

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

**AIR FORCE INSTRUCTION 36-2604**

**5 OCTOBER 2012**

**Personnel**



**SERVICE DATES AND DATES OF RANK**

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OPR: AFPC/DPSIPV

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

Supersedes: AFI 36-2604, 2 December  
2004

Pages: 37

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It implements Air Force Policy Directive 36-26, *Total Force Development*, Air Force Policy Directive 36-30, *Military Entitlements*, and Department of Defense Instruction 1310.01, *Rank and Seniority of Commissioned Officers*. This instruction applies to Regular, Air National Guard, and Air Force Reserve Airmen. It explains how to compute service dates and dates of rank and establishes who must compute, record, report, and correct them. This publication requires collecting and maintaining information affected or protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.), Section 8013, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 22 Nov 1943. System of Records Notice F036 AF PC C, *Military Personnel Records System*, applies. Requests for records or documents contained in this System of Records should be processed under the guidelines outlined IAW AFI 33-332, *Privacy Act Program*, Chapter 12, Disclosing Records to Third Parties.

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. This instruction is organized into two chapters from one previously. The first chapter explains the roles and responsibilities for Regular, Guard, and Reserve personnel staffs with respect to computing, recording, and reporting service dates, with the corresponding tables: Table 1.1, Explanation of Service Dates; Table 1.2, Required Service Dates for Officers, Warrant Officers, and Enlisted; and Table 1.3, Creditable Service for Total Active Federal Military Service Date, Total Active Federal Commissioned Service Date, Total Federal Commissioned Service Date, Total Years Service Date, Total Enlisted Military Service Date, Pay Date, and 1405 Service Date. Similarly, Chapter 2 explains service component roles and responsibilities for determining Current Grade Date of Rank and Date of Rank with its corresponding tables: Table 2.1, Creditable Service for Date of Rank of Reserve Commissioned Officers; Table 2.2, Minimum Entry Grade Credit for Medical and Dental Corps Officers; and Table 2.3, Minimum entry Grade Credit for Biomedical Sciences Corps, Medical Service Corps, Nurse Corps, Chaplains, and Judge Advocate General Corps Officers. HQ AFPC/DPSIPV no longer forwards AF Form 1613, *Statement of Service*, to the member's servicing Military Personnel Elements, for filing in Unit Personnel Record Group. This document also specifies in paragraph 2.10 and table 2.4 required documents from the various commissioning sources and organization.

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## Chapter 1

### SERVICE DATES

**1.1. Explanation of Service Dates.** See Table 1.1.

**1.2. Required Service Dates for Officers, Warrant Officers, and Enlisted.** See Table 1.2.

**1.3. Responsibility for Computing, Recording, and Reporting Service Dates.**

1.3.1. Officers Not on Extended Active Duty (EAD).

1.3.1.1. United States Air Force Reserve (USAFR) Officers.

1.3.1.2. Headquarters, Air Reserve Personnel Center, Selection Board Secretariat, Promotions Eligibility Division (HQ ARPC/DPBP) computes and enters into the Military Personnel Data System (MilPDS) the following: DOR, current grade and permanent grade effective dates.

1.3.1.3. Headquarters, Air Reserve Personnel Center, Point Credit and Accounting Division (HQ ARPC/DPPK) enters service history and points into MilPDS. MilPDS computes the active duty points into years, month, and days through the closeout of the last retention/retirement year for the following: Total Active Federal Military Service (TAFMS) and Total Active Federal Commissioned Service (TAFCS).

1.3.1.4. The Directorate of Assignments, Assignment Actions Division (HQ ARPC/DPAA) computes and enters into MilPDS: Date Initial Entry Reserve Forces (DIERF), Date Initial Entry Uniformed Service (DIEUS), Pay Date, Total Federal Commissioned Service Date (TFCSD), and Total Years Service Date (TYSD).

1.3.2. Air National Guard (ANG) Officers. The appointing authority computes and enters all service dates into MilPDS. **Note:** HQ ARPC/DPAAR verifies and corrects Pay Date, TFCSD, TYSD, DIEUS, and DIERF on ANG members after they are gained to file for accountability.

1.3.3. Officers on EAD. Headquarters, Air Force Personnel Center, Sustainment Division, Line Officer Accessions Branch, Service Verification Section (HQ AFPC/DPSIPV) computes and enters service dates into MilPDS:

1.3.3.1. Total Active Federal Military Service Date (TAFMSD), Total Active Federal Commissioned Service Date (TAFCS), TFCSD, Pay Date, TYSD (unless service component is Reserve or Guard), EAD. HQ AFPC/DPSIPV prepares an AF Form 1613, *Statement of Service*, on all officers gained to the permanent Military Personnel Section (MPS) within 120 days from date arrived at permanent duty station and enters the computed service dates in MilPDS. HQ AFPC/DPSIPV forwards a copy of the AF Form 1613 to the Automated Records Management System (ARMS) for filing in the member's Master Personnel Record Group (MPRG).

1.3.3.2. USAFR and ANG Airmen not on EAD. The servicing MPE, and HQ ARPC/DPAAR and DPBP computes and enters service dates into MilPDS.

1.3.4. Enlisted on EAD. HQ AFPC/DPSIPV:

1.3.4.1. Updates service dates in MilPDS for prior-service members entering EAD.

1.3.4.2. Computes the TAFMSD, EAD, DIEUS, and Pay Date and forwards a copy of the AF Form 1613 to ARMS for filing in the member's MPRGp on:

1.3.4.2.1. Prior-service Airmen who enlist after a break in service. HQ AFPC/DPSIPV completes an AF Form 1613 within 120 days after date arrived at permanent duty station.

1.3.4.2.2. Enlisted charged with time lost under Title 10, U.S.C., Section 972.

1.3.4.3. Verifies service dates on all nonprior-service enlisted members at 18 years TAFMS (An automated AF Form 1613 is generated on all nonprior-service enlisted at 120 of EAD). The AF Form 1613 generated by that verification is filed in the MPRGp in ARMS. If the member does not agree with the service dates as a result of the 18-year verification, the member will forward a request to HQ AFPC/DPSIPV for service date verification.

**1.4. Computing Service Dates.** HQ AFPC and HQ ARPC compute service dates. Table 1.3 shows the service that may be credited when computing the TAFMSD, Total Federal Military Service Date (TFMSD), TAFMSD, TFCSD, TYSD, Total Enlisted Military Service Date (TEMSD), the Pay Date, and the 1405 Service Date (terms explained in Table 1.1). The Department of Defense Financial Management Regulation (DoDFMR) Volume 7A, Chapter 1, paragraph, 010104A explains how to compute the basic Pay Date. Use the same basic computation in computing other service dates. Use Table 1.1, Rules 13 and 14, to determine the DIERF and DIEUS dates.

1.4.1. Do not adjust service dates and DOR for officers on EAD before 15 September 1981, because of the Defense Officer Personnel Management Act (DOPMA), except as DOPMA authorizes. Continue to apply regulations in effect before 15 September 1981, when you need to verify or adjust these officers' service dates.

1.4.2. Do not adjust service dates and dates of rank for Reserve officers on strength before 1 October 1996, because of the Reserve Officer Personnel Management Act (ROPMA), except as ROPMA authorizes. Continue to apply regulations in effect before 1 October 1996, when you need to verify or adjust these officers' service dates.

1.4.3. HQ AFPC/DPSIPV restores service dates to the member's original dates prior to separation or discharge when a court order or the Air Force Board for Correction of Military Records directs reinstatement to active duty.

1.4.4. In computing the TFCSD of USAFR officers or Chief Warrant Officers, begin with the date the officer accepted a commission. For ANG officers, start with date of Federal Recognition.

