSIP to remove ADSCD from member's records.

**2.20. Resolving an ADSC discrepancy (Formal Review Process) (OPR: HQ AFPC/DPSIP or FSS).** It is vital members and the Air Force quickly resolves ADSC issues surfaced by the member, record reviews, or other means. The FSS does not make the final decision on ADSC

issues (see paragraph 2.20.2.). The OPR should, however, advise members of the information discovered.

2.20.1. FSS ensures the review of the member's record is complete and as a minimum complete the following actions:

2.20.1.1. Review Military Personnel Data System (MilPDS) RIP.

2.20.1.2. Review ARMS for source documents related to MilPDS RIP (AF Form 63, *Training Allocation RIP*, Statement of Understanding or similar document, and PCS Notification RIP).

2.20.1.3. Contact Flight Management Office (FMO) for record of all flying training the member has completed. Verifies AFT ADSC in MilPDS is consistent with FMO record of flying training.

2.20.1.4. Contact ESO to verify all ADSCs for tuition assistance are properly recorded.

2.20.1.5. Ensures ARMS contains the appropriate AF Form 63 or other acknowledgment and, if missing, follows the steps in paragraph 2.14.

2.20.1.6. FSS sends the results of the audit to HQ AFPC/DPSIP and requests a review under the AF ADSC Verification Program.

2.20.1.7. Upon receipt of HQ AFPC/DPSIP review, the OPR notifies the member of the results and provides a copy to the member. If the member disagrees with the HQ AFPC/DPSIP ADSC verification review, the FSS advises the member on accomplishing a DD Form 149, *Application for Correction of Military Record*, in accordance with AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Pending final decision of the AFBCMR, the ADSC is binding.

2.20.2. HQ AFPC/DPSIP: Administers the Air Force ADSC verification program. Upon receipt of formal review request from an FSS, HQ AFPC/DPSIP will:

2.20.2.1. Review information provided by the FSS, reviews member's training and duty history, Master Personnel Record, ARMS and other historical files as necessary.

2.20.2.2. Determine correct ADSC.

2.20.2.3. Update missing or incorrect ADSC(s) as necessary.

2.20.2.4. Within 4 weeks, notifies the FSS and member by message of formal review results and member's right to appeal to the AFBCMR.

2.20.2.5. Maintain all documentation related to verification.

DARRELL D. JONES, Lt General, USAF  
DCS, Manpower, Personnel, and Services

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Title 10, U.S.C., Section 653(a), Minimum Service Requirements for Certain Flight Crews Positions, Pilots, 5 January 2009

Pilots Title 10, U.S.C., Section 653(b), Minimum Service Requirements for Certain Flight Crew Positions - Navigators and Naval Flight Officers, 5 January 2009

Title 10, U.S.C., Section 1734, Career Development, 5 January 2009

Title 10, U.S.C., Section 2004, *Detail of Commissioned Officers as Students at Law Schools*, 5 January 2009

Title 10, U.S.C., Section 2005, *Advanced Education Assistance*, 5 January 2009

Title 10, U.S.C., Section 2007, *Payment of Tuition for Off-duty Training or Education*, 5 January 2009

Title 10, U.S.C., Section 2114, *Students: Selection, Status, Obligation*, 5 January 2009

Title 10, U.S.C., Section 2123, *Members of the Program: Active Duty Obligation; Failure to Complete Training; Release from Program*, 5 January 2009

Title 10, U.S.C., Section 2603, *Acceptance of Fellowships, Scholarships, or Grants*, 5 January 2009

Title 10, U.S.C., Section 8013, *Secretary of the Air Force*, 5 January 2009

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DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

DoDD 1215.8, *Senior Reserve Officers Training Corps (ROTC) Programs*, 26 June 2006

DoDI 1315.18, *Procedures for Military Personnel Assignments*, 12 January 2005

DoDI 1322.6, *Fellowships, Training with Industry (TWI), and Grants for DoD Personnel*, 15 November 2007

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F036 AF PC Q, *Personnel Data Systems*, 11 June 1997

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AFI 36-2019, *Appointment to the United States Air Force Academy*, 16 May 1994

