

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

**AIR FORCE INSTRUCTION 36-3203**

**18 SEPTEMBER 2015**

**Personnel**

**SERVICE RETIREMENTS**



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OPR: AF/A1P

Certified by: AF/A1  
(Mr. Robert Corsi, Jr.)

Supersedes: AFI 36-3203, 8 September  
2006; AFI 36-3207, 9 July  
2004; and AFI 36-3209, 14  
Apr 2005

Pages: 87

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This instruction implements Air Force Policy Directive (AFPD) 36-32, *Military Retirements and Separations*. It prescribes procedures for carrying out laws (Title 10, United States Code, Chapter 867 and 2011, H.R. 2433 and Executive Order 13518 pertaining to the Veterans Opportunity to Work (VOW) Act of 2011), policies, and Department of Defense (DoD) directives that govern retirements for Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) but not for physical disability. It applies to all military members eligible for either an active duty or reserve retirement in the RegAF, AFR or ANG. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for retirements. This Air Force Instruction (AFI) may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publication and Forms Management*. Refer to AFI 33-360 for tier waiver authority definitions and procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

This instruction does not address retirement for physical disability, which is covered in Air Force Instruction (AFI) 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. This instruction incorporates guidance on Reserve retirement previously found in AFI 36-3209,

*Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, which is rescinded.

The Privacy Act of 1974 affects this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

Title 10, United States Code (USC), §8013, and the Secretary of the Air Force authorize the collection and maintenance of the prescribed records in this instruction. The following system of record applies: F036 AF PC C, Military Personnel Records System.

Refer to Attachment 1 for glossary. The Paperwork Reduction Act of 1995 affects this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

Refer recommended changes and conflicts between this and other publications to AFPC/DP3ST, 550 C Street West, Joint Base San Antonio-Randolph TX 78150-4713 using AF Form 847, **Recommendation for Change of Publication**. Send an information copy to AFPC/DS1, 550 C Street West, Joint Base San Antonio-Randolph TX 78150-4750. Refer to AFI 33-360, *Publications and Forms Management*, for supplement process instructions.

## **SUMMARY OF CHANGES**

This document has been substantially revised and reorganized to include incorporating Reserve Component retirement policy. Users must completely review all sections. The Personnel Services Delivery (PSD) guide outlines retirement application submission, change/withdrawal request, and other program management procedures regarding members in the Regular and Reserve components. This revision contains policy relating to non-disability retirements; provides all the laws that have changed since the publication of the 8 Sep 2006 version of the AFI; clarifies the statutory authority (**para 1.1.**); clarifies the authority of the Secretary of the Air Force (SecAF) (**para 1.3.**); defines earliest retirement effective date (**para 1.4.**); defines Retirement Approval Authority (RAA) (**para 1.5.**); provides instruction on publishing, rescinding or amending retirement orders (**para 1.6.**); defines commander and staff judge advocate responsibilities relating to recommendations for retirement and restrictions prior to retirement effective date (**para 1.7.**); defines RAA responsibilities (**para 1.5.**); requires participation in the Transition Assistance Program (TAP) (**para 1.9.**); defines retirement eligibility criteria and restrictions for each type of retirement (**Section 2A.**); gives procedures for sanctuary and headquarters-assigned Air National Guard and Air Force Reserve members to request retirement (**para 2.1.4.**); requires a member to out-process at current overseas location unless the RAA grants an exception to process at a US separation processing base (**Section 2B.**); changes the orders-issuing authority to return member and family members from overseas location (**para 2.4.**); changes the processing of High Year Tenure (HYT) extension requests for best interest of the Air Force (**para 2.10.1.3.**); moves determination of retirement eligibility and retirement application processing from Military Personnel Section to the RAA (**Chapter 3.**);

rewrites rules on retirement restrictions for clarification (**Table 2.1** and **Table 2.2**); highlights requirement for active component members who qualify for a reserve retirement to receive the 20-year retirement letter from ARPC (**para 3.4.3.1**); clarifies procedures all parties must take to process officers desiring to retire in enlisted status (**para 3.6**); provides authority for officers who desire to retire in enlisted status to take ordinary leave (vice terminal leave) and/or PTDY if granted under AFI 36-3003, *Military Leave Program*, as an exception to policy in their officer grade (**para 3.6.2**); clarifies the criteria and RAA responsibilities when determining a retiring enlisted member's entitlement to the extra 10 percent retired pay authorized for a claim for extraordinary heroism (**para 3.7**); clarifies and expands requirements and instructions pertaining to initiation and completion of an officer grade determination (OGD) in conjunction with retirement and, in the case of an officer requesting a voluntary retirement date earlier than his/her mandatory separation date (MSD), directs the technicians to place a member in administrative hold status until the SecAF makes a decision concerning the officer's retired grade (**para 7.6**); provides authority for RC members to reduce age to receive reserve retirement below age 60 based on certain types of service periods (**7.7.1**); provides general rules for estimating retired pay of members (**Table 7.1**); incorporates ANG and AFR guidance from AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, which is being rescinded; updates the glossary to include new provisions of law and definitions (**Attachment 1**); deletes former Attachment 2 (sample letter of application for retired pay benefits); deletes former Attachment 3 (retirement options or entitlements fact sheet); deletes several former attachments to include Attachment 4 (entitlement information for retirees stationed overseas with home of selection entitlements), Attachment 5 (information for retirees stationed overseas with only home of record (HOR) entitlements); Attachment 6 (Data Element Codes for retirements); former Attachment 7 (pre-application checklist); former Attachment 8 (sample letter for notifying Air Reserve members of their eligibility for retired pay at age 60); Attachment 9 (minimum points required to establish a partial retirement year as creditable federal service); incorporates Reserve officer discharge or retirement for age. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, Publications and Forms Management. Refer to AFI 33-360 for tier waiver authority definitions and procedures.

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**ATTACHMENT 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

## Chapter 1

### GENERAL INFORMATION

**1.1. Statutory Authority.** This instruction cites specific references to Titles 5 and 10, United States Code (USC) and other parts of law in chapters where they apply. Laws that apply to both Regular and Reserve military members are carried out without discrimination among Regular members, among Reserve members, and between Regular and Reserve members (10 USC §10209). In general, this instruction covers two categories of retirement:

1.1.1. RegAF or Active Duty Retirement under 10 USC Chapter 867, based on qualifying years of active duty service, or Chapter 63, based on age. (DoD regulations call this a “regular retirement.”) Both active component and ARC members may be eligible for an active component retirement based on qualifying years of active duty service. With some exceptions, entitlement to active component retired pay and benefits generally start upon effective date of retirement from active duty service.

1.1.2. Reserve Retirement under 10 USC Chapter 1223, based on qualifying years of creditable service toward reserve retirement (DoD regulations call this a “non-regular retirement”). Both active component and ARC members may be eligible for a reserve retirement based on qualifying years of creditable service. An eligible member who elects reserve retirement is considered “retired” upon approval of his/her request for transfer to the retired reserve. Entitlement to certain retired benefits begins upon effective date of transfer to the retired reserve. However, entitlement to reserve retired pay does not begin until the member reaches the statutory age of eligibility.

1.1.3. 2011, H.R. 2433 and Executive Order 13518 pertaining to the Veterans Opportunity to Work (VOW) Act of 2011

### 1.2. Department of Defense (DoD) Guidance.

1.2.1. Retired pay. DoD Financial Management Regulation (DoD 7000.14-R, Volume 7B) provides overall DoD guidance on retired pay matters.

1.2.2. Member and dependent travel and household good (HHG) storage and shipment. Joint Travel Regulation (JTR) provides overall DoD guidance on travel entitlements.

1.2.3. Retirement. DoD guidance distinguishes active duty (10 USC Chapter 867) from Reserve (10 USC Chapter 1223) retirement as “regular” versus “non-regular,” and defines categories of the retired reserve. See DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories*, and DoDI 1215.07, *Service Credit for Non-Regular Retirement*.

1.2.4. DTM 12-007, “Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members”

**1.3. The Secretary of the Air Force (SecAF).** The SecAF can make exceptions to the requirements in this instruction, unless specifically prohibited by law or DoD regulation. The SecAF maintains full discretion as to whether a member’s service has been honorable, whether a member has performed satisfactorily, and whether or not to approve a member’s application for retirement or transfer to the retired reserve in lieu of pending administrative, non-judicial and/or

judicial actions. The SecAF may order retired AF members to active duty at any time (10 USC §688).

**1.4. Retirement Effective Date.** The AF can approve a non-disability active duty retirement effective date no earlier than the first day of the month after the month in which the member attains basic eligibility as defined in 10 USC, Chapter 867. RC members can be transferred to the retired reserve upon qualifying per 10 USC §12731 per paragraph **2.1.2.1**.

**1.5. Retirement Approval Authority (RAA).** The SecAF is the RAA for applications for retirement and transfer to the retired reserve. He/she has delegated authority in certain cases to the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR), with re-delegations within the Air Force Review Boards Agency (SAF/MR) and to the Director, SAF Personnel Council (SAF/MRB). The Director, SAF Personnel Council has further re-delegated authority to designated Special Assistants assigned to the retirement order issuing authorities listed below.

1.5.1. The appropriate agency manages retirement applications and publishes retirement orders. Computer-generated orders do not require a seal or signature although the word “official” must appear above the signature element. The appropriate agency must process any application signed by an eligible member unless prohibited by **Table 2.1** or restricted by **Table 2.2**. If prohibitions or restrictions apply, the appropriate agency complies with applicable processing requirements from the respective table and Section 2C.

1.5.1.1. AF General Officer Management Office (AF/DPG) manages applications for General Officers (GOs) and GO-selects who qualify for an active component retirement or apply for an active or reserve component retirement while on active duty. AF/DPG has responsibility for verifying eligibility for requested retirement dates and waiver-request processing. AF/DPG forwards actions to the appropriate reviewing and approval authorities. (See also **Tables 8.1** and **8.4** which cover reserve component GOs and GO selects whose retirement applications are managed by AF/REG and NGB/GO.)

1.5.1.2. AF Colonels Management Office (AF/DPO) manages applications by active component Colonels and Colonel-selects who apply and qualify for an active component retirement under 10 USC Chapter 867 or Chapter 63. AF/DPO also manages applications by ARC Colonels and Colonel-selects that are assigned on active duty to HQ level positions, who apply and qualify for an active component retirement under 10 USC Chapter 867 (See paragraph **2.1.1.5**). AF/DPO has responsibility for verifying eligibility for requested retirement dates and waiver-request processing. The SAF Personnel Council has re-delegated authority to designated Special Assistants to act as the RAA for certain retirement requests. AF/DPO forwards those requests outside the delegated authority to the appropriate agency for approval.

1.5.1.3. AF CMSgt Management Office (AF/DPE) and AFPC Transition, Retention and Skills Management Branch (AFPC/DP3ST) oversee processing of applications by active component Chief Master Sergeants (CMSgts) and CMSgt-selects who apply and qualify for an active duty retirement under 10 USC, Chapter 867 or Chapter 63. AF/DPE and AFPC also manage applications by ARC CMSgts and CMSgt-selects that are assigned on active duty to HQ level positions, who apply and qualify for an active component retirement under 10 USC Chapter 867 (See paragraph **2.1.1.5**). AFPC has responsibility for verifying eligibility for requested retirement dates and processing of applications

involving no waivers or retirement at High Year of Tenure. AF/DPE has responsibility for waiver request processing. The SAF Personnel Council has re-delegated authority to designated Special Assistants to act as the RAA for certain retirement requests. AF/DPE forwards those requests outside the delegated authority to the appropriate agency for approval.

1.5.1.4. AFPC Transition, Retention, and Skills Management Branch (AFPC/DP3ST) oversees application processing for active component officers in the grade of Lieutenant Colonel (Lt Col) and below and active component enlisted personnel in the grade of Senior Master Sergeant (SMSgt) and below who apply and qualify for an active duty retirement under 10 USC Chapter 867 or Chapter 63. AFPC also manages applications by ARC officers (Lt Col and below) and ARC enlisted members (SMSgt and below) that are assigned on active duty to HQ level positions, who apply and qualify for an active component retirement under 10 USC Chapter 867. (See paragraph 2.1.1.5). AFPC has responsibility for verifying eligibility for requested retirement dates and waiver-request processing. The SAF Personnel Council has re-delegated authority to designated Special Assistants to act as the RAA for certain retirement requests. AFPC forwards those requests outside the delegated authority to the appropriate agency for approval.

1.5.1.5. HQ ARPC Retirements Branch (ARPC/DPTTR) manages applications for all ARC members with responsibility for verifying eligibility for requested retirement dates. All waiver requests are processed at unit level. For ARC General Officer retirements, applications must go through AF/REG and ANG/GO prior to submission to ARPC.

**1.6. Publishing, Rescinding, and Amending Orders.** A retirement order, if regular and valid, is final on the effective date of retirement. The RAA, or agency that manages the member's retirement application or orders, will publish orders as soon as the retirement is approved. The RAA and Military Personnel Sections (MPS) will not furnish a retiring member a letter in lieu of a retirement order to authorize a move to a Home of Selection (HOS) or Home of Record (HOR) in conjunction with retirement. The retirement order or a message from the orders issuing/publishing authority approving the retirement with the retirement order number and the retirement order date serve as the only documents that authorize the entitlement (JTR, paragraph 5208.E. and Comptroller General Decision 52 Comp Gen 769 - 1973). The appropriate agency may only revoke, rescind, or amend the order if fraud, manifest error, mathematical error, mistake of law, or substantial new evidence renders the order invalid. The appropriate agency may amend or rescind retirement orders when, in rare circumstances such as medical hold, civil confinement, or prohibiting conditions listed in [Table 2.1](#) or restrictions listed in [Table 2.2](#), a member cannot complete retirement processing before the effective retirement date.

**1.7. Commander's Responsibilities.** The AF assigns commanders the responsibility to identify restrictions to retirement that may apply until midnight on the member's final day on active duty, Date of Separation (DOS), Expiration Term of Service (ETS), or Mandatory Separation Date (MSD). If the commander knows of any restrictions applicable to the member's application for active component retirement or transfer to the retired reserve prior to the member's retirement effective date ([Table 2.1](#) and/or [Table 2.2](#)), the commander must immediately contact the appropriate agency to request the AF suspend the retirement (T-0).

1.7.1. The member's commander or base Staff Judge Advocate (SJA) immediately notifies the RAA and sends documents to justify an amendment to or rescission of the retirement

order (T-0). If the appropriate office is not notified promptly and the member's retirement consummates, the commander or base SJA must notify the RAA to determine if a manifest error has occurred. See the Retirements PSD guide for this process. If no manifest error has occurred, the member must apply to the Air Force Board for Correction of Military Records (AFBCMR) for corrective action. A computer-generated order is used to amend or rescind the retirement.

1.7.2. The AF authorizes the member's commander, civilian equivalent, or person delegated the authority by the commander or civilian equivalent to coordinate on a member's retirement application. The designated authority identifies restrictions listed in [Table 2.1](#) and [Table 2.2](#), both upon submission of the application and until the member's retirement date. If restrictions apply after a retirement is approved, immediately notify the RAA.

**1.8. Requesting Retirement.** The Retirements Personnel Services Delivery Guide is located in myPers on the AFPC website and contains specific procedures for submitting active component retirement applications. Applications for reserve component Colonels and below retirements are submitted via the vPC. For AFR General Officers, contact AF/REG to initiate retirement applications. For ANG General Officers, submit applications for retirement through ANG/GO.

**1.9. Transition Assistance Program (TAP).** AFPC Airman and Family Sustainment Branch (AFPC/DPFFF) provides operational oversight for the Transition Assistance Program (TAP). TAP participation is mandatory for all eligible separating Service members with 180 days of active duty or more. Members are required to contact the installation Airman & Family Readiness Centers (A&FRC) to be scheduled for the TAP.

## Chapter 2

### ELIGIBILITY, PLACE OF RETIREMENT AND RESTRICTIONS ON RETIREMENTS

#### *Section 2A—Eligibility*

#### **2.1. Retirement Eligibility.**

**2.1.1. Active Duty Retirement Eligibility.** Unless granted a waiver under some provision of law, to be eligible for a non-disability active duty retirement, officers and enlisted members of the active or Reserve Component (ANG/AFR), must complete 20 years of Total Active Federal Military Service (TAFMS). Likewise, an officer must have 10 years of Total Active Federal Commissioned Service (TAFCS) to receive an active duty retirement as an officer (10 USC §8911) unless granted a waiver under some provision of law. Except as specified below, all members must submit retirement applications for a retirement date effective not later than the first day of the month following MSD or HYT.

2.1.1.1. Officer Eligibility. Title 10 USC, Chapter 36 or 63 establishes that the AF will retire officers of the Regular Air Force on their MSD if they have 20 years TAFMS and 10 years TAFCS. An officer who wishes to voluntarily retire on a date earlier than his/her MSD, if eligible, or the first day of the month following his/her MSD, must submit a request for retirement.

2.1.1.1.1. An enlisted member who was subsequently commissioned as an officer at any time and completed 10 years TAFCS is not eligible to retire in that commissioned grade if the member resigned his/her Reserve or Regular commission. If the member resigned their commission, they will retire in their highest enlisted grade held. Under the provision of 10 USC §8964, they may be advanced to their highest commissioned grade held when their active service plus their service on the retired list totals 30 years (see paragraph 7.5).