1.4.5. In converting months into days and days into months, consider each month as 30 days (including February).

1.4.6. In subtracting inclusive dates, add 1 day to the remainder. *Exception:* If remainder is 31 do not add a day to the total.

1.4.7. If a computed service date is 30 February, record it as 1 March. If a computed service date is 29 February, record it as 29 February, even if the year is not a leap year.

1.4.8. If a computed service date is in a leap year, change 29 February to 30 February, but do not change 28 February. In other than leap year, change 28 February to 30 February. Never change the beginning date.

1.4.9. If a member enters on EAD while on a tour of active duty for training (ADT), or active duty (AD), or on the day after the last day of the ADT or AD tour, there is no break in active service. Consider TAFMSD and TAFSCD as the first day of the tour and backdate them by previous creditable active duty service.

1.4.10. In computing the TAFMSD, TAFSCD, TFCSD, TYSD, and TEMSD, include all periods of ADT. For a tour of 30 days or less, count the actual number of days.

**1.5. Changing Service Dates of Personnel on EAD for Lost Time.** (HQ AFPC/DPSFR, Future Operations) DoDFMR, Vol 7A, Chapter 1, paragraph 010104A and AFI 36-2134, *Air Force Duty Status Program*. DoDFMR, Vol 7A, Chapter 1, paragraph 010104A, provides specifics and illustrations on how to compute service dates for Airmen with lost time. AFI 36-2134, on the other hand, is the governing directive for the Air Force duty status program and defines the conditions that may result in lost time reporting.

1.5.1. HQ AFPC/DPSOTED processes AF Form 2098, *Duty Status Change*, through HQ AFPC/DPSIPV. Use AF Form 2098 to adjust the TAFMSD, Pay Date of enlisted and TAFSCD for officers, TEMSD (master sergeants and senior master sergeants only), by the number of days lost, and complete a new AF Form 1613.

1.5.2. Reenlistment or Separations. Headquarters Air Force Personnel Center, Skills Management Branch (HQ AFPC/DPSOA) adjusts the date of separation (DOS), if no projected extensions exist, and the expiration term of service (ETS), if applicable, on a day-for-day basis. If the member has a projected extension, the DOS will be adjusted in whole months based on the adjusted ETS.

**Table 1.1. Explanation of Service Dates.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If service date to be computed is</b>	<b>and individual is</b>	<b>then this date includes</b>
<b>1</b>	Total Active Federal Military Service Date (TAFMSD)	enlisted, officer, or warrant officer	all periods of active federal military service in commissioned, warrant, flight officer, or enlisted status. When there is no break in AD from date of original entry of such duty, TAFMSD is the date of original entry on AD. When there is a break in AD, TAFMSD is later than the date of original entry on AD by a period equal to the break or breaks. Does not include AD while a student at Uniformed Services University of Health Sciences (USUHS) or Health Professions Scholarship Program (HPSP) or Financial Assistance Program (FAP). Includes concurrent enlisted cadet status and solely cadet status at a service academy for enlisted only.
<b>2</b>	Total Active Federal Commissioned Service Date (TAFCSO)	an officer or Chief Warrant Officer	all periods of AD federal commissioned service. When there is no break in AD commissioned service from original date of entry on AD in such status, TAFCSO is the date of original entry on AD in commissioned status. When there is a break the TAFCSO is later than the date of original entry on AD in commissioned status by a period equal to the break or breaks. Does not include AD while a student at USUHS, HPSP or FAP.
<b>3</b>	Total Federal Commissioned Service Date (TFCSO)	an officer or Chief Warrant Officer	all periods of federally recognized commissioned service, whether active or non-active duty. When there is no break in commissioned service from date of acceptance of original commission or from date of original federal recognition, TFCSO is the date of acceptance of original commission or the date of federal recognition, as appropriate. When there is a break, the TFCSO is later than the date of acceptance of original commission or the date of original federal recognition by a period equal to the break or breaks.

4	Total Years Service Date (TYSD)	a Reserve officer	all service as a commissioned officer of any uniformed service; all service in a federally recognized commissioned status in the National Guard (NG); all service in the NG after 14 June 1933, when such service was continuous from the date of federal recognition as a NG officer to the date of appointment in the NG; and all service credited under Title 10, U.S.C., Section 12207 (Service in the Women's Army Auxiliary Corps is not creditable). (See notes 1 and 2)
5	Date of Rank (DOR)	a Reserve officer	all service in the current Reserve grade except periods of service in a non-promotable category [i.e., Temporary Disability Retired List (TDRL) or Inactive Status List Reserve Section (ISLRS)]. (See note 3)
6	Current Grade Date of Rank (CGDOR)	a Regular or Reserve officer	service credit awarded IAW AFI 36-2005, <i>Appointment in Commissioned Grades and Assignment in Professional Categories-Reserve of the Air Force and United States Air Force</i> and AFI 36-2008, <i>Voluntary Extended Active Duty for Air Reserve Commissioned Officers</i> that exceeds the service credit required for appointment in the entry grade; or all service in the grade in which ordered to EAD except period of service in a non-promotable category (i.e., TDRL or ISLRS).
7	Total Enlisted Military Service Date (TEMSD)	enlisted	all periods of active and inactive enlisted service creditable for basic pay (Usually, the TEMSD is the same date as the Pay Date). (See note 4)
8	Pay Date	enlisted or officer	service computed according to the DoDFMR Vol 7A, Chapter 1, para 010104A.
9	Extended Active Duty (EAD) (see note 5)	enlisted	time from the date the member entered on current tour of AD (Regular or Reserve), back dated by the amount of time served on AD (commissioned or enlisted) without a break in AD. For example, a member graduating from Officer Training School (OTS) is assigned an EAD date equal to the date of acceptance as a commissioned officer. Later, the member involuntarily separates and immediately enlists in the Regular Air Force (RegAF). In this case, back date the EAD date to the date of enlistment for OTS.
10		a Regular officer or warrant officer	service from the date of acceptance of commission or appointment in the RegAF.

11		a Reserve officer	service from the date the member entered on current tour of EAD (Do not change this date for officers who are appointed in the Air Force while serving on EAD in the Air Force, or for noncareer officers with an established date of separation who accept Career Reserve Status while serving under a specified period of time contract). However, the EAD date of a Reserve officer who transfers to the Air Force while on EAD with another service is the date the officer is ordered to EAD with the Air Force. When an officer enters EAD while serving on a specified short tour of AD for training, the EAD is the date the officer enters EAD.
12	1405 Service Date (service for retirement pay multiplier)	enlisted or officer with "18-plus years active military service"	all service creditable under Title 10, U.S.C., Section 1405,(Reserve/Guard) computed according to AFI 36-3203, <i>Service Retirements</i> . Include service for basic pay before 1 June 1958; all active duty after 31 May 1958; 1 day for each inactive duty point earned while not on AD limited to 130 points, including membership points in any 1 retirement year (Title 10, U.S.C., Section 12733).
13	Date Initial Entry Uniformed Service (DIEUS)	enlisted, officer, or warrant officer	service from the date of initial acceptance of commission, appointment, or enlistment in any branch of the Armed Forces (Regular or Reserve; active or inactive). This is a fixed date and is not adjusted for time lost or breaks in service. It includes enlistment as a Reserve in the Senior ROTC program, or as a scholarship cadet or midshipman under Title 10, U.S.C., 2107 or 2107a, enlistment under Title 10, U.S.C., 12103, enlistment in active component delayed entry/enlistment program (DEP), and entrance as a cadet or midshipman at a service academy.
14	Date Initial Entry Reserve Forces (DIERF)	enlisted, officer, or warrant officer in any reserve or national guard component	the date of initial acceptance of commission, appointment, or enlistment in any Reserve component of the Armed Forces. This is a fixed date and is not adjusted for time lost or breaks in service. Enlistment or commissioning not for initial affiliation with a participating Reserve program, the DIERF will be the subsequent date that the individual re-affiliates with the Reserve component. This date does include time in the active component, Delayed Entry (Enlistment) Program (DEP), Reserve Officers' Training Corps (ROTC), or professional appointment program (see note 6). This date can be later than Pay Date.