AFI 36-2020, *Disenrollment of USAFA Cadets*, 22 April 1999

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 June 2010

AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

AFI 36-2106, *Competitive Category Transfers*, 9 May 1994

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

AFI 36-2133, *Specified Period of Time Contracts, (SPTC)*, 1 June 2000

AFI 36-2205, *Applying for Flying, Air Battle Manager, and Astronaut Programs*, 29 October 2004

AFI 36-2301, *Developmental Education*, 16 July 2010

AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*, 11 July 2001

AFI 36-2603, *Air Force Board for Correction of Military Records*, 5 March 2012

AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011

AFI 36-3004, *Aviator Continuation Pay (ACP) Program*, 12 April 2007

AFI 36-3203, *Service Retirements*, 8 September 2006

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

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

AFI 41-109, *Special Pay for Health Professionals*, 27 May 1994

AFI 41-117, *Medical Service Officer Education*, 23 April 2001

### **Prescribed Form**

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*.

### **Adopted Forms**

AF Form 24, *Application for Appointment as Reserve of the AF or USAF without Component*

AF Form 125, *Application for Extended Active Duty with the USAF*

AF Form 847, *Recommendation for Change of Publication*

AF Form 964, *PCS, TDY or Training Declination Statement*

AF Form 1227, *Authority for Tuition Assistance – Education Services Program*

AF Form 2098, *Duty Status Change*

AF Form 4406, *Post 9/11 G.I. Bill Transfer of Educational Benefits Statement of Understanding*

AFIT Form 9, *Initial or Change to Reporting Instructions*

DD Form 149, *Application for Correction of Military Record*

***Abbreviations and Acronyms***

**ADSC**—Active Duty Service Commitment

**ADSCD**—Active Duty Service Commitment Date

**AEGD—1**—One Year Advanced Education in General Dentistry

**AETC**—Air Education and Training Command

**AFB**—Air Force Base

**AFIP**—Air Force Intern Program

**AFIT**—Air Force Institute of Technology

**AFPC**—Air Force Personnel Center

**AFSC**—Air Force Specialty Code

**AFT**—Advanced Flying Training

**APDP**—Acquisition Professional Development Program

**ARMS**—Automated Records Management System

**AWOL**—Absent Without Leave

**CAP**—Critical Acquisition Position

**CONUS**—Continental United States

**CSS**—Commander's Support Staff

**DEROS**—Date Eligible for Return from Overseas

**DoD**—Department of Defense

**DOS**—Date of Separation

**DPH**—Education Service and Human Resource Flight

**EAD**—Extended Active Duty

**ELP**—Excess Leave Program

**ESO**—Education Services Officer

**ETCA**—Education and Training Course Announcement

**EWI**—Education with Industry

**FLEP**—Funded Legal Education Program

**FSS**—Force Support Squadron

**GDE**—Graduate Dental Education

**GME**—Graduate Medical Education

**GSP**—Graduate School Program  
**MilPDS**—Military Personnel Data System  
**MPS**—Military Personnel Section  
**NECP**—Nurse Enlisted Commissioning Program  
**OTA**—Oracle Training Announcement  
**PA**—Privacy Act  
**PCS**—Permanent Change of Station  
**PG1**—Post Graduate Year 1  
**Ph.D.** —Doctor of Philosophy  
**PII**—Personal Identifying Information  
**PME**—Professional Military Education  
**PSU**—Promotion Statement of Understanding  
**RIP**—Report on Individual Person  
**RNLTD**—Report Not Later Than Date  
**ROTC**—Reserve Officer Training Corps  
**RSN**—Reason  
**TAFMS**—Total Active Federal Military Service  
**TAFMSD**—Total Active Federal Military Service Date  
**TDY**—Temporary Duty  
**TMS**—Training Management System  
**TA**—Tuition Assistance  
**UNT**—Undergraduate Navigator Training  
**UPT**—Undergraduate Pilot Training  
**UPRG**—Unit Personnel Record Group  
**USAF**—United States Air Force  
**USAFA**—United States Air Force Academy  
**U.S.C.**—United States Code

### *Terms*

**Active Duty**—Full-time duty in the active military service of the United States.

**Active Duty Service Commitment (ADSC)**—A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

**Active Duty Service Commitment Date (ADSCD)**—The date the ADSC expires.

**ADSC—Incurring Event**—Any event for which a member incurs an ADSC.

**Aviation Service Date**—Date member first reports, on competent orders, to the aviation activity possessing aircraft in which he/she will receive flight training leading to an aeronautical rating.

