

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

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Personnel

**AIR FORCE STRENGTH ACCOUNTING
DUTY STATUS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This is the revision publication of Air Force Instruction (AFI) 36-2134. This publication implements Air Force Policy Directive (AFPD) 36-26, Military Force Management. It assigns responsibilities for Air Force Strength Accounting Duty Status Program and provides direction on the collection and maintenance of strength accounting duty status information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013, Secretary of the Air Force, Privacy Act System Notice F036 AF PC Q, Personnel Data System (PDS); and Privacy Act System Notice F036 AF PC J. This instruction sets forth total force strength accounting duty status program policies for all Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the strength accounting duty status program. This publication may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. It establishes guidance for updating and maintaining strength accounting duty status program information on military personnel. Refer to Attachment 1 for a glossary of references and supporting information. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through appropriate channels, to the Force Support Readiness Division, AF/A1XR, 1050 Air Force Pentagon, Washington, DC, 20330-1040. Tier/waiver authorities are identified in Chapter 2 per AFI 33-360, Table 1.1. Process supplements that affect any military personnel function IAW AFI 33-360, Volume 1, Publications Management Program. Coordinate supplements with AF/A1XR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and

disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Strength accounting duty status program reporting assists commanders in supporting peace and wartime mission requirements. The availability of strength accounting duty status information allows commanders and functional managers to make informed force management decisions by providing quick and accurate determination of names, numbers, and types of unit personnel available for mission taskings. Strength accounting duty status reporting is event-oriented and serves as a personnel accounting function. Strength accounting duty status conditions are reported when an individual is projected to be or is in a strength accounting duty status condition other than Present For Duty (PFD), as well as when he/she is subsequently returned to PFD per Air Force Computer System Manual (AFCSM) 36-699, Military Personnel Data System (MilPDS) User Guide, Volume 1, Chapter 13 or AFI 36-2911, Desertion and Unauthorized Absence.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 5, United States Code (U.S.C.), Section 522a. The applicable Privacy Act SORN(s) F036 AF PC Q, Personnel Data System (PDS) and F036 AF PC J, Absentee and Deserter Information Files; are available at <http://privacy.defense.gov/notices/usaf/>.

Vigilance must be taken to protect Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: change title from duty status to strength accounting duty status; realigned roles and responsibilities to reflect the organizational structure (Chapter 2); updated office symbols, adopted forms and incorporated IC changes; removed all transactional “step by step” updates which are now located in the Duty Status PSD Guide (Chapter 3); added information on the Total Force Service Center and Case Management System; updated AFI, AFPD, and DoDI references to their current title and publication date; updated the acronym listing and definitions; and removed ARC strength accounting duty status codes 60, 70 and 71. In addition, the AFI identifies tier waiver authority levels (T-0, T-1, T-2, T-3--Tier Waiver Authority definitions are available in attachment 1, GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION) for all compliance items for each wing, FOA, or DRU level task as specified by Table 1.1 of AFI 33-360, Publications and Forms Management.

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Chapter 1

STRENGTH ACCOUNTING DUTY STATUS PROGRAM REPORTING

1.1. Purpose. The Air Force Strength Accounting Duty Status Program (SADSP) exists to enhance total force accountability and improve crisis responsiveness. The SADSP allows all levels of command to access and maintain a centralized database depicting the current status of the force and is designed to provide commanders, planners, and managers with strength-affecting information. It encompasses all events causing a person to not be PFD. This data can be used in making force management decisions. The SADSP is also a primary conduit for data impacting Air Force personnel tempo (PERSTEMPO) and the payment of high-deployment pay (Burdenome Tempo). Note: Effective 8 October 2001, the Deputy Secretary Defense suspended the accumulation of deployment days for the purpose of determining eligibility for high deployment per diem until further notice.

1.2. Objective. The objective of the SADSP is to capture and report all changes in a member's strength accounting duty status to ensure these changes, regardless of length are reported immediately. Specifically, the SADSP provides a mechanism for Commanders and Military Personnel Section (MPS) personnel to update data through Military Personnel Data System (MilPDS).

1.3. Uses. Strength accounting duty status is much more than a process to identify the availability or non-availability of personnel for duty. Commanders and agencies throughout the Air Force and the Department of Defense (DoD) rely on information derived from strength accounting duty status reporting to fulfill mission needs. The importance of accurate and timely reporting must not be downplayed. Strength accounting duty status information is used:

1.3.1. To document the utilization of Guard and Reserve personnel. This information affects man-day funding.

1.3.2. To prevent the selection for assignment of deployed personnel who are non-volunteers for assignment.

1.3.3. To create the transaction that causes the Overseas Duty Selection Date (ODSD) and Short Tour Return Date (STRD) to be adjusted for each day spent on Temporary Duty (TDY) in an overseas area.

1.3.4. To manage PERSTEMPO and to determine the Operation Tempo (OPSTEMPO) of wings, units, weapons systems, and Air Force Specialty's (AFSs). Strength accounting duty status updates trigger the transaction that creates a record within the TDY history. This transaction is used in the management of PERSTEMPO and has a direct impact on unit and individual credit for deployment. Senior leaders use the SADSP data to help gauge the effects continual TDYs have on unit readiness and individual quality of life.

1.3.5. To change service dates, pay dates, military pay, lost time, retirement and separation dates, dates of rank, ODSDs, STRDs, promotion eligibility, and reenlistment eligibility when a member is placed into a unfavorable code: confinement, absence without leave (AWOL), deserter, etc.

1.3.6. To comply with DoD requirements to provide the Defense Manpower Data Center (DMDC) information on all TDYs performed. DMDC uses Service-supplied data to report PERSTEMPO to the Undersecretary of Defense for Personnel and Readiness. This data informs the Office of the Secretary of Defense (OSD) which Services are the busiest in terms of time away from home station.

1.3.7. To calculate unit personnel Category levels, or C-levels in Status of Resources and Training Systems (SORTS).

1.3.8. To identify the availability of personnel to meet combatant commander requirements.

1.3.9. To identify personnel who are projected to deploy or already deployed to support combatant commander requirements.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR)

2.1.1. Approves SADSP implementing guidance.

2.2. The Principal Deputy Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR)

2.2.1. Certifies SADSP guidance.

2.3. HQ USAF/DCS Manpower, Personnel and Services (HQ USAF/A1)

2.3.1. In collaboration with the HQ USAF/RE and the NGB/CF, AF/A1 develops personnel guidance for the SADSP.

2.4. HQ USAF Director of Plans and Integration (HQ USAF/A1X)

2.4.1. Is the Human Resource Management (HRM) policy owner for SADSP guidance.

2.5. HQ USAF Force Support Readiness Division (HQ USAF/A1XR):

2.5.1. Is the Air Force Office of Primary Responsibility (OPR) for the SADSP.

2.5.1.1. Develops and oversees strength accounting duty status guidance for all levels of personnel.

2.5.1.2. Develops, coordinates, and executes personnel guidance and approves procedural guidance for the management of the SADSP.

2.6. HQ AFPC Special Programs Branch (AFPC/DPSIM):

2.6.1. Is the functional OPR for administering the operational aspects of the SADSP. (T-1)

2.6.2. Develops procedures to implement USAF guidance for strength accounting duty status reporting. (T-1)

2.6.3. Oversees procedures to ensure implementation at all command levels. (T-1)

2.6.4. Provides guidance to all military personnel units on management of their SADSP. (T-1)

2.6.5. Publishes cross feed messages as needed to keep field units aware of recent changes in management. (T-1)

2.7. HQ AFPC Total Force Service Center (AFPC/DPTSO):

2.7.1. Reviews the Strength accounting duty status Change Application in Case Management System (CMS). (T-1)

2.7.1.1. Conducts quality review of Duty Status Change Application, ensuring all applicable fields are filled in correctly, and member's strength accounting duty status/lost time are appropriately updated. (T-1)

2.7.1.2. Ensures coordination and distribution of the form is completed. (T-1)

2.7.1.3. Completes, corrects and monitors appropriate updates to include correcting lost time and previously reported lost time when updated incorrectly. EXCEPTION: AFPC/DPWCM accomplishes all AWOL/Desertion updates in MilPDS. (See para 2-9). (T-1)

2.8. HQ AFPC Personnel Readiness Branch (AFPC/DPWOR):

2.8.1. Serves as functional OPR for strength accounting duty status Codes 20, 21 and strength accounting duty status reporting for contingency, exercise and deployment operations in support of combatant commander requirements. (T-1)

2.9. HQ AFPC Air Force Missing Persons Branch (AFPC/DPWCM):

2.9.1. Central focal point for control, accounting, and dissemination of information concerning members in military or civilian confinement, administratively classified as deserters, and members AWOL for less than 31 days, or 10 days in times of emergency or war declared by the President or Congress. (T-1 Waiver Authority)

2.9.1.1. Monitors the AWOL/Deserter Program, and updates/corrects strength accounting duty status in MilPDS for AWOL, Deserter and civilian/military confinement as a result of AWOL/Deserter strength accounting duty status. (T-1)

2.9.1.2. Develops guidance in AFI 36-2911, Desertion and Unauthorized Absence. (T-1)

2.9.1.3. Conducts quality review of Duty Status Change Application, and other required documents for accuracy, ensuring member's strength accounting duty status is updated to AWOL/Deserter, if applicable. Note: Only AFPC/DPWCM can change or remove AWOL/Desertion from MilPDS. (T-1)

2.10. Office of Air Force Reserve (HQ USAF/RE):

2.10.1. Ensures SADSP is implemented within all Reserve units.

2.10.2. Develops, coordinates, and approves personnel policies and procedures for SADSP management.

2.11. Air National Guard (NGB/CF):

2.11.1. Ensures SADSP is implemented within ANG units.

2.11.2. Develops, coordinates, and approves personnel policies and procedures for SADSP management.

2.12. MAJCOM Directors of Manpower, Personnel & Services (MAJCOM/A1): The term MAJCOM, as used in this instruction, refers to MAJCOMs, field operating agencies, direct reporting units, NGB, and HQ AFRC.

2.12.1. Appoints and provides AFPC/DPSIM with the name, grade, office symbol, duty phone, and email address of the primary and alternate MAJCOM SADSP Manager.

2.12.1.1. Ensures units are in compliance with this instruction.

2.12.1.2. Ensures the SADSP is managed effectively and bases within their MAJCOM are accurately and timely reporting strength accounting duty status.

2.13. Military Personnel Section (MPS) Commander:

- 2.13.1. Appoints and provides HQ AFPC/DPSIM the name, grade, office symbol, duty phone, and email address of the primary and alternate base SADSP manager who must be a personnel specialist in the grade of E-5 or above (or civilian equivalent). (T-1)
- 2.13.2. Ensures base SADSP manager receives training on the use of MilPDS and CMS strength accounting duty status updating procedures within 30 days of appointment. (T-2)
- 2.13.3. Ensures SADSP managers review all strength accounting duty status training requirement tools in Attachment 6 within 30 days of appointment. (T-2)
- 2.13.4. Responsible for the overall management for the SADSP, ensuring accurate and timely strength accounting duty status reporting for all personnel assigned to their MPS ID. (T-1)
- 2.13.5. Ensures unit commanders are aware of strength accounting duty status code requirements and processes. NOTE: The requirement for the MPS to update these changes varies from base to base. Ensure units are informed of local operating procedures. (T-1)
- 2.13.6. Ensures geographically separated units (GSUs) without update capabilities notify the base SADSP manager of all changes in their personnel's strength accounting duty status condition. Notification of strength accounting duty status must be done via email or fax with source documentation. Ensure appropriate steps are taken when transmitting PII information. (T-2)

2.14. Base SADSP Manager:

- 2.14.1. Reviews all training requirement tools in Attachment 6 within 30 days of appointment. (T-2)
 - 2.14.1.1. Provides unit SADSP managers initial training within 30 days of appointment. (T-2)
- 2.14.2. Reviews and assists units in the development of unit TDY in and out-processing procedures to accurately monitor the SADSP. (T-2)
- 2.14.3. Ensures MilPDS is used to update all changes in a member's strength accounting duty status condition as they occur regardless of the amount of time the member is not PFD. NOTE: See Attachment 2 for Strength Accounting Duty Status Codes. (T-1)
- 2.14.4. Processes and distributes the monthly Duty Status Effectiveness Report (DSERT) to assigned units. (T-2)
- 2.14.5. Ensures system rejects are monitored and corrective action is taken as necessary. (T-2)
- 2.14.6. Responsible for ensuring strength accounting duty status codes are updated accurately and in a timely manner. (T-1)
- 2.14.7. Responsible for ensuring historical data is accurate in MilPDS. Takes action to add, correct, or delete TDY events utilizing Tempo Management Tracking System (TMTS) or MilPDS. Ensures valid source documents are provided for changes. (T-2)

2.15. Unit Commander:

2.15.1. The overall manager for the unit SADSP, ensuring accurate and timely strength accounting duty status reporting of all strength accounting duty status codes. The commander is responsible for appointing a primary and alternate unit SADSP manager and providing the base SADSP manager the name, grade, office symbol, duty phone, and email address. (T-1)

2.15.2. Establishes procedures to ensure strength accounting duty status changes of assigned personnel are reported to the office responsible for making updates to MilPDS. (T-2)