15	Current Grade Effective Date/Permanent Grade Effective Date	enlisted or officer	the date an individual is entitled to the pay and authority of the grade (see note 7 for officers).
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**NOTES:**

1. DOR is used to determine a commissioned officer’s eligibility for a Reserve promotion. TFCSD determines active Reserve status based on maximum service under Title 10, U.S.C., Section 14507 or Section 14508(a) and (b) for officers appointed on or after 1 July 1955.
2. Limit service credit to 18 years for lieutenant colonels and to 21 years for colonels.
3. Use DOR to determine the eligibility for Reserve Officer Personnel Management Act (ROPMA) promotion for a Reserve officer not on the Active Duty List (ADL). When promoted, award a DOR according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*. HQ ARPC/DPB, Promotions Branch is the office of primary responsibility (OPR) for Reserve officers not on the ADL. National Guard Bureau (NGB)/A01 is the OPR for ANG officers not on the ADL.
4. TEMSD applies only to master and senior master sergeants.
5. AD pay begins the date a reserve member begins travel in compliance with an EAD order. Use the travel voucher or DD Form 220, *Active Duty Report*, in determining EAD. The EAD date will not be earlier than the date reflected on the AF Form 766, Extended Active Duty Order (block 13). If travel is earlier than EAD order, then establish EAD as first day of EAD order. Enlisted members of the Regular Air Force who hold appointments as Reserve of the Air Force commissioned officers have dual status. Establish the EAD date as the first day of travel determined by the travel voucher or DD Form 220. If enlisted member is discharged (DD Form 214, *Certificate of Release or Discharge from Active Duty Discharge Certificate*) more than 1 day prior to the first day of travel, a break of active duty will occur. Should this occur, contact HQ AFPC/DPSOS for administrative correction of the DD Form 214.
6. If an ROTC graduate chooses to participate in the Selected Reserve instead of normal active duty, the DIERF is the date of commissioning, if there is no earlier qualifying date.
7. These dates are never earlier than TFCSD. If the officer receives constructive credit according to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, do not reflect it in either date.

**Table 1.2. Required Service Dates for Officers, Warrant Officers and Enlisted.**

R U L E	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	If member is	and he or she is on EAD	then the following service dates are											
			T A F M S D	T A F C S D	T F C S D	T Y S D	D O R	T E M S D (see note 2)	P A Y D A T E	E A D A T E	C G D O R	1405 Svc date (see note 3)	D I E U S	D I E R F
1	Enlisted	yes	X					X	X	X		X	X	
2		no	(see note 1)					X	X					X
3	a Reserve commissioned officer	yes	X	X	X	X	(see note 4)		X	X	X	X	X	
4		no	(see note 1)	(see note 1)	X	X	X		X					X
5	a Regular commissioned officer	yes	X	X	X				X	X	X	X	X	
6	a warrant officer	no	(see note 1)						X		X		X	X

**NOTES:**

1. If a Reserve member is not on EAD, compute the TAFMSD and TAFCS D in years, months, days from AF Form 526, *ANG/USAFR Point Credit Summary* (AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*) or equivalent point credit summary from any uniformed service.
2. Pertains only to enlisted personnel in grades master sergeant and senior master sergeant.
3. The 1405 Service Date (for the retirement pay multiplier) for officers and enlisted on attaining 18 years of active military service.
4. When on EAD, DOR equals permanent grade DOR unless one of the following applies: either the officer’s permanent grade is higher than the current grade, or the permanent grade DOR is earlier than the CGDOR when the permanent and current grade are equal.

**Table 1.3. Creditable Service for TAFMSD, TAFCSO, TFCSD, TYSD, TEMSD, Pay Date, and 1405 Service Date.**

<b>L I N E</b>	<b>A Creditable Service</b>	<b>B TAFMSD (see notes 1, 5, and 13)</b>	<b>C TAFCSO (see notes 2, 5, and 13)</b>	<b>D TFCSD (see notes 3 and 5)</b>	<b>E TYSD (see notes 3 and 5)</b>	<b>F TEMSD (see note 4)</b>	<b>G Pay Date (see note 5)</b>	<b>H 1405 Svc Date (see notes 6, 7 and 8)</b>
<b>1</b>	Service in a Regular component of US Armed Forces	X	X	X	X	X	X	X
<b>2</b>	Service in a Reserve component of US Armed Forces (see notes 9 and 10)	X	X	X	X	X	X	X
<b>3</b>	NG	X	X	X	X	X	X	X
<b>4</b>	US Armed Forces (without specification of any component)	X	X	X	X	X	X	X
<b>5</b>	United States Public Health Service	X	X	X	X		X (see note 11)	X (see note 11)

<b>6</b>	Reserve Corps of the Public Health Service			X	X		X (see note 11)	X (see note 11)
<b>7</b>	Nurse Corps (NC) of the Public Health Service	X	X	X	X		X	X
<b>8</b>	Nurse Corps Reserve of the Public Health Service			X	X		X	X
<b>9</b>	National Oceanic and Atmospheric Administration (NOAA)	X	X	X	X		X (see note 11)	X (see note 11)
<b>10</b>	Constructive service credit awarded				X			
<b>11</b>	Constructive service credit awarded an Medical Corps (MC) or Dental Corps (DC) Officer				X		X (see note 11)	X (see note 11)
<b>12</b>	Any period on and after 12 December 1941 when an enlisted member of the armed forces stays in service beyond ETS for medical treatment or hospitalization for disease or injury incident to service and not due to misconduct	X				X	X	X

13	Service as a cadet or midship-man is creditable for enlisted Airmen (see note 12)	X				X	X
14	Count service performed under a fraudulent enlistment that the government has not voided. Do not count such service if the Government determines it to be fraudulent and voids it for the reason.	X			X	X	X
15	Uniformed Service University of Health Sciences			X		(see note 11)	(see note 11)

16	Service before 16 April 1947 while holding an appointment as nurse, Reserve nurse, physical therapist, dietitian, or commissioned officer in the Army Nurse Corps, the Navy Nurse Corps, or Reserve components thereof as they existed before 16 April 1947	X	X	X	X		X	X
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**NOTES:**

1. Credit AD, including ADT for active Reserve and National Guard personnel, as a commissioned officer, commissioned warrant officer, Army field clerk, and enlisted member of the uniformed services (service under Title 32, U.S.C., Section 503, Section 504, and Section 505).
2. Credit AD, including ADT as a commissioned officer and commissioned warrant officer of the uniformed services (service under Title 32, U.S.C., Section 503, Section 504, and Section 505).
3. Credit active and non-active duty as a commissioned officer and commissioned warrant officer. This includes any period for which a member of the armed forces is on one of the following: the Regular retired list as a commissioned officer or commissioned warrant officer; a non-Regular retired list (such as USAF retired), if the member concurrently holds a valid commission, or a TDRL. Do not count any period more than once.
4. Credit only enlisted service. This date only applies to master sergeants and senior master sergeants. See AFI 36-2502, *Airman Promotion Program*, for further information.
5. Do not credit active duty while a student in the HPSP or the USUHS as active military or active commissioned service. Credit service while in the HPSP or USUHS for TFCSD and TYSD. For Regular or Reserve members who have been reappointed to Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), or Nurse Corps (NC) or who graduated from the HPSP or USUHS, reduce credited service by the amount of time in the HPSP or USUHS program.
6. For USUHS participants whose enrollment is terminated before graduation, the service at USUHS is creditable in determining years of service for retired pay multiplier under Title 10, U.S.C., Section 1405.
7. Do not credit time spent in ISLRS, or any other inactive Reserve service after 31 May 1958.