**Career Enlisted Aviator**—Any 1AXXX enlisted aircrew member assigned to an authorized aircrew position.

**Career Officer**—A Regular officer; an Air Force Reserve officer currently serving in Indefinite Reserve Status; or an officer serving under Conditional Reserve Status program.

**Concurrent**—To be served at the same time, together, simultaneously.

**Consecutive**—To proceed from one to another and be served in sequential order.

**Continental United States (CONUS)**—United States territory, including adjacent territorial waters, located within North America between Canada and Mexico (does not include Hawaii or Alaska).

**Date Eligible for Return From Overseas (DEROS)**—Date established for a member to complete his or her overseas tour and be eligible to return from overseas.

**Date of Separation (DOS)**—Date established by law/policy for the termination of active duty.

**Exception**—A request involving a policy, procedure, or other action in this instruction which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

**Excess Leave**—Leave granted that exceeds earned and advance leave and for which the service member is not entitled to pay and allowances.

**Extended Active Duty (EAD) Date**—Date a member started active duty career.

**Health Professions Officer**—Includes Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), and Biomedical Sciences Corps (BSC) officers, and applicants selected for or undergoing training or schooling to qualify them for service in the MC, DC, MSC, NC or BSC.

**Humanitarian PCS**—A permanent change of duty station to satisfy an Air Force requirement wherein an individual receives consideration because of severe personal problems.

**Instructor Qualification**—Course of instruction qualifying any rated officer to be an instructor, or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

**Judge Advocate Officer**—Includes officers designated as judge advocates in accordance with AFI 51-103 and serving in the Judge Advocate General's Corps, and applicants selected for or undergoing training or schooling to qualify them for such designation and service.

**Lost Time**—Time during which a member is AWOL, in confinement, or incapacitated due to alcohol, drugs or disease or injury resulting from the member's misconduct (10 U.S.C. 972).

**Low—Cost PCS**—PCS between duty locations when it is determined in advance of approval of the PCS that the expected cost will not exceed \$ 1,000 of PCS entitlements. The new duty location must also be within commuting distance of the member's current residence.

**Misconduct**—As a basis for separation or retirement, includes substandard duty performance within a member's control, unacceptable conduct, moral or professional dereliction, interests of national security, court-martial conviction, and conduct rendering a member eligible for separation or retirement in lieu of court-martial.

**No—Cost PCS (No Entitlement)**—A PCS in which no entitlements accrue to the person. This is a PCS to a new duty station within the corporate limits of the same city or town. When the person must move their household goods because of the move, use local O&M funds as outlined in the JFTR. Do not use an AAN, unless you use the PCS ID Code “M.” Do not use PCS orders unless you include the statement that the person has no PCS entitlements.

**Non-rated Aircrew Member**—An enlisted member qualified for aviation service, who has an AFSC with a K, Q, or X prefix, and is assigned to an approved aircrew position.

**Part—time AFIT Student**—An Air Force Officer who is working in a producing (non-student) job for half/more-than-half the duty day and carrying a class load of 6 hours (or less) graduate level credit in a semester/term.

**Permanent Change of Station (PCS)**—For ADSC purposes, a move between permanent duty stations that are not in the same corporate city limits or town.

**Permissive Permanent Change of Duty Station (PCS)**—A PCS request initiated by a person, approved in limited circumstances, authorizing the person to proceed on a PCS at their own expense. For permissive PCS, the member is responsible to pay all expenses involved or associated with the PCS, and will still incur an ADSC for the permissive PCS.

**Rated Service**—Time an officer serves in the rated force, from award of an aeronautical rating to separation, promotion to colonel, grounding or retirement.