2.1.1.1.2. To voluntarily retire in a grade above major, a commissioned officer generally must have served satisfactorily on active duty in that higher grade with at least three years' time in grade (TIG); otherwise the AF will authorize the retirement in the next lower grade as directed by 10 USC §1370, unless a waiver is granted under some provision of law. To voluntarily retire in the grade of major or below, a commissioned officer must have served on active duty satisfactorily in the higher grade with at least 6 months TIG. See 10 USC §1370(a) and [Chapter 7](#) for a complete explanation.

2.1.1.1.3. For officers who are subject to mandatory retirement, required under Title 10, USC, Chapters 36 or 63, the retirement must take place on the date set by the statute that applies (see Chapter 4). Officers who have an MSD established must retire no later than that date even if previously approved for a voluntary retirement effective after the MSD, unless through a SecAF selective continuation process, the AF assigns him/her a later MSD (see [Chapter 4](#) for further discussion concerning mandatory retirement dates).

2.1.1.1.4. Officers may be involuntarily extended beyond MSD only with a view to court-martial (10 USC §639) or for physical disability evaluation (10 USC §640).

2.1.1.2. Enlisted Eligibility. 10 USC §8914 allows an enlisted member who meets the basic eligibility criteria for retirement, 20 years TAFMS, to request retirement. Enlisted members who are retirement eligible must apply for retirement, even if they have reached High Year of Tenure (HYT), or else they will be separated on their Date of Separation (DOS) if they have not requested and received approval for a voluntary retirement.

2.1.1.2.1. If an active component enlisted member desires retirement on the first day of the month following his/her HYT date, the member must submit a retirement application (may not apply to ARC members who qualify for active duty retirement). The member's DOS must fall on or after the last day of the month prior to the requested retirement date.

2.1.1.3. Sanctuary. Per 10 USC §12686(a) and §12646(e), traditional Air National Guard (ANG) or Air Force Reserve (AFR) members, including IMAs, called to active duty who have accumulated 18 years of TAFMS may be eligible to continue to 20 years on active duty status unless they waive sanctuary. If sanctuary is not waived, the member is accessed to active duty until they reach 20 years of TAFMS. Per AFI 36-2131, *Administration of Sanctuary in the Air Reserve Component*, paragraph 4.2.2., sanctuary members count against active component end strength. A DOS will be established to allow the member to complete 20 years of TAFMS. Members must submit an application for active duty retirement upon completion of 20 years of TAFMS.

2.1.1.4. Active/Guard Reserve (AGR). Headquarters-assigned (contract) ANG or AFR (Functional Category X) members who qualify for and desire an active duty retirement upon AGR contract expiration must submit a retirement application to AFPC or will be returned to the Selected Reserve. If the AGR desires to retire earlier than contract expiration, the active component orders issuing/publishing authority must approve a tour curtailment (AFR reference AFI 36-2110v2 and ANGI 36-6 for ANG). If the member desires a retirement date later than the contract expiration, the active component orders issuing authority may extend the tour to meet the requested retirement date, but approval is not guaranteed. Unit level AGRs who qualify for active retirement must submit applications for retirement to ARPC for approval.

2.1.2. Reserve Retirement Eligibility. Title 10 USC §12731 establishes that ANG or AFR members must have at least 20 years of creditable years to qualify for a Reserve retirement. Members serving on active duty who have completed 20 years of creditable years through combination of active duty and reserve service also qualify for a reserve retirement even though they may not have enough Total Active Military Service to qualify for an active duty retirement. Members must apply for reserve retired pay if they have attained the eligibility age of 60 and have performed at least 20 creditable years. A creditable year is defined as earning 50 points within an individual's established Retention and Retirement year per AFI 36-2254v1, *Reserve Personnel Participation*.

2.1.2.1. A member may start receiving reserve retired pay before age 60 if the member performed qualifying active duty service after January 28, 2008. The member may reduce the age by three months for each aggregate of 90 days on which the member performs qualifying duty in any fiscal year. Qualifying duty includes members who serve on an order to active duty pursuant to 10 USC §12301(d) but does not include AGR

duty under 10 USC §12310 only. The minimum age a member may reduce the time to receive pay will not fall below age 50.

2.1.2.2. Officer Eligibility. For a voluntary reserve retirement in a grade above major, a commissioned officer must have served satisfactorily in the higher grade with at least three creditable years TIG; otherwise the member will retire in the next lower grade unless granted a waiver under some provision of law. For a voluntary reserve retirement in grade of Major or below, a commissioned officer must have served satisfactorily in the higher grade with at least 6 creditable months TIG. See 10 USC §1370(d) and Chapters 7 and 8 for a complete explanation. **NOTE:** There is no 10-year minimum TAFCS requirement for a Reserve non-AGR/active component officer to receive a reserve retirement; only the TIG requirements outlined above apply.

2.1.2.3. Enlisted Eligibility. Participating Reserve enlisted members that reach their HYT date at age 60 and don't apply for reserve retired pay will automatically be placed in the retired Reserve under the provision of Title 10 USC, §12108. Participating ANG enlisted members that reach age 60 can be discharged at their ETS if they don't apply for reserve retired pay.

2.1.3. Disability Retirement Eligibility. In general, this applies to active component, AFR and ANG members on active duty for more than 30 days. Specific requirements for eligibility are addressed at 10 USC. Chapter 61 and implementing DoD and Air Force regulations. For more information on disability retirement, refer to AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

2.1.4. Active Duty Retirement Application Deadlines.

2.1.4.1. If no restrictions apply for active duty retirements, the application may be submitted up to 12 months in advance of the desired retirement date. Applications submitted less than 120 days in advance of the desired retirement date must include justification for a waiver, as outlined in **Table 2.2** and **paragraph 2.8**. **NOTE:** Applications may be submitted outside this window under the 7-day/3-day option or when allowed by the SAF under an approved Force Management program.

2.1.4.2. If no restrictions apply for reserve component (AFR/ANG) retirements, the application may be submitted up to 12 months, but no less than 180 days, in advance of the desired retirement date.

## ***Section 2B—Active Component Members Place of Retirement***

### **2.2. General Rules.**

2.2.1. A member may retire in:

2.2.1.1. The United States (US). This includes Alaska, Hawaii, or a US territory possession. Members assigned to a duty station in the US retire at that duty station.

2.2.1.2. Overseas. Members serving overseas retire at the overseas duty station (see paragraph 2.3.) or, if approved, at a separation processing base (SPB) (see paragraph 2.4.).

2.2.2. Do not change the unit of assignment or permanent duty station of members who are within 8 months of retirement without first notifying the RAA. **EXCEPTION:** Assignment approval authority may move members because of unit deactivation, change of unit, or duty station for those who receive notice to start processing for mandatory retirement.

**2.3. Overseas Duty Station.** Members serving at an overseas duty station at the time of their retirement may retire at that overseas base to:

2.3.1. Live permanently in that country. Prior to the date of retirement, member and family members must obtain the necessary residency permission from the host government.

2.3.2. Live temporarily in that country and later move to a final overseas or US home of selection (HOS) within the 1-year time limit (JTR, 5068). Member and family members must obtain the necessary residency permission from the host government before the effective date of retirement.

2.3.3. Move immediately to another overseas site as a final Home of Selection (HOS) by the most direct route, as determined by the Traffic Management Flight (TMF). Members and family members must obtain the necessary residency permission from the host government before the effective date of retirement.

2.3.4. Move directly from the overseas duty station to the final HOS in US. Member must take at least 5 days of Permissive Temporary Duty (PTDY) or terminal leave to use this option.

2.3.5. The RAA will not issue “Permanent Change of Station (PCS) without Permanent Change of Assignment (PCA)” orders for members who designate a home of selection elsewhere overseas.

2.3.6. Travel of Retired Personnel to Overseas HOS. The RAA will prepare administrative orders for retiring members eligible to establish an overseas HOS.

**2.4. Separation Processing Base (SPB).** Unless the appropriate RAA grants travel to a SPB, a member assigned overseas will complete processing at the overseas location. The AF defines SPB as the Air Force base in the US with a MPS and Financial Services Office (FSO) nearest to the member’s projected HOS or terminal leave address.

2.4.1. The RAA assigns the member “PCS without PCA” to the unit of the host MPS.

2.4.2. Members retiring at the SPB have one year from the retirement date to make a final HOS move from the area of the SPB to anywhere in the US.

2.4.3. Members not authorized HOS allowances may receive travel and transportation allowances from their last base to the place they actually travel, with reimbursement not to exceed the cost of returning to their Home of Record (HOR) or the Place they Last Entered into Active Duty (PLEAD).

2.4.4. Specific procedures relating to SPB are found in the on-line SPB guide. See AFPC website for more information.

**2.5. Travel and Transportation Entitlements for Overseas Retirees.** The JTR outlines separate travel pay entitlements for the member and for family members. The TMF helps clarify which travel entitlements pertain to the member and which pertain to his/her family members.

**2.6. Leave in Conjunction with Retirement.** The member must obtain approval from his/her commander for PTDY and terminal leave (T-3). Members may not depart on terminal leave or PTDY until receipt of retirement orders (see AFI 36-3003, *Military Leave Program*, for more information on PTDY and terminal leave).

2.6.1. Personnel granted terminal leave or PTDY in connection with retirement remain assigned to their units. The inclusive dates of terminal leave and PTDY do not require a tour curtailment. When a commander authorizes PTDY and terminal leave dates prior to a member's DEROS, he/she cannot use the departure as basis for an earlier assignment of a replacement.

### *Section 2C—Retirement Prohibitions and Waiverable Restrictions*

**2.7. General Information on Retirement Prohibitions and Restrictions.** A number of conditions can temporarily prohibit/suspend or otherwise restrict processing of applications for active duty retirement and applications for transfer to the retired reserve (hereafter Section 2C will use "retirement application" to generally refer to both applications for active duty retirement and transfer to the retired reserve, unless otherwise specified). **Table 2.1** lists conditions which prohibit initial submission or suspend processing of previously submitted retirement applications. The table explains how the condition prohibits or suspends processing of the retirement action. If the condition in Table 2.1 ceases to apply, normal processing generally resumes. **Table 2.2** contains waiverable restrictions on retirement. When such a restriction applies, the retirement application is processed IAW **Table 2.2** to the RAA with delegated authority to approve or deny the retirement application while under that restriction. Certain restrictions, as identified in **Table 2.2**, require consideration by the SAF Personnel Council for recommendation to the appropriate RAA at the Secretariat-level. When applicable eligibility requirements (see Chapter 3) are met, retirement applications may only be denied by RAAs outside the Secretariat when done so in accordance with a regulatory prohibition/restriction on retirement.

**2.8. Waiver of Restrictions.** Members must request a waiver if they have retirement restrictions listed in **Table 2.2**. If members need waivers of Active Duty Service Commitment (ADSC), Reserve Service Commitment (RSC) or any other restrictions, they must attach written justification/documentation to their retirement applications. Prohibitions in **Table 2.1** will not be waived.

2.8.1. If the member requests a waiver of a retirement restriction, the commander or Program Manager, if applicable to IMAs, must make a recommendation for approval or disapproval of the retirement application (T-2). The commander's/Program Manager's recommendation does not by itself, constitute justification. Absent a written delegation of Secretarial authority to approve the restricted retirement, commanders/Program Managers generally do not have the authority to waive restrictions on retirement, including ADSCs or RSCs.

2.8.2. The member may request a waiver of the restrictions listed in **Table 2.2** under hardship or in the best interest of the Air Force as specified in the pertinent rule. If the member believes the Air Force assigned an ADSC or RSC in error, the RAA or agency managing the member's retirement application reports the discrepancy to the proper office and ensures the POC corrects the service commitment, if applicable. Members must not

make any irrevocable financial commitments on the assumption that their waiver requests will be approved. Members cannot later use problems resulting from premature commitments as a basis for hardship waiver requests.

2.8.2.1. Waiver Requests Based on Hardship (see **Attachment 1**, Terms). Applicants must explain, in writing, and provide detailed documentation to show the hardship, how retirement will ease or eliminate the hardship, and how the hardship condition arose or worsened after the service commitment or restriction occurred and what other efforts the member took to remedy the situation, other than requesting a change to the retirement date (such as a request for humanitarian reassignment, join spouse, etc.). A hardship situation cannot be common to other military members in the course of a military career. The Air Force recognizes timing of civilian employment, business opportunities, plans for higher education or training, ownership of property, family separation, and other inconveniences as common situations and will not approve waiver requests for these reasons alone.

2.8.2.2. Waiver Requests Based on Best Interest of the Air Force (see **Attachment 1**, Terms). An application citing “best interest of the Air Force” as a basis for a waiver must clearly show how retirement would serve Air Force interests. Members and commanders should not use “best interest of the Air Force” as a basis for a waiver when an administrative or punitive action may be warranted or more appropriate.

2.8.2.3. Waiver Not Required in Certain Cases. The appropriate RAA may approve some applications without waivers. When a member’s record indicates the member’s retirement date coincides with an involuntary DOS or ETS, or upon an enlisted member reaching HYT the RAA can disregard the unfulfilled service commitment.

2.8.3. (**AF Reserve Only**) Voluntary retirement applications for Traditional Reservists and IMAs must be submitted to ARPC 6 months prior to the requested retirement date. The authority to approve waivers of the 6-month requirement is ARPC but must be recommended for approval by the Wing Commander or equivalent for the unit program and Program Manager for the IMA program.

2.8.4. (**ANG Only**) . Voluntary retirement applications must be submitted to ARPC 6 months prior to the requested retirement date. The authority to approve waivers of the 6-month requirement is ARPC but must be recommended for approval by the Wing Commander or equivalent.

**2.9. Assignment/365-day Extended Deployment Declination or 7-Day/3-Day Option (7DO/3DO).** The member must submit a request for retirement eligibility review within the 7DO/3DO period, as appropriate, to be considered for retirement under these programs. Refer to AFI 36-2110, *Assignments*, for guidance on the 7DO/3DO program. Refer to paragraph **3.1.1.1.4** for declining to obtain required retainability if selected for a contingency deployment.

**2.10. Retirement in Conjunction with High-Year-Tenure (HYT) Date (Does not apply to ANG).** Members must request voluntary retirements to be effective no later than the first day of the month following the HYT date. Enlisted members must voluntarily request retirement (10 USC §8914 and §8917). If an enlisted member does not submit a retirement application before his/her DOS, that member will separate. An ADSC expiring after an enlisted member’s established HYT will be automatically waived. The HYT is set at the following service points:

Senior Airmen (SrA) at 8 years of service; Staff Sergeants (SSgt) at 15 years of service; Technical Sergeants (TSgt) at 20 years of service; Master Sergeants (MSgt) at 24 years of service; Senior Master Sergeants (SMSgt) at 26 years of service; and Chief Master Sergeants (CMSgt) at 30 years of service (for CMSgts, see paragraph **2.10.1.5**). **EXCEPTIONS:** Enlisted members who are approved for HYT extension for hardship or best interest of the Air Force reason(s) may serve until completion of their approved extension period. Members who accept a Critical Skills Retention Bonus (CSRB) will have their HYT adjusted IAW CSRB program guidance.

2.10.1. HYT Extensions. The Air Force rarely extends HYT dates, and a member should submit requests only when experiencing an extreme hardship not common to contemporaries or when an extension serves the best interest of the Air Force. The Air Force designed the HYT policy to manage the size of the career force and to induce a reasonable promotion flow to all grades. The HYT for SrA through CMSgt establishes a balance between the need for experience and youth in the enlisted force. The Retirements Personnel Services Delivery Guide is located in myPers on the AFPC website and contains specific procedures for submitting HYT extension requests.

2.10.1.1. Justification for a waiver to extend HYT must clearly show how the extension serves the best interest of the Air Force or how the applicant is experiencing an extreme hardship not normally incurred by contemporaries. Members will submit HYT waivers to the RAA using the procedures outlined in the on-line guide. Members who receive approval for an extension of their HYT must be able to obtain the necessary retainability associated with the promotion in order to be eligible for promotion consideration.

2.10.1.2. Extension of HYT Based on Hardship. The same conditions found in paragraph **2.8.2.1** regarding hardship waivers apply to requests for extension of a HYT based on extreme hardship not common to contemporaries. Members submit the fully justified request to AFPC (containing unit and wing commander recommendation with wet or digital signatures). The maximum extension period is 1 year. Multiple extension approvals or requests to extend for a period of more than 1 year will not normally be entertained.

2.10.1.3. Extension of HYT Based on Best Interest of the Air Force (BIOAF). The same conditions found in paragraph **2.8.2.2** regarding (BIOAF). Waivers apply to requests for HYT extensions based on the best interest of the Air Force. Normally, members make these requests when a commander finds a uniquely qualified Airman, filling a critical position, essential to the success of a vital mission and the AF has not projected a suitable replacement. Members submit the fully justified request to AFPC (containing unit and wing commander recommendation with wet or digital signatures) no earlier than 1 year and not later than 6 months before the individual's HYT. The maximum extension period is 1 year. Multiple extension approvals or requests to extend for a period of more than 1 year will not normally be entertained.