Creditable service includes: all service for basic pay before 1 June 1958; all active duty after 31 May 1958; one day for each inactive duty point earned while not on active duty (including membership points) in any one retirement year, limited to: 60 points (1 Jun 58 through 22 Sep 96); 75 points (23 Sep 96 through 29 Oct 00); 90 points (30 Oct 00 through 29 Oct 07); 130 points (30 Oct 07, and in any subsequent year of service). According to Title 10, U.S.C., Section 12733.

8. Table 1.1, Rule 12, defines creditable service. It is not retroactive or grandfathered for retirement.

9. For officers, do not credit service performed in advanced ROTC after 12 October 1964, for any purpose except military service obligation, unless a member of the Simultaneous Membership Program (SMP) after 1 August 1979 (Title 10, U.S.C., Section 2106 and Section 2107).

10. Service as an enlisted member in the USAFR under the DEP before 1 Jan 85 is creditable for pay. The time between the date of enlistment in the DEP and the date the member begins serving on active duty in a regular component is creditable for pay if the date of enlistment in the Reserve component is before 1 January 1985. For Reserve enlistments after 27 November 1989, the time served in a Reserve component prior to the member's entry on active duty or active duty for training is creditable if the member performs inactive duty for training between the date of enlistment in the Reserve component and the date of entry on active duty, or active duty for training.

11. Include the constructive service credit in computing the Pay Date and 1405 Service Date authorized under Title 37, U.S.C., Section 205a(7) and (8) as repealed by Public Law 96-513, 94 Stat. 2835, DOPMA for persons who on 14 September 1981 were medical or dental officers in the armed forces, or participating in a program leading to an MC or DC appointment and were subsequently reappointed as an MC or DC officer, or who held an MC or DC commission in the Public Health Service (PHS). UHUHS credit is for Post-DOPMA students only. The maximum constructive service credit is 4 years for MC or DC officers and 1 additional year for medical officers who completed a medical internship or equivalent or entered military status while serving such internship. Credit PHS for pay provided it does not duplicate a period of professional training awarded under computation of constructive service credit under Title 37, U.S.C., Section 205(7) and (8). To receive this service credit, an officer in one of the above categories must have taken the oath of office on 14 September 1981 or earlier. Members entitled to this constructive service credit on 14 September 1981, who are subsequently discharged and later reappointed an MC or DC officer remain eligible for this constructive service credit regardless of the break in service.

12. Credit service as a cadet or midshipman at a military service academy only for enlisted personnel. Do not credit such service for officers. However, if a commissioned officer who attended a military service academy reverts to an enlisted status, then credit the time served at an academy. Do not credit such service if re-commissioned from enlisted status. Credit the time served at a military service academy preparatory school in an enlisted status for both enlisted and officer personnel. Disenrolled Senior ROTC cadets receive credit for pay only.

13. Air Force Reserve components do not use specific dates for the TAFMSD and TAFCSO; instead, they work with an amount of time (years, months, and days).

## Chapter 2

### CURRENT GRADE DATE OF RANK (CGDOR) AND DATE OF RANK (DOR)

**2.1. Determining the Initial CGDOR of Commissioned Officers on EAD.** HQ AFPC/DPSIPV computes and enters in MilPDS the Current Grade Date of Rank (CGDOR) of Commissioned Officers on EAD. Headquarters, Air Force Personnel Center, Officer Promotions (HQ AFPC/DPSOO) updates the CGDOR on subsequent promotions.

2.1.1. The CGDOR of a Regular or Reserve officer on an Active Duty List (ADL) in a grade held as result of a promotion is the effective date of the promotion.

2.1.2. The CGDOR of a Regular officer on original appointment is the date of appointment, unless:

2.1.2.1. The officer was, at the time of Regular appointment, a Reserve officer on the ADL, the CGDOR is the same as that held by the officer immediately before appointment as a Regular officer.

2.1.2.2. The officer receives constructive service or entry grade credit, the CGDOR reflects an earlier date determined by the extent to which the service credit exceeds the credit required for the officer's appointment grade.

2.1.3. Adjust the CGDOR of a retired officer ordered to EAD by adding the period between the retirement date and the effective date of EAD to the CGDOR held at retirement.

2.1.4. Temporary Disability Retired List (TDRL). The officer retains the CGDOR held prior to going on TDRL. The EAD order announces the DOR.

2.1.5. The CGDOR of a Reserve officer ordered to EAD in the current Reserve grade held (AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*) will retain their DOR with the EAD as the CGDOR Effective Date if the officer was continuously assigned to the Selected Reserve (SelRes) since the most recent promotion.

2.1.5.1. An officer who served in the other than Selected Reserve (OTSR) since their most recent promotion will have their DOR adjusted to reflect the time spent in the OTSR.

2.1.5.1.1. For any OTSR assignment other than the Inactive Status List Reserve Section (ISLRS) or Retired Reserve since the most recent promotion, credit half a day for each day of commissioned service while assigned to OTSR.

2.1.5.1.2. For officers assigned to ISLRS or Retired Reserve since the most recent promotion, compute adjusted DOR by subtracting current DOR from the date assigned to ISLRS, resulting in years, months, and days of creditable service in current grade. Subtract creditable service from Effective Date Change Strength Accountability (EDCSA) (date returned to an active status) resulting in adjusted DOR. CGDOR effective date is EDCSA.

2.1.5.1.3. Effective 1 October 1996, Reserve officers ordered to active duty and placed on the ADL from the Reserve Active Status List (RASL) maintain their rank

and date of rank. Reserve officers ordered to active duty from ISLRS will have their date of rank computed according to paragraphs. 2.1.5.2. and 2.1.5.3.

2.1.5.2. HQ AFPC/DPSIPV computes service grade credit for line of the Air Force officers as follows:

2.1.5.2.1. Officers on the RASL, who were selected for promotion by a mandatory promotion board or a special selection board, and who before being promoted are placed on the ADL of the same armed force and in the same competitive category, shall be placed on an appropriate promotion list for officers on the ADL. Effective date of promotion and date of rank shall be the same as if the officer had been selected to the grade concerned by the promotion board for ADL officers.

2.1.5.2.2. For an officer ordered to EAD in the grade of second lieutenant, credit 1 day for each day that the officer performed active--but not active duty--commissioned service, if all of the following conditions apply:

2.1.5.2.3. The officer was commissioned through Air Force Reserve Officer Training Corps (AFROTC) before 1 July 1992;

2.1.5.2.4. The officer's EAD was delayed under AFI 36-2009, *Delay in Active Duty for AFROTC Graduates* before 1 June 1999 for full-time instruction in graduate or professional studies.

2.1.5.2.5. The officer receives the graduate or professional degree before beginning EAD; or the officer's delay terminates because of an order to meet Air Force requirements, in accordance with AFI 36-2009. **Note:** Do not use this provision when a delay terminates because the officer fails to maintain acceptable academic or retention standards or fails to comply with Air Force Institute of Technology (AFIT) requirements as AFI 36-2009 directs.

2.1.6. HQ AFPC/DPSIPV computes the CGDOR for non-line Air Force officers ordered to EAD in a grade established according to AFI 36-2008, Table 1, Rules 2 through 10, Paragraph 11, and this AFI, Table 2.1. and Table 2.2.

2.1.6.1. Officers designated as Judge Advocates (JA) or assigned as an attorney in the Air Force General Counsel's Honors Program entering EAD in the grade of first lieutenant, the CGDOR effective date is the EAD date (see AFI 36-2008, Table 1, Note 3).