**Report Not Later Than Date (RNLTDD)**—Date by which member must report to duty station.

**Requalification Training**—Training in an aircraft in which a member was previously qualified.

**Retainability**—Time remaining to serve on active duty in the Air Force.

**Attachment 2**

**PREVIOUS AND CURRENT ACTIVE DUTY SERVICE COMMITMENT REASON  
CODES WITH CLEAR TEXT TITLES**

- 01 Air Force Institute of Technology (Education with Industry)
- 02 Air Force Institute of Technology
- 03 Technical Training
- 04 Undergraduate Flying Training (UPT (prior to 1 Oct 99), UNT, URT)
- 05 Advanced Flying Training
- 06 Thunderbirds
- 07 Professional Military Education
- 08 Education Absence of Leave
- 09 Tuition Assistance
- 10 Promotion
- 11 Permanent Change of Station
- 12 Minimum Term of Service
- 13 Selective Continuation
- 14 1st Manned Space-flight Control Squadron (MSFSG/HQ AFSCF Tour)
- 15 FBI Academy
- 16 Air Force Intern Program
- 17 Airborne Warning and Control System Course (AWACS)
- 18 Initial Missile Qualification
- 19 Air Traffic Control Upgrade Training Officer Program
- 20 Junior Officer Cryptologic Career Program
- 21 Air Force Office of Special Investigation (AFOSI) Senior Investigation Course
- 22 White House Fellowship Program

- 23 Funded Legal Education Program
- 24 Excess Leave Legal Education Program (ELLEP)
- 25 AFMC Scientist and Engineering Exchange Program
- 26 Research Associate Program
- 27 Miscellaneous Education/Professional Training
- 28 Accept Indefinite Reserve Status
- 29 USAF Academy
- 30 Recalled to Active Duty
- 31 Extended Active Duty
- 32 Fellowship, Scholarship, Grant, TNG # include Health Svc Officers
- 33 Eliminate, withdraw, resign, TNG # include Health Svc Officers
- 34 Educational Leave of Absence
- 35 Airborne Battle Manager (ABM) Ground Training
- 36 Airborne Battle Manager (ABM) Initial flying Training  
Qualification Training
- 37 Undergraduate Remote Pilot Aircraft (RPA) Training (URT)
- 40 Internship Health Services Officer
- 41 Medical, Dental or Veterinarian Student Program
- 42 Senior Medical, Dental or Veterinarian Student Program
- 43 Post Graduate or Graduate Health Services Professional Education Training
- 44 Health Professions Loan Repayment Program (HPLRP)
- 45 Residency Training
- 46 Additional Special Pay

- 47 Health Professions Incentive Special Pay
- 48 Health Professions Multi-year Special Pay or Retention Bonus
- 49 Continuation Pay for Dental Corps in Training or Payback Status
- 50 ROTC Pre-Health
- 51 ROTC Education Delay
- 52 Health Professions Scholarship Program (HPSP)
- 53 Uniformed Services University of the Health Sciences (USUHS)
- 60 Engineering or Scientific Career Continuation Pay
- 61 Manned Space Flight Engineer/Payload Specialist
- 62 Laboratory Associates Program
- 63 Minute Man Education Program
- 64 Defense Advanced Language Area Studies Program
- 65 Special Agreement with Specified Period of Time Contracts
- 66 Medical Unique Situations
- 67 Medical Personnel Over 60
- 68 Intelligence Program
- 69 Critical Skills Retention Bonus (CSRB)/Zone E (SRB)
- 70 Aviator Continuation Pay (ACP)
- 71 Pilot Bonus Transition
- 72 Critical Acquisition Position (3 years)
- 73 Critical Acquisition Position Program Manager (4 years)
- 74 Health Professions Accession Bonus
- 76 USAF Weapons Instructor Course (WIC)

77 Instructor Qualification (Other than PIT)

78 All In-residence Education, including all AFIT Programs

79 Funded Legal Education Program (FLEP) and Excess Leave Program (ELP)

80 Undergraduate Pilot Training (UPT)

84 Combat Rescue Officer (CRO)/Special Tactics Officer (STO)

85 Post 9-11 GI Bill Transfer of Education Benefits

86 Key Leadership Position

90 Specialty Pay Legal Officers

98 Other

99 Unknown