2.10.1.4. Extension to a HYT Date Due to Temporary Suspension of Retirement Processing. If the AFPC Medical Standards Branch places a member approaching a HYT on medical hold, or an authorized agency notified the RAA to temporarily suspend a retirement due to a restriction identified in **Table 2.2**, the RAA will adjust the HYT in order for the member to voluntarily extend his/her enlistment. The member's unit

commander or SJA officer will notify the RAA to extend a HYT for completion of a disciplinary action, allowing the member to voluntarily extend to await outcome of disciplinary actions (T-0). Enlisted members who refuse to remain on active duty for MEB/PEB processing must provide documentation of their waiver of Disability Evaluation processing when applying for voluntary retirement. The member's unit commander or SJA officer may involuntarily retain an enlisted member on active duty in view of trial by court-martial.

2.10.1.5. The Chief's Group (AF/DPE) will field inquiries specifically pertaining to CMSgt HYTs and HYT extension requests. Members may initiate and submit requests for HYT extensions, based on hardship or when in the best interest of the Air Force. Normally a commander only supports a request for a uniquely qualified Chief Master Sergeant, filling a critical position, essential to the success of a vital mission and AFPC can provide no suitable replacement. The Wing or comparable level commander must support the request and show that member's retention is essential to the success of the mission (T-2). Members submit the fully justified request to AF/DPE (containing unit and wing commander recommendation) no earlier than 1 year and not later than 6 months before the individual's HYT. NOTE: Requests for HYT extension based on a hardship may be submitted within 12 months of the individual's HYT. The maximum extension period is 1 year. Multiple extension approvals or requests to extend for a period of more than 1 year will not normally be entertained

2.10.2. HYT of Demoted Members (Not applicable to AFR). Individuals demoted to a lower grade are subject to the HYT of the lower grade (see paragraph 2.10).

2.10.2.1. After a member is promoted to TSgt (E-6), their HYT is established at 20 years of service. If a demoted member has 16 or more years TAFMS, the AF considers him/her as length-of-service qualified so his/her HYT will remain or be set at 20 years of service. If a TSgt or higher subsequently experiences a reduction in rank to E-5 or below and has less than 16 years TAFMS, the HYT will be established IAW AFI 36-3208, *Administrative Separation of Airmen*.

2.10.2.2. The AF will allow those demoted members who have not yet reached the HYT for their lower grade to remain in the active component until they reach the HYT for their lower grade. If a member's DOS/ETS exceeds the newly established HYT, the AF will adjust the DOS/ETS to coincide with the new HYT point.

2.10.2.3. The AF will set the HYT for demoted members who exceed the HYT for their lower grade and are otherwise retirement eligible as the last day of the 6th month after the date of demotion in order to retire no later than the first day of the 7th month after the effective date of demotion. Members must request retirement or they will be separated.

2.10.2.4. Individuals assigned overseas who are demoted and exceed the HYT for their lower grade will be required to serve until reaching their Date Eligible to Return from Overseas (DEROS).

2.10.2.5. A member under the High-36 retired pay plan (or REDUX) who is demoted within 3 years of the retirement date and doesn't regain the highest grade held will receive retired pay under the Final Basic Pay retired pay plan at the lower grade (10 USC §1407(f)). A member demoted to a lower grade more than 3 years prior to retirement and

doesn't regain the highest grade held will receive retired pay under the High-36 retired pay plan at the lower grade.

**2.11. Request for Withdrawal or Change of Month.** When a member completes and submits a retirement application, the member cannot withdraw the application or change the approved retirement date unless he/she provides strong justification under the following reasons: severe hardship not common to Air Force members; in the best interest of the Air Force; accept continuation; or to accept an active component promotion that requires the member to serve past the requested or approved retirement date. The SAF Personnel Council has re-delegated authority to designated Special Assistants, as outlined in paragraph 1.5, to approve requests for withdrawal or change. The RAA usually will not approve a withdrawal or adjustment if the member volunteered to retire under the 7DO/3DO program.

2.11.1. Requests for Withdrawal or Change of Retirement Date Based on Hardship. The same conditions found in paragraph 2.8.2.1 regarding hardship waivers apply to waivers for withdrawal or change of retirement. The commander or other senior official in the member's chain of command must recommend approval of the request (T-2). Unless the member and his/her leadership adequately document the above reasons, they should not expect approval.

2.11.2. Request for Withdrawal or Change Based on Best Interest of the Air Force (BIOAF). The same conditions found in paragraph 2.8.2.2 regarding BIOAF waivers for best interest of the Air Force apply to waivers for withdrawal or change of retirement. The member and commander or other senior official in the member's chain of command must provide evidence that clearly shows it is in the best interest of the Air Force for the member to stay on active duty rather than retire on the scheduled date (T-2). If the commander recommends disapproval, reasons must be given to support that recommendation.

2.11.3. Request for Withdrawal or Change Based on Promotion. The RAA may approve this request if the AF selected the member after he/she applied for retirement. Members must submit requests for withdrawal within 10 duty days of promotion notification. Enlisted Airmen who elect retirement under 7DO/3DO provisions are not eligible for promotion. Enlisted Airmen selected for promotion before they submit a retirement application under 7DO/3DO may not withdraw the retirement to accept promotion.

2.11.3.1. For members selected for promotion to MSgt, SMSgt, or CMSgt. Upon accepting the promotion, the member must sign a Promotion Statement of Understanding (PSU) and agree to obtain retainability for the promotion ADSC. The member must also submit an application to request approval to withdraw the retirement.

2.11.3.2. Members selected for promotion to SSgt or TSgt do not incur an ADSC for promotion. The member submits a request to withdraw or change the effective date of retirement based on promotion.

2.11.4. Request for Withdrawal or Date Change for Medical Reasons. A member may not request withdrawal or date change to stay on active duty solely to resolve a medical problem or receive medical treatment. If the local medical facility deems the member's medical problems severe enough to warrant a change of retirement date, the facility POC uses the medical hold procedures detailed in the PSD Guide.

**2.12. Request for Extension Beyond a Date of Separation (DOS), Expiration Term of Service (ETS; enlisted only), or Mandatory Separation Date (MSD; officers only).** With direction from the unit commander or SJA, the RAA may hold an enlisted member past his/her DOS/ETS in view of trial by court-martial. Enlisted members must agree to hold actions initiated by the AFPC Medical Standards Branch for medical treatment, and must voluntarily extend their enlistment to be retained for medical evaluation and treatment. The SecAF or designee may delay an officer's retirement to complete actions with a view to trial by court-martial (10 USC §639) or to complete a medical evaluation (10 USC §640 and paragraph **4.2.3**).

**2.13. Application of Medal of Honor Recipient.** Even when conditions or restrictions exist under **Tables 2.1** or **Table 2.2**, which normally prohibit or restrict processing, the RAA will process a retirement application submitted by a member awarded the Medal of Honor. Final action will be taken by the RAA at the appropriate level if any prohibitions or restrictions apply.

**2.14. Retired Members Ordered to Active Duty.** The SecAF may determine a valid Air Force requirement exists and order retired members of the Active Component or of the Retired Reserve (retired under 10 USC §1293, §3911, §3914, §6323, §8911 or §8914), back to active duty (under 10 USC §688) at any time. The period of recall may not exceed 12 months within the first 24 months following date of recall. **EXCEPTION:** Chaplains, health professionals, officers serving with the American Battle Monuments Commission, and Defense or Service Attachés may serve for periods longer than 12 months. The SecAF will not recall officers retired by selective early retirement board (SERB) under 10 USC §638 or Enhanced Selective Early Retirement Board (ESERB) under 10 USC §638a. Additionally, SecAF will not recall officers who requested retirement after notification that the Air Force would consider them for early retirement under 10 USC §638 or 10 USC §638a but before that board considered their records. Congress or the President during a time of war or national emergency (10 USC §688) can choose to recall these two categories of officers.

**Table 2.1. Conditions Prohibiting Initial Submission or Suspending Processing of Previously Submitted Retirement Applications**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If member</b>	<b>then</b>
<b>1.a.</b>	Is under civil or military investigation (See Note 1)	The member is not eligible to apply for voluntary retirement. If an application has already been submitted or a retirement has been approved prior to initiation of an investigation/civil charges, the member's commander (or Program Manager for ARC) or SJA will immediately direct the RAA to place the retirement in suspension. Commanders or SJA will follow verbal notification with a written request, to place an administrative hold flag on the member's retirement under this regulation (T-0). The RAA will place the member on administrative hold which, if applicable, rescinds the previously published retirement order until the Air Force completes the investigation or until the Air Force completes all actions resulting from the investigation/civil charges ( <b>Table 2.2</b> ). After completing all investigations or consideration of the civil charges, if the member's commander or SJA notifies the RAA that it will take no further action, the RAA will return to normal application processing (see Note 4) (T-0).
<b>1.b.</b>	Is under civil charges that, in case of conviction, may result in initiation of an administrative discharge action (See Note 1)	Apply guidance from 1.a., above, when the nature of the civil charges may warrant action resulting in a restriction under <b>Table 2.2</b> .
<b>1.c.</b>	Has been notified of proposed action under Article 15, Uniform Code of Military Justice (UCMJ) (See Note 1)	The RAA does not process the application until the Article 15, UCMJ action has been found legally sufficient. When a member requests a retirement date earlier than punishment completion date, the MPF must inform the commander that, if the commander signs the application and does not recommend retirement at a later date to coincide with completion of punishment, the earlier retirement date will probably be approved and, if so, any remaining punishment will be remitted. If the commander recommending retirement is not a commander authorized to remit the Article 15 punishment, the recommendation of the latter commander must indicate that punishment was or will be remitted by the requested/recommended retirement date.

1.d.	Is under a court-martial sentence other than the sentences requiring action IAW <b>Table 2.2</b> , Rule 5 (See Note 1)	The RAA does not process the application until action has been taken on the sentence by the court-martial convening authority. When requested retirement date is earlier than punishment completion date, the retirement date may be delayed. An approved retirement does not preclude completion of a sentence to confinement. If the court-martial convening authority removes the prohibition by commuting or remitting the sentence, normal processing of the retirement application resumes. If the convening authority suspends the sentence, see <b>Table 2.2</b> , Rule 14.
2	Is subject to an Officer Grade Determination (OGD) initiated by any commander or other authorized official (See Note 1)	The RAA will place the application or retirement in suspension until the SAF PC completes review of the OGD and the appropriate authority has made the final grade determination. The RAA will process the OGD following procedures in Chapter 7, paragraph 7.5 (see Note 2).
3	Applies for retirement on or after assignment selection date (ASD) or notification of 365-day extended deployment and is not eligible to apply under 7DO/ 3DO or applies under 7DO/3DO for an unauthorized date (See Note 1)	If a hardship condition exists, member may apply for waiver of 7DO/3DO to SAFPC. Otherwise, member must proceed on PCS and may not submit application until arrival at new duty station. Member becomes subject to any other restrictions existing at that time (see Note 3)
4	Is officially tasked to deploy (See Note 1)	If a hardship condition exists, member may apply for retirement or transfer to the retired reserve. Otherwise, member is ineligible to apply for retirement if they have the retainability or remaining service commitment that would allow them to complete the deployment (see Note 3)
5	Is pending evaluation by a Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB)	Member is ineligible to apply for voluntary retirement until the MEB/PEB process is completed and a determination of service fitness is made. Members who are found fit for continued service may then apply for retirement. (See Notes 5 and 6)

**NOTES:**

1. The SecAF or designee may suspend retirement of Active Component officers and certain Reserve officers projected to retire on their MSD (see Chapter 4, **Table 4.1.**) in accordance with procedures shown in 10 USC §639 (action in view to court-martial), 10 USC §640 (medical action in view to disability retirement), or 10 USC §123 or §12305 (Stop Loss). The conditions in this table will not prohibit or suspend mandatory retirements beyond MSD unless statutory conditions are met. See paragraph **2.13** for guidance on enlisted members who have requested to retire based on HYT.

2. In the case of an officer's mandatory retirement, any person in the member's chain of command may initiate an OGD no earlier than 12 months prior to the mandatory retirement or

any day thereafter. Processing of an OGD will not, however, suspend the mandatory retirement date of an Active Component officer or of certain Reserve officers.

3. Paragraph **2.8** shows how to apply for retirement under hardship conditions.
4. If the retirement was suspended, contact the commander and member for a desired retirement date upon release from administrative hold. If the original retirement date passed, or doesn't allow use of PTDY/terminal leave, retirement should be effective as soon as possible after release from administrative hold, allowing for use of PTDY/terminal leave authorized.
5. Enlisted members with insufficient service retainability for MEB/PEB processing must voluntarily extend their enlistments for medical hold. Medical hold is a method of retaining a service member beyond an established retirement or separation date for reason of disability processing IAW AFI 36-2606, *Reenlistment in the United States Air Force* and AFI 41-210, *TRICARE Operations and Patient Administration Functions*. Enlisted members who are within 6 months of their Date of Separation and refuse to remain on active duty for MEB/PEB processing must provide documentation of their waiver of Disability Evaluation processing when applying for voluntary retirement
6. Officers remain on active duty until the determination of service fitness is finalized. Those officers with a Mandatory Separation Date will be retained for MEB/PEB processing IAW 10 USC §640 and paragraph **4.2.3**.

**Table 2.2. Retirement Restrictions and Waiverable Conditions (Best Interest of the Air Force or Hardship Not Common To Other Air Force Members)**

R U L E	Restriction	Component		Type of Retirement (applied and eligible)		Approval
	<i>If member</i>					<i>then</i>
	A	B	C	D	E	F
	is subject to the following restriction	is in active component	is in reserve component	requests active duty retirement	requests transfer to retired reserve	restriction is waiverable
<i>Secretarial Restrictions Requiring Review by SAF Personnel Council</i>						
1	1.a. Member holds a commissioned grade higher than major and served on active duty more than 2 but less than 3 years TIG as of the requested voluntary retirement date. (see Note 3)	X	X	X		By SecAF or Secretarial delegee, as authorized by SecDef (See Note 19)
	1.b. Member holds a commissioned grade higher than major and has more than 2 but less than 3 years TIG creditable toward a reserve retirement as of the requested voluntary retirement date. (see Note 3)	X	X		X	By SecAF or Secretarial delegee, as authorized by SecDef (See Note 19) (AF/RE has been delegated authority for certain AFR member request)
	1.c. Member holds a commissioned grade higher than major and has served on active duty for less than 2 years TIG as of the requested voluntary retirement date. (see Note 3)	X	X	X		By the President for less than 2 years TIG for extreme hardship or in exceptional or unusual circumstances
2	Is subject to an administrative demotion action (see Notes 6, 7, 8, 9, and 12, AFD 36-35, & AFI 36-2502)	X	X	X	X	By SecAF or Secretarial delegee if in the best interest of the Air Force
3	Is subject to an administrative involuntary separation action including an action to drop a member from the rolls of the Air Force (see Notes 6 through 12, 15, & 18, AFI 36-3206 & AFI 36-3208)	X	X	X	X	
4	Is under court-martial charges and trial has not begun (see Notes 8, 10, 12 & 13) (See also Note 15 if OGD required, and Table 2.1, Rules 1 and 2)	X	X	X	X	
5	Is under a sentence of 6 or more months confinement, Bad Conduct Discharge, Dishonorable Discharge, or Dismissal under special or general court-martial sentence as of date of application	X	X	X	X	

	for active duty retirement or transfer to the retired reserve (see Notes 8, 10, 14 & 15)					
<i>Service Commitment Restrictions/Conditions</i>						
<b>6</b>	Serving on a CONUS-to-CONUS PCS and will not serve the 24-month ADSC; or an overseas-to-CONUS tour and will not serve the 12-month ADSC as of requested retirement date (time computed from date arrived station) (see Note 1)	X		X	X	For hardship or in the best interest of the Air Force by the SecAF or Secretarial delegee.
<b>7</b>	9.a. The member is in the Active Component and will not complete, as of requested retirement date, the 2-year ADSC for Regular promotion to E-7/E-8 or 3-year ADSC for E-9, and is not HYT restricted to an ADSC or DOS less than the above (see Note 1)	X		X	X	
	9.b. The member is in the ARC and will not complete, as of requested retirement date, the following ARC service commitments: (1) ANG: - In-res PME 2 to 3 years in accordance with ANGI 36-2101, paragraph 5.1 and 5.2 - Promotion to E-8/E-9 – 2 years - Promotion to E-7 AGR program – 2 years - Promotion to E-7 as TR/ART – 1 year (2) AFR: - In-res PME - 3 years - Promotion to E-7, E-8, E-9 – 2 years (see Note 1)		X	X	X	
<b>8</b>	Is on an overseas tour and will not complete the ADSC/DEROS as of the requested retirement date (see Note 1)	X		X	X	
<b>9</b>	Will not complete an ADSC event resulting from education or training, incentive pay or any other ADSC/RSC incurring event not specifically shown in other portions of this instruction as of requested retirement date (see Notes 4 and 5)	X	X	X	X	
<b>10</b>	Is a Medical Corps (MC) or Dental Corps (DC) officer who will not complete ADSC for additional or incentive special pay	X		X		

	(MC); continuation pay (DC); or sponsored training as of requested retirement date (see Note 5)				
<i>Other Restrictions</i>					
11	Is serving overseas or on a CONUS maximum stabilized tour and requests retirement date before or beyond DEROS or tour completion date (see Notes 16 and 17)	X		X	X
12	The member is in the Active Component and applies for retirement less than 4 months in advance of requested retirement date. No waiver is required when application submitted under assignment declination, 7DO/3DO, if officer is voluntarily applying to retire on MSD, or if enlisted member is HYT/DOS/ETS restricted (see Note 2)	X		X	X
13	The member is in the ARC and applies for retirement less than 6 months in advance of requested retirement date. No waiver is required if officer is voluntarily applying to retire on MSD, if enlisted member is HYT/ETS restricted, or if any member is applying for Reserve retired pay. (see Note 2)		X	X	X
14	Is serving under a suspended court-martial sentence other than the sentences described in Table 2.2, Rule 5, and the convening authority recommends retirement (See also the prohibition at Table 2.1, Rule 1.d.)	X	X	X	X

**NOTES:**

1. A member who cannot serve as specified by reason of a mandatory DOS must request a retirement date effective the first day of DOS month.
2. The RAA will not approve a retirement effective date extension to allow the member to take PTDY or terminal leave.
3. Officers in grades above major wishing to voluntarily retire in their officer grade must serve three years TIG or retire in the next lower grade as directed by 10 USC §1370(a) for active duty retirements and 10 USC §1370(d) for reserve retirements. (The three year TIG requirement does not apply to involuntary active duty retirements IAW 10 USC §1370(a)(3); see paragraph 7.2 and the statute for other possible exceptions.) The AF rarely waives TIG. An officer who cannot justify waiver of the TIG requirement, or whose waiver request the AF disapproves, may ask to retire in the next lower grade held satisfactorily for at least 6 months TIG. See Chapters 7 and 8.