2.1.6.2. For physicians appointed in the grade of lieutenant colonel or colonel and ordered to EAD, the CGDOR is equal to the commissioning date and the CGDOR effective date is the EAD.

2.1.7. Officers who separate from and later return to EAD retain the CGDOR held at time of separation, provided one of the following applies: the officer is returning to EAD in the same grade and same competitive category (regardless of branch of service) within 1 year of release or discharge from EAD, the officer is a Medical Corps (MC) officer returning to EAD after completing a military leave of absence (redeferment) authorized by HQ AFPC/DPAME.

2.1.8. Senior ROTC cadets appointed as second lieutenants in the Reserves under Title 10, U.S.C., Section 2106 or Section 2107, in May or June and ordered to EAD, the CGDOR equals the graduation date from the United States Service Academy that particular year.

2.1.8.1. For appointees entering EAD from 1 July through 30 April, compute according to paragraph 2.1.5.1.1.

2.1.8.2. For a Reserve or ANG officer entering EAD under Title 32 or Title 10 the CGDOR equals the Reserve date of rank.

2.1.9. For an officer transferring from another branch of service (EAD to EAD) according to AFI 36-2004, *Interservice Transfer of Officers to the United States Air Force (USAF) and The United States Air Force Reserves (USAFR)*, the CGDOR equals the DOR announced in the EAD order.

2.1.9.1. HQ AFPC/DPAMF, HQ AFPC/DPAH, AF/JAX manually computes constructive grade credit IAW AFI 36-2005. Constructive grade credit may consist of but not limited to advanced degrees, professional experience and work experience in the specialty or prior service as an officer to include United States Public Health Service as applicable.

## **2.2. Determining DOR of Enlisted on Enlistment or Reenlistment in the Regular Air Force (RegAF).** HQ AFPC/DPSOE, HQ AFPC/DPSOA, and Military Personnel Section (MPS)/Customer Support determine DOR on enlistment or reenlistment.

2.2.1. Enlisted in the following categories receive a DOR equal to the date of enlistment in the RegAF (Note: Reserve enlistees must meet the TAFMS criteria for grade):

2.2.1.1. Nonprior-service enlistees.

2.2.1.2. Prior-service enlistees who have served less than 24 months TAFMS.

2.2.1.3. Former members of a regular component enlisting on or after their 6th anniversary of their DOS.

2.2.1.4. Reservists who enlist in a pay grade higher than their last grade held in a regular component.

2.2.1.5. Reservists who have never served in a regular component.

2.2.2. For prior-service RegAF members enlisting in the same grade and in an Air Force Specialty Code (AFSC) at the 3-skill level or higher for a Directed Duty Assignment (DDA) or for retraining into a designated AFSC, compute the DOR as follows:

2.2.2.1. Adjust the DOR by the number of days break in active duty if the break is less than four years.

2.2.2.2. Adjust so that the current time in grade (TIG) is one-half of the member's previous TIG, when the enlistment date is on or after the fourth anniversary and before the sixth anniversary of the DOS.

2.2.2.3. The DOR equals date of enlistment when the enlistment date is on or after the sixth anniversary of the DOS.

2.2.2.4. If a member was serving in a regular component other than RegAF and enlists in a lower grade due to TAFMSD criteria, the DOR will be computed using the member's original DOR for the enlistment grade and applying criteria set out in paragraph 2.2.2.1 through 2.2.2.3. If a member received a promotion(s) in a Reserve component and enlists in a lower grade due to TAFMS criteria and the enlistment grade was previously held in a

regular component, DOR will be computed using the member’s original DOR for the enlistment grade and applying the criteria set out in paragraphs 2.2.2.1 through 2.2.2.3. If the enlistment grade was not held in a regular component, the DOR will be equal to the date of enlistment.

**Figure 2.1. Example of DOR Computation.**

Start with date of RegAF enlistment. Subtract the sum of the DOS (Block 12b, Separation Date This Period on DD Form 214) + 1 day. The difference is the break in service between regular components	00-03-20 95-01-12 05-02-08
DOS + 1 (Block 12b on DD Form 214) Subtract DOR (Block 12h, Effective Date of Pay Grade on DD Form 214) TIG at time of discharge from regular component	95-01-12 93-09-19 1-03-23
TIG at time of discharge from regular component TIG credit as indicated above (multiply by “.5” for half credit and “1” for full credit computes TIG for new DOR	1-03-23 x .5 0-07-27

**NOTE:** Months are computed as 30 days. Fractions in day column are rounded up to the next whole number.

2.2.3. For Reserve members serving on EAD with the RegAF who are discharged from an Air Reserve Component (ARC) for immediate reenlistment in the RegAF, adjust their DOR as above and credit time served on current EAD, provided they meet the TAFMS criteria for the grade in which they are serving.

2.2.4. Former Air Force commissioned officers with reenlistment rights under Title 10, U.S.C., Section 8258, receive the same DOR they held on discharge from enlisted status to serve on EAD as a commissioned officer, provided they reenlist within 6 months after release from commissioned officer status.

2.2.5. For former members of any other regular components of the armed forces, compute the DOR as indicated in paragraph 2.2.4 provided their skill is on the Prior Service Required Skills List and they are eligible to enlist through the Prior Service program.

2.2.6. Reserve members serving on EAD with the RegAF who are discharged from an ARC for immediate reenlistment in the RegAF keep the same DOR they held on discharge, provided they meet the TAFMS criteria for the grade in which they are serving.

**2.3. Determining DOR of Reserve Enlisted Ordered to or Released from EAD.** HQ AFPC/DPSOE, HQ AFPC/DPSOA and MPS/Customer Support determine DOR for Reserve enlisted ordered to or released from EAD.

2.3.1. Enlisted entering EAD or enlisted Airmen involuntarily ordered to EAD or entering EAD under Title 10, U.S.C., Section 12310, the AD DOR is the same as the Reserve DOR.

2.3.2. For Airmen voluntarily ordered to EAD, compute the AD DOR by backdating the date entered EAD by a period equal to:

2.3.2.1. The creditable service the Airman received under Table 1.3, column B, while serving in above the grade in which the Airman is entering EAD; or

2.3.2.2. One day for each retirement point the Airman earned in an Air Force component while serving in or above, the grade in which the Airman is entering EAD, excluding membership points.

2.3.2.3. Do not credit service that the member performed before a break in service of more than 90 days, for Regular or Reserve members, or more than 6 months for former commissioned or warrant officers entitled to reenlist under Title 10, U.S.C., Section 8258.

2.3.2.4. Do not credit service that the member performed before a break in service when the break in service was followed with service in a grade lower than the one in which they entered EAD. **Note:** For Reserve Airmen voluntarily ordered to EAD, the MPS servicing the AD unit to which they are reporting asks HQ AFPC/ DPSOAA to determine the DOR.

2.3.3. Other Enlisted Ordered to EAD.

2.3.3.1. Former AFROTC cadets ordered to EAD under Title 10, U.S.C., Section 2105 and Section 2107, keep the DOR specified on their Reserve enlistment contract.

2.3.3.2. Former Air Force Academy cadets transferred to the Air Force Reserve and ordered to EAD under Title 10, U.S.C., Section 9348, keep the DOR established on disenrollment. The disenrollment order records the DOR.

2.3.3.3. Reserve enlisted voluntarily ordered to EAD under Title 10, U.S.C., Section 12301, by HQ AFPC/ DPSOAA keep the DOR that their unit established before EAD.

2.3.4. Reserve enlisted voluntarily released from EAD in the same grade in which they entered such duty keep the DOR they held before entering EAD. If they are released from EAD in a different grade, they keep their AD DOR.