2.15.3. Establishes unit TDY in and out-processing procedures to accurately monitor the SADSP. (T-2)

2.15.4. Ensures geographically separated units (GSU) without update capability notify the unit SADSP manager of all changes in their personnel's strength accounting duty status condition. Notification can be by telephone, e-mail, fax, etc. Ensure appropriate steps are taken when transmitting PII information. (T-2)

2.15.5. Ensures unit SADSP manager receives initial training within 30 days of appointment. (T-2)

2.16. Unit SADSP Manager:

2.16.1. Ensure Base Level Service Delivery Model (BLSDM) is used to update all changes in an individual's strength accounting duty status condition as they occur regardless of the amount of time the member is not PFD. NOTE: Except for unfavorable strength accounting duty status changes (Codes 04, 05, 06, 07, 16, 17, 52, 53, 56, 59) which must be submitted via CMS. See Attachment 2 for strength accounting duty status codes. (T-1)

2.16.2. Ensures AF Form 2098, Duty Status Change, is prepared/processed and/or CMS updated. NOTE: See Attachment 5 for preparation requirements. (T-2)

2.16.3. Uses the DSERT file to analyze unit program effectiveness. (T-2)

2.16.4. Monitors system rejects and ensures corrective actions are taken as necessary. (T-2)

2.16.5. Responsible for in and out-processing of all unit TDY personnel to ensure strength accounting duty status codes are updated accurately and in a timely manner. (T-1)

2.17. Installation Personnel Readiness (IPR):

2.17.1. Updates strength accounting duty status Code 20, TDY Contingency/Rotational/Exercise, and strength accounting duty status Code 21, Palace Trip Manning Assistance Contingency or Exercise, for all personnel deploying in support of a contingency operation or TDY manning assistance as appropriate. (T-1)

2.17.2. Monitors and manages daily Deliberate Crisis Action Planning and Execution Segments (DCAPES) and MilPDS Transaction Registers (TRs). Takes corrective action in both systems, if necessary. Updates projected or confirmed contingency, exercise, mobility, rotational, or manning assistance TDYs using DCAPES and/or MilPDS for those rejected during daily DCAPES to MilPDS interface. (T-1)

2.18. Personnel Support for Contingency Operations (PERSCO) Teams:

2.18.1. Brief and assist deployed commanders to establish lines of communication to report changes in strength accounting duty status. (T-1)

2.18.2. Comply with strength accounting duty status reporting requirements outlined in AFI 36-3802, Personnel Readiness Operations. (T-1)

2.19. Geographically Separated Units (GSUs):

2.19.1. GSUs with MilPDS capabilities are required to update strength accounting duty status changes as they occur. (T-1)

2.19.2. GSUs that do not have MilPDS capabilities must notify their servicing MPS of any changes to a member's strength accounting duty status in a timely manner. Ensure appropriate steps are taken when transmitting PII information. (T-1)

2.20. Deployed Unit Commander:

2.20.1. Ensures the PERSCO team is informed of all changes in deployed personnel's strength accounting duty status. (T-1)

2.20.1.1. Ensures all deployed personnel in-process through the PERSCO team immediately upon arrival. (T-1)

2.20.1.2. Ensures all deployed personnel departing the deployed location out-process through the PERSCO team. (T-1)

2.21. Individual Mobilization Augmentee (IMA) Program Managers:

2.21.1. Provide Military Personnel Authority (MPA) strength accounting duty status updates via electronic submission to HQ Air Reserve Personnel Center (ARPC/SCQ) as required. (T-1)

2.21.2. Include strength accounting duty status codes in Reserve Personnel Authority (RPA) tour requests submitted to ARPC/FMF. (T-1)

2.21.3. Ensure subordinate units report any strength accounting duty status changes subsequent to the member reporting for duty through the program management office to Air Reserve Personnel Center (ARPC). (T-1)

2.22. Individual:

2.22.1. Notifies unit commander support staff/orderly room before departure of a TDY and upon return. (T-2)

2.22.2. Reports notification of any other change to strength accounting duty status (hospitalization, confinement, etc.) to supervisor and/or First Sergeant. (T-2)

Chapter 3

REPORTING CHANGES IN STRENGTH ACCOUNTING DUTY STATUS FOR CONFINEMENT, ABSENCE WITHOUT LEAVE (AWOL), DESERTION, AND APPELLATE REVIEW LEAVE

3.1. Purpose. Changes in strength accounting duty status must be updated as they occur. The DD Form 2707, Confinement Order, is the source document to initiate the strength accounting duty status via CMS, to change the member's strength accounting duty status to a military confinement strength accounting duty status. See Personnel Service Delivery Duty Status Procedures for CMS Updates Training Tool Guide located on AFPC website.

3.2. Background. This chapter provides information on Confinement, AWOL, and Deserter Status. Confinement, AWOL, and deserter strength accounting duty status conditions may result in lost time. It details procedures for the capture and reporting of these strength accounting duty status conditions. NOTE: Air Force Missing Persons Branch (AFPC/DPWCM) will update strength accounting duty status in MilPDS for AWOL, Deserter and civilian/military confinement as a result of AWOL/Deserter strength accounting duty status.

3.3. Confinement, AWOL, and Deserter strength accounting duty status Procedures.

3.3.1. Confinement. Confinement strength accounting duty status is reported IAW AFI 31-205, the Air Force Corrections System, and DoD Financial Management Regulation, Volume 7A.

3.3.1.1. Notify appropriate agency of strength accounting duty status Codes 04, 05, 16, 17, 56, or 59, as applicable, when a member has been confined for 24 hours or more.

3.3.1.2. When a member is confined by civil authorities or under arrest, pending trial, awaiting sentencing, or out of jail on bond and restricted to the state while on approved leave, the member may continue on leave until the original expiration date of leave unless recalled to duty by the commander IAW AFI 36-3003, Military Leave Program. If still confined after expiration of leave, the member's strength accounting duty status must be updated to a civilian confinement code of 04, 05, or 56 effective the day after the leave expiration date. (NOTE: If a member is placed into pre-trial confinement while under civilian control either under arrest, pending trial, awaiting sentencing, or out of jail on bond while restricted to the state and is then sentenced to confinement, a new AF Form 2098 and/or CMS case must be completed to change the member's strength accounting duty status from 04 to 05 or 56. When a member is sentenced to civil confinement, the length of confinement determines if the member will be dropped from unit manning. If the sentence is for 6 months or more, whether by foreign or U.S. civil court, member should drop from unit manning. If the sentence is less than 6 months, member will remain on the unit manning roster.) (See Attachment 7).

3.3.1.3. When a member is placed into military confinement, either pre-trial or as the result of a court-martial sentence (strength accounting duty status Codes 16, 17, or 59), the unit commander must sign a DD Form 2707, provided by the local confinement officer. The confinement order is the source document used to initiate the AF Form 2098 and/or CMS case. (NOTE: If a member is put into pre-trial confinement and is then sentenced by court-martial to confinement, a new confinement order will be published

and a new AF Form 2098 and/or CMS must be completed to change the strength accounting duty status from 16 to 17 or 59).

3.3.1.4. If the accused was in continuous pre-trial confinement from the confinement date until the adjudgment date, an AF Form 1359, Report of Result of Trial, can serve in lieu of the confinement order.

3.3.1.5. Court-Martial Sentences With Less Than 12 Months of Confinement Time IAW AFI 31-205:

3.3.1.5.1. For court-martial sentences with less than 12 months of confinement time, the member may serve all or part of his/her confinement locally. Any reduction in grade due to the court-martial requires coordination with the appropriate AFPC, ARPC and NGB promotions office. An AF IMT 1359, Report of Result of Trial, will be published, listing all the charges and findings of each charge, to include the sentence. If a sentence includes a punitive discharge, the MPS Personnel Relocations Element will update a request for separation in MilPDS. The requested separation date will be "08-Aug-3888" and the RET-SEP-ID will be "S" with the appropriate Separation Designator (SPD) Code.

3.3.1.5.2. When a member's sentence is less than 12 months and the local confinement facility cannot accommodate the member or the Convening Authority (CA) has not acted on the case, the member may be transferred by Permanent Change of Station (PCS) without Permanent Change of Assignment (PCA) to a regional corrections facility managed by the HQ Air Force Security Forces Center (HQ AFSFC), Lackland AFB, Texas (DSN 945-5608/5616). If the CA has acted on the case, the member will then be PCSd with PCA, and HQ AFSFC/SFC will force gain the member and assume administrative control. When an officer is court-martialed, the confinement will be served at the United States Disciplinary Barracks, Fort Leavenworth, Kansas, unless dictated otherwise.

3.3.1.6. Court-Martial Sentences With 12 Months or More Confinement Time IAW AFI 31-205, The Air Force Corrections System. HQ AFSFC will normally assign the member PCS with PCA to a DoD regional correctional facility once the CA acts on the case. The member will be physically transferred and administratively assigned to HQ AFSFC. The local confinement officer will send a message to HQ AFSFC requesting transfer of the member. HQ AFSFC will respond by message with further transfer instructions and assignment procedures to the local MPS and the gaining correctional facility. Prior to a member being transferred to a DoD regional correctional facility, ensure his/her strength accounting duty status is updated to 17 (Sentenced Military Prisoner). NOTE: Any reduction in grade due to the court-martial requires coordination with the appropriate AFPC, ARPC and NGB promotions office.

3.3.1.7. When updating strength accounting duty status Code 05 (Civilian Confinement, Sentenced Prisoner) or 17 (Military Confinement, Sentenced Prisoner), ensure the expiration date is correct. If a member receives a sentence of 5 years confinement, the strength accounting duty status expiration date should reflect a date 5 years from the adjudgment date--the expiration date may change based upon the member's ultimate release date.

3.3.1.8. For strength accounting duty status Codes 04 (Civilian, Pre-Trial Confinement) and 16 (Military, Pre-Trial Confinement), the system automatically suspenses strength accounting duty status expiration for 30 days from the effective date. A Transaction Register (TR) notice will be produced prior to the expiration date. This can be extended in 15-day increments. If the strength accounting duty status code remains expired for more than 15 days, the system will not allow further updates. The member will have to be brought back to strength accounting duty status Code 00 and a lost time update of zero days must be entered. Update the member again into the appropriate strength accounting duty status code with the original effective date and a future expiration date 15 days from the date of this latest update.

3.3.1.9. When going from one unfavorable strength accounting duty status code to another, for example strength accounting duty status Code 16 (Pre-Trial Confinement) to strength accounting duty status Code 17 (Military Confinement, Sentenced Prisoner), do not bring the member back to strength accounting duty status Code 00 (PFD). If brought back to strength accounting duty status Code 00, a lost time update will have to be done.

3.3.2. Absent without Leave (AWOL). AWOL strength accounting duty status is reported IAW AFI 36-2911, Desertion and Unauthorized Absence.

3.3.2.1. For a member to be placed into an AWOL strength accounting duty status, the member must be in an unauthorized absence status for more than 24 hours. An unauthorized absence begins when a member is absent from where they are ordered or otherwise required to be present. For an unauthorized absence of more than 24 hours and less than 30 days, classify as AWOL or Deserter (See paragraph 3.3.3 for the Deserter process).

3.3.2.2. When updating AWOL or deserter strength accounting duty status Code 07, the strength accounting duty status expiration date is automatically projected to 30 days from the effective date.

3.3.2.3. On the 31st day of AWOL, a TR remark will be generated stating the member has been AWOL for 30 days or more, verifying the status and updating the appropriate strength accounting duty status code. A new AF Form 2098 and/or CMS must be accomplished when going from strength accounting duty status Code 07 (AWOL) to strength accounting duty status Code 06 (Deserter).

3.3.3. Deserter. Deserter strength accounting duty status is reported IAW AFI 36-2911, Desertion and Unauthorized Absence. A member does not have to be placed in AWOL status prior to being declared a deserter. Commanders should place members in deserter status if the member is AWOL for any amount of time and meets any of the following criteria:

3.3.3.1. Is under duty or travel restrictions imposed by DoDI 5200.02/AFI 31-501, Personnel Security Program Management.

3.3.3.2. Has had access within the past 12 months to Top Secret information or other classified information that requires special access authority (see AFI 36-2911, table 1, paragraph 1.5.2.2.). DO NOT classify a person who appears to be more a casualty than a deserter solely because the person has had access to classified material described herein.

- 3.3.3.3. Has gone to or stayed in a foreign country and, while there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies.
- 3.3.3.4. Has a previous unauthorized absence pending that has not been completed.
- 3.3.3.5. Is an escaped prisoner.
- 3.3.3.6. Is under investigation for violating articles of the Uniformed Code of Military Justice (UCMJ) as specified in AFI 36-2911, attachment 4, or against whom charges for any offense have been referred to a General Court-Martial.
- 3.3.3.7. Is determined by HQ AFPC/DPWCM to be in a deserter status.
- 3.3.3.8. Goes or remains absent from his/her unit, organization, or place of duty with the intent to remain away permanently.
- 3.3.3.9. When updating deserter strength accounting duty status Code 06, the strength accounting duty status expiration date is automatically projected to 179 days from the effective date.
- 3.3.3.10. An unauthorized absence ends when the absentee or deserter returns to military control. AFPC/DPWCM will update MilPDS with a strength accounting duty status code returning the member to military control IAW AFI 36-2911.
- 3.3.3.11. Correctional custody is non-judicial punishment commanders can impose for minor offenses. Correctional custody is not confinement and time served in correctional custody is not lost time. The strength accounting duty status code for a member placed in correctional custody will be 00 (PFD). For those installations that do not have a correctional custody facility and member will be placed into one at another installation, place the member in strength accounting duty status Code 14 (Not PFD - Other).