4. An officer assigned to a Critical Acquisition Position (CAP) requires a waiver for service obligation (10 USC §1734). Only SAF/AQ or the designated representative has approval authority to waive a CAP ADSC. CAP officers do not use **Table 2.2**. To request a waiver, the officer completes a DD Form 2588, **Acquisition Corps Waiver Request, Department of Defense**, obtains the supervisor's or commander's signature, then submits it to SAF/AQ or designated representative for processing. Once SAF/AQ or designated representative approves the officer's waiver request, the officer may apply for retirement.
5. Waiver of an ADSC or RSC for AAD, ARP, JACP, CSRB, other continuation pays or bonuses, tuition assistance or any other ADSC for which a member receives a special pay incentive does not waive recoupment for those pays, assistance or bonuses. Recoupment for certain pays, assistance and bonuses may be waived by SecAF under an existing Force Management program.
6. See the applicable AFI for allowable retirement date and specific processing procedures. In certain circumstances, members may make discretionary requests to retire in lieu of an adverse action—such a request is treated as a request to waive the applicable restriction on retirement. With respect to demotion actions: members applying for retirement in lieu of demotion (AFI 36-2502 action) will either be approved for retirement in grade or disapproved for retirement in lieu of demotion (at which time, demotion action may take place). With respect to discharge actions, in some circumstances, active duty and reserve officers and enlisted members are *entitled* to retirement or retired pay in spite of a discharge action. See 10 USC §1186 (active duty officer) and 10 USC §14905 (reserve officer) and Chapter 8 provisions regarding Former Members entitled to reserve retired pay. See also Note 18 regarding separation and drop from the rolls actions based on civilian convictions
7. When members have an ETS prior to the date they become retirement eligible and the SecAF approves a retirement in lieu of discharge, the Secretary may direct extension of enlistment to allow the member to retire on the first day of the month after the month in which the member completes 20 years TAFMS. The AF also calls this procedure “length-of-service consideration” by the SecAF or designated authority.
8. If a member has applied for retirement and a restriction applies at time of application, the member's commander or local SJA officer immediately notifies the RAA to suspend retirement processing (T-0). If a member has an approved retirement and, prior to the effective date of retirement, a restriction applies, member's commander or local SJA officer immediately notifies the RAA to suspend the retirement and follows with a written request for an administrative hold under this instruction (T-0). In these instances, the RAA will suspend the retirement. In either case, the instructions under the applicable rule in this table then apply.
9. In the absence of a waiver request, a restriction ends upon termination of administrative action not resulting in discharge.
10. Officers with 20 years TAFMS who have completed less than 10 years Total Active Federal Commissioned Service (TAFCS) may apply for separation for the purpose of enlisting and retiring in an enlisted grade. See paragraph **3.6**.
11. The discharge board convening authority will review the request and may elect to suspend discharge processing to allow SAF review. If the convening authority elects to complete the discharge board prior to SAF review, the discharge will not be finalized until the SAF makes a

decision regarding the retirement request. Note: The administrative discharge of any member who is otherwise eligible for retirement under any provision of law requires approval of SecAF or his designee.

12. Refer to the Retirements PSD guide for specific processing instructions.

13. The General Courts-Martial convening authority (GCMCA) will review the request for retirement before trial. When the GCMCA recommends retirement before trial, the request will be sent to SAF for review and action. If the GCMCA does not recommend retirement before trial, and the member is enlisted, the application is held in abeyance until the trial is completed. If the member is an officer, the GCMCA may deny the application if charges have not been referred. Officer applications submitted after referral of charges shall be sent to SAF for review and action. Officers may later re-submit applications that were previously denied by the GCMCA before referral. If the charges are withdrawn or dismissed, or the accused is acquitted, normal retirement processing continues. If the member is sentenced, application is processed under Rule 7. See also AFI 36-3208, AFI 36-3206 and AFI 51-201 for further guidance.

14. Application may be submitted once the appellate review process is finalized and the decision is made to uphold the discharge or dismissal action.

15. Officers requesting retirement in lieu of adverse action are subject to an Officer Grade Determination (OGD). See paragraph 7.6 for more information on the OGD process.

16. Pertains to members who apply for retirement before ASD. AFI 36-2110 provides guidance on 7DO/3DO rules and requesting extensions and curtailments of stabilized tours and DEROS. This does not apply to members of the ARC.

17. Members completing a CONUS maximum stabilized tour, within 12 months of reaching retirement eligibility, refer to AFI 36-2110. This does not apply to members of the ARC.

18. AFI 36-3206 and AFI 36-3208 provide guidance on involuntary separation based on civilian conviction, to include criteria for drop from the rolls actions based on lengthy confinement. Commanders should seek legal advice on whether a specific drop from the rolls action affects active duty or reserve retired pay. Note that espionage-type convictions covered by the Hiss Act, 5 USC Chapter 83, may cause an automatic forfeiture of retired pay.

19. When Rule 1.a. and 1.b. TIG waivers are employed by the Air Force as a force management tool, eligibility and processing criteria will be in accordance with the applicable force management guidance administered by AF/A1 or AF/RE, respectively. In the absence of force management guidance, Rule 1.a. and 1.b. TIG waivers shall be processed for SAF Personnel Council consideration, under a "best interest of the Air Force" standard.

## Chapter 3

### VOLUNTARY RETIREMENT IN OFFICER OR ENLISTED STATUS

**3.1. Voluntary Authority.** **Table 3.1** shows the section of law, as well as the conditions of eligibility and approval, relating to application for voluntary active and reserve component retirement. To meet these eligibility conditions for voluntary active component retirement, a member, active or RC, must have completed at least 20 years of active military service as of the effective date of the request. To retire in an officer grade, the active component member must serve at least 10 of the minimum 20 years of active service as active commissioned service. When allowed by law, the SecAF may elect to waive TAFCS to 8 years under an existing Force Management program. Unless a member receives a waiver or the RAA authorizes him/her to retire in a higher grade (paragraphs **7.2** and **7.3.**), the member must meet the applicable TIG requirements shown in **Table 2.2** and **Chapter 7**. To meet these eligibility conditions for voluntary reserve component retirement, a member must have completed at least 20 years of creditable military service as of the effective date of the request. Reserve component officers must also meet time in grade requirements or retire in the next highest grade held satisfactorily.

3.1.1. Absent a special law or agreement, an officer has no legal right to retire whenever he or she wishes. Establishment of an ADSC does not create a right or entitlement to retire from the Air Force upon completion of the ADSC. RegAF officers usually serve on indefinite active-duty tours by appointment of the President and must request release from active duty or discharge in order to separate. Consideration of an officer's request for retirement is based on the needs of the Air Force, which may require the officer's continued service beyond the completion of an ADSC.

3.1.1.1. For active component members, the requested DOS must be:

3.1.1.1.1. If assigned to the Continental United States (CONUS) (not on a stabilized or maximum tour), on or after the latest ADSC and no earlier than 4 months from the date of the application, and no later than MSD/last day of HYT month. The member may request a waiver (with justification) to obtain a DOS earlier than 4 months from the date of application.

3.1.1.1.2. If serving overseas and otherwise eligible, on completion of the latest ADSC date. If the ADSC ends within 12 months after the date eligible for return from overseas (DEROS), the DOS must fall no earlier than 12 months after DEROS.

3.1.1.1.3. If serving on CONUS maximum stabilized tour, on or before the tour completion date.

3.1.1.1.4. If selected for a contingency deployment (other than a 365-day extended deployment).

3.1.1.1.4.1. Officers must request a DOS no earlier than their expected deployment return date, plus 30 days. An officer may request retirement when a hardship condition exists (see paragraph **2.8**). Although members may request a SecAF waiver, a retirement request for the sole purpose of avoiding deployment will not usually be considered.

3.1.1.1.4.2. If an enlisted member is selected for contingency deployment and has

sufficient retainability to deploy with 30 days upon return from their deployment prior to their DOS, they will be required to deploy. Although members may request a SecAF waiver, a retirement request for the sole purpose of avoiding deployment will not usually be considered.

3.1.1.1.4.3. If an enlisted member is selected for contingency deployment but does not have the necessary retainability to complete the deployment, commanders will determine the individual's intent to obtain service retainability for the contingency deployment (T-2). For Airmen who **do not have the retainability to deploy and do not want to obtain it**, refer to AFI 36-2110, *Assignments*, and AFI 36-2606, *Reenlistment in the United States Air Force*. Retainability intentions must be documented on AF Form 964 no later than 3 duty days after official deployment notification. Upon receiving required documentation, the Installation Personnel Readiness office will update assignment availability code 09 and reenlistment eligibility code "3D" into MilPDS and forward the AF Form 964 to AFPC for filing in the members master personnel record.

**3.2. Active Component General Procedures.** Subject to prohibitions in [Table 2.1](#) and restrictions in [Table 2.2](#), eligible active component members may apply for an active duty retirement no earlier than 1 year and no later than 120 days before the desired retirement date. Procedures are outlined in the Personnel Service Delivery Guide. **EXCEPTION:** When the member submits the application under the assignment declination or 7DO/3DO program, see AFI 36-2110. Enlisted members must ask for a retirement date that falls within their current enlistment or extension of enlistment.

3.2.1. The SecAF may prescribe, for specific categories of members, either a longer or shorter application period.

3.2.2. 5 USC §8301 sets the effective date of all non-disability service retirements as the first day of the month after the month in which retirement otherwise would be effective.

3.2.3. Commander or designated representative must make a recommendation on member's application and identify any prohibitions or restrictions outlined in [Table 2.1](#) or [Table 2.2](#) (T-0).

3.2.3.1. Commander or designated representative must determine if a grade determination is required for officer applicants (see paragraph [7.5](#)) (T-0).

3.2.3.2. A member approved for voluntary retirement remains liable for assignment or training within the limits of the retirement date. These members may not incur a voluntary service commitment later than the retirement date without the option to withdraw the application or to negotiate an approved change in the retirement month. Members who receive approval to change a retirement month under this paragraph may become ineligible for promotion and may become ineligible to reenlist.

### **3.3. General Officer Procedures.**

3.3.1. Active component General Officers apply for retirement by sending a personal, handwritten letter to the Air Force Chief of Staff at least 4 months before the desired effective date. For RC applications, see paragraph [3.3.4](#).

3.3.2. Approval authority for retirement is as follows:

3.3.2.1. In the case of voluntary retirements for Brigadier and Major Generals involving no adverse action or time-in-grade waivers, the Secretary of the Air Force has approval authority for active component officers and the RC Chiefs approves reserve component officers.

3.3.2.2. In the case of voluntary retirements for Lieutenant Generals or Generals involving no adverse action or time-in-grade waivers, the Under Secretary of Defense for Personnel and Readiness has approval authority.

3.3.2.3. In the case of voluntary retirements for Brigadier and Major Generals involving time-in-grade waivers with or without adverse action, the Under Secretary of Defense for Personnel and Readiness has approval authority.

3.3.2.4. In the case of voluntary retirements for Lieutenant Generals or Generals involving adverse action or time-in-grade waivers, the Secretary of Defense has approval authority.

3.3.2.5. The SecDef grants the approval authority to the Under Secretary of Defense for Personnel and Readiness and the Secretary of the Air Force. They may not further delegate this authority.

3.3.3. Unless granted a waiver under some provision of law, General Officers must serve on active duty or in an active status (RC officers) in the grade from which they retire for not less than 3 years.

3.3.3.1. In the case of voluntary retirements for Brigadier and Major Generals, the Under Secretary of Defense for Personnel and Readiness has the authority to approve time-in-grade waivers.

3.3.3.1.1. The SecDef grants the authority to the Under Secretary and to the Principal Deputy Under Secretary of Defense for Personnel and Readiness. They may not further delegate this authority.

3.3.3.2. In the case of voluntary retirements for Lieutenant Generals or Generals, the SecDef approves time-in-grade waivers.

3.3.3.3. Officers who do not meet their TIG requirements retire in the next lower grade in which they served on active duty satisfactorily, as determined by the SecDef or for at least 6 months of creditable service TIG for RC members.

3.3.4. For Reserve and ANG, General Officers must use the AF IMT Form 131, **Application for Transfer to the Retired Reserve**, if applying for transfer to the Retired Reserve or reserve retired pay and AF IMT Form 1160, **Military Retirements Actions**, to apply for active duty retirement. Reserve General Officers submit their applications to AF/REG and ANG General Officers submit applications to ANG/GO (see [Table 8.4](#)).

**3.4. Application by Members of Reserve Components Not on Extended Active Duty.** Eligible Reserve and ANG members may apply for a reserve retirement no earlier than 1 year and no later than 180 days before the desired retirement date. Most Reserve and ANG members will utilize the Virtual Retirement Application found on the Virtual Personnel Center website (vPC). Online instructions covering application procedures and routing are provided when applying.

3.4.1. The online retirement application will apply to the following categories of personnel:

3.4.1.1. ARC members who meet retirement eligibility requirements of 10 USC §12731 except for attainment of age 60. For age 60 members, see paragraph **3.4.2.4**.

3.4.2. This online retirement application does not apply to the following categories of personnel:

3.4.2.1. ARC members whose Selective Early Removal from the Reserve Active Status List (RASL) has been directed by SecAF (see paragraph **2.7**).

3.4.2.2. Retirement in lieu of administrative discharge action. Members who are requesting retirement in lieu of administrative discharge and applying for transfer to the retired reserve while under a prohibition or restriction on retirement identified in Tables 2.1 and 2.2, must use AF IMT Form 131 hard copy forms as part of the administrative package.

3.4.2.3. Personnel medically disqualified for continued service and have completed 15 years or more of creditable service.

3.4.2.4. Officers separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC Chapter 1223, or who must be separated for MSD, will be automatically transferred to the Retired Reserve, if qualified, unless the member applies to be discharged. All enlisted members who must be separated due to maximum age or service based on high year tenure (HYT) will also be automatically transferred to the Retired Reserve, if qualified, or discharged.

3.4.2.5. Officers who are removed from the active status under 10 USC §14903 (Board of Inquiry), and are eligible for transfer to the Retired Reserve and have completed the years of service required for retired pay under 10 USC Chapter 1223 (Per 10, USC §14905). Note: These cases are processed for SAF action IAW Table 2.2, Rule 3; see Note 6. Officer Grade Determinations are required IAW Chapters 7 and 8.

3.4.2.6. Former members who elected not to transfer to the Retired Reserve and were discharged for physical disqualification, misconduct, upon expiration of their contract, or who resigned their commission.

3.4.3. Reserve Age and Service Requirements (10 USC §12731). This section pertains to Reserve members who attain eligibility for reserve retired pay.

3.4.3.1. Upon verification of retirement eligibility, HQ ARPC Retirements will send a **Notification of Eligibility for Retired Pay Letter** to each member within 1 year after the member becomes eligible (10 USC §12731). This notification is commonly known as the “20-year letter.” Additionally, “the 20-year letter” is available by self-service at the Virtual Personnel Center (vPC)–ANG/AFR dashboard. Once the member receives the notification of eligibility letter, this eligibility may not be denied or revoked on the basis

of any error, miscalculation, misinformation, or administrative determination of years of service performed, unless it resulted directly from the fraud or misrepresentation by the member concerned (Title 10 USC §12738). Members serving on active duty who accrue 20 creditable years of service also qualify for a reserve retirement and therefore will also receive “20-year letter” from HQ ARPC Retirements.

3.4.3.2. AFPC will update a mandatory date of separation (DOS) in MilPDS for ARC personnel on EAD (i.e., AGRs) who will reach the maximum age of 60. When the member reaches age 60, the member will separate from EAD to the ARC then HQ ARPC will retire the member from the ARC. The member’s final travel and movement of HHG will be shown on the separation order.

**3.5. Retired Recall, Release from Active Duty to Revert to Retired List.** When the AF recalls a member back to active duty from retired status for a specific period, the RAA releases him/her on the last day of that active duty period and reverts his/her record back to retired status on the next day. The member’s original retirement date will never change; rather, the member will now also have a “revert to retired status” effective date.