**2.4. Determining DOR of Retired Enlisted Ordered to EAD.** HQ AFPC/DPSIPV establishes the DOR of retired Airmen ordered to EAD by adding the period between the date they retired and the date they returned to AD to the DOR they held when they retired.

**2.5. Determining DOR of Promoted Enlisted.** HQ AFPC/DPSOE, HQ AFRC/A1K, HQ ARPC/DPB, and MPS/ Customer Support determine the DOR of promoted member. The DOR of member promoted to a grade above airman basic is the same as the effective date of the promotion, except when paragraphs 2.5.1 through 2.5.6 apply.

2.5.1. Determining DOR when the commander withholds a promotion on the basis of AFI 36-2502, *Airman Promotion Program*, the member's DOR is the date the member would have been promoted originally. The effective date is the date the commander ends the withhold action.

2.5.2. When the commander defers a promotion IAW of AFI 36-2502, the member's DOR and effective date are the first day of the month following the month in which the deferral ended. If the commander ends deferral action on the first day of the month, the DOR and effective date are that date.

2.5.3. The DOR of a member selected for promotion, but by chance not promoted on the established promotion date, is the DOR the member would have received had the promotion occurred on time.

2.5.4. The DOR of a regular enlisted member selected in one cycle, but not promoted until the next cycle because of lack of grade vacancies, is the date the member would have received had the promotion occurred on the last day of the first cycle.

2.5.5. When a USAFR enlisted member is demoted and is subsequently promoted, adjust the DOR to credit previous service in the same grade or a higher grade.

2.5.6. Once a USAFR enlisted member's (E-5 through E-9) promotion is approved, the DOR is the first day of the promotion month after the member first meets eligibility requirements. Once a USAFR enlisted member's (E-2 through E-4) promotion is approved, the DOR is the date the member meets eligibility requirements. This applies to unit member, Individual Mobilization Augmentee (IMA), and Active Guard Reserve (AGR).

**2.6. Determining DOR at Enlistment/Reenlistment in the USAFR.** Compute DOR for USAFR enlisted Airmen as follows:

2.6.1. An Airman who is discharged or separates from any U.S. armed force with a military service obligation (MSO) and transfers (no break in service) in the same grade held, to the USAFR. The DOR is the same as that held while serving with the previous component.

2.6.2. An Airman who is discharged or separates from any U.S. armed force without an MSO, and enlists in the USAFR the following day (no break in service). The DOR is the same as that held while serving with the previous component.

2.6.3. An Airman who is discharged or separates from any U.S. armed force without an MSO and does not immediately enlist with the USAFR (a break in service occurs). Add the break in service to the DOR held while serving in the previous component. Example: A staff sergeant with DOR of 1 May 1995, is discharged from U.S. Army on 13 Nov 1997, enlists with the USAFR on 6 Jun 1999. The staff sergeant had a break in service of 1 year, 6 months, and 24 days. Add the break in service to the DOR held at discharge (1 May 1995) and the new DOR is 25 Nov 1996.

**2.7. Determining DOR of Demoted Enlisted.** HQ AFPC/DPSOE and MPS/Customer Support determine DOR of demoted enlisted members.

2.7.1. The DOR in the grade to which an enlisted member is reduced under AFI 36-2503, paragraphs 3.2 through 3.4, is the same as the effective date of the demotion action.

2.7.1.1. If the enlisted member is eligible to apply for retirement in lieu of demotion but does not elect to retire, the effective date and DOR are the fourth workday after the member acknowledges receipt of demotion approval notification.

2.7.1.2. If the enlisted member is demoted under AFI 36-2503, paragraph 3.1, the DOR is the date on which the member first performed service in the reduced grade.

2.7.2. The DOR in the grade to which an enlisted member is reduced under Article 15, *Uniformed Code of Military Justice (UCMJ)*, is the date of the endorsement (or letter) directing the reduction.

2.7.2.1. If a reduction is "set aside," the DOR and effective date revert to the original DOR and effective date the member held before reduction.

2.7.2.2. If a reduction is later suspended, the DOR reverts to the one held prior to the reduction. Effective date is the date of the letter directing the suspension.

2.7.2.3. If a reduction is suspended but the suspension is later vacated, the DOR in the grade to which the member is reduced is the date of the original reduction endorsement or letter. The effective date, however, is the date of the vacation action.

2.7.2.4. When the punishment is mitigated to the extent that the former grade is restored, the DOR and effective date are the date of the mitigation action.

2.7.3. If a grade reduction occurs because of a court-martial sentence, the enlisted member's DOR and effective date are the date the convening authority approves the court-martial sentence, unless the court-martial order specifies another date of "action" by the convening authority.

2.7.4. The DOR of a USAFR enlisted member demoted under AFI 36-2503, paragraph 17.1, is the date of the demotion order. Prepare orders as soon as you receive the endorsement or letter directing the reduction.

2.7.4.1. For a USAFR enlisted member reduced under AFI 36-2503, paragraph 17.2, the DOR is the former DOR of the grade to which the member is reduced.

2.7.4.2. For a USAFR enlisted member reduced under AFI 36-2503, paragraph 17.2, to a grade not previously held, the DOR for the reduced grade is the date on which the member first performs active service in the lowest grade held.

2.7.4.3. For a USAFR enlisted member reduced under AFI 36-2503, paragraphs 17.6.3, 17.6.4, or 17.6.5, the DOR is the former DOR of the grade to which the member is reduced. If the USAFR member is reduced to a grade not previously held, the DOR for the reduced grade is the date on which the member first performs active service in the lowest grade held. For both, the effective date is the day prior to the EDCSA of reassignment.

**2.8. Determining DOR for Enlisted Retrained or Reassigned from Band Duties.** HQ USAF/A1PF determines the DOR when a member of the USAF or Air Force Space Command Band either retrains or is reassigned from the band Air Force Specialty Code.

**2.9. Adjusting Enlisted DOR to Deduct Lost Time.** When adjusting a member's service date to deduct lost time (paragraph 1.5), also adjust the DOR to deduct the lost time. When computing DOR, compute the actual number of days lost in that grade on a day-for-day basis.



	on AD									
<b>I</b>	transferred to AF under Title 10, U.S.C., Section 716, after 24 Apr 1961 while not on AD									Yes
<b>then count (see note 1 and 4)</b>										
<b>J</b>	service from date of acceptance or from effective date of Federal recognition	X (see note 2)	X	X				X	X	X
<b>K</b>	constructive service awarded under AFI 36-2005 exceeding the amount required for the grade in which appointed		X	X						
<b>L</b>	service from date cadets graduate from the AF Academy for that year				X					
<b>M</b>	service from date of application under AFI 36-2504					X				
<b>N</b>	service from effective date of promotion or effective date of Federal recognition						X			
<b>O</b>	service after 25 Jun 1950 and before 1 Jul 1955 in an equal or higher Reserve or Regular grade in any Armed Forces component (see note 3)	X	X			X	X		X	

<b>P</b>	service after 25 Jun 1950 and before 1 Jul 1955 from the date member became eligible for a Reserve promotion as a result of serving in a higher temporary grade and completing minimum service in lower grade (see note 3)	X	X			X	X			
<b>Q</b>	all promotion service in Army, Navy, or Marine Corps at time of transfer							X		X
<b>R</b>	all constructive service credited an MC or DC officer (see note 3)	X	X	X		X				

**NOTES:**

1. Adjust an officer's DOR to deduct credit if the officer is removed from active status as defined in AFI 36-2504 or if the officer is deferred from promotion. When a first lieutenant returns to active duty status, do not credit the officer with more than 3 years of promotion service; do not credit captains and majors with more than 6 years promotion service. (Do credit time on the TDRL.)
2. Include service :
  - a. Under a 5-year term appointment that terminated on acceptance of an indefinite term appointment.
  - b. In the Air Force Reserve for an ANG officer whose USAFR appointment terminated on acceptance of the ANG appointment.
  - c. In the ANG for a USAFR officer whose ANG appointment terminated on acceptance of the USAFR appointment.
  - d. Or from the date the officer accepted an Army appointment or promotion to the current grade, if the officer has served continuously in the Army and the Air Force in that grade and transferred to the Air Force before 26 July 1950.
3. Do not count service twice. If you credit a certain period of service under one rule, do not credit it again under another rule.
4. Do not credit an officer whose DOR takes effect on appointment or reappointment according to AFI 36-2005, paragraph 2.19, which makes the officer eligible for promotion or promotion consideration within 12 months of the date the officer accepted the appointment. This restriction gives the officer enough time to earn at least one OPR before promotion consideration under

AFI 36-2504.