3.4. Lost Time.

3.4.1. Definition. Any time a member (enlisted or officer) spends in AWOL status, desertion, or any confinement whether it is pre or post-trial confinement status is considered non-creditable service--also referred to as lost time or "bad" time. When lost time is charged, a member's service dates are adjusted forward by the number of days of lost time charged.

3.4.1.1. Time spent in confinement is considered to be non-creditable service and must be charged as lost time (DoD Financial Management Regulation, Volume 7A, table 1.1. and 10 USC § 972). EXCEPTION: If the member is released without trial, acquitted, or the conviction is set aside on legal grounds, please contact the Total Force Service Center (AFPC/DPTSO) at DSN 665-5000.

3.4.1.2. Do not return a member to strength accounting duty status Code 00 when going from one unfavorable strength accounting duty status to another (e.g., Pretrial Confinement to Sentenced Prisoner).

3.4.1.3. Enlisted members can only be charged lost time for the period of their enlistment. (e.g., if a member has 2 years left on a 4-year enlistment when they go AWOL and are apprehended 4 years later, they can only be charged lost time for the 2 years they had remaining on their enlistment).

3.4.1.4. When calculating lost time, the day a member enters into a unfavorable strength accounting duty status, regardless of the hour, is considered unfavorable. The day a member is returned to a “good” strength accounting duty status, regardless of the hour, is considered “good.”

3.4.2. Updating Lost Time:

3.4.2.1. MilPDS will automatically generate a lost time update to the lost time application, only when the member is returned to a present for strength accounting duty status. The completion of an AF IMT 2098 and/or a CMS case with the appropriate signatures is required for members returning from a unfavorable strength accounting duty status (see Attachment 5). The number of days lost time is determined by the from and thru dates. MilPDS will not count the day an individual is returned to duty or military control as lost time.

3.4.2.1.1. The same day lost time has been updated in MilPDS, TR notices will be generated and a Service Date Adjustment Report Individual Person (RIP) will be produced, showing the member’s old service dates as well as the new adjusted ones. This RIP must be filed in the member’s Automated Records Management System (ARMS) along with applicable AF Form 2098 and/or CMS file. The RIP will serve as the source document for the new service dates as it will be needed if any corrections to the lost time update need to be made. The service dates listed below are automatically adjusted with a lost time update and reported to Defense Finance and Accounting Service (DFAS) and MilPDS:

3.4.2.1.1.1. Pay Date.

3.4.2.1.1.2. Total Active Federal Military Service Date (TAFMSD).

3.4.2.1.1.3. Total Enlisted Military Service Date (TEMSD).

3.4.2.1.1.4. Date of Separation (DOS).

3.4.2.1.1.5. Expiration Term of Service (ETS).

3.4.2.1.1.6. Grade Current Date of Rank (DOR).

3.4.2.1.1.7. Overseas Duty Selection Date (ODSD).

3.4.2.1.1.8. Short Tour Return Date (STRD).

3.4.2.1.1.9. Lost Days Current Enlistment.

3.4.2.1.1.10. Absent Days After ETS.

3.4.2.1.1.11. Active Duty Service Commitment Date (ADSCD).

3.4.2.1.1.12. Since MilPDS automatically adjusts lost time once a member is returned PFD, for any unauthorized absence (AWOL or Desertion), if the unit commander has not made a determination once he/she has investigated the circumstances involving the member’s absence and determines the cause, a lost time determination must be made. If the commander decides to not charge the member lost time, delete the lost time from the lost time application in MilPDS.

3.5. Officer Strength Accounting Duty Status Procedures:

3.5.1. Officer lost time procedures apply to all RegAF officers, Reserve and ANG officers on extended active duty tours (Title 10). The 1996 Defense Authorization Act amendments changed the law concerning lost time for officers. United States Code, Title 10, Section 972 states: "An officer who after February 10, 1996, deserts, is absent from his organization, station or place of duty for more than one day without proper authority, is confined by military or civilian authorities for more than one day, or in connection with a trial, whether before, during, or after the trial or is unable to perform duties because of intemperate use of drugs or alcohol because of disease or injury resulting from misconduct as determined by competent authority, will not receive service credit for lost time. However, the lost time will not affect the officer's basic pay for years of service under Section 205 of Title 37."

3.5.2. Generally, documentation of lost time is done electronically. Currently MilPDS does not allow for a lost time update to be made on an officer. Therefore, compliance with the guidance is mandatory.

3.5.3. Placing an Officer into Military/Civilian Confinement, Deserter, AWOL, strength accounting duty status (04, 05, 06, 07, 16, 17, 52, 56, 59):

3.5.3.1. For RegAF Members: The original AF Form 2098 and/or CMS case will be loaded into ARMS upon completion of CMS case.

3.5.3.2. For Unit Reserve, Unit AGR, and ANG Members: The original AF Form 2098 and/or CMS will be processed by the Reserve/ANG MPS and forwarded with proper coordination as outlined in attachment 5 to ARPC Contact Center through the Virtual Personnel Center-Guard Reserve (vPC-GR Online) (for Air National Guard of the United States (ANGUS) members) and the Personnel Employment Branch, AFRC/DPMF, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 (for USAFR members).

3.5.3.3. For IMA and HQ AGR Members: The original AF Form 2098 and/or CMS will be processed by the active duty unit SADSP manager or MPS as outlined in attachment 5 and forwarded with proper coordination to ARPC Contact Center through the Virtual Personnel Center-Guard Reserve (vPC-GR Online) (for Air National Guard of the United States (ANGUS) members) and the Personnel Employment Branch, AFRC/DPMF, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 (for USAFR members).

3.5.3.4. For USAFA Cadets: The original AF Form 2098 and/or CMS will be processed by the active duty unit SADSP manager or MPS and forwarded to AFPC/DPWCM or DPTSO as appropriate.

3.5.4. To Return an Officer to Present for strength accounting duty status (Code 00):

3.5.4.1. A second original AF Form 2098 and/or CMS will be accomplished. This new form will be processed by the MPS with proper coordination and must contain a lost time determination made by the unit commander, as outlined in attachment 5. Forward the completed form to AFPC/DPSIPV. AFPC/DPSIPV will update the TAFSMD, Total Active Federal Commissioned Service Date (TAFCSMD), and adjust ADSC (if necessary) to reflect the number of lost days and will adjust 10 USC § 1405 Service Date. For lost time purposes, the 1405 service date will only be computed if the individual is at the 18-

year mark. HQ AFPC/DPSIPV will also forward the AF Form 2098 to AFPC/DPAPP1 for adjustment of ODSD and STRD.

3.5.4.2. Once adjustments have been made, AFPC/DPSIPV will forward the original AF Form 2098 and/or CMS to AFPC/DPSIR.

3.5.4.3. For Unit Reserve, Unit AGR, and ANG Members: The Reserve MPS must complete the AF Form 2098 and/or CMS as outlined in attachment 5, and forward it to ARPC Contact Center through the vPC-GR Online (for ANGUS members) and the Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 (for USAFR members).

3.5.4.4. For IMA and HQ AGR Reserve members serviced by an active duty unit or MPS, the AF Form 2098 and/or CMS must be completed as outlined in attachment 5, and forwarded to Military Personnel Division, Air National Guard, NGB/A1PR, 3500 Fetchet Avenue, Joint Base Andrews MD20762 (for ANGUS members) and the Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 (for USAFR members).

3.6. Return to Military Control:

3.6.1. Every effort should be made to update strength accounting duty status changes when they occur. When a member's strength accounting duty status changes to other than PFD to military or civilian confinement and returns back to PFD before any updates have been accomplished, do not update the system with the past strength accounting duty status, DO update the lost time application to reflect the applicable amount of days lost, the application will not automatically update because a strength accounting duty status update was not completed. If the strength accounting duty status change should be AWOL or Desertion, please contact AFPC/DPWCM for instructions. Ensure all applicable AF IMT 2098 and/or CMS cases are accomplished, coordinated on and properly distributed in accordance with this AFI.

3.6.2. Return of a Member from AWOL, Desertion, or Confinement Status After ETS (IAW DoD Financial Management Regulation, Volume 7A):

3.6.2.1. A member who is in an AWOL or deserter status and surrenders or is apprehended after the ETS has expired is NOT entitled to pay and allowances until restored to full strength accounting duty status (PFD) for the purpose of making good the lost time.

3.6.2.2. The following applies if a situation warrants a member's expired ETS to be made current:

3.6.2.2.1. When a member is returned to duty from AWOL, deserter or confinement status, the ETS/DOS has expired, and court-martial actions are pending, the ETS/DOS can be involuntarily extended in 3-month increments.

3.6.2.2.2. When a member is returned to duty from AWOL, deserter or confinement status, the ETS/DOS has expired and no court-martial actions are pending, there are two ways the ETS/DOS can be extended depending on the situation.

3.6.2.2.2.1. If the amount of lost time to be updated would extend the member's current ETS/DOS into the future, update the lost time in MilPDS.

3.6.2.2.2. If the amount of lost time to be updated would not extend the member's ETS/DOS into the future, the ETS/DOS can be extended from the date the member is returned to duty by the amount of lost time incurred to date. For example, a member enlists for 4 years on 1 Jan 90. On 1 Jan 92, the member goes AWOL and is apprehended by military authorities on 1 Jan 97, and placed into pre-trial confinement. Update MilPDS to adjust the member's ETS/DOS and other service dates by the amount of time left on the member's enlistment prior to going AWOL. In this case, 2 years forward from 1 Jan 97; the member's new ETS/DOS would be 31 Dec 99. Ensure all applicable AF Forms 2098 and/or CMS are accomplished and filed. NOTE: When the ETS/DOS is extended this way, do not update the lost time in MilPDS. Ensure the member's DD Form 214, Certificate of Release or Discharge From Active Duty, is annotated with correct lost time and service dates.

3.7. Appellate Review Leave:

3.7.1. After a member's court-martial or confinement has been completed, and if part of the sentence included a dismissal or punitive discharge and the legal reviews on the case have not yet been finalized, the member will then be put on appellate review leave to await legal review results. Appellate review leave is directed by the convening authority (CA) in writing and will be included in the initial court-martial order. While on appellate review leave, a member will use up accrued leave before entering into an excess leave status, at which time the member is still considered to be in the Air Force, but in a no-pay status. An excess leave status will begin the day after accrued leave ends.

3.7.2. If a member was transferred to a DoD regional correctional facility and was assigned PCS with PCA, HQ AFSFC will accomplish all appellate review actions.

3.7.3. If a member's confinement has been completed and the initial court-martial order directing appellate review has not been published, the member will be returned to his/her original unit or a transition flight until the court-martial order directing appellate review leave is received. The member's strength accounting duty status Code will be 00.

3.7.4. Until the member departs the base on appellate review leave, the strength accounting duty status Code will be 00 to include any time spent out-processing. The strength accounting duty status code update for appellate review is a programmatic update from DFAS. For this update to process, the member must be in strength accounting duty status Code 00.

3.7.5. Appellate Review Leave Processing Procedures (Member Assigned Within the Continental United States [CONUS]):

3.7.5.1. Losing MPS: Upon completion of a court-martial, AF IMT 1359 will be filled out listing all the charges and the findings of each charge to include the sentence. If the sentence includes a punitive discharge, the Separations Office will update a request for separation in MilPDS. The requested separation will be "08-Aug-3888" and the RET-SEP-ID will be "S" with appropriate Separation Designator (SPD) Code.

3.7.5.2. Once the court-martial order has been published by Staff Judge Advocate (SJA) directing a member on appellate review leave, the member must out-process through all applicable base agencies. All separation actions IAW AFI 36-2102, Base Level

Relocation Procedures, will be completed. DD Form 214, and AF Form 100, Request and Authorization for Separation, will not be completed until the final court-martial order is received.

3.7.5.2.1. Losing Unit: The member's unit will accomplish an AF Form 988, Leave Request/Authorization Form, with an expiration date of 300 days from the effective date. An AF Form 988 used for appellate review leave will be processed differently from a normal leave form; contact the local finance office for specific procedures, as a member being placed on appellate review leave has several options concerning leave and pay. Ensure the local finance office counsels the member concerning these options.

3.7.5.2.2. Losing Comptroller Office: The losing Comptroller office will process the AF Form 988, in turn flowing a transaction to the base-level MilPDS updating the member's strength accounting duty status Code to 52 (Appellate Review).

3.7.5.3. Losing MPS: When the member's strength accounting duty status Code changes to 52, the member's record status will change from 10 to 82. Close coordination with the local Comptroller office is crucial at this point. The Comptroller office records the exact day a member will enter into excess leave (strength accounting duty status Code 52); therefore, confirm this date with Comptroller office. If more than 5 days elapse from the date given by the Comptroller Office, and the member's strength accounting duty status Code has not changed to 52 and the current strength accounting duty status Code is 00, update the member's strength accounting duty status Code manually in MilPDS to 52 with an expiration date of 300 days from the start date.