3.5.1. Active Duty for Members in the Retired Reserve. The AF may keep on AD or order to AD a member transferred or assigned to the Retired Reserve any time there is a valid need for the member’s service. The AF may order a member of the Retired Reserve to AD involuntarily, if the Secretary of Defense decides that not enough qualified Reservists in an active status are readily available (10 USC §12301(a), 12301(d), 12307, or 688).

3.5.2. Voluntary Assignment of Members from the Retired Reserve. Refer to paragraph [8.11.2.1](#) for assigning member on the USAF Reserve Retired List (Awaiting Pay) at age 60 (PAS Code ZA). Reassignments for officers require approval from SecAF, based on member’s indispensability.

**3.6. Officers Desiring Active Duty Retirement in Enlisted Status.** Only when documented hardship situations exist, when the SecAF or designee establishes a mandatory DOS, or when the SecAF or designee approves retirement or transfer to the retired reserve in lieu of involuntary separation, court-martial, or a court-martial sentence (See Table 2.2), can officers with 20 years TAFMS request to retire before completing 10 years of TAFCS. (*NOTE:* When allowed by law, the SAF may elect to waive TAFCS to 8 years under an existing Force Management program.) The officer must first request the delegated authority’s approval of resignation or release from active duty according to AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*. The appropriate authority must authorize enlistment in the Active Component for the purpose of retirement.

3.6.1. For commissioned officers to be eligible for retirement under 10 USC §8911 they must not only have 20 years of active service but also a minimum of 10 years of active commissioned service to retire as an officer (10 years commissioned service is not a requirement for officers retiring under 10 USC §12731). Without meeting both of these requirements, they are ineligible for retirement as an officer regardless of TAFMS. When allowed by law, the SecAF may elect to waive TAFCS to 8 years under an existing Force Management program. Title 10 USC §8914 allows for enlisted members to retire, but specifically requires an eligible member to be an enlisted member. Because there are no actual provisions of law that would allow an officer to retire as an enlisted member, the following procedure has been developed. This strict procedure involves a number of

AFPC/ARPC offices to process a retirement of an officer in enlisted status. To retire as an enlisted member, the officer must first apply for separation. After applying for separation, the officer must then apply to be enlisted and accessed back as an enlisted member.

3.6.1.1. If the member is allowed to enlist, they must then apply for retirement in that enlisted status. To effect an enlisted retirement, officers will not fill enlisted accession billets; rather, they will typically only hold their enlisted status for one day and then retire the next. Officers desiring to retire as enlisted members are required to be in enlisted status upon retirement to meet the requirements of 10 USC §8914 as stated above, but they may not fill a slot or remain on active duty in this status for any longer than required. A Regular officer may not apply for retirement in enlisted status until they first attain enlisted status on active duty prior to completing/submitting a retirement application in their new enlisted grade. To accomplish this type of retirement, the officer will not be able to take PTDY or terminal leave in enlisted status in conjunction with retirement. Approval of the retirement request and inability to use either permissive TDY or terminal leave may not be construed as a denial of entitlement(s).

3.6.1.2. Refer to the Retirements PSD Guide on retirement processing procedures.

3.6.2. Accrued leave: If an officer separated for the purpose of reentering active duty in enlisted status, then 37 USC §501 and DoDFMR, Vol 7A, Chapter 35, Table 35-2, Rule 2 prohibits payment of accrued leave. If the AF separates an officer for failure of selection to a higher grade and he/she immediately reenters the active component in an enlisted status, then finance regulations allow payment of accrued leave. Officers who, after notification of an impending discharge, resign for the purpose of continuing a military career cannot receive payment for accrued leave (37 USC §501 and DoDFMR 7000.14-R, Vol 7A, Chapter 35, Table 35-2, Rule 4 and Note 1).

3.6.2.1. The MPS must tell the officers they will not be able to take terminal leave, but may, as an exception to policy, request PTDY and ordinary leave in their officer status. If approved, they may take the PTDY and ordinary leave 20 to 30 days prior to their separation as an officer. Members must have retirement orders in hand before they can out-process and retire. Because orders under paragraph 3.6 are not published before the date of enlistment, it is imperative that officers return to their unit following PTDY and ordinary leave for final out-processing.

3.6.3. When the member in paragraph 3.6.2.1 accumulates 30 years of active duty plus service on the retired list, the member will be advanced to the highest grade held satisfactorily on active duty as determined by the SecAF, see paragraph 7.5. If there is doubt the officer serves satisfactorily in the officer grade, the RAA must initiate an Officer Grade Determination for the SecAF to consider when deciding whether or not to advance the member at 30 years see paragraph 7.6.

3.6.4. In rare cases, the officer's advanced grade may equate to a lower rate of retired pay than the enlisted retired pay. Title 10 USC §8965 allows the member 3 months to turn down the advancement. Example: a MSgt advanced to 2Lt may receive lower retired pay when advanced to 2Lt. To turn down the advancement, the member should contact the RAA for instructions.

3.6.5. Member is entitled to ID card showing the advancement grade on advancement date.

**3.7. Immediate Retirement of Members Removed From the Temporary Disability Retired List (TDRL).** If the USAF Physical Evaluation Board (PEB) finds a member fit for duty and removes the member's name from the TDRL, and the action renders the member eligible to retire for years of service or age, the member may ask to be retired upon removal from the TDRL. (See AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*).

3.7.1. The Air Force Disability Division (AFPC/DPPFD) notifies the TDRL member when the PEB finds the member fit for duty.

3.7.2. If the TDRL member does not concur with the finding of fitness, AFPC submits the case for Secretarial determination. If the SecAF finds the member fit for duty, AFPC informs the member of the decision.

3.7.3. Upon notification of the fitness determination, if eligible, a member can initiate a request for retirement or transfer to the retired reserve. AFPC returns the application for retirement or transfer to the retired reserve to the RAA for completion of processing.

**3.8. Suspension or Curtailment of Voluntary Retirement Due to National Emergency (Stop Loss).** The President may suspend voluntary retirements under conditions prescribed in 10 USC §123 and §12305.

3.8.1. When notified by the Officer or Enlisted Policy Divisions (HQ USAF/A1P) to suspend active component losses, AFPC announces suspension of retirements.

3.8.2. The RegAF, Reserve and the ANG components determine to what extent the AF will suspend active, reserve and guard losses.

**Table 3.1. Voluntary Retirement.**

	<b>A</b>	<b>B</b>	<b>C</b>
<b>R U L E</b>	<b>If member is a</b>	<b>then authority for retirement is 10 USC §</b>	<b>and approval is at</b>
<b>1</b>	Active or Reserve component officer who has at least 20 years active service, including 10 years active commissioned service and meets the time in grade requirements shown in <b>Table 2.2</b> and <b>Chapter 7</b> (see Note)	8911	Discretion of the SecAF or designee.
<b>2</b>	Active component officer who has at least 30 years active service as of retirement date	8918	
<b>3</b>	Active or Reserve component officer who has at least 40 years active service as of the retirement date	8924	Member's request.
<b>4</b>	Active component enlisted member who holds valid appointment as Reserve officer and who has active commissioned service as prescribed in Rule 1	8911	Discretion of SecAF or designee.
<b>5</b>	Active or Reserve component enlisted member who has at least 20 years but less than 30 years active service as of retirement date	8914	
<b>6</b>	Active component enlisted member who has at least 30 years active service as of retirement date	8917	Member's request.
<b>7</b>	ANG or AFR officers have at least 20 years of creditable years of qualifying service and meets time in grade requirements for a Reserve retirement	12731	Discretion of the SecAF or designee.
<b>8</b>	ANG or AFR enlisted members must have at least 20 years of creditable years to qualify for a Reserve retirement	12731	Member's request
<b>9</b>	AFR enlisted members that reach their HYT date at age 60 and don't apply for reserve retired pay will automatically be placed in the Retired Reserve	12108	Member's request
<b>10</b>	ANG enlisted members that reach age 60 can be discharged at their ETS if they don't apply for reserve retired pay	12108	Member's request

**NOTE:** Officers with 20 years of active service who request retirement before completing required years of active commissioned service may request retirement in enlisted status. When allowed by law, the SecAF may elect to waive TAFCS to 8 years under an existing Force Management program. See AFIs 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, and 36-2002, *RegAF and Special Category Accessions*, for requesting separation in order to enlist in the RegAF/ARC for the purpose of retirement.

## Chapter 4

### MANDATORY RETIREMENT

**4.1. Applicability.** This section outlines mandatory retirement policies for the Active and Reserve components.

**4.2. Mandatory Separation Date (MSD) for Retirement.**

4.2.1. Active Component.

4.2.1.1. For Active Component Officers, **Table 4.1** lists the dates set by law and the conditions for approving Regular officers' retirement requests based on MSD, years of service, age, promotion deferral, board, or other actions approved by the SecAF.

4.2.1.2. Active Component enlisted members must voluntarily request retirement (10 USC §8914 and §8917). If an enlisted member does not submit a retirement application before his/her DOS, that member will be separated. An active duty service commitment expiring after an enlisted member's established HYT date will be automatically waived. Refer to the PSD Guide on retirement processing procedures.

4.2.2. Air Reserve Component (ARC) (Air Force Reserve/Air National Guard).

4.2.2.1. Effective 1 July 2002, all ARC officers who are separated for MSD or twice deferred for promotion will be transferred to the Retired Reserve, if qualified, unless the member applies to be discharged. **Table 4.2** lists the dates set by law and the conditions for approving Reserve officers' retirement requests based on MSD, years of service, age, promotion deferral, board, or other actions approved by the SecAF.

4.2.2.2. All ARC enlisted members who are separated due to maximum age or service due to HYT will also be transferred to the Retired Reserve, if qualified, or discharged. HYT does not apply to ANG enlisted members.

4.2.3. SecAF Authority to Delay Retirement.

4.2.3.1. For all components, the SecAF or designee may delay an officer's retirement as necessary to allow completion of disciplinary action with a view toward court-martial (10 USC §639) or medical evaluation (10 USC §640).

4.2.3.2. To delay a MSD for continuation on active duty to complete court martial action (10 USC §639), the commander or base SJA notifies the appropriate RAA of the circumstances (T-0). The RAA forwards the request to the SecAF or designee for determination.

4.2.3.3. If the SecAF or designee approves the delay, the appropriate RAA rescinds the officer's retirement order and extends the MSD in three month increments until completion of the action.

4.2.3.4. When the court-martial authority (CMA) notifies the officer that he/she has initiated court-martial charges and provides the notice within 60 days of the MSD, the commander or base SJA requests in writing that the RAA delay the retirement to allow the CMA to consider/complete disciplinary action (T-0). If the CMA subsequently decides not to pursue court-martial charges and permits the member to retire, but the

original retirement date has passed, the member must retire on the first day of the month following the month the CMA made the decision not to pursue court-martial charges.

4.2.4. If the AF cannot complete a medical evaluation, observation, or treatment to determine entitlement to disability retirement on or before the MSD, the Military Treatment Facility (MTF) sends a request for medical hold to the AFPC Medical Standards Branch. If the officer's MSD will occur within 60 days of being placed on medical hold by AFPC, procedures in the Retirements PSD guide apply.

4.2.5. Retention of AFR and ANG members beyond qualification for retired pay requires consent of the individual and approval by the SecAF (10 USC §12308). Requests for continuation will be submitted by the member's unit to HQ AFRC and AF/REP for the AFR and the servicing FSS through the State Adjutant General (TAG) to NGB/A1PP for the ANG.

4.2.5.1. Submit via Case Management System (CMS) to "Guard-NGB Force Mgt (A1POE) ANG [MAJCOM OPR]."

4.2.5.2. Refer to ANG FSS Guidance for specific continuation in service package requirements.

**4.3. Service for Mandatory Retirement.** Law establishes MSDs for Regular officers ([Table 4.1](#)).

**4.4. Uniform Retirement Date.** 5 USC §8301 sets the effective date of all active component service members and AGR retirements as the first day of the month after the month in which retirement otherwise would be effective. AFR and ANG retirements can take effect any day of the month unless dictated by MSD, HYT or other mandatory retirement date requirements.

**4.5. Notification of Mandatory Retirement.**

4.5.1. At approximately 12 months before the active component officer's MSD, the RAA will notify the member to start retirement processing.

4.5.2. Active component enlisted members may reenlist or extend to serve to HYT as outlined in AFI 36-2606, *Reenlistment in the United States Air Force*, and any active duty service commitment expiring after an enlisted member's established HYT date will be automatically waived. As mentioned in paragraph [4.2.1.2](#), enlisted members are required to apply for retirement (10 USC §8914 and §8917) or will be separated on his/her DOS.

4.5.3. For ARC officers only, HQ ARPC Separations Branch will send a written notification to all ARC officers who are approaching their MSD or have been twice deferred for promotion. The notification will inform the member they will be transferred to the Retired Reserve, if eligible. Those members who do not wish to retire must submit a written tender of resignation or request for discharge. Notification will be forwarded to the member's servicing MPF/Program Manager. The MSD or twice-deferred notification will be used to transfer the member to the Retired Reserve.

4.5.3.1. For AFRC Unit Program enlisted members, the servicing MPS will notify members 14 months before their HYT that they will be automatically transferred to the Retired Reserve, if qualified, unless they apply for separation or are approved for extension of HYT. **HYT does not apply to ANG enlisted members.**

**4.6. Actions Following Notification of Non-Selection for Promotion.** Officers notified of non-selection for promotion and an established MSD must indicate whether they plan to retire on the MSD or voluntarily retire on an earlier date, if eligible.

**4.7. Voluntary Retirement on the Mandatory Retirement Date.** Officers may request voluntary retirement dates to coincide with their MSDs, if they meet voluntary eligibility under any other provision of law.

**4.8. Tenure and Retirement of Permanent Academy Professors.** The SecAF or designee may retire a permanent professor with more than 30 years of service as a commissioned officer with satisfactory performance or keep him/her as a permanent professor to age 64 (10 USC §8920). Satisfactory performance as a permanent professor, in most cases, justifies retention to age 64.

4.8.1. The Secretary may make exceptions to this policy.

4.8.2. The Superintendent of the United States Air Force Academy may recommend that the President retire a permanent professor who has long and distinguished service as a permanent professor and holds a grade below brigadier general at retirement, in the grade of brigadier general (see paragraph 7.3.).

**4.9. Recall or Retention of Active Duty and Reserve Officers Beyond Mandatory Retirement Date.**

4.9.1. The AF may order any retired officer of the Regular or Air Force Reserve to active duty after mandatory retirement by recall under 10 USC §688, §12301(b) or §12307. However, the AF cannot recall officers retired by SERB or ESERB action except during a time of war or national emergency declared by Congress or the President. Similarly, the AF cannot recall to active duty retired officers who, after receiving notification that the AF would consider them for early retirement under 10 USC §638 or 638a, requested retirement before consideration by that board.

4.9.2. A selection board acting under 10 USC §637 may defer only the MSD of Regular officers who are serving in or selected for promotion to the Regular grades shown in **Table 4.1** See AFI 36-2501, *Officer Promotions and Selective Continuation*, for instructions on the AF's continuation process for twice non-selected officers.

**4.10. Selective Early Retirement.** Under the provisions of 10 USC §638, §638a, and §14704, an Air Force selection board may consider officers for involuntary retirement earlier than their MSDs (as shown in **Table 4.1**, Rules 5 through 24). The SecAF will use this authority to select officers for early retirement sparingly in order to manage an officer grade imbalance or strength overage within a competitive category (DoD Directive (DoDD) 1332.32, *Selective Early Retirement of Officers on an Active Duty List and the Reserve Active Status List and Selective Early Removal of Officers from the Reserve Active Status List*). The AF may not use this authority for the sole purpose of enhancing promotion opportunity, nor substitute it for disposition of officers the AF should separate for cause.

4.10.1. Officers selected for early retirement may be retained on active duty beyond the statutorily-prescribed time limit in 10 USC §638 and §638a for no more than 90 days if approved by SecAF. Procedures will be outlined in the Personnel Services Delivery Memorandum approved by the SecAF.

**4.11. Retirement for Age.** Officers who reach the mandatory age requirement outlined in table 4.1 are retired due to age rather than length of service, under 10 USC §1251. Officers retired for age are not required to have the minimum TAFMS or TAFCS required for retirement under other provisions of law.

**4.12. Suspension of Mandatory Retirement of Regular and Reserve Officers Due to War or National Emergency (Stop Loss).** In times of war or national emergency declared by Congress or the President, the President may suspend the operation of laws relating to mandatory retirement of Regular and Reserve officers (10 USC §123 and §12305). The SecAF or his/her designated representative exercises this authority sparingly, depending on AF needs and the nature of the emergency, and will consider each case on its own merits. Officers retained beyond their MSD will stay on active duty until the Secretary determines the AF no longer needs their services to support the present emergency. After the AF terminates Stop Loss, officers serving after their MSDs will have up to 90 days before they must retire.