5. Adjust an officer's DOR to deduct credit if the officer is removed from active duty status as defined in AFI 36-2504. (Do credit time in a non-promotable category i.e. TDRL or ISLRS).

**Table 2.2. Minimum Entry Grade Credit for Medical Corps (MC) and Dental Corps (DC) Officers.**

R U L E	A	B	C	D	E
	If ordered to EAD in AD grade of	then the minimum entry grade credit (in years) is			
		FY 1981	FY 1982	FY 1983	FY 1984 and beyond
1	Captain	4	4	4	4
2	Major	9 ½	10	10	10
3	Lieutenant Colonel	14 ½	15	15 ½	16
4	Colonel	21	21 ½	22	22

**Table 2.3. Minimum Entry Grade Credit For Biomedical Sciences Corps (BSC), Medical Service Corps (MSC), Nurse Corps (NC), Chaplain Corps (CH) and Judge Advocate General (JAG) Corps Officers.**

R U L E	A	B
	If ordered to EAD in the grade of	then the minimum entry grade credit (in years) is
1	Second Lieutenant	none
2	First Lieutenant	2
3	Captain	4
4	Major	(see note)

**NOTE:** The minimum entry grade credit varies according to Air Force needs for each fiscal year and is determined when an officer is ordered to EAD in the grade of major. See AFI 36-2008, Table 1, Rule 9.

**2.10. Transmittal of Commissioning Package on Regular Officer.** Commissioning/accession sources are required to mail packages, completed in accordance with Table 2.4. Table 2.4, specifies what documents are required from each commissioning/accession source. Failure to provide proper documentation affects a new officer's service verification and presents unnecessary delays which may impact pay, promotion, etc.

2.10.1. The only medical/health documents required for the accession package are Standard Form 88, *Report of Medical Examination* and Standard Form 93, *Medical Record - Report of Medical History* (or similarly approved forms serving the same purposes). These documents will be forwarded in a sealed envelope with the sender's return address identifying the contents enclosed by form name and number and the subject's name. See Table 2.4 for applicability. Any other medical documents maintained by the commission/accession source shall be either returned to the member or mailed directly to the member's gaining Medical Treatment Facility (MTF) with appropriate safeguards. Information in the health record is personal to the individual and will be properly safeguarded. Take necessary precautions to avoid compromise of medical information during the movement of the records. Any extraneous medical/health documents received at AFPC will be returned to the sender for proper disposition.

2.10.2. Mail completed package directly to HQ AFPC/DPSIPV, 550 C Street West Suite 10, Randolph AFB TX 78150-4712, within 5 duty days of commissioning (mail documents identified as required from your source of commissioning/organization in order prescribed at Table 2.4).

**Table 2.4. Required Documents for each organization (to read table find the commissioning document in the first column then locate the commissioning source/organization across the top).**

Commissioning Documents	Number of Copies	AF ROTC	OTS	USAFA	MEDICAL-AFPC/DPA M	CHAP-LAIN-AFPC/DPAH	JAG-AF/JA	FSS
AF Form 133, <i>Oath of Office (Military Personnel)</i> (Dated/Signed by both parties)	1	X	X	X	X	X	X	
AF Form 766, <i>Extended Active Duty Order (EAD Order)</i> , all pages	1	X			X	X	X	X
AF Form 973, <i>Request and Authorization for Change of Administrative Orders</i> , all pages (As applicable)	1	X	X		X	X	X	X
AF Form 899, <i>Request and Authorization for Permanent Change of Station - Military</i> ; all pages (As applicable)	1		X	X				
USAFA Form 0-112-1, <i>Request and Authorization for Reassignment/Separation-Air Force Military</i> ; all pages	1			X				
AF Form 778, <i>Reserve Appointment Order</i>	1	X			X	X	X	
AF Form 24, <i>Application for Appointment as Reserve of the Air Force or USAF without Component</i> , all pages	1	X	X		X	X	X	
DD Form 4, <i>Enlistment/Reenlistment Document Armed Forces of the United States</i> , all pages (As applicable)	1	X	X	X	X	X	X	
DD Form 214, <i>Certificate of Release or Discharge from Active Duty</i> (As applicable)	1	X	X	X	X	X	X	
	1	X	X	X	X	X	X	

DD Form 215, <i>Correction to DD Form 214, Certificate of Release or Discharge from Active Duty</i> (As applicable)								
Standard Form (SF) 88, <i>Report of Medical Examination</i> or DD Form 2808, <i>Report of Medical Examination</i> , all pages (As Applicable)	1	X			X	X	X	
SF 93, <i>Medical Record – Report of Medical History</i> or DD Form 2807, <i>Report of Medical History</i> , all pages (As applicable)	1	X			X	X	X	
AF 1056, <i>Air Force Reserve Officer Training Corps (AFROTC) Contract</i> , all pages	1	X						
NGB Form 22, <i>Report of Separation and Record of Service</i> (As applicable)	1	X	X	X	X	X	X	
NGB Form 22a, <i>Correction to NGB Form 22</i> (As applicable)	1	X	X	X	X	X	X	
NGB Form 23, <i>Retirement Credits Record</i> (As applicable)(This form is not on file under NGB forms)	1	X	X	X	X	X	X	
AF Form 526, <i>Computer ANG/USAFR Point Credit Summary</i> (Computer Generated), all pages (As applicable)	1	X	X	X	X	X	X	
Retirement Point Summary (Army/Navy/Marines), all pages (As applicable)	1	X	X	X	X	X	X	

Discharge Order (Prior Service or from another Branch of Service) (As applicable)	1	X	X	X	X	X	X	
DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i> (As applicable)	1	X	X	X				
HPSP and FAP Contract, all pages (As applicable)	1				X			
DPAM Form 60 constructive Credit computation	1				X			
Promotion Orders (Mandatory for prior-service officers including Warrant Officers); all pages (As applicable)	1				X	X	X	
AF Form 1299, <i>Officer's Certificate of Statement of Service</i> (As applicable)	1	X			X	X	X	
DD 1351-2, <i>Travel Voucher or Subvoucher, or DD Form 220, Active Duty Report</i>								X

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

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

Title 10, United States Code, *Armed Forces*, Sections 533, 971, 972, 1405, 2105, 2106, 2107, 8013, 8258, 9348, 10211, 10301, 12103, 12207, 12301, 12310, 12402, 12733, 14507, 14508(a) and (b)

Title 32, United States Code, *National Guard*, Sections 503, 504, 505, 708

Title 37, United States Code, *Pay and Allowances of the Uniformed Services*, Section 205

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 11 November 1943, as amended

Department of Defense Instruction 1215.06, *Uniform Reserve, Training, and Retirement Categories*, 7 February 2007

Department of Defense Instruction 1215.07, *Service Credit for Reserve Retirement*, 18 November 2005