3.7.5.3.1. The Losing MPS will maintain a file copy of any supporting documents until the final court-martial order is received from the CA stating disposition of the member's case. NOTE: Legal review can take from 1 – 3 years to complete. Member's case should be reviewed with Legal every 300 days to see if the member's case has been completed. IF NOT, the member's expiration date in MilPDS will need to be extended out another 300 days; a new AF IMT 988 will be needed as a source document to extend member's appellate review leave out for an additional 300 days. The member's home base remains administratively responsible regardless of the member's leave address. DO NOT assign the member PCS to the base closest to the leave address. Upon receipt of the final court-martial order approving the members discharge, the Separations Office will confirm the member's separation in MilPDS and DFAS files. Dispose of the case file in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS) and AFI 36-2608, Military Personnel Records System, table A6.4.

3.7.6. Appellate Review Leave Processing Procedures (Member Assigned Overseas):

3.7.6.1. Losing MPS: Upon completion of a court-martial, an AF IMT 1359 will be published. Use the AF IMT 1359 as the source document, and if the sentence includes a punitive discharge, the Separations Office will update a request for separation in MilPDS. The requested separation date will be "08-Aug-3888" and the RET-SEP-ID will be "S" with appropriate Separation Designator (SPD) Code. On receipt of the published court-

martial order directing a member to be placed on appellate review leave, the MPS sends a message requesting assignment instructions: For enlisted assignment instructions, the message will be sent to AFPC/DPAA; For officer assignment instructions, the message will be sent to AFPC/DPAPP2. Information addressees will include the losing MAJCOM and AFLOA/JAJM, JB Andrews, MD. In the message, include the member's full name, grade, SSN, Control Air Force Specialty Code (CAFSC), Primary Air Force Specialty Code (PAFSC), Date Eligible to Return from Overseas (DEROS), Assigned Personnel Accounting Symbol (PAS) Code, complete leave address, home of record (HOR), type of discharge, court-martial order number including the date, and the date the member's confinement will be completed. AFPC/DPAA will respond by return message only (you will not receive an in-system assignment notification). The member will be assigned to the MPS closest to the member's leave address. Upon receipt of instructions from AFPC, schedule member for out-processing as soon as possible. Any member placed on appellate review leave does not report to gaining unit. Mail the military member's records to the gaining unit along with AF IMT 988 completed by the member's losing unit, including leave number and showing a period of 300 days. Upon arrival at the appellate review leave address, the member will mail a completed travel voucher, DD Form 1351-2, Travel Voucher or Subvoucher, to the gaining Comptroller office. The record remains on the overseas location file until the member is placed into excess leave status by the losing Comptroller office.

3.7.6.2. Losing Comptroller office: Accomplish notification of required excess leave and endorsements before the member departs the overseas base, but not until after the member enters into an excess leave status IAW DFAS-DEM 7073-2, Unit Leave Procedures, paragraph C7.11.2.5. The losing Comptroller office processes the AF Form 988, in turn flowing a transaction to MilPDS updating the member's strength accounting duty status to "52" (Appellate Review Leave).

3.7.6.3. Losing MPS: After processing AF IMT 988, close coordination with your local Comptroller office is crucial. Finance records the exact day a member will enter into excess leave status; confirm this date with the Comptroller office. If more than 5 days elapse from the date given by the Comptroller office, and the member's strength accounting duty status Code has not changed to "52," and the current strength accounting duty status Code is "00," update the member's strength accounting duty status Code manually in MilPDS to "52" with an expiration date of 300 days from the start date.

3.7.6.4. Gaining MPS: The gaining Separations Office only maintains the case file until legal review is completed. The gaining MPS does not force gain the person to file. The member's record remains in MilPDS until notification the appellate review case is complete. NOTE: Legal review can take from 1-3 years to complete. Member's case should have been completed. IF NOT, then the member's expiration date in MilPDS will need to be extended out another 300 days, and a new AF IMT 988 will be needed as a source document to extend member's appellate review out for an additional 300 days. After the appellate review is completed, the MPS should receive the general court martial order affirming the separation. The MPS will then complete the DD Form 214, Certificate of Release or Discharge from Active Duty. The separation date will be the same date the DD Form 214 is completed; only then will the Separations Office complete the separation action and member's record in MilPDS be removed.

3.7.6.5. Every 120 days, the local finance office will verify the member is still on appellate review leave and will re-update the finance system accordingly. Upon receipt of a RIP (generated every 90 days), Personnel Relocations/Employment will verify the member's status with the unit, or base legal office. If the member is still on appellate review leave and the strength accounting duty status expiration date on the RIP has expired, extend the expiration date by 300 days.

Chapter 4

NON-CONTINGENCY TDY STRENGTH ACCOUNTING DUTY STATUS REPORTING PROCEDURES, MISCELLANEOUS UPDATES, AND PERSTEMPO TRACKING AND MANAGEMENT

4.1. Purpose. The SADSP is the unit commander's responsibility; it is event-oriented which encompasses numerous and varied types of strength accounting duty status conditions. Information in this chapter is provided to assist in the management and update of non-contingency TDY strength accounting duty status conditions and conditions not clearly reflected in attachment 2.

4.2. Background. The National Defense Authorization Act of 2000 requires all Services to track, manage, and report high-deployment events. Service secretaries are directed to pay service members high-deployment per diem of \$100 a day for each day a member is deployed in excess of 401 days out of the previous 730-day period. In addition, the Office of the Secretary of Defense (OSD) requires commanders to report and track activities that do not count for high-deployment per diem, but still keep members away from their homes for 24 hours or more (e.g., individual training, hospitalization, confinement, etc.). The primary means to track high PERSTEMPO events is through accurate and timely strength accounting duty status reporting. Attachment 3 provides a list of strength accounting duty status codes or events that qualify a member for high-deployment pay; Attachment 4 provides a list of non-pay events that do not qualify a member for high-deployment pay. Event tracking began on 1 October 2000. Note: Effective 8 October 2001, the Deputy Secretary Defense suspended the accumulation of deployment days for the purpose of determining eligibility for high deployment per diem until further notice.

4.3. Non-Contingency strength accounting duty status procedures:

4.3.1. Strength accounting duty status conditions are reported when an individual is or will be projected to be in a strength accounting duty status other than PFD for more than 24 hours. Most TDY strength accounting duty status conditions are updated prior to the event via MilPDS. Contingency TDYs (strength accounting duty status Codes 20 or 21) are updated by the MPS Installation Personnel Readiness (IPR) only.

4.3.2. Members will out-process through their unit SADSP manager the duty day prior to departure for their temporary duty (TDY) location. An AF IMT 4334, Individual TDY Processing Checklist (Attachment 10) will be initiated for the member; this will not apply to the member processing through the IPR. The top portion of AF IMT 4334 will be kept in a suspense file until the member returns and completes in-processing procedures. The bottom portion of the form will be given to the member as a hand receipt for processing through the unit and it is recommended to keep with their orders. The duty day after the member returns to home station from the TDY location, the member must in-process through their unit to complete previously initiated AF IMT 4334. Please see attachment 11 and attachment 12 as examples of AF IMT 4334 and proper instructions on how to complete the IMT.

4.3.3. Sick in Quarters, strength accounting duty status Code 08, will be used when a member has been placed in quarters by the Medical Treatment Facility (MTF). If the expiration date is unknown, use the best estimate based on the facts available. When future

hospitalization or sick in quarters information is known, project the strength accounting duty status by using future dates. REMINDER: The MTF updates strength accounting duty status Code 13, for members assigned to the hospital in patient status.

4.4. After-the-Fact strength accounting duty status updates.

4.4.1. TDY history data is extremely important to the member and to the Air Force for tracking PERSTEMPO; it's also used to determine entitlements for high-deployment pay. TDY history and the data used to measure PERSTEMPO are derived from strength accounting duty status. If, for some reason, a TDY strength accounting duty status was not updated via strength accounting duty status reporting and the member has subsequently returned from TDY, the data in his/her TDY history record must still be updated. For contingency TDY history updates, one of the following source documents must accompany a completed travel voucher to verify the validity of the deployment and a deployment in support of a named operation:

4.4.1.1. Certified CED order

4.4.1.2. Certified non-CED order (i.e., Defense Travel System (DTS) travel order, DD Form 1610, NATO Travel Order)

4.4.1.3. Approved decoration

4.4.1.4. Performance report

4.4.1.5. Finalized letter of evaluation

4.4.1.6. Unit commander/deployed commander (squadron level or higher) letter providing justification. NOTE: All source documents must identify the individual and state the named operation supported for the duration of the TDY. Source documents must also include the total inclusive period for the supported deployment, i.e., TDY departure date from home station, TDY arrival date in theater AOR, TDY departure date from the final deployed location, and TDY return date to home station. EXAMPLE: "In support of Operation ENDURING/IRAQI FREEDOM." After-the-fact TDY History inquiries and requests should be coordinated through the member's MPS first. For requests not meeting the above criteria, the IPR obtains approval from the Force Support Squadron (FSS) Operations Officer (FSS/OPSO) to update the TDY History. The FSS/OPSO has approval authority; however, AFPC/DPA or ARPC/DPA (for ARC) are the final disapproval authority.

4.5. Personnel Tempo (PERSTEMPO) and Tempo Management Tracking System (TMTS):

4.5.1. TMTS was developed to track all Air Force PERSTEMPO events. It is a total force web-based application that displays all events reported through strength accounting duty status updates and travel vouchers sent by finance offices. This tracking system has the capability to pinpoint individuals who accumulate high-deployment management/pay thresholds. TMTS also allows MPSs and units to add, update, and delete events that were or weren't captured by a strength accounting duty status update. Strength accounting duty status updates are imperative to the success of tracking events through TMTS and key to helping commanders comply with Burdensome Tempo management policies. Without the initial update from the personnel community, commanders at all levels have no way to

monitor the availability of their personnel. In addition, without these updates, TMTS becomes an historical database instead of a real-time monitoring tool. TMTS displays all TDY related events to include contingency deployment TDYs, (strength accounting duty status Codes 20 and 21); only non-contingency deployment TDYs can be updated, corrected, or deleted by using TMTS. Contingency deployment TDYs can only be updated by FSS/IPR personnel through DCAPEs and MilPDS. Every person of every component of the USAF can view their own TDY history in TMTS by visiting the AFPC secure web-site at <https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx>

4.5.2. Special TMTS access can be granted to commanders, strength accounting duty status managers, MAJCOMs, etc., on a case-by-case basis by e-mailing the AFPC/DPWORS inbox at afpc.perstempo@randolph.af.mil. Special access is usually reserved for personnel, whose duties include verifying, tracking, updating, correcting, and deleting TDY events in TMTS that don't have access to MilPDS. Three different types of special access are available. They are: Unit level access (View and Update) capability; MPS level access (View and Update) capability; and Command level access (View/Inquiry Only) capability. When submitting requests for special access users must supply their: full name, SSAN, access level required, unit(s) PASCODE(s) required or MPS/MAJCOM ID, and a brief explanation/justification of duties required for TMTS access support.

4.6. Leave in Conjunction with Another Strength Accounting Duty Status:

4.6.1. Leave in Conjunction with a Routine TDY. Adjust the start date and/or number of days if a member was projected for a TDY of which the leave will be taken outside the local area at the beginning or end of the TDY. If leave is to be taken within the local area, follow procedures outlined in AFI 36-3003, Military Leave Program.

4.6.2. Leave in Conjunction with a Contingency TDY. IPR will follow appropriate combatant commander guidance for processing leave in conjunction with a contingency TDY. If leave will be taken within the local area prior to deployment, follow procedures outlined in AFI 36-3003, Military Leave Program. If leave is taken within the local area upon completion of the deployment, follow procedures outlined by individual MAJCOMs in Post Deployment Stand-down Policy.

4.6.3. Consecutive Overseas Tour (COT) and In-Place COT (IPCOT) leave. Personnel who do not use COT leave during their permanent change of station must use this leave within 1 year. A DD Form 1610, Administrative Order, is used to facilitate this process. Unlike ordinary leave, when an AF Form 988 is processed by the local financial service office (FSO), COT leave is not processed by the local FSO until after the leave has been taken. This creates a situation where the member is in strength accounting duty status Code 00, PFD, when they are, in fact, on leave. Commanders' support staffs will update strength accounting duty status Code 14, Not PFD -Other, on personnel taking COT/IPCOT leave not in conjunction with their PCS move. Upon return from COT/IPCOT leave and subsequent filing of the travel voucher, the member's leave will be charged.

4.6.4. Convalescent Leave. Authorized personnel going on convalescent leave for prescribed recuperation are not in a chargeable leave status. When an AF Form 988 is accomplished, units will update the member's strength accounting duty status Code to 14.

4.6.5. Emergency Leave from Overseas. Use AF Form 972, Request and Authorization for Emergency Leave Travel, IAW AFI 36-3003, and DFAS DEM 7073-2, Unit Leave Procedures, Chapter 7, for members authorized funded emergency travel. Emergency leave is travel-generated leave processed after the fact on an AF Form 985, Report of Travel Time/Leave, and accomplished by the local FSO travel section. In addition, units or MPS will update strength accounting duty status Code 14 in these instances to maintain accountability.