4.12.1. HQ USAF/A1 provides instructions and notifies AFPC when to announce the suspension of mandatory retirements.

**Table 4.1. Mandatory Retirement for All Regular Officers**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the officer is a</b>	<b>servicing in or selected for promotion to this grade</b>	<b>then the AF will set the mandatory separation date (MSD) (see paragraph 4.4. for effective retirement date) as</b>	<b>using 10 USC authority, Section</b>
<b>1</b>	Active Component General	After 15 September 1981	the first day of the month after the month in which the officer completes 40 years of active commissioned service; unless the President, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	636
<b>2</b>			the first day of the month after the month in which the officer reaches age 62; unless the President, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	1251 (see Note 1)
<b>3</b>	Active Component Lieutenant General		the first day of the month after the month in which the officer completes 38 years of active service; unless the President, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	636
<b>4</b>			the first day of the month after the month in which the officer reaches age 62; unless the President, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	1251 (see Note 1)
<b>5</b>	Active Component Major General		the first day of the first month after the 5th anniversary of the officer's appointment to the grade, or on the first day of the month after the month in which the officer completes 35 years of active commissioned service, whichever occurs later; unless the President, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	636
<b>6</b>			the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached the 5th anniversary of appointment or 35 years of service)	1251 (see Note 1)
<b>7</b>	Active Component Brigadier General		the first day of the first month after the 5th anniversary of officer's appointment to the grade, or on the first day of the month after the month in which the officer completes 30 years of active commissioned service, whichever occurs later; unless the President, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	635

8			the first day of the month after the month officer reaches age 62 (when the officer has not reached the 5th anniversary of appointment or 30 years of service)	1251 (see Note 1)
9	Active Component Colonel		the first day of the month after the month in which the officer completes 30 years of active commissioned service; unless the SecAF, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	634
10			the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached 30 years active commissioned service)	1251 (see Note 1)
11			no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF selects the officer for early retirement	638 or 638a
12	Active Component Lieutenant Colonel		the first day of the month after the month in which the officer completes 28 years of active commissioned service; unless the SecAF, acting under 10 USC §637, re-establishes the MSD to allow continuation of active component service	633
13			the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached 28 years of active commissioned service)	1251 (see Note 1)
14			no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the officer has been selected for early retirement	638 or 638a
15	Active Component Major		no later than the first day of the 7th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §632(a)(3) for retention to complete 20 years TAFMS, and 10 USC §637(a) for further retention by selection board action to complete no more than 24 years active commissioned service	632 and 8911
16			the first day of the month after the month in which the officer reaches age 62	1251 (see Note 1)

17			no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF selected the officer for early retirement	638a
18	Active Component Captain		no later than the first day of the 7th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §632(a)(3) for retention to complete 20 years TAFMS, and 10 USC §637(a) for further retention by selection board action to complete no more than 20 years active commissioned service	632 and 8911
19			the first day of the month after the month in which the officer reaches age 62	1251 (see Note 1)
22			no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF selects the officer for early retirement	638a
23	Active Component First Lieutenant		no later than the first day of the 7th calendar month after the President or designee approves the board report when officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §631(a)(3) for retention to complete 20 years of TAFMS	631 and 8911
24			the first day of the month after the month in which the officer reaches age 62	1251 (see Note 1)
25	Permanent Professor or Registrar of the USAF Academy (Active Component Officer)		the first day of the month after the month in which the officer reaches age 64	1251
26	Superintendent of the USAF Academy (see Note 2)		upon termination of the detail of an officer to the position of Superintendent of the United States Air Force Academy (USAF A) unless waived by the Secretary of Defense	8921
			the first day of the month after the month in which the officer reaches age 62, unless deferred and continued on active duty by the President	1251

**NOTES:**

1. Under 10 USC §1251(c), the Air Force may defer Regular medical officers, dental officers, and nurses from retirement until age 68 if, during the period of deferment, the officers perform duties consisting primarily of providing patient care or performing other clinical duties, or duties necessary to meet the needs of the Air Force. The Air Force may also defer the retirement of an

officer, who the AF appointed or designated as a chaplain, until age 68 if it is determined that such a deferral serves the best interest of the Air Force. See PSD guide for instructions on submitting requests for deferral.

2. Before SecAF can consider an officer for the position of Superintendent of the United States Air Force Academy (USAFA), 10 USC §9333 requires that the officer enter into an agreement with the SecAF to signify that the officer will accept retirement upon termination of the detail unless SecAF waives such retirement under 10 USC §8921(b).

**Table 4.2. Mandatory Retirement for All Reserve Officers:** Officers are required to retire upon attaining retirement eligibility. Under conditions listed below, a request to be retained beyond retirement eligibility may be submitted. Maximum continuation is established in law as the Mandatory Separation Date (MSD) indicated. Continuation beyond retirement eligibility for any period up to a maximum of the MSD requires SecAF approval.

<b>R U L E</b>	<b>If the officer is a</b>	<b>And</b>	<b>And is approved by SecAF for continuation beyond retirement eligibility, must retire or separate by the Mandatory Separation Date established in law</b>	<b>Authority/Note</b>
<b>1</b>	Reserve officer serving as the Chief of the Air National Guard or as an Adjutant General	Attains 66 years of age	last day of the month in which the officer reaches 66 years of age	10 USC §14512 (see Notes 1 and 3)
<b>2</b>	Reserve officer in grade of Major General (or above)	Attains 64 years of age	unless transferred to the Retired Reserve, or discharged at an earlier date, shall be separated on the last day of the month in which the officer reaches 64	10 USC §14511 10 USC §14515 (see Notes 1, 2 and 3)
<b>3</b>	Reserve officer in the grade of Brigadier General	Not recommended for promotion to Major General	last day of the month in which the officer reaches 62 years of age	10 USC §14510 (see Notes 1 and 3)
<b>4</b>	Reserve officer in grades below Brigadier General	Not recommended for promotion to brigadier general	last day of the month in which that officer reaches 62 years of age	10 USC §14509 (see Notes 1 and 3)
<b>5</b>	Colonel	Completes 30 years of commissioned	first day of the month after the month in which the officer completes 30 years of	10 USC §14507(b) (see Note 1)

		service	commissioned service	
<b>6</b>	Lieutenant Colonel	Completes 28 years of commissioned service	first day of the month after the month in which the officer completes 28 years of commissioned service	10 USC §14507(a) (see Note 1)
<b>7</b>	Major	Is twice deferred	the later of (1) the first day of the month after the month in which the officer completes 20 years of commissioned service; or (2) the first day of the 7th calendar month after the month in which the President approves the report of the board which considered the officer for the second time	10 USC §14506 (see Note 1)
<b>8</b>	Captain	Is twice deferred	first day of the 7th calendar month after the month in which the President approves the report of the board which considered the officer for the second time	10 USC §14505 (see Note 1)
<b>9</b>	First Lieutenant	Is twice deferred	first day of the 7th calendar month after the month in which the President approves the report of the board which considered the officer for the second time	10 USC §14504 (see Note 1)
<b>10</b>	Military Technicians (CSRS and FERS)	Would otherwise be penalized under a Federal Civil Service retirement program because of an involuntary loss of military affiliation	CSRS employees: Age 55 or eligible for immediate unreduced annuity, whichever is earlier FERS employees: Age 57 or eligible for immediate full annuity, whichever is earlier	10 USC §14702 (a)(2)(b) (see Notes 1 and 4)
<b>11</b>	Health Professionals / Chaplains	Is a Medical Officer, Dental Officer, Nurse, Medical Service Corps Officer, Biomedical Sciences	The maximum age under this provision is 68. The maximum length of retention is two years. Members who require retainability to meet an O-6 board may submit additional retention requests provided they remain within limitations of the maximum age	10 USC §14703 (see Notes 1 and 5)

		Officer, or Chaplain	provision	
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**NOTES:**

1. Service credit: Any person who has qualified for retired pay under 10 USC Chapter 1223 may be retained in service in a Reserve Component by order of the Secretary concerned, be retained on active duty, or in service in a Reserve Component other than service listed in 10 USC §12732(b). A member so retained shall be automatically credited with that service for all purposes (to include points) in accordance with 10 USC §12308.
2. The retirement of a Reserve officer of the Air Force in the grade of Lieutenant General or General may be deferred (1) by the President, but such a deferment may not extend beyond the first day of the month following the month in which the officer becomes 68 years of age; or (2) by the Secretary of Defense, but such a deferment may not extend beyond the first day of the month following the month in which the officer reaches 66 years of age.
3. Retention beyond qualification for retired pay requires consent of the individual and approval by the SecAF. Refer to paragraph 4.2.5 for SecAF approval procedures.
4. ANG officers who are employed as a Military Technician (MT) and whose separation is required due to length of service may be retained beyond the MSD until the officer qualifies for an immediate, unreduced civil service annuity (CSRS or FERS), or age 55, whichever is earlier. The State Adjutant General (TAG) may approve such retention. A copy of the written approval signed by TAG will be sent to ANGRC/A1PP for Colonels and below and NGB-GO/AF for General Officers. Requests for retention beyond age 55 must be forwarded through NGB-GO/AF to the Chief, NGB or ANGRC/A1PP for approval. Extensions will only be approved until an officer qualifies for an immediate reduced annuity.
5. Retention of Health Professionals and Chaplains under 10 USC 14703. SecAF may, with the officer's consent, retain in active status medical and dental officers, Air Force nurses, chaplains, or individuals designated as biomedical sciences officers or medical service corps officers until age 68. The officer must initiate the request for retention and forward it through command channels to NGB/A1, Directorate of Manpower, Personnel and Services (for ANG officers) or HQ AFRC/A1 (for USAFR Officers). The request must be submitted at least 6 months prior to the officer becoming eligible for retirement. Refer to paragraph 4.2.5 for submission requirements.

## Chapter 5

### RETIREMENT MEDICAL EXAMINATION

**5.1. Standard Medical Examination for RegAF, AFR and ANG.** All retiring members must take a comprehensive Separation History and Physical Examination (SHPE) unless they are separating or retiring after being found unfit for continued military service through the disability evaluation process and have completed the exams in that process.

5.1.1. The member may elect to have the SHPE accomplished through a DoD medical treatment facility (MTF) or through the Veterans Administration (VA).

5.1.2. The SHPE must be accomplished at least 30 days prior to the scheduled departure date, but no more than 180 days prior to the approved retirement date.

5.1.3. The MTF uses the applicable guidance to determine the scope of the medical examination and, if necessary, coordinates with the VA to ensure all required documentation is recorded in the member's record prior to departure. Note: The SHPE must be recorded in the member's record before the MTF will clear the member for departure.

5.1.4. The Military Personnel Section (MPS) ensures the member is cleared by the MTF prior to outprocessing.

**5.2. Waiver of SHPE.** If a previously completed qualifying examination is documented in the member's record, the Service Member may complete a DD Form 2697, *Report of Medical Assessment*, in lieu of the entire SHPE. Waiver of the SHPE requires the consent of the member and concurrence of the unit commander. The waiver will be processed through the member's MTF prior to the MTF clearing the member for departure.

**5.3. Medical Service Officers (Other Than General Officers).** Officers of the Biomedical Sciences Corps (BSC), Dental Corps (DC), Medical Corps (MC), Medical Service Corps (MSC), Nurse Corps (NC), and Veterinary Corps (VC), who require an examination according to paragraph 5.1 may use their own facility. If the examination results in MEB and PEB action, AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, applies.

**5.4. Procedures for Initiating a Medical Hold.** Procedures are outlined in the Retirements PSD guide. Officers may not waive the medical hold because they serve at the direction of the President. Enlisted members with insufficient service retainability for MEB/PEB processing must agree to and voluntarily extend their enlistment for the hold period. Medical hold is a method of retaining a service member beyond an established retirement or separation date for reason of disability processing IAW AFI 36-2606, *Reenlistment in the United States Air Force* and AFI 41-210, *TRICARE Operations and Patient Administration Functions*. Enlisted members who are within 6 months of their Date of Separation and refuse to remain on active duty for MEB/PEB processing must provide documentation of their waiver of Disability Evaluation processing when applying for voluntary retirement.

## Chapter 6

### RECOGNITION ON RETIREMENT

#### 6.1. Recognition of RegAF, AFR and ANG Members Being Retired.

6.1.1. Tradition. One of the oldest traditions of military service is to recognize members who are retiring from a career of long and honorable service. Military members should retire with a tangible expression of appreciation for their contributions to the Air Force and our mission. They should retire with the assurance that the AF continues to view them as members of the Air Force family in retirement.

6.1.2. Responsibility. Commanders must evaluate and recognize the contributions of their retiring members (T-3). Commanders will ensure a retirement ceremony is conducted for all retiring members unless the member specifically requests not to have a ceremony (T-3).

6.1.3. Ceremony. Commanders must offer all members a formal ceremony in keeping with the customs and traditions of the service (T-3). The commander takes ultimate responsibility for conducting the retirement ceremony, meeting the basic intent of this military function. If the member prefers to have an informal retirement ceremony, commanders have leeway to conduct the ceremony as they see fit. The member may wish to request a specific military member, retired military member or federal civilian employee as the presiding official. The member must notify their commander of their choice to officiate their retirement ceremony. A unit may conduct the ceremony as part of formal military formation, such as a retreat and parade, when conditions permit. Commanders and supervisors should encourage retirement ceremony attendance by unit personnel, relatives, friends, photographers, and local public relations representatives.

6.1.3.1. Specific information on the preparation of recognition certificates and letters is contained in the Personnel Services Delivery guide on the AFPC website. At the ceremony, the unit presents:

6.1.3.1.1. DD Form 363AF, **Certificate of Retirement**.

6.1.3.1.2. United States Flag. **NOTE:** Appropriated local Base O&M funds are authorized for procurement of these flags at no cost to the member. 10 USC §8681 authorizes the presentation of a US flag for all retiring members.

6.1.3.1.3. Air Force Retired Lapel Button.

6.1.3.1.4. DD Form 2542, **Certificate of Appreciation for Service in the Armed Forces of the United States**.

6.1.3.1.5. The Presidential Letter of Appreciation (see paragraph 6.6.), if the member has served at least 30 years for retired pay purposes.

6.1.3.1.6. Any awards, decoration, honors, or letters of appreciation.

6.1.3.1.7. AF Form 1344, **Certificate of Appreciation for Spouse of Retiring Member** (see paragraph 6.3.), if appropriate.

6.1.3.1.8. AF Form 4370, **CMSAF Certificate of Appreciation**.

6.1.3.1.9. AF Form 4369, **CMSAF Certificate of Appreciation for Spouse of Retiring Member**

6.1.3.1.10. For ANG. Other documents to be presented include:

6.1.3.1.10.1. A State or Territory flag may also be presented.

6.1.3.1.10.2. NGB Form 438/438a, **Honorable Discharge Certificate**.

6.1.3.1.10.3. Command Chief Master Sergeant of the ANG and/or the CMSAF Retirement Letter (if applicable).

6.1.3.1.10.4. State/Territory unique JFHQ-ANG/TAG/CG certificates.

6.1.3.1.10.5. State/Territory unique JFHQ-ANG/TAG/CG orders for retirement.

6.1.3.1.10.6. Honorary Promotion Certificate/Order (if applicable).

6.1.3.1.10.7. Certificate of Service with The Adjutant General's/Commander General's signature in accordance with ANGR 35-02, *Service Recognition*.

6.1.3.2. Commanders will follow formal ceremony procedures unless the member prefers an informal ceremony (T-3). If the member chooses not to participate in a formal or informal ceremony or if leave, hospitalization, or other reason prevents participation, the member's commander or an officer designated by the commander will personally present the DD Form 363AF, AF Form 1344, retired lapel button, US Flag and any awards or honors that express appreciation for the member's service. Do not mail the retirement certificate to a retirement address unless all other means of presentation have been exhausted.

6.1.3.3. Non-EAD members who retire or transfer to the Retired Reserve may request a retirement ceremony.

6.1.3.3.1. Unit assigned members should contact their commander to request a retirement ceremony.

6.1.3.3.2. Non-unit assigned members should contact the protocol office at any Air Force base to request a retirement ceremony.

6.1.3.3.3. The member must pay all expenses incident to travel to and from the place of the ceremony.

6.1.3.3.4. Issue a DD Form 363AF to members who are entitled, as of the effective date of transfer to the Retired Reserve, to receive retired pay under any provision of law. Grade on the DD Form 363AF will be the highest grade satisfactorily held as determined by SAF or designee (ARPC) (**NOTE:** A Reserve member who is entitled to immediate reserve retired pay (age 60) in a higher grade than their current grade wears the uniform and insignia of the higher grade at the retirement ceremony).

6.1.4. Letter of Appreciation. Usually, the unit commander gives a letter of appreciation to members who retire with 30 years creditable Federal service, although they may also give letters to those with less than 30 years creditable Federal service.

6.1.4.1. If the member retires in a higher grade, address the higher grade in the letter and present it with the DD Form 363AF.

6.1.4.2. Do not prepare/present a letter when the member:

6.1.4.2.1. Retires in lieu of demotion, elimination, or other administrative action; or

6.1.4.2.2. Brought discredit to his/her service and received administrative admonition, punishment, reprimand, and/or evaluations citing mediocre performance.

6.1.5. Decorations and Awards. If a commander recommends a retiring member for a decoration, submit the recommendation far enough in advance so that, if approved, the officiator presents it at the retirement ceremony.

**6.2. DD Form 363AF, Certificate of Retirement.** The commander ensures the member receives a certificate (T-0). Airmen who complete 20 or more years of active military service or permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. Airmen who are placed on the temporary disability retired list (TDRL) are not issued the certificate unless they have completed 20 years of creditable service.