Department of Defense Instruction 1310.01, *Rank and Seniority of Commissioned Officers*, 3 May 2006

Department of Defense Instruction 1312.03, *Service Credit for Commissioned Officers*, 6 October 2006

Department of Defense Instruction 6000.13, *Medical Manpower and Personnel*, 30 June 1997

DOD 7000.14-R, *Department of Defense Financial Management Regulation (FMR)*, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, 1 February 2009

AFPD 36-26, *Total Force Development*, 27 August 2008

AFPD 36-30, *Military Entitlements*, 2 August 1993

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF) and the United States Air Force Reserve (USAFR)*, 17 July 2003

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*, 19 May 2003

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002

AFI 36-2009, *Delay in Active Duty for AFROTC Graduates*, 1 June 1999

AFI 36-2502, *Airman Promotion Program*, 6 August 2002

AFI 36-2503, *Administrative Demotion of Airmen*, 20 July 1994

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

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

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

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, 22 January 2004

AFI 33-328, *Administrative Orders*, 16 January 2007

**Prescribed Forms:** AF Form 1613, *Statement of Service*.

**Adopted Forms:** AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*;

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 526, *ANG/USAFR Point Credit Summary*

AF Form 766, *Extended Active Duty Order (EAD Order)*

AF Form 778, *Reserve Appointment Order*

AF Form 847, *Recommendation for Change of Publication*

AF Form 899, *Request and Authorization for Permanent Change of Station - Military*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

AF 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*

AF Form 1299, *Officer's Certificate of Statement of Service*

AF Form 2098, *Duty Status Change*

DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

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

DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*

DD Form 220, *Active Duty Report*

DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 2807, *Report of Medical History*

DD Form 2808, *Report of Medical Examination*

DPAM Form 60, *Constructive Credit Computation*

NGB Form 22, *Report of Separation and Record of Service*

NGB Form 22a, *Correction to NGB Form 22, Report of Separation and Record of Service*

NGB 23, *Retirement Credits Record*

Standard Form 88, *Report of Medical Examination*

Standard Form 93, *Medical Record - Report of Medical History*; and USAFA Form 0-112-1, *Request and Authorization for Reassignment/Separation – Air Force Military*

*Abbreviations and Acronyms*

**AD**—Active Duty

**ADL**—Active Duty List

**ADT**—Active Duty for Training

**AFIT**—Air Force Institute of Technology

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**ARMS**—Automated Records Management System

**ARPC**—Air Reserve Personnel Center

**BSC**—Biomedical Sciences Corps

**BSN**—Bachelor of Science Degree in Nursing

**CGDOR**—Current Grade Date of Rank

**DC**—Dental Corps

**DDA**—Directed Duty Assignment

**DEP**—Delayed Entry (Enlistment) Program

**DIERF**—Date Initial Entry Reserve Forces

**DIEUS**—Date Initial Entry Uniformed Service

**DODFMR**—Department of Defense Financial Management Regulation, 7000.14-R

**DOPMA**—Defense Officer Personnel Management Act

**DOR**—Date of Rank

**DOS**—Date of Separation

**DRP**—Delayed Reenlistment Program

**EAD**—Extended Active Duty

**EDCSA**—Effective Date Change Strength Accountability

**EPR**—Enlisted Performance Report

**ETS**—Expiration of Term of Service

**FAP**—Financial Assistance Program

**FSS**—Force Support Squadron

**HPSP**—Health Professions Scholarship Program

**IMA**—Individual Mobilization Augmentee

**ISLRS**—Inactive Status List Reserve Section  
**JA**—Judge Advocates  
**MC**—Medical Corps  
**MPS**—Military Personnel Section  
**MiLPDS**—Military Personnel Data System  
**MPRGp**—Master Personnel Record Group  
**MSC**—Medical Service Corps  
**MSO**—Military Service Obligation  
**MTF**—Medical Treatment Facility  
**NC**—Nurse Corps  
**NG**—National Guard  
**NGB**—National Guard Bureau  
**NOAA**—National Oceanic and Atmospheric Administration  
**OPR**—Office of Primary Responsibility  
**OTS**—Officer Training School  
**OTSR**—Other Than Selected Reserve  
**PED**—Promotion Eligibility Date  
**PHS**—Public Health Service  
**PLSD**—Promotion List Service Date  
**PSRSL**—Prior Service Required Skills List  
**RASL**—Reserve Active Status List  
**REGAF**—Regular Air Force  
**ROPA**—Reserve Officer Personnel Act  
**ROPMA**—Reserve Officer Personnel Management Act  
**ROTC**—Reserve Officers' Training Corps  
**SMP**—Simultaneous Membership Program  
**SPTC**—Specified Period of Time Contract  
**TAFCS**—Total Active Federal Commissioned Service  
**TAFCSD**—Total Active Federal Commissioned Service Date  
**TAFMS**—Total Active Federal Military Service  
**TAFMSD**—Total Active Federal Military Service Date  
**TDRL**—Temporary Disability Retired List

**TEMSD**—Total Enlisted Military Service Date  
**TFCS**D—Total Federal Commissioned Service Date  
**TFMSD**—Total Federal Military Service Date  
**TIG**—Time in Grade  
**TYSD**—Total Years Service Date  
**USAFA**—United States Air Force Academy  
**USAFR**—United States Air Force Reserve  
**USAFRS**—United States Air Force Recruiting Service  
**USUHS**—Uniformed Services University of Health Sciences

### *Terms*

**Active Duty**—Full-time duty in a Military Service of the United States. A general term applied to all active military service, including full-time National Guard duty, without regard to duration or purpose.

**Active Duty List**—All Air Force officers serving on extended active duty other than those excluded by 10 U.S.C. 641, by competitive category and, within their competitive category, in the order of seniority of the grade in which they are serving.

**Active Service**—Service on active duty or full-time National Guard duty.

**Active Status**—Status of all Reserves except those on an inactive status list or in the retired Reserve. Reservists in an active status may train for points and/or pay and may be considered for promotion.

**Armed Forces of the United States**—A term denoting all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

**Constructive Service Credit**—As found in AFI 36-2106, Terms

**Competitive Category**—As found in AFI 36-2106, Terms

**Entry Grade Credit**—As found in AFI 36-2008, Terms

**Extended Active Duty**—Duty on the Active Duty List of an armed service for a period of 90 days or more.

**Inactive Status**—Status of Reserve members on an inactive status list of a Reserve component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay and may not be considered for promotion.

**Inactive Status List Reserve Section**—Officers are normally retained for three years before being discharged, once discharged they have no military status and may not retire. Enlisted are retained until discharged or their ETS. Airmen cannot be promoted while in ISLRS, this status is a break in active status and date of rank is adjusted accordingly.

**Member**—A person appointed to, enlisted in, or conscripted into a uniformed service.

**Other Than Selected Reserve**—All Reserve officers not in the Selected Reserve, assigned to an inactive status list, or in the Retired Reserve. This includes the IRR (both participating and non-participating) and the active Standby Reserve. These officers are promotion eligible.

**Reserve Active Status List**—A list of all Reserve of the Air Force Officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are serving. Officers serving in the same grade shall be carried in the order of their rank in that grade.

**Reserve Components**—Reserve Components of the Armed Forces are the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve, and the Public Health Service Reserve.

**Selected Reserve**—That part of the Ready Reserves which consists of units and, as designated by the Secretary concerned, individual Reservists trained as prescribed in Title 10, U.S.C., 10143 or Title 32, U.S.C., Section 502[a] reference (bq)). Most Selected Reserves are required to participate in a minimum of 48 scheduled drill or training periods annually and serve on active duty for training at least 14 days annually.

**Uniformed Services**—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.