4.6.6. Not PFD at Home Station (strength accounting duty status Code 14). For personnel attending professional military education (PME), performing resource augmentation (READY) or correctional custody duty, on a contingency pass (days off as a result of a deployment), or another event which makes a person not PFD within their assigned unit at their home station, update strength accounting duty status Code 14. Strength accounting duty status Code 14 does not impact the TDY history or accumulator files and is not counted towards high-deployment pay. NOTE: Strength accounting duty status Code 14 should only be updated as a current change in the person's strength accounting duty status and not projected. If strength accounting duty status Code 14 is projected, it will not consummate on the effective date.

Chapter 5

DUTY STATUS EFFECTIVENESS REPORT (DSERT)

5.1. Purpose. The DSERT was created as a report card for wing commanders to show the effectiveness of their individual TDY SADSP, derived from information contained within the TDY Assignments area, TDY History File. The DSERT file serves as a tool to assist commanders in assessing the effectiveness of their TDY strength accounting duty status reporting procedures.

5.2. Background. The DSERT file provides overall MAJCOM and wing (MPS ID) commander's statistics on how well strength accounting duty status changes are being reported for their organizations. The report will show the total number of records in the TDY Assignments area, TDY History application in MilPDS for the reporting period, total number of records received via a strength accounting duty status update and a strength accounting duty status percentage.

5.3. Production and Distribution. The DSERT is produced on a monthly basis from DISCOVERER by the base-level Personnel Systems Manager (PSM) and forwarded to unit commanders and unit strength accounting duty status managers. Information used to create the DSERT is broken down into a detailed report containing name, individual unit percentages and TDY Types by unit. This will be sent to the MPS flight chief who is required to break out and distribute this information to appropriate units.

5.3.1. Data Capture. The TDY Assignments, TDY History File receives its information from DFAS interface as a result of a completed travel voucher or a strength accounting duty status projection/update through MilPDS. The DSERT is based on the assumption people will file a travel voucher at the completion of their TDY. With this assumption, statistics are developed to indicate the effectiveness of TDY strength accounting duty status reporting.

5.3.2. Statistics. Statistical analysis is possible because we receive records in TDY History via our DFAS interface, thus providing a baseline to determine if corresponding strength accounting duty status updates were made. Statistics are developed based on the total number of TDY records compared to those records that do not contain a strength accounting duty status update.

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and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Armed Forces, Section 8013, Secretary of the Air Force, 7 Jan 2011

Title 10, United States Code, Armed Forces, Section 972, Members: Effect of Time Lost, 3 Jan 2012

National Defense Authorization Act for Fiscal Year 1996, 10 Feb 1996

National Defense Authorization Act for Fiscal Year 2000, 5 Oct 1999

DoDI 5200.02, DoD Personnel Security Program (PSP), 21 Mar 2014

DoD 7000.14, Department of Defense Financial Management Policy and Procedures, 3 Mar 2006

DoD Financial Management, 7000.14-R, Volume 7A: Military Pay Policy – Active Duty and Reserve Pay, Apr 2013

AFPD 36-26, Total Force Development, 27 Sep 2011

AFI 10-201, Status of Resources and Training System, 19 Apr 2013

AFI 31-205, The Air Force Corrections System, 7 April 2004

AFI 31-208, Correctional Custody (Remotivation) Program, 30 Jul 2009

AFI 31-501, Personnel Security Program Management, 27 Jan 2005

AFI 33-360, Publications and Forms Management, 25 Sep 2013

AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), 25 Jun 2013

AFI 36-2102, Base-Level Relocation Procedures, 18 Sep 2006

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

AFI 36-2608, Military Personnel Records System, 30 Aug 2006

AFI 36-2911, Desertion and Unauthorized Absence, 14 Oct 2009

AFI 36-3002, Casualty Services, 22 Feb 2010

AFI 36-3003, Military Leave Program, 26 Oct 2009

AFI 33-322, Records Management Program, 4 Jun 2012

AFI 65-103, Temporary Duty Orders, 5 Aug 2005

AFCSM 36-699, Volume 1, Air Force Computer System Manual, Chapter 13

PRESCRIBED FORMS

DD Form 214, Certificate of Release or Discharge from Active Duty, Aug 2009

DD Form 1351-2, Travel Voucher or Subvoucher, May 2011

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, May 2003
DD Form 2707, Confinement Order, Mar 2013
AF Form 100, Request and Authorization for Separation, 7 Nov 2012
AF Form 847, Recommendation for Change of Publication, 22 Sep 2009
AF Form 938, Request and Authorization for Active Duty Training/Active Tour, 24 Jul 2008
AF Form 972, Request and Authorization for Emergency Leave Travel, 9 Nov 2010
AF Form 985, Report of Travel Time/Leave (JUMPS), 1 May 1990
AF Form 988, Leave Request/Authorization, 10 Nov 2010
AF Form 1359, Report of Result of Trial, 1 Nov 2000
AF Form 2098, Duty Status Change, 30 Jun 2003
AF Form 4334, Individual TDY Processing Checklist, 22 Oct 2004

ABBREVIATIONS AND ACRONYMS

ADSCD—Active Duty Service Commitment Date
ADSW—Active Duty Sister Wing
AFI—Air Force Instruction
AFCSM—Air Force Computer System Manual
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
ANG—Air National Guard
ARPC—Air Reserve Personnel Center
AWOL—Absent Without Leave
BLSDM—Base Level Service Delivery Model
CA—Convening Authority
CAFSC—Control Air Force Specialty Code
CMS—Case Management System
CONUS—Continental United States
COT—Consecutive Overseas Tour
CSS—Commander's Support Staff
DEROS—Date Eligible Return Overseas

DFAS—Defense Finance and Accounting Service

DFR—Dropped From Unit Rolls

DIN—Data Identification Number

DCAPES—Deliberate Crisis Action Planning and Execution Segments

DMDC—Defense Manpower Data Center

DoD—Department of Defense

DOR—Date of Rank

DOS—Date of Separation

DSERT—Duty Status Effectiveness Report

DSN—Defense Switched Network

ETS—Expired Term of Service

FSO—Financial Services Office

FSS—Force Support Squadron

GSU—Geographically Separated Unit

HOR—Home of Record

IAW—In Accordance With

IPCOT—In-Place Consecutive Overseas Tour

IPR—Installation Personnel Readiness

JFTR—Joint Federal Travel Regulation

MAJCOM—Major Command

MilPDS—Military Personnel Data System

MPA—Military Personnel Authority

MPS—Military Personnel Section

MSO—Military Service Obligation

MTF—Military Treatment Facility

NGB—National Guard Bureau (Air National Guard)

ODSD—Overseas Duty Selection Date

OPR—Office of Primary Responsibility

OPSTEMPO—Operations Tempo

OSD—Office of the Secretary of Defense

PAFSC—Primary Air Force Specialty Code

PAS—Personnel Accounting Symbol

PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PERSTEMPO—Personnel Tempo
PID—Plan Identification Number
PII—Personally Identifying Information
PME—Professional Military Education
PFD—Present For Duty
READY—Resource Augmentation Duty
RegAF—Regular Air Force
RIP—Report on Individual Personnel
RPA—Reserve Personnel Authority
SADSP—Strength Accounting Duty Status Program
SAF—Secretary of the Air Force
SJA—Staff Judge Advocate
SPD—Separation Designator
SSN—Social Security Number
STRD—Short Tour Return Date
TAFMSD—Total Active Federal Military Service Date
TEMSD—Total Enlisted Military Service Date
TDY—Temporary Duty
TMTS—Tempo Management Tracking System
TR—Transaction Register
USAF—United States Air Force
UPRG—Unit Personnel Record Group
UCMJ—Uniform Code of Military Justice
v PCGR— Virtual Personnel Center-Guard Reserve

Terms

Duty Status— As defined in U.S.C. Title 10 as: (1) The term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (2) The term "active duty for a period of more than 30 days" means active duty under a call or order that does not specify a period of 30 days or less. (3) The term "active service" means service on active duty or full-time National Guard duty.

(4) The term "active status" means the status of a member of a reserve component who is not in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve. (5) The term "full—time National Guard duty" means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

(6)(A) The term "active Guard and Reserve duty" means active duty performed by a member of a reserve component of the Army, Navy, Air Force, or Marine Corps, or full—time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the reserve components.

Contingency— Joint Pub 1-02, DOD Dictionary of Military Terms, defines a contingency as an emergency involving military forces caused by natural disasters, terrorists, subversives, or required military operations. This includes any duty in a declared war, hostile fire or imminent danger zone, a peacekeeping or humanitarian operation, or rotational TDY operations.

Exercise— A military maneuver or simulated wartime operation involving planning, preparation and execution; it is accomplished for the purpose of training and evaluation. It maybe a multinational, Joint, Other Government Agencies (OGA) support, or a single-Service exercise; depending on participating organizations.

Deployment— For personnel accountability and individual deployment credit any contingency/deployment TDY away from the home station that fills a validated combatant, component commander or supported major command (MAJCOM) requirement for forces in support of a named operation or exercise. AFI 36-2134, Attachment 2, lists strength accounting duty status Code 20 as a "TDY Contingency, Rotational, Exercise," and is used to show the deployment of an individual in support of a Plan Identification (PID) named operation. This strength accounting duty status is updated by a daily system interface between DCAPES and MilPDS.

Strength Accounting Duty Status— Term used to replace duty status as it applies to when an individual is projected to be or is in a strength accounting duty status condition other than PFD, as well as when he/she is subsequently returned to PFD.

Tier Waiver Information (Extracted from AFI 33—360, Table 1.1): T-0 – Tier Waiver Authority level 0 (Requirement external to AF; Request for waivers must be processed through command channels to publication OPR for consideration); T-1 – Tier Waiver Authority level 1 (MAJCOM/CC (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official); T-2 – Tier Waiver Authority level 2 (MAJCOM/CC (delegable no lower than MAJCOM Director); T-3 – Tier Waiver Authority level 3 (Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent)

Attachment 2

STRENGTH ACCOUNTING DUTY STATUS CODES

Table A2.1. Strength Accounting Duty Status Codes.

STRENGTH ACCOUNTING DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
00	PRESENT FOR DUTY (PFD)		CSS, MPS	Performing duty at assigned unit	N/A
01	DECEASED		AFPC only and PERSCO Teams for DSCs 20 and 21	Known to have died, determined to have died based upon receipt of conclusive evidence, or declared dead based upon a presumptive finding of death. (Note 3)	AF Form 2098, Duty Status Change
02	MISSING		AFPC only and PERSCO Teams for DSCs 20 and 21	Not present at duty location due to apparent involuntary reasons and whose location is unknown. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status.	AF Form 2098
03	ILL/INJURED (CASUALTY REPORTED)		AFPC Only and PERSCO Teams for DSCs 20 and 21	The casualty status of a person whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill or injured, or seriously ill or injured, and the illness or injury makes the person physically or mentally unable to communicate with the NOK.	AF Form 2098
04	CIVILIAN CONFINEMENT (UNDER ARREST, PENDING TRIAL, AWAITING SENTENCE)		CSS, MPS	Arrested or detained by civil authorities.	AF Form 2098
05	CIVILIAN CONFINEMENT - SENTENCED PRISONER/30 DAYS OR MORE		CSS, MPS	Arrested or detained by civil authorities for more than 30 days.	AF Form 2098
06	DESERTER		CSS, MPS	Has been AWOL for 30 consecutive days. (On the 10 th day during times of emergency or war declared by the President or Congress.) Is AWOL and is under duty and travel restrictions; has had access to TS information within the past 12 months; has departed or stayed in a foreign country and asked for/taken asylum or residency; has action pending from a previous unauthorized absence; is an escaped prisoner or is wanted for violating the UCMJ as listed in AFI 36-2911, atch 4.	AF Form 2098
07	ABSENT WITHOUT LEAVE (AWOL)		CSS, MPS	When a member is absent from where he or she is ordered or otherwise required to be present. (NOTE: For a period less than 24 consecutive hours classify as "failure to go.")	AF Form 2098