6.2.1. (AFR/ANG) This certificate is given to all members retiring who will be eligible for reserve retired pay.

6.2.2. (AFR/ANG) HQ ARPC prepares all retirement certificates for ANG and AFR members.

6.2.3. Each new Air Force Chief of Staff (CSAF) must authorize an updated DD Form 363AF when he/she takes office. If the effective date of retirement occurs on or after the new CSAF's appointment date, use certificates with the new CSAF's signature.

6.2.4. (AFR/ANG) Instructions for completion of the certificate are found in the Retirements PSD Guide. The certificate is completed by ARPC for the AFR and ANG components not serving on EAD.

**6.3. AF Form 1344, Certificate of Appreciation for Spouse of Retiring Member.** If appropriate, the spouse of a RegAF, ANG or AFR Airman who qualifies for retirement from military service, and Airmen who are permanently retired for disability from military service, may be issued the certificate. Spouses of Airmen who are placed on the TDRL whose status changes to a permanent retirement, whether for years of service or disability, are issued a spouse certificate.

6.3.1. Do not give certificates to a member's spouse, if the member:

6.3.1.1. Retires in lieu of demotion or discharge.

6.3.1.2. Has service marred by punishment, reprimands, or mediocre performance.

6.3.1.3. Does not qualify for retired pay.

6.3.2. Award the certificate regardless of whether the member has a retirement ceremony or whether the spouse is present. Present the certificate of appreciation to the member's spouse in a binder (National Stock Number 7510-00-1348179).

6.3.3. Each new CSAF must authorize changes to the AF Form 1344. If the effective date of retirement occurs on or after the new CSAF's appointment date, use certificates with the new CSAF's signature.

6.3.4. (AFR/ANG) Instructions for completion of the certificate are found in the Retirements PSD Guide. The certificate is completed by ARPC for AFR and ANG members not serving on EAD.

**6.4. AF Form 423, Certificate of Appreciation for Spouse of Retiring Selected Reserve Member.** The spouse of a non-EAD AFR member who retires from the Selected Reserve (that is, those reservists eligible for reserve retired pay and assigned to training category A, B, or D) may be presented AF Form 423, if appropriate.

**6.5. Presidential Recognition on Retirement from Military Service.** Present a DD Form 2542, **Certificate of Appreciation for Service in the Armed Forces of the United States**, to each member of the active and Reserve forces retiring after completing 20 or more years of active military service and Airmen who are permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. At the retirement ceremony, present the certificate along with other documents (see paragraph 6.1.). Airmen who are placed on the TDRL, whose status changes to a permanent retirement, whether for years of service or disability, are issued a Certificate of Appreciation for Service.

6.5.1. Airmen will receive a DD Form 2542 with the name of the President in office at the time of the Airman's retirement. Each new President must authorize an updated DD Form 2542 when he/she takes office. If the effective date of retirement occurs on or after the new President's inauguration, use certificates with the new President's signature.

6.5.2. Instructions for completion of the certificate for active and AFR/ANG members are found in the Retirements PSD Guide. The certificate is completed by ARPC for Reserve and Guard members not serving on EAD.

**6.6. Letter of Appreciation from the President of the United States.** The unit will identify retiring members who qualify for a letter of appreciation. Prepare the letter of appreciation by following the format in Department of Defense Instruction (DoDI) 1348.34, *Presidential Recognition on Retirement from Military Service*. The officiating officer or unit commander presents the letter to:

6.6.1. Any member who retires with an active duty retirement and has 30 years of active duty service or any member who retires with a Reserve retirement and has 30 years of creditable service.

6.6.2. Medal of Honor recipients.

6.6.3. Former prisoners of war who qualify for or have been awarded the POW Medal.

6.6.4. The Chief Master Sergeant of the Air Force.

6.6.5. The Chairman and Vice Chairman of the Joint Chiefs of Staff.

6.6.6. The Chief of Staff, USAF.

**6.7. AF Form 4370**, CMSAF Certificate of Appreciation, and, if applicable, AF Form 4369, CMSAF Certificate of Appreciation (Spouse), are prepared and presented IAW AFPAM 36-2870, *Chief Master Sergeant of the Air Force Certificate of Appreciation Upon Retirement*.

**6.8. Awards.** A commander who recommends a retiring member for a decoration sends the recommendation to the approving headquarters at least 60 days before the ceremony so the member can receive the award at retirement.

6.8.1. The commander makes sure members have every award and decoration to which they are entitled before retirement (T-3).

6.8.2. Retiring members who are not receiving an award may choose to have their ceremony separate from those who are.

## Chapter 7

### DETERMINING RETIRED GRADE AND PAY

**7.1. General Information.** This chapter provides general information about determining active and ARC retired grade and pay, advancement on the retired list, and computation of service under laws now in effect, including those implemented by the Defense Officer Personnel Management Act (DOPMA) effective 15 September 1981 (Public Law 96-513). *NOTE: This chapter is not intended to be a complete and authoritative source of reference on these subjects and does not imply any right, benefit or privilege with respect to retirements.* Retired pay estimates for disability retirees are in AFI 36-3212.

#### **7.2. General Rules on Retired Grade.**

7.2.1. A commissioned officer retiring for other than disability and other than age or service requirements is retired in the highest grade held satisfactorily, as determined by the SecAF or SecAF delegee, with at least 6 months' time in grade (TIG) on active duty for an active duty retirement or for service creditable towards a reserve retirement under 10 USC §12371 for ARC members. As discussed below, there are additional TIG requirements for "voluntary" retirement in any grade higher than Major (10 USC §1370).

7.2.2. TIG is calculated from the effective date of promotion.

7.2.3. Officers who do not meet satisfactory service and the minimum TIG requirements for the highest grade held, and who do not gain TIG waivers from the AF, can retire in the next lower grade held satisfactorily, as determined by the SecAF or delegee, for at least 6 months (10 USC §1370(b)).

7.2.4. Once TIG requirements are established or waived, the SecAF or delegee determines if the service was satisfactorily held in that grade while on active duty for active duty retirements or during creditable service for ARC members retiring under 10 USC §12371, IAW procedures at paragraph 7.6.

7.2.5. Three-year TIG requirement for retirement above the grade of Major. To voluntarily retire in any grade higher than Major, an officer must have satisfactorily served, as determined by the SecAF or SecAF delegee, a minimum of 3 years TIG while on active duty for active duty retirements or during creditable service for ARC members retiring under 10 USC §12371, unless granted a SecAF TIG waiver.

7.2.5.1. Waiver of 3-year TIG requirement for retirement above the grade of Major. (See corresponding Rules and Notes at [Table 2.2](#))

7.2.5.1.1. When authorized by the Secretary of Defense, the SecAF or SecAF delegee may approve retirement of an officer above the grade of Major who does not meet the 3-year TIG criteria if the officer has satisfactorily served, as determined by the SecAF or SecAF delegee, a minimum of 2 years TIG while on active duty for active duty retirements or during creditable service for ARC members retiring under 10 USC §12371. Requests must include strong justification and documentation to support that the waiver would satisfy the best interests of the Air Force. See Section 2C.

- 7.2.5.1.2. In very rare cases, the President may approve an active duty retirement of an officer above the grade of Major who has less than 2 years TIG if the officer has at least 6 months of creditable active duty service in that grade. This Presidential authority is used only in cases involving extreme hardship or exceptional or unusual circumstances (10 USC §1370(a)(2)(D)). This Presidential waiver authority cannot be delegated. Requests must include strong justification and documentation to support statutory criteria of “extreme hardship” or “exceptional or unusual circumstances.”
- 7.2.5.2. There are statutory exceptions to 3-year TIG requirement for retirement above the grade of Major.
- 7.2.5.2.1. Officers who apply for active duty retirement under 10 USC §8911, after being told they will be released from the active component involuntarily, retire in the highest grade held on active duty satisfactorily, as determined by the SecAF or designee, for at least 6 months TIG (10 USC §1370 (a)(3)).
- 7.2.5.2.2. Officers who apply for reserve retirement under 10 USC §12371 may retire in the highest grade held satisfactorily, as determined by the SecAF or designee, for at least 6 months TIG during creditable reserve service if their inability to obtain three years TIG is based on nondiscretionary or position-specific criteria as specified at 10 USC §1370d(3)(B) - (F).

7.2.6. If enlisted members of the Regular force retire for other than disability, they retire in the Regular grade held on the date of retirement unless entitled to a higher grade under some other provision of law. Reserve enlisted members of the Air Force who retire under 10 USC §8914 after September 30, 1996 may be entitled to a higher grade held satisfactorily on active duty as a Reserve/Guard member (10 USC §8963). The SecAF or designee determines the retired grade, provided there is no evidence of record to indicate unsatisfactory service in the higher grade. Specifically, this provision applies to Reserve enlisted members serving on active duty who have been reduced in grade not as a result of the member’s misconduct, but rather as an administrative reduction.

**7.3. Reserve Age and Service Requirements (10 USC §12731).** This section pertains to Reserve members who attain eligibility for reserve retired pay.

7.3.1. Upon verification of retirement eligibility, HQ ARPC Retirements will send a **Notification of Eligibility for Retired Pay Letter** to each member within 1 year after the member becomes eligible (10 USC §12731). This notification is commonly known as the “20-year letter.” Additionally, “the 20-year letter” is available by self-service at the Virtual Personnel Center (vPC)–ANG/AFR dashboard. Once the member receives the notification of eligibility letter, this eligibility may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of service performed, unless it resulted directly from the fraud or misrepresentation by the member concerned (Title 10 USC §12738). As referenced in paragraph **3.4.3.1** members serving on active duty who accrue 20 creditable years of service also qualify for a reserve retirement and therefore will also receive “20-year letter” from HQ ARPC Retirements.

7.3.2. AFPC will update a mandatory date of separation (DOS) in MilPDS for ARC personnel in full time support status (i.e., AGRs) who will reach the maximum age of 60. When the member reaches age 60, the member will separate from EAD to the ARC then HQ

ARPC will retire the member from the ARC. The member's final travel and movement of HHG will be shown on the separation order.

**7.4. Higher Retired Grade for Regular Commissioned Officers in Special Positions.** A permanent professor of USAFA who is in a grade below Brigadier General and whose service as such professor has been long and distinguished may, at the discretion of the President, retire in the grade of brigadier general (10 USC §8962 and §1370, and paragraph 4.8 of this AFI). Use the rates for the grade held on the last day of active duty to compute retired pay. Air Staff agencies preparing retirement orders should address the member as "*Colonel*" and indicate "*Colonel*" in the "Highest Grade Held on Active Duty" space under the "Pay Grade" portion of the order. The "Retired In" space of the "Pay Grade" portion should reflect "*Brigadier General.*" The following statement should be placed in the "Remarks" portion of the order: "*Retired in the grade of Brigadier General under the provision of 10 USC §8962.*" These remarks will indicate to DFAS that this retired grade is a title change and does not result in a pay change.

**7.5. Advancing Enlisted Members to a Higher Grade After 30 Years of Service.**

7.5.1. When Regular enlisted members' and certain reserve enlisted members' active service plus service on the retired list totals 30 years, they may be advanced on the retired list to the highest grade served on active duty satisfactorily and receive retired pay in that grade, as determined by the SecAF or designee under 10 USC §8964 (see PSD Guide on AFPC MyPers website for processing procedures). See paragraph 7.7 for re-computation of retired pay after advancement.

7.5.2. Indicators that service was not satisfactory:

7.5.2.1. The member held the highest grade for less than 6 months

7.5.2.2. The highest grade held was terminated for cause

7.5.2.3. Retirement was in lieu of or a result of a demotion action and the retired grade is not the highest grade held, or

7.5.2.4. New evidence exists about misconduct during past service.

7.5.3. If a member's retired grade is two or more grades lower than the highest grade held, SECAF or designee may advance the member to whichever grade is the highest served on active duty satisfactorily.

7.5.4. If the member's highest grade held was attained after retirement, the member must send copies of documents verifying each period of active service while holding the higher grade to AFPC or to other appropriate order-issuing authority.

7.5.5. Restoration of Former Grade. Retired enlisted members who have been advanced on the retired list to a higher commissioned grade may be restored to their former retired enlisted status if approved by the SecAF or designee (refer to paragraph 3.6.4.).

7.5.5.1. Within 3 months after being advanced, members send requests to AFPC or to other appropriate orders issuing authority.

7.5.5.2. An election to return to a former grade is not reversible (29 Comptroller General 179; 10 USC §8965).

**7.6. Officer Grade Determination (OGD) in Conjunction with Retirement (10 USC §1370 and 10 USC §12771).** An officer is not automatically entitled to retire in the highest grade held. Instead, an officer is retired in the highest grade served on active duty satisfactorily or creditable service for ARC members retiring under §12731, as determined by the SecAF or delegee. The SecAF or delegee may seek the review and recommendation of the SAF Personnel Council prior to making a determination of satisfactory service for an OGD in the case of any officer in the grade of 0-6 or below who is seeking to retire.

7.6.1. OGDs will result in either a decision to retain the officer's current grade as the retired grade or change the retired grade to a grade lower than that currently held. Except as noted below, officer grade determinations must be completed prior to retirement or disability separation, and the officer's retired grade is fixed at that time.

7.6.1.1. If the separation and/or accompanying grade determination was procured by fraud.

7.6.1.2. If substantial new evidence discovered contemporaneously within 90 days following separation could result in a lower grade determination. For example, if an officer is later discovered to have engaged in misconduct which occurred prior to the effective retirement or disability separation date that was not discoverable through due diligence prior to the effective retirement or disability separation date, and such misconduct is for a nature to warrant reconsideration of the appropriateness of the approved retirement grade, a new grade determination may be completed.

7.6.1.3. If a mistake of law or mathematical miscalculation led to an improper separation or grade determination.

7.6.2. The determination of "satisfactory or creditable service" in a particular grade is a matter of Secretarial discretion.

7.6.2.1. Consideration of satisfactory or creditable service is not limited to the TIG required for the higher grade; rather, it includes the officer's entire period of service in grade.

7.6.2.2. In considering whether an officer has provided satisfactory or creditable service, the SAF Personnel Council may consider the nature and length of the officer's improper conduct, the impact the conduct had on military effectiveness, the quality and length of the officer's service in each grade at issue, past cases involving similar conduct, and the recommendations of the officer's command chain. A single incident of misconduct can render service in a grade unsatisfactory despite a substantial period of otherwise exemplary service.

7.6.2.3. An OGD resulting in retirement in a lower grade is not punishment. It is an administrative action that determines the highest grade in which an officer served satisfactorily.

7.6.3. Initiating an OGD. The unit commander or other appropriate authority (including an authority designated for this purpose by the SecAF or designee) will initiate an OGD when (T-0):

7.6.3.1. The officer has applied for retirement in lieu of judicial or administrative separation action (**Table 2.2**, Rules 3 thru 5). In this case, the SecAF makes an OGD in

conjunction with his/her decision to permit the officer to retire or not. See paragraph [7.6.6](#) below.

7.6.3.2. The officer has a court-martial conviction.

7.6.3.3. The officer has a civil court conviction for misconduct which, did (or would) result in a mandatory comment and referral in the member's next OPR, training report, PRF, in accordance with AFI 36-2406.

7.6.3.4. The officer, since their last promotion, has been the subject of any substantiated adverse finding or conclusion from an officially documented investigation, proceeding, or inquiry (exception minor traffic infractions). Such cases include, but are not limited to any cases which have resulted in Article 15, UCMJ punishment, reprimand, or admonition within four years of the requested effective date of retirement.

7.6.3.5. In any other case in which the commander or other appropriate authority believes an OGD appropriate.

7.6.4. If any of the above listed circumstances exist, the commander must initiate an OGD (T-0). When an OGD is initiated under paragraph [7.6.3.5.](#), the wing commander may terminate the OGD, if appropriate. He/she must address a memorandum to the RAA and in a signed statement explain the basis recommending against an OGD (T-1). The subject officer must be notified of the reason(s) for initiating the OGD and afforded an opportunity to respond in accordance with the timelines and rights identified in the notification memo (Figure 7.1). All information relevant and material to the determination of "satisfactory service" in each grade at issue must be provided to the subject officer with the opportunity to respond. Procedures for processing the OGD are outlined in the PSD guide.

7.6.5. If an officer has applied for retirement and the member's leadership later determines that the officer's conduct requires an OGD, the commander immediately notifies the RAA, who will suspend the retirement whenever possible (T-1).

7.6.5.1. If information not included in the original notification (other than that in the officer's personnel records) is considered or added at any stage that was not included in the original notification, the officer must be provided notice and a copy of relevant information together with an opportunity to respond.

7.6.5.2. Processing of an OGD will not suspend a Regular officer's mandatory retirement. In any case where the mandatory retirement date comes to pass before the completion of a mandated OGD, the officer shall be retired in the next grade lower than their current grade on the mandatory retirement date and their final retirement grade shall be determined by the SECAF or Delegee (or OSD, as required, for General Officers), but not later than 12 months after the mandatory retirement date.

7.6.6. If an officer submits a request to retire in lieu of an administrative or judicial action which placed a restriction on his retirement IAW [Table 2.2](#), Rules 3-5, the officer shall be considered on notice that he/she is subject to an OGD based on that administrative or judicial action.