STRENGTH ACCOUNTING DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
08	HOSPITAL, NOT ASSIGNED, SICK IN QUARTERS		CSS, MPS	SICK IN QUARTERS: Excused from duty for treatment or medically directed self-treatment or other non-hospital facilities.	Medical Treatment Facility Admission and Disposition List
09	LEAVE - EXCLUDE DELAY EN ROUTE		Programmatic based on FSO update	Authorized absence from a place of duty, chargeable against the service- member's leave account.	AF Form 988, Leave Request/ Authorization , programmatic update received from Financial Service Office
10	ASSIGNMENT TRANSFER - MEMBER DEPARTS PCS OR TERMINAL LEAVE		CSS, MPS	DEPART PCS: Movement of a member to a different duty station for permanent duty, regardless of distance (with or without concurrent change in unit of assignment). The assignment, detail, or transfer of a member from a unit to a different permanent duty station under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new permanent duty station, or direct return to the old permanent duty station (JFTR Appendix A). TERMINAL LEAVE: Ordinary leave chargeable to the servicemember's leave account to assist separating service members with their personal affairs. Also referred to as "retirement or separation leave."	PCS order or terminal leave document, programmatic generation
11	ASSIGNED BUT NOT JOINED		CSS, MPS	When unforeseen circumstances occur to a member after departing as ordered that prevent reporting by the established RNLT and the member has contacted the gaining commander and been given authority to report late.	AF Form 2098
12	ACCESSED NOT JOINED, TDY EN ROUTE, RE-INITIAL ACTIVE DUTY TRAINING		CSS, MPS	Reserve personnel attending basic training.	Programmatic generation by AFPC
13	HOSPITALIZED, ASSIGNED TO PATIENT SQUADRON OR HOSPITAL		CSS, MPS	Used to indicate the admittance of an individual into the hospital or assignment of an individual to the patient squadron.	Notification from Medical Treatment Facility; PDS programmatic generation or DIN update, PCS order
14	NOT PFD-OTHER		CSS, MPS	Used to report non-availability for any reason not listed in this table. (See note 1)	AF Form 2098, (See note 2)
15	EN ROUTE ASSIGNED STATION FROM DEPLOYED STATION (DSC 20, 21)		MPS and PERSCO Team	A person has departed their deployed location for their home station.	Contingency/ Exercise/ Deployment (CED) Order

STRENGTH ACCOUNTING DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
16	MILITARY CONFINEMENT (UNDER ARREST/ PENDING TRIAL/ AWAITING SENTENCING)		CSS, MPS	The confinement or arrest of an individual.	AF Form 2098
17	MILITARY CONFINEMENT- SENTENCED PRISONER/30 DAYS OR MORE		CSS, MPS	Confinement of an individual in a military corrections facility for 30 days or more.	AF Form 2098
18	INVOLUNTARY RECALL 45 DAYS ACTIVE DUTY-FAIL PARTICIPATE (ANG/AFR)		CSS, MPS	Used by members with a military service obligation (MSO) or formal training course service obligation. Recall will be in a special RPA tour status and must be performed at the unit of assignment or the unit of attachment.	AF Form 938, Request and Authorization for Active Duty Training/Active Duty (ANG/AFRC only)
19	TDY-ARC-HSTN ACTIVE DUTY	A	CSS, MPS	Used if individual has been called to home station and IS NOT in direct support of a contingency operation.	AF Form 938 (ANG/AFRC only)
20	TDY – CONTINGENCY/ ROTATIONAL/EXERCISE	1	MPS Only	Used to show the deployment of an individual in support of a PID (plan identification) named operation.	CED Order
21	PALACE TRIP MANNING AS CONTINGENCY, EXERCISE	2	MPS Only	TDY manning assistance in support of a PID.	CED Order
22	TDY SCHOOL (LESS THAN 20 WEEKS)	3	CSS, MPS	To report the TDY of an individual to a school of less than 20 weeks. Not in a PCS status	DD Form 1610 or AF Form 938
23	TDY PERMISSIVE - BOOTSTRAP, HOUSE HUNTING, ETC.	4	CSS, MPS	Non-chargeable leave used to complete degree-earning requirements, house hunting, etc.	AF Form 988, programmatically updated by FSO
24	TDY - OTHER CONUS TO CONUS	5	CSS, MPS	To report a TDY from a CONUS location to another CONUS location.	DD Form 1610
25	TDY - OTHER CONUS TO OVERSEAS	6	CSS, MPS	To report a TDY from a CONUS location to an overseas location.	DD Form 1610
26	TDY - OTHER OUT OF COUNTRY TO - OVERSEAS PERSONNEL ONLY	7	CSS, MPS	To report a TDY from an overseas country to another overseas country.	DD Form 1610
27	TDY - OTHER IN COUNTRY - OVERSEAS PERSONNEL ONLY	8	CSS, MPS	To report a TDY from an overseas country to another location within the same country.	DD Form 1610
28	PENDING SEPARATION, UNDER INVESTIGATION		CSS, MPS	Used when extending a member's ETS beyond original ETS for potential court-martial proceedings.	Notification in writing from local Staff Judge Advocate (SJA).
29	TDY – OVERSEAS TO CONUS	9	CSS, MPS	To report the TDY of an individual from an overseas location to the CONUS.	DD Form 1610

STRENGTH ACCOUNTING DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
30	WHEREABOUTS UNKNOWN		CSS, MPS	A transitory casualty status used when the responsible commander suspects the member may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.	AF Form 2098
31	HOME STATION/ LOCAL AREA TRAINING	W	CSS, MPS	Home Station Training/Local Area Training is training performed which prevents the member from returning to their permanent residence or lodging location for more than 24 hours, other than performance of their normal day-to-day duties. For example, all or part of a unit is sent to the field to pitch tents and live in the woods for 3 days in preparation for an upcoming ORI or deployment. This is usually training in the field and can be accomplished on the member's permanent training site or at a designated satellite training facility or base. For Air Reserve Component members: Home station/local area training will count as a deployment event if accomplishing Annual Training, Active Duty Training, or Active Duty Special Work and member cannot return to normal lodging. Normal lodging is defined as the member's permanent residence, or if the permanent training site is outside the member's commuting distance, normal lodging is defined as the member's normal on-base/off-base billeting facilities.	
40	AFR MOBILIZATION RESOURCE		CSS, MPS	Unit commanders may only keep unsatisfactory participants if the manning policy permits. Commanders provide the MPS with a written statement that the member is needed to achieve the unit's mobilization mission.	Commander's letter as required (AFRC only)
42	RETURNED TO MILITARY CONTROL FROM DFR - PENDING DISPOSITION INSTRUCTIONS FROM HIGHER HEADQUARTERS		CSS, MPS	Used by AFPC/DPWCM to update MilPDS to regain a deserter back to military control. AFPC/DPWCM will send the Field Personnel Records Group (FPRG) to the base where the member is assigned.	AF Form 2098
43	REASSIGNED TO UNDERGO SEPARATION OUTPROCESSING, AWAITING ADMINISTRATIVE DISCHARGE		CSS, MPS	Used to create an assignment action and duty status for individuals separating in the overseas area.	MilPDS programmatic generation

STRENGTH ACCOUNTING DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
52	LEAVE - APPELLATE REVIEW		Programmatic based on FSO update. (CSS and MPS have update capability)	Used to report entry of an individual into the appellate review process upon completion of a court-martial.	AF Form 988, programmatically updates from DFAS
53	PAROLE		CSS, MPS	Member in civilian confinement placed on parole.	Parole order
56	CIVILIAN CONFINEMENT - SENTENCED PRISONER/LESS THAN 30 DAYS		CSS, MPS	To hold within a location; imprison; to keep within limits.	AF Form 2098
59	MILITARY CONFINEMENT - SENTENCED PRISONER/LESS THAN 30 DAYS		CSS, MPS	The confinement of an individual in a military corrections facility for less than 30 days.	AF Form 2098
60	Reserved				
61	TDY - ARC – CONVERSION	B	CSS, MPS	ANG and AFR use only.	AF Form 938 (ANG/AFRC)
62	ARC HOME STATION ACTIVE DUTY IN SUPPORT OF CONTINGENCY	C	CSS, MPS	Use this code if an individual has been called to home station to support a code-named operation.	AF Form 938 (ANG/AFRC)
63	TDY - ARC – COUNTERDRUG, INTERDICTION CONUS	D	CSS, MPS	Use this code if an individual has been called away from home station to support a drug operation stateside.	AF Form 938 (ANG/AFRC)
64	TDY - ARC - MANAGEMENT SUPPORT/Active Duty Sister Wing (ADSW)	E	CSS, MPS	Use this code if an individual has been called away from home station to support management; e.g., commanders augment HQ staff, serving in a non-contingency capacity.	AF Form 938 (ANG/AFRC)
65	TDY - ARC – SVC MSN/MSN SUPPORT	F	CSS, MPS	Use this code if an individual has been called away from home station to support a unit outside the current installation.	AF Form 938 (ANG/AFRC)
66	TDY - ARC - OPERATIONAL TRAINING	G	CSS, MPS	Use this code if an individual will deploy in support of an ORI, Joint Patriot Exercise, or rotations without an assigned PID.	AF Form 938 (ANG/AFRC)
67	TDY - ARC - NATURAL DISASTER, EMERGENCY	H	CSS, MPS	Use this code in support of a natural disaster, such as a hurricane, firefighting, disaster, etc., without an assigned PID.	AF Form 938 (ANG/AFRC)
70	Reserved				
71	Reserved				
72	TDY-ARC OPERATIONAL TRAINING--NO PAY	T	ARC CSS, MPS	Use this code if an individual will deploy in support of an ORI, Joint Patriot Exercise, or rotations, without an assigned PID. (See note 4).	AF Form 938 (ANG/AFRC)

STRENGTH ACCOUNTING DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
73	TDY-OTHER CONUS-TO-CONUS--NO PAY	K	ARC CSS, MPS	To report TDY from a CONUS location to another CONUS location. (See note 4).	DD Form 1610
74	TDY-OTHER CONUS to OS--NO PAY	L	ARC CSS, MPS	To report a TDY from a CONUS location to an overseas location. (See note 4).	DD Form 1610
75	TDY-OTHER OUT OF COUNTRY- OS PERSONNEL ONLY--NO PAY	M	ARC CSS, MPS	To report a TDY from an overseas country. (See note 4).	DD Form 1610
76	TDY-OTHER IN COUNTRY- OS PERSONNEL ONLY--NO PAY	N	ARC CSS, MPS	To report a TDY from an overseas country to another location within the same country. (See note 4).	DD Form 1610
77	TDY- OS TO CONUS-- NO PAY	O	ARC CSS, MPS	To report the TDY of an individual from an overseas location to the CONUS. (See note 4).	AF Form 938 (ANG/AFRC)
78	TDY- ARC CONVERSION-- NO PAY	P	ARC CSS, MPS	ANG USE ONLY. (See note 4).	AF Form 938 (ANG/AFRC)
79	TDY- ARC COUNTERDRUG/ INTERDICTION CONUS-- NO PAY	Q	ARC CSS, MPS	Use this code if an individual has been called away from home station to support a drug operation stateside. (See note 4).	AF Form 938 (ANG/AFRC)
80	TDY-ARC MANAGEMENT SUPPORT-- NO PAY	R	ARC CSS, MPS	Use this code if an individual has been called away from home station to support management; e.g., commanders augment HQ staff, serving in a non-contingency capacity. (See note 4).	AF Form 938 (ANG/AFRC)
81	TDY- ARC SVC MSN/MSN SUPPORT-- NO PAY	S	ARC CSS, MPS	Use this code if an individual has been called away from home station to support a unit outside the current installation. (See note 4).	AF Form 938 (ANG/AFRC)
82	TDY- ARC NATURAL DISASTER/ EMERGENCY-- NO PAY	U	ARC CSS, MPS	Use this code in support of a natural disaster, such as a hurricane, firefighting, disaster, etc., without an assigned PID. (See note 4).	AF Form 938 (ANG/AFRC)
83	PERMANENT TRAINING SITE, NOT PFD--NO PAY		ARC CSS, MPS	Use if the individual has been called to permanent training site for duty in garrison. (See note 4).	AF Form 938 (ANG/AFRC)
84	ARC INDIVIDUAL TRAINING, WITH TRAVEL--NO PAY		ARC CSS, MPS	Use when a 1610 is prepared for an ARC member to travel in an inactive duty status. (See note 4).	AF Form 938 (ANG/AFRC)
85	ARC FUNERAL HONOR DUTY--NO PAY		ARC CSS, MPS	Use if the individual has been called to duty for funeral honors duty. (See note 4).	AF Form 938 (ANG/AFRC)

Attachment 3

**PERSTEMPO EVENT, STRENGTH ACCOUNTING DUTY STATUS, AND TEMPO
CODE LIST (PER DIEM-P)**

**Table A3.1. PERSTEMPO Event, Strength Accounting Duty Status, and Tempo Code List
(Per Diem- P)**

PERSTEMPO Event	Strength Accounting Duty Status Codes	Definition	Applicable to A= Active R= Reserve G=Guard	Tempo Code (See note 6)	Tempo Code Definitions
Operations (PID) (See note 1)	20	(20) TDY Contingency/rotational/exercise	A, R, G	A	Operations
Exercise (PID) (See note 2)	20, 21	(20) TDY Contingency/rotational/exercise	A, R, G	B	Exercise
	21	(21) PALACE Trip Manning as contingency or exercise	A, R, G	B	Exercise
Unit Training	66	(66) TDY-ARC Operational	R, G	C	Unit Training
Mission Support TDY (See note 3)	24,25,26, 27,29,61, 63,64,65, 67	(24) TDY-other CONUS to CONUS	A, R, G	D	MSN SPT TDY
		(25) TDY-other CONUS to OS	A, R, G	D	MSN SPT TDY
		(26) TDY-other out of country OS personnel only	A, R, G	D	MSN SPT TDY
		(27) TDY- other in country- OS personnel only	A, R, G	D	MSN SPT TDY
		(29) TDY OS to CONUS	A, R, G	D	MSN SPT TDY
		(61) TDY ARC conversion	R, G	D	MSN SPT TDY
		(63) TDY- ARC- counter drug/interdiction CONUS	R, G	D	MSN SPT TDY
		(64) TDY- ARC-management support /ADSW	R, G	D	MSN SPT TDY
		(65) TDY-ARC- SVC MSN MSN support	R, G	D	MSN SPT TDY
		(67) TDY- ARC- natural disaster/emergency	R, G	D	MSN SPT TDY
Home Station Local Area Training	31	(31) Home Station/Local Area Training	A, R, G	K	Home Station/ Local Area Training-Pay

Attachment 4

**PERSTEMPO EVENT, STRENGTH ACCOUNTING DUTY STATUS, AND TEMPO
CODE LIST (NO PER DIEM –NP)**

Table A4.1. PERSTEMPO Event, Strength Accounting Duty Status, and Tempo Code List (NO Per Diem-NP).

PERSTEMPO Event	Strength accounting duty status Codes	Definition	Applicable to A= Active R= Reserve G=Guard	Tempo Code (See note 6)	Tempo Code Definitions
Individual Training/school TDY (See note 4)	22	TDY School (less than 20 weeks) Non-PCS status	A, R, G	I	(NP) Individual TNG TDY
Unit Training	72	TDY- ARC operational training (No Pay)	R, G	G	(NP) Unit Training
Mission Support (See note 5)	73	TDY- other CONUS- to- CONUS (No pay)	R, G	H	(NP) MSN SPT TDY
	74	TDY - other CONUS- to-OS (No Pay)	R, G	H	(NP) MSN SPT TDY
	75	TDY - other out of country - OS personnel only (No Pay)	R, G	H	(NP) MSN SPT TDY
	76	TDY - other in country - OS personnel only (No Pay)	R, G	H	(NP) MSN SPY TDY
	77	TDY OS to CONUS (No Pay)	R, G	H	(NP) MSN SPT TDY
	78	TDY ARC conversion (No Pay)	R, G	H	(NP) MSN SPT TDY
	79	TDY - ARC - counter drug/interdiction CONUS (No Pay)	R, G	H	(NP) MSN SPT TDY
	80	TDY - ARC - management support/ADSW (No Pay)	R, G	H	(NP) MSN SPT TDY
	81	TDY - ARC - SVC MSN/MSN support (No Pay)	R, G	H	(NP) MSN SPT TDY
	82	TDY - ARC - natural disaster/emergency	R, G	H	(NP) MSN SPT TDY
Home Station Training -NP	19	TDY- ARC- permanent training site, training active duty	R, G	J	(NP) Home STN TNG
	62	AFR permanent training site active duty in support for contingency	R, G	J	(NP) Home STN TNG
Hospitalization	8	Hospital, not assigned, sick in quarters	A, R, G	L	(NP) Hospitalization
	13	Hospitalized, assigned to patient squadron or hospital	A, R, G	L	(NP) Hospitalized
Discipline	4	Civil Confinement (under arrest, pending trial, awaiting sentencing)	A, R, G	M	(NP) Discipline
	5	Civil Confinement, sentenced prisoner 30 days or more	A, R, G	M	(NP) Discipline
	16	Military Confinement (under arrest, pending trial, awaiting sentencing)	A, R, G	M	(NP) Discipline

PERSTEMPO Event	Strength accounting duty status Codes	Definition	Applicable to A= Active R= Reserve G=Guard	Tempo Code (See note 6)	Tempo Code Definitions
	17	Military Confinement, sentenced prisoner, 30 days or more	A, R, G	M	(NP) Discipline
	53	Parole	A, R, G	M	(NP) Discipline
	56	Civil confinement, sentenced prisoner, less than 30 days	A, R, G	M	(NP) Discipline
	59	Military confinement, sentenced prisoner, less than 30 days	A, R, G	M	(NP) Discipline
Individual Training With Travel (IDT W/TVL)	84	ARC Individual Training, with travel	R, G	N	(NP) IDT w/TVL
Muster Duty	NA	NA	R, G	O	(NP) Muster Duty
Funeral Honors Duty	85	ARC Funeral Honors Duty	R, G	P	(NP)Funeral Honors Duty
				Q	Unknown Purpose

Attachment 5

PREPARATION OF AF IMT 2098, DUTY STATUS CHANGE

Table A5.1. Preparation of AF IMT 2098, Duty Status Change.

Rule	If preparing	Then
1	Address Element	"TO" The servicing MPS. "FROM" The organization reporting the strength accounting duty status change
2	Section I	Enter member's last name, first name, middle initial, Sr., etc., grade, SSN
3	Section II	<p>Enter the member's strength accounting duty status change code (see Attachment 2) "From" & "To".</p> <p>Enter the "Effective date" and "Hour" of when the event took place.</p> <p>For example: (Date) 13 Feb 2003, (Hour) 13:59.</p> <p>NOTE: The day a member enters into a unfavorable strength accounting duty status is considered a bad day and is the first day of chargeable lost time. The day a member is released or returns from a unfavorable strength accounting duty status regardless of the time is considered a good day and is not counted as lost time (note 1).</p> <p>The "Location" block will reflect the location of the member when the member is entered into the new strength accounting duty status code. For example: A member goes from PFD to AWOL while they are assigned to Randolph AFB TX, the location of the AWOL would reflect Randolph AFB TX. If the member goes from AWOL to civil confinement in the Bexar County Jail, San Antonio TX, the location would reflect Bexar County Jail, San Antonio TX. Once the member is released from civil confinement and returned to PFD, the location block would reflect Randolph AFB TX.</p> <p>AUTHORITY BLOCK: AFI 36-2134</p> <p>Indicate the "Method of Return to Military Control" when a member returns from a unfavorable strength accounting duty status – Whether it was voluntary or involuntary.</p> <p>"Determination of Lost Time by Unit Commander" – When a member returns from an unauthorized absence (i.e., AWOL, Deserter, Confinement), you will need to annotate their "Period of Absence." All periods of confinement are considered lost time by US Code, Title 10, Section 972.</p>
		<p>1. Enter the date (DD/MMM/YYYY) of when the unfavorable strength accounting duty status started and the last day of lost time charged. For example, Amn Jones was placed into confinement on 13 Mar 02 and was released on 25 Mar 02. His period of absence would be 13 Mar 02 thru 24 Mar 02, his effective date for PFD would be 25 Mar 02.</p> <p>NOTE: The day a member enters into a unfavorable strength accounting duty status is considered a bad day and is the first day of chargeable lost time. The day a member is released or returns from a unfavorable strength accounting duty status is considered a good day and is not counted as lost time.</p> <p>Once you enter the period of absence you will need to mark whether the period of absence "Is" or "Is Not" determined as lost time, per AFI 36-2134.</p> <p>2. If a "Determination of Absence" cannot be made, annotate the dates of the period of absence and state a brief reason why the determination could not be made.</p> <p>3A. If the period of absence was determined as lost time, enter the consecutive amount of days in "Total Lost Days This Enlistment".</p> <p>NOTE: This will not always be the same as the total lost days to this incident. If the member had another lost time incident while in his current enlistment you will need to add the amount of days to this incident and then annotate the total in this block.</p> <p>"Remarks"- Enter a statement relating to the circumstances reflected on the AF IMT 2098 (e.g., for a member going into military confinement, state the member was court-martialed and sentenced to 8 months of military confinement with a bad conduct discharge).</p>
4	Section III	<p>The unit commander, squadron section commander, or authorized representative, as designated in writing, will sign the "Squadron Commander or Designated Representative" block. (See Note 2)</p> <p>The unit SADSP manager or designated representative will sign the "Unit SADSP Manager" block and also input the date the system (MilPDS) was updated to the new strength accounting duty status</p>

Rule	If preparing	Then
		code.
5	Section IV	<p>The Personnel Employment Office will sign the “Approval By MPS SADSP Manager” block ensuring all system updates regarding strength accounting duty status and lost time have been made and are correct, also ensuring the AF IMT 2098 has been completed correctly to include coordination and distribution of the IMT. They will annotate the date, name, grade, title and signature.</p> <p>NOTE: They will also annotate the “System Update Completed On” block if the unit was not able to make the update.</p> <p>ASSIGNMENTS: The assignments manager will coordinate in this block ensuring all assignment actions have been completed regarding this strength accounting duty status change. The coordinator will annotate the date, name, grade, title and signature.</p> <p>PROMOTIONS: The promotions manager will coordinate in this block ensuring all promotion actions have been completed regarding this strength accounting duty status change. The coordinator will annotate the date, name, grade, title and signature.</p> <p>SEPARATIONS: The separations manager will coordinate in this block ensuring all separation actions have been completed regarding this strength accounting duty status change. The coordinator will annotate the date, name, grade, title and signature.</p>
		<p>REENLISTMENTS/SPECIAL ACTIONS: The reenlistments or special actions manager will coordinate in this block ensuring all reenlistment and special actions have been completed regarding this strength accounting duty status change. The coordinator will annotate the date, name, grade, title, and signature.</p> <p>RECORDS CUSTODIAN: The records custodian will coordinate in this block ensuring an exact copy of the AF IMT 2098 is placed in the member’s unit personnel records group (UPRG). The coordinator will then annotate the date, name, grade, title and signature and place a copy into the member’s UPRG.</p>

Attachment 6

**STRENGTH ACCOUNTING DUTY STATUS MANAGER'S TRAINING
REQUIREMENTS**

A6.1. The following metric will be used to develop and administer SADSP management training. (Note: I = initial and SA = semi-annually.)

Table A6.1. Strength Accounting Duty Status Manager's Training Requirements.

Item	Subject	Frequency
1	MilPDS Update Procedures	I, SA
1A	MilPDS Strength Accounting Duty Status Updating/Inquiry Application	I
2	AFI 36-2911, Desertion & Unauthorized Absence	I
3	AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), Table 3.10.	I
4	AFI 36-2604, Service Dates and Dates of Rank, paragraph 4.	I
5	AFI 36-3003, Military Leave Program, paragraph 6.8., paragraph 6.8.2., and paragraph 6.8.3.	I
6	DoD Financial Management Regulation, Volume 7A, Chapter 3	I
7	AFI 36-2102, Base-Level Relocation Procedures, Chapter 2	I
8	AFI 36-3802, Personnel Readiness Operations	I, SA
9	Duty Status Effectiveness Report (DSERT)	I, SA
10	MilPDS TDY History File Report	I, SA
11	All TDY History Data Report	I
11A	TDY Days Report	I
12	TDY History File Corrections	I, SA

Attachment 7

PROCESS FOR REPORTING DSC

Table A7.1. Processes for Reporting Confinement Strength Accounting Duty Status Code.

IF	THEN
Member is arrested and confined, then released before serving 24 hours	The member's strength accounting duty status Code will not change and lost time will not be charged.
Member is confined by civil authorities or under arrest, pending trial, awaiting sentencing, or out of jail on bond and restricted to the state while on approved leave	The member may continue on leave until the original expiration date of leave unless recalled by the duty commander IAW AFI 36-3003.
Member is still confined after expiration of leave	The member's strength accounting duty status code must be updated to civilian confinement Codes 04, 05, or 56.
Member is placed into pre-trial confinement while under civilian control either under arrest, pending trial, awaiting sentencing, or out of jail on bond while restricted to the state and is then sentenced to confinement	A new AF Form 2098 must be completed to change the member's strength accounting duty status Code from 04, 05 or 56.
Member is sentenced for 6 months or more whether by foreign or U.S. civil court	Member will drop from unit manning.
Member is sentenced for less than 6 months	Member will remain a part of unit manning.
Member is put into pre-trial confinement and is then sentenced by court-martial to confinement	A new confinement order will be published and a new AF Form 2098 must be completed to change the strength accounting duty status Code from 16 to 17.

Attachment 8

SAMPLE AF IMT 2098, DUTY STATUS CHANGE

Figure A8.1 Sample AF IMT 2098, Duty Status Change

DUTY STATUS CHANGE		
TO: MPF/Office Symbol/Base 902 FSS/FSMP		FROM: Unit/Base 12 MXS/Randolph AFB
SECTION I INDIVIDUAL IDENTIFICATION		
NAME (Last, First, Middle Initial) Jones, James I		GRADE SrA SSN 123-45-6789
SECTION II DUTY STATUS CHANGE		
THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM 00 TO 17 EFFECTIVE (Date) 21 Jul 2003 (Hour) 14:00		
LOCATION/BASE Randolph AFB, TX		AUTHORITY: AFI 36-2134
METHOD OF RETURN TO MILITARY CONTROL <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY		
DETERMINATION OF LOST TIME BY UNIT COMMANDER		
1. PERIOD OF ABSENCE FROM _____ THRU _____ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT DETERMINED AS LOST TIME, PER AFI 36-2134.		
2. DETERMINATION OF ABSENCE FROM _____ THRU _____ CANNOT BE MADE AT THIS TIME BECAUSE _____		
3A. TOTAL LOST DAYS THIS INCIDENT: _____ 3B. TOTAL LOST DAYS THIS ENLISTMENT: _____		
REMARKS (Explain Duty Status Change in detail) (Continue in Remarks on page 2) Member was placed into military confinement for a period of 2 months.		
SECTION III SQUADRON COMMANDER OR DESIGNATED REPRESENTATIVE		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE WILLIAM HURST, Maj, USAF Commander, 12 MXS	SIGNATURE <i>William Hurst</i>
UNIT DUTY STATUS PROGRAM MANAGER		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE EMILY MATSON, SSgt, USAF NCOIC, Commander's Support Staff	SIGNATURE <i>Emily Matson</i>
SYSTEM UPDATE COMPLETED ON: 21 Jul 2003		
SECTION IV APPROVAL BY MPF DUTY STATUS PROGRAM MANAGER		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE JUNE JOHNSON, SSgt, USAF NCOIC, Personnel Employments	SIGNATURE <i>June Johnson</i>
ASSIGNMENTS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE HERALD GRAY, MSgt, USAF Supt, Relocations	SIGNATURE <i>Herald Gray</i>
PROMOTIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE JERRY CRAIG, TSgt, USAF NCOIC, Career Enhancements	SIGNATURE <i>Jerry Craig</i>
SEPARATIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE RUBEN LAYMAN, 2LT, USAF Chief, Personnel Employments and Relocations	SIGNATURE <i>Rubén Layman</i>
REENLISTMENTS/SPECIAL ACTIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE KURT CLARK, GS-6, DAFC Reenlistments Manager	SIGNATURE <i>Kurt Clark</i>
RECORDS CUSTODIAN		
I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in member's duty status.		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE SUSAN SEABECK, A1C, USAF Customer Service Apprentice	SIGNATURE <i>Susan Seabek</i>
AF IMT 2098, 20030710, V2 PREVIOUS EDITIONS ARE OBSOLETE		

Attachment 9

SAMPLE AF IMT 2098, DUTY STATUS CHANGE

FigureA9.1. Sample AF IMT 2098, Duty Status Change

DUTY STATUS CHANGE		
TO: MPF/Office Symbol/Base 902 FSS/FSMP		FROM: Unit/Base 12 MXS/Randolph AFB
SECTION I INDIVIDUAL IDENTIFICATION		
NAME (Last, First, Middle Initial) Jones, James I		GRADE SrA SSN 123-45-6789
SECTION II DUTY STATUS CHANGE		
THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM 17 TO 00 EFFECTIVE (Date) 21 Sep 2003 (Hour) 14:00		
LOCATIONBASE Randolph AFB, TX		AUTHORITY: AFI 36-2134
METHOD OF RETURN TO MILITARY CONTROL <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY		
DETERMINATION OF LOST TIME BY UNIT COMMANDER		
1. PERIOD OF ABSENCE FROM 21 Jul 2003 THRU 21 Sep 2003 <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT DETERMINED AS LOST TIME PER AFI 36-2134.		
2. DETERMINATION OF ABSENCE FROM _____ THRU _____ CANNOT BE MADE AT THIS TIME BECAUSE _____		
3A. TOTAL LOST DAYS THIS INCIDENT: 62 3B. TOTAL LOST DAYS THIS ENLISTMENT: 65		
REMARKS (Explain Duty Status Change in detail) (Continue in Remarks on page 2) Member was released from confinement. Member had an additional 3 days of lost time from a previous incident.		
SECTION III SQUADRON COMMANDER OR DESIGNATED REPRESENTATIVE		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE WILLIAM HURST, Maj, USAF Commander, 12 MXS	SIGNATURE <i>William Hurst</i>
UNIT DUTY STATUS PROGRAM MANAGER		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE EMILY MATSON, SSgt, USAF NCOIC, Commander's Support Staff	SIGNATURE <i>Emily Matson</i>
SYSTEM UPDATE COMPLETED ON: 21 Jul 2003		
SECTION IV APPROVAL BY MPF DUTY STATUS PROGRAM MANAGER		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE JUNE JOHNSON, SSgt, USAF NCOIC, Personnel Employments	SIGNATURE <i>June Johnson</i>
ASSIGNMENTS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE HERALD GRAY, MSgt, USAF Supt, Relocations	SIGNATURE <i>Herald Gray</i>
PROMOTIONS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE JERRY CRAIG, TSgt, USAF NCOIC, Career Enhancements	SIGNATURE <i>Jerry Craig</i>
SEPARATIONS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE RUBEN LAYMAN, 2LT, USAF Chief, Personnel Employments and Relocations	SIGNATURE <i>Ruben Layman</i>
REENLISTMENTS/SPECIAL ACTIONS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE KURT CLARK, GS-6, DAFIC Reenlistments Manager	SIGNATURE <i>Kurt Clark</i>
RECORDS CUSTODIAN		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE SUSAN SEABECK, A1C, USAF Customer Service Apprentice	SIGNATURE <i>Susan Sebeck</i>
I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in member's duty status.		
AF IMT 2098, 20030710, V2 PREVIOUS EDITIONS ARE OBSOLETE		

Attachment 10

SAMPLE AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (OUT PROCESSING)

Figure A10.1. Sample AF IMT 4334, Individual TDY Processing Checklist

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)				
a. STOP NO. 1 PERSONNEL (Unit)		OUT <i>AW 11 May 03</i>		IN
b. STOP NO. 2 FINANCE		OUT <i>AW 10 May 03</i>		IN
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.				
2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)				
a. STOP NO. 1 PERSONNEL (Unit)		OUT <i>AW 11 May 03</i>		IN
b. STOP NO. 2 FINANCE		OUT <i>AW 10 May 03</i>		IN
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.				
2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

MEMBER COPY

Attachment 11

SAMPLE AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (IN PROCESSING)

Figure A11.1. Sample AF IMT 4334, Individual TDY Processing Checklist

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)				
a. STOP NO. 1 PERSONNEL (Unit)		OUT all 11 May 03 DUP 10 May 03	IN all 21 Dec 03 DUP 21 Dec 03	
b. STOP NO. 2 FINANCE				
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.				
2. Member must in process with their home unit on the first duty day following return from TDY location.				
AF IMT 4334, 20040531 V1 UNIT COPY				
----- (Cut along dotted line)				
INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)				
a. STOP NO. 1 PERSONNEL (Unit)		OUT all 11 May 03 DUP 10 May 03	IN all 21 Dec 03 DUP 21 Dec 03	
b. STOP NO. 2 FINANCE				
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.				
2. Member must in process with their home unit on the first duty day following return from TDY location.				
AF IMT 4334, 20040531 V1 MEMBER COPY				

Attachment 12

INSTRUCTIONS FOR AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST

Table A12.1. AF IMT 4334 Instructions

Block	Title	Instruction
1	NAME	Enter member's last name, first name, middle initial, Sr., etc.
2	SSN	Enter last four digits of member's social security number
3	RANK	Enter member's current rank
4	GENDER	Enter member's gender
5	PASCODE	Enter member's current PASCODE
6	HOME ORG & STATION	Enter member's home organization and their current place of station (i.e., 902 FSS/FSMP Joint Base San Antonio TX)
7	TDY ORG & LOCATION	Enter the TDY organization or location unless classified
8	DATE DEPARTED	Enter the date the member departed for TDY location
9	DATE RETURNED	Enter the date the member returned to home station
10	PROCESSING ACTIONS	<p>A. STOP NO.1 PERSONNEL (Unit) – Member is required to notify their commander's support staff prior to departure for TDY. Once member has completed this action, initial and date under the out column, and project member's TDY status in system. Member is required to notify their commander's support staff within 24 hours or the next duty day upon their arrival to home station from their TDY location. Once member has completed this action, initial and date under the in column, and return member from TDY status in system.</p> <p>B. STOP NO. 2 FINANCE – Member may be required to stop by Finance prior to departure of their TDY location per local guidance. If required, once member has completed this action, initial and date under the out column. Per local guidance, member may be required to in-process with Finance upon returning from TDY location. If required, once member has completed, initial and date under the in column.</p> <p>NOTE: If member is not required to make any stops prior to or upon completion of TDY, leave section B blank.</p>
11	REMARKS	Annotate any remarks pertaining to the member or their TDY

Attachment 13

**AF FORM 298, DUTY STATUS CHANGE, AND CASE MANAGEMENT SYSTEM
(CMS) PROCEDURES**

Table 13.1. AF Form 298, Duty Status Change, and Case Management System (CMS) Procedures

Block	Title	Instruction
	TO:	Identify the Force Support Squadron. Example: 902 FSS/FSMP
	FROM:	Unit/Base the member is assigned to. Example: 12 MXS/Randolph AFB
Section I Individual Identification		
	NAME	Last, First, Middle Initial
	GRADE	Example: SrA, SSgt, etc.
	SSN	Member's SSN
Section II Duty Status Change		
	Duty Status Code	Enter Duty Status code from and to along with the date and time
	Location/Base	Indicate where this duty status action took place
	Method of return to military control	Indicate whether it was voluntary or involuntary
	Determination of lost time by commander	Complete items 1, 2, 3A and 3B as necessary and provide remarks
Section III Squadron Commander or Designated Representative		
	DATE	Date signed by Commander or Designated Representative
	NAME, GRADE and TITLE	Commander or Designated Representative signature block
	SIGNATURE	Signature of commander or designated representative
Unit Duty Status Program Manager		
	DATE	Date signed by Unit Duty Status Program Manager
	NAME, GRADE and TITLE	Unit Duty Status Program Manager signature block
	SIGNATURE	Signature of Unit Duty Status Program Manager
Section IV Approval by MPF Duty Status Program Manager		
	DATE	Date signed by MPF Duty Status Program Manager
	NAME, GRADE and TITLE	MPF Duty Status Program Manager signature block
	SIGNATURE	Signature of MPF Duty Status Program Manager
	Assignments	

Block	Title	Instruction
	DATE	Date signed by Assignments Representative
	NAME, GRADE and TITLE	Assignments Representative signature block
	SIGNATURE	Signature of Assignments Representative
Promotions		
	DATE	Date signed by Promotions Representative
	NAME, GRADE and TITLE	Promotions Representative signature block
	SIGNATURE	Signature of Promotions Representative
Separations		
	DATE	Date signed by Separations Representative
	NAME, GRADE and TITLE	Separations Representative signature block
	SIGNATURE	Signature of Separations Representative
Reenlistments/Special Actions		
	DATE	Date signed by Reenlistments/Special Actions Representative
	NAME, GRADE and TITLE	Reenlistments/Special Actions Representative signature block
	SIGNATURE	Signature of Reenlistments/Special Actions Representative
Records Custodian		
	DATE	Date signed by Records Custodian Representative
	NAME, GRADE and TITLE	Records Custodian Representative signature block
	SIGNATURE	Signature of Records Custodian Representative

A13.1. AF Form 2098 Processing Procedures:

A13.1.1. There is no longer a requirement for the MPS to assign a control number to AF Form 2098.

A13.1.2. AF Form 2098 is required when a member enters into an AWOL, deserter, military or civilian confinement strength accounting duty status Code, and when returning from one of these strength accounting duty status Codes.

A13.1.3. Lost time, to include time lost as a result of line of duty determinations, is reported on AF Form 2098.

A13.1.4. The local MPS Personnel Employment Office will provide guidance and assistance to Unit SADSP Manager when an AF IMT 2098 needs to be accomplished. The Personnel Employment Office will also conduct an initial quality review of the AF IMT 2098 prior to making any system updates to ensure all applicable blocks are filled out correctly and lost

time is annotated, as appropriate. If the unit is going to make the system update for the strength accounting duty status change, they should contact the Personnel Employment Office for appropriate guidance and assistance. The Personnel Employment Office will complete the appropriate certification block in Section IV of the AF IMT 2098 and make any updates, as applicable. They will forward the AF IMT 2098 to Assignments, Promotions, Separations, Reenlistments/Special Actions for proper coordination. Once the AF IMT 2098 has been properly coordinated, the Personnel Employment Office will then forward the AF IMT 2098 to Customer Service for proper coordination and filing in the member's ARMS. They will also make copies (as necessary) and forward them to the affected unit; the local Comptroller office; AFPC/DPSIM, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717.

A13.2. CMS Processing Procedures:

A13.2.1. The Case Management System (CMS) is the primary system to manage strength accounting duty status requests for Military/Civilian Confinement, AWOL, Deserter, and Lost Time Actions only. There is no longer a requirement for the MPS to assign a control number to AF Form 2098.

A13.2.2. CMS PPA-Strength Accounting Duty Status Change application is required when a member enters into an AWOL, deserter, military or civilian confinement strength accounting duty status Code, and when returning from one of these strength accounting duty status Codes.

A13.2.3. Lost time, to include time lost as a result of line of duty determinations, is reported through CMS.

A13.2.4. AFPC/DPTSO will provide guidance and assistance to MPS Force Management Section when a CMS case needs to be initiated. AFPC/DPTSO will also conduct an initial quality review of confinement CMS cases (AFPC/DPWCM for AWOL/Deserter CMS cases) prior to making any system updates to ensure all applicable blocks are filled out correctly and lost time is annotated, as appropriate. AFPC/DPTSO or AFPC/DPWCM will complete the appropriate certification block in Section IV of the AF IMT 2098 and make any updates, as applicable. AFPC/DPTSO will forward CMS cases to Assignments, Promotions, Separations, Reenlistments/Special Actions, and Service Dates for proper coordination. Once the CMS case has been properly coordinated, AFPC/DPTSO will complete the CMS case, which will load the automated AF IMT 2098 into ARMS (Note: AFPC/DPTSO will ensure AFPC/DPWCM has coordinated on and update MilPDS as required on all AWOL/Deserter CMS cases.)