7.6.6.1. The officer is required to submit with the retirement request a signed and dated statement acknowledging the administrative or judicial action placing a restriction on their retirement, including the date they were notified of the administrative or judicial

action. It shall also include the officer's acknowledgement of understanding that by submitting their retirement request, they are subject to an OGD based on the underlying administrative or judicial action; that they have a right to consult counsel and submit written matters; and whether or not they attached written matters relevant to the grade determination.

7.6.6.2. The officer's commander is not required to separately notify the officer of the OGD unless he/she intends to add or consider evidence that was not already provided to the officer during the underlying administrative or judicial action. If any commander finds that additional evidence should be considered in the OGD action, the officer shall be appropriately notified. See paragraph 7.6.5.1.

7.6.6.3. After the officer submits their acknowledgement and matters, if any, the commander provides a written recommendation for the appropriate retirement grade, using the sample memo in the PSD Guide (T-1). The commander should state the matters considered in making the grade recommendation, which shall be based on relevant information previously provided to the officer or otherwise available to the officer in their official personnel record.

7.6.6.4. Subsequent legal reviews and command recommendations shall be provided by the offices reviewing the request to retire in lieu of the administrative or judicial action. OGD legal reviews and recommendations may be included within the reviews and recommendations of the officer's request to retire in lieu of the administrative or judicial action.

7.6.7. AF/DPG serves as focal point for all General Officer OGDs for active duty retirements. Contact AF/DPG, Sustainment Division, for specific processing procedures. AF/REG or NGB-GO processes General Officer OGDs associated with applications for transfer to the retired reserve.

7.6.7.1. In all GO cases in which a GO requesting retirement would be subject to an OGD in accordance with paragraph 7.6.3, the officer's MAJCOM/CC (or equivalent) shall notify the GO that his case will result in the SecAF's determination of the member's highest grade satisfactorily held for purposes of retirement. The member will be notified that the SecAF, before making the final determination, may direct a formal OGD Board, or consider his case without referring it to a formal OGD Board, based on the specific incidents which mandate an OGD. The notification shall inform the member of the specific reason for the OGD and that the member may submit any matters they wish for the SecAF and/or OGD Board (if directed) to consider before the SecAF's final grade determination is made. After the officer submits their acknowledgement and matters, if any, the MAJCOM/CC (or equivalent) shall provide a written recommendation to SecAF as to the retirement grade. In all cases where the recommended retirement grade is the current grade, the MAJCOM/CC (or equivalent) shall also recommend that the SecAF either retire with or without referral to a formal OGD Board. In all cases where the recommended retirement grade is in a lower grade, the MAJCOM/CC (or equivalent) shall also recommend that the SecAF either retire with or without referral to a formal OGD Board. The MAJCOM/CC should use the sample memo in the PSD Guide to process the OGD recommendation in these cases and forward the case to AF/DPG for final processing.

7.6.7.2. The SecAF reviews each General Officer retirement application to determine whether he/she will retire the officer with or without referral to a formal OGD Board.

7.6.7.3. The SecAF maintains sole discretion for determining the disposition of a General Officer OGD, with or without the advice and recommendation of SAF PC.

7.6.8. AFPC (or AF/DPO for Colonels and Colonel-selects) serves as focal point for all other OGDs for active duty retirements. See the PSD guide for specific processing procedures for Lt Colonels and below. Contact AF/DPO for specific processing procedures for Colonels and Colonel-selects. AF/REG or NGB/A1 processes OGDs associated with applications for transfer to the retired reserve.

**7.7. General Information On Retired Pay Computation.** The Defense Finance Accounting Service-Cleveland Center (DFAS-CL) computes retired pay under the provisions of the DoD Financial Management Regulation (FMR) Volume 7B, Military Retired Pay Manual. Questions or concerns regarding retired pay computation can be sent to DFAS-CL, US Military Retirement Pay, P. O. Box 7130, London KY 40742-7130. [Table 7.1](#) and [Table 7.2](#) provide some general rules for estimating retired pay of members.

7.7.1. Reserve (AFR/ANG) Retired Pay Normally Begins at Age 60. The entitlement to reserve retired pay begins on the member's 60th birthday if the requirements of 10 USC §12731 are met. Retirement age may be reduced below the age of 60 by 3 months for each aggregate of 90 days of qualifying active service in a fiscal year specified in Title 10, USC §12731(f)(2)(B). Eligibility age may not be reduced below the age of 50. Qualifying active service must be performed after 28 January 2008. **NOTE:** By law (Title 31 USC §3702(b), commonly referred to as the Barring Act), there is a 6-year statute of limitations on receipt of reserve retired pay. If the member does not apply by the 6th anniversary of eligibility, 1 day of reserve retired pay will be lost for each day of delay. **EXAMPLE:** If a member reached eligibility on January 9, 1998 and did not file the application for reserve retired pay until April 1, 2004, the member is due pay only from April 1, 1998 forward.

7.7.2. Refer to the myPers website for active duty retired pay calculators. Refer to the vPC website for AFR and ANG component retired pay calculators.

7.7.3. Converting AD Retired Pay to Reserve Retired Pay. Retired active component members who complete 2 years of ARC creditable service (minus active duty days) after completion of 20 years of TAFMS may convert their AD retired pay to ARC retired pay (normally at age 60) (Title 10 USC §12741). Eligible members may apply by contacting HQ ARPC Retirements.

7.7.4. ARC officer retention beyond eligibility to receive retirement pay.

7.7.4.1. ARC officers must apply for reserve retired pay provided they have attained the eligibility age of 60 and performed at least 20 creditable years.

7.7.4.2. ARC officers cannot be credited with service and points after age 60 or completion of eligibility for reserve retired pay after age 60 without an approved waiver from SecAF or designee (Title 10 USC §12308).

7.7.4.3. ARC officers who are not continued beyond retirement shall be transferred to the Retired Reserve (if eligible) or discharged from the officer's reserve appointment.

7.7.4.4. Officers may request SecAF approval for continuance in service beyond retirement eligibility up to a maximum period that does not extend beyond the Mandatory Separation Date contained in law (refer to [Table 4.2](#)).

7.7.4.5. If an officer is approved for continuation by SecAF beyond retirement eligibility, service credit (to include points) will be awarded in accordance with 10 USC §12308.

7.7.4.6. Unless retired, transferred to the Retired Reserve, or discharged at an earlier date, an officer who received SecAF approval for retention beyond retirement eligibility will be separated from service under 10 USC §14515 on the last day of the month in which the officer was approved for continuance.

**7.8. Re-computation of Retired Pay To Show Advancement on the Retired List.** An enlisted member of the Air Force who is advanced to a higher grade according to paragraph 7.4 is entitled to have retired pay re-computed on that advancement (10 USC §8992).

**7.9. Re-computation of Retired Pay To Show Later Active Duty.** If a retired member later serves on active duty (other than for training), the member is entitled to have the retired pay re-computed to include the recall period upon release from that duty (see 10 USC §1402 and §1402a.)

**7.10. Active Duty Pay Increase.** If a member voluntarily retires on the date an active duty pay increase goes into effect, they are entitled to the new rates for their retired pay (10 USC §8991 and DoD Financial Management Regulation). The only exceptions to this provision are:

7.10.1. Officers meeting retirement eligibility (20 years TAFMS) anytime during the preceding month of the effective date of retirement may use the new rates in computing their retired pay; and

7.10.2. Officers who apply for and are approved for a voluntary retirement on their post-DOPMA mandatory retirement date that falls on the date of an active duty pay increase may use the new rates to estimate their retired pay.

**7.11. Retired Pay Increase Due to Extraordinary Heroism (Enlisted Only).** Active component enlisted members who had Deeds of Extraordinary Heroism may be entitled to receive 10 percent additional retired pay if member retires under 10 USC §8914 (10 USC §8991). For Reserve Component enlisted members, payments for acts or deeds begin October 1, 2002 (10 USC §12739) although the act or deed may have occurred prior to this date.

7.11.1. Since regulations require extraordinary heroism as the criterion for award of the Medal of Honor (MH), Air Force Cross (AFC), or equivalent Army or Navy decorations, these awards provide automatic entitlement to the additional 10 percent retirement pay (not to exceed 75 percent) for enlisted members. If heroism is involved in the award of any other medal to an enlisted member, SecAF will determine, coincident to awarding the medal, whether or not the additional 10 percent retirement pay will be authorized.

7.11.2. Because the law is not restrictive with regard to the types of decorations that may qualify an individual for this increase in retired pay, the SecAF has the authority to evaluate the heroic actions that have earned the Silver Star, Distinguished Flying Cross (DFC) (noncombat), and the Airman's Medal to determine if extraordinary heroism was involved which would entitle the recipient to the increase in retired pay.

7.11.3. Since 1979, enlisted members who have been awarded the Silver Star, the DFC for heroism in a noncombat action, or the Airman's Medal have been automatically considered for the additional 10 percent retired pay increase. If they were approved for the additional 10 percent increase in retirement pay, their special order approving the decoration will include a statement to that fact. If an enlisted member believes consideration was not made at the time the medal was awarded, the member may ask for a Secretarial decision through the AFBCMR process.

7.11.4. Even though the enlisted member qualifies for the 10 percent increase, Finance Regulations limit the total amount of retired pay to no more than 75 percent of the member's active duty basic pay at the time of retirement.

**Figure 7.1. Sample OGD Notification Memorandum to Officer.**

MEMORANDUM FOR MEMBER

Date

FROM: COMMANDER  
ADDRESS

SUBJECT: Officer Grade Determination Notification

This memo is to inform you that the Secretary of the Air Force (SAF), or designee, will decide the grade in which you will be retired based upon determination of your satisfactory service (10 USC §1370). As indicated in AFI 36-3203, paragraph 7.2., if a commissioned officer is retiring for other than disability or non-regular service, the SAF will determine if the officer will retire in the highest grade held on active duty satisfactorily for not less than six months.

Your (misconduct) (substandard performance) (other) resulting in (see note 1) has prompted this action. The SAF, or designee, will base the decision on a review of your record of service in your current grade as well as any previously held grade in which misconduct or substandard performance is alleged (see note 2). The SAF, or designee, will also consider recommendations made through your chain of command and any comments you wish to provide.

You may seek the advice of military counsel before responding to this letter. You may make appropriate, written comments relevant to your grade determination. Your response must be returned to my office for review and endorsement within 10 calendar days from receipt of this notification memorandum.

Should you or your counsel have any questions regarding this matter, you may contact me at extension \_\_\_\_\_.

Commander's Signature/Signature Block  
Attachments:

(Supporting Documentation)

1st Ind

I acknowledge receipt of notice on this date, and acknowledge that an officer grade determination is being conducted to decide in what grade I will retire. I (do) (do not) intend to consult counsel. I (do) (do not) intend to submit matters for consideration.

Officer's Signature/Signature Block

**NOTES:**

1. In this paragraph, the commander should indicate the reason for initiating the OGD, e.g., court-martial, Article 15, substandard performance, etc.
2. Use information from an officer's record of service in a previously held grade if the misconduct or substandard performance began or occurred prior to promotion to the current grade but was not discovered until after promotion.

**Table 7.1. General Rules for Estimating Retired Pay of Members.**

<b>Retirement Plan</b>	<b>Eligible (Note 1)</b>	<b>Pay Formula (Notes 2, 3, and 4)</b>	<b>Cost of Living (COLA)</b>
<b>Final Basic Pay</b>	Entered Service prior to 8 Sep 80	2.5% times the years of service times basic pay (see Note 5)	Full inflation protection based on Consumer Price Index (CPI)
<b>High-3</b>	Entered service between 8 Sep 80 and 31 Jul 86	2.5% times the years of service times the <i>average</i> of the highest 36 months of base pay (see Notes 6, 7 and 8)	
<b>High-3 or \$30K Career Status Bonus (CSB)/ REDUX*</b> *Instead of retiring under High-3, these members may choose to receive a \$30K Service Bonus at 15 years of service in exchange for agreeing to serve a minimum of another 5 years and then retiring under the less generous REDUX plan	Entered service after 31 Jul 86	High-3: 2.5% times the years of service times the <i>average</i> of the highest 36 months of base pay CSB/REDUX option: Each of the first 20 years of service is worth 2% toward the retirement multiplier. Each year after the 20th is worth 3.5%. A 30-year career is computed by 2% times 3.5% for the 10 years beyond 20, resulting in a maximum of 75%. The multiplier is applied to the average of the member's highest 36 months of basic pay (see Notes 6, 7 and 8)	High-3: Full inflation protection based on CPI. CSB/REDUX option: Annual COLAs of CPI minus 1% are given based upon the CPI of the High-3. Retired pay is recomputed at age 62 so that REDUX and High-3 retirement salaries are equal but REDUX COLAs for later years will continue to be CPI minus 1%

**NOTES:**

1. "Date entered service" means the date the person is enlisted, inducted, or appointed with the Armed Forces. This includes persons in the Delayed Entry Program (DEP), cadets at Service Academies, officer candidates in Officer Training School (OTS), students enrolled in a

Reserve component in senior Reserve Officer Training Corps (ROTC) programs or other financial assistance programs, students in the Uniformed Services University of the Health Sciences, and persons in the Armed Forces Health Professions Scholarship program. By using “date entered service,” active component members have been “grandfathered” under the plan in effect at the time when they initially entered the service.

2. The maximum multiplier for 30 years TAFMS is 75% times the retired pay base; however, members who serve beyond 30 years earn an additional 2.5% each additional year and can max out at 100%.
3. The Uniformed Services Former Spouses Protection Act allows state courts to consider retired pay as divisible property in divorce settlements. The law does not direct state courts to divide retired pay; it simply permits them to do so.
4. Retired pay stops upon the death of the retiree.
5. Officers who retire and do not meet the requirements to retire in their highest grade (10 USC §1370) will be paid based on the retired grade (10 USC 1407f). Officers retiring in an enlisted grade will have their pay calculated as determined by DFAS.
6. Officers who retire and do not meet the requirements to retire in their highest grade (10 USC §1370) will be paid based on the last 36-month average of the time served in the higher grade and the time served in the lower grade. **EXCEPTION:** Does not apply to officers who did not serve satisfactorily in the highest grade and such determination is the result of conduct occurring after October 30, 2000 (See Note 5).
7. Enlisted members demoted to a lower grade within 3 years and retired in that grade will not be paid based on high 36-month average in the higher grades. Their retired pay will be based on “final basic pay” instead of either the high 36-month average or REDUX formulas. When an enlisted member’s active service added to retired list service totals 30 years, the member may be advanced (on the retired list) and receive retired pay in the highest grade satisfactorily held on active duty, as determined by the SecAF or designee (10 USC §8964).
8. Officers who resigned their commissions and retire in enlisted status will have their retired pay calculated IAW 10 USC §1407e. DFAS will calculate the High-36 month average as if the member held the retired grade the last 36 months of active service.

**Table 7.2. Computing Years of Service and Retired Pay of Reserve Members Retiring Under 10 USC §12731.**

S T E P	A	B
	To compute	Take these steps
1	Years of service and any fraction of a year	Add each day of active duty, including active duty for training prior to July 1, 1949
2		Add each year before July 1, 1949 at the rate of 50 calendar days per year and proportionately for each fraction of a year. Exclude active duty credited in step 1. Credit service in a Reserve component of an armed force, in the Army, or the Air Force without component, or in any other category covered in 10 USC §12732(a)(1), (3), and (4). (To obtain proportionate year point totals, add the periods, day for
3		After 1 Jul 1949, add active duty points, points for inactive duty training and membership points according to Air Force Manual (AFMAN) 36-8001. Credit inactive duty points up to a maximum of 60 points in any year including membership. For Retention/Retirement (R/R) years closing out on or after September 23, 1996 but before October 30, 2000, credit up to a maximum of 75 inactive duty points which includes membership points, and credit up to a maximum of 90 inactive duty points which includes membership points for R/R years closing on or after October 30, 2000, but before October 30, 2007. Credit up to a maximum of 130 points for R/R years closing on or after October 30, 2007
4		Divide the sum of steps 1, 2, and 3 above by 360; carry the quotient to three decimal places; and round off to two decimal places. <b>EXAMPLE:</b> 4734 divided by 360 = 13.150 or 13.15
5	Retired pay	Multiply the result of step 4 by 2.5% (.025); round off the product to four decimal places. <b>EXAMPLE:</b> 13.15 x .025 = .32875 or .3288

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For members who have a DIEMS/DIEUS date prior to 8 Sep 1980, use current active duty basic pay charts at the time granted such pay, determine the monthly active duty basic pay in effect that the member would receive if serving in the active component in their highest temporary or permanent grade satisfactorily held during the entire period of service. Multiply by the product of step 5 to determine monthly retired pay. **EXAMPLE:** Basic pay \$885.00 x .3288 = \$290.99, rounded down to \$290. (All gross pay is rounded down to the nearest dollar amount)

## Chapter 8

### TRANSFER OR ASSIGNMENT OF RESERVE COMPONENT MEMBERS TO THE RETIRED RESERVE

**8.1. Retired Reserve.** The Retired Reserve consists of members who have completed the service required for a non-regular retirement and is transferred or assigned under 10 USC §10154, Retired Reserve and DoD Instruction (DoDI) 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*. These members may also be commonly referred to as “grey area retirees” or “reserve retirees awaiting reserve retired pay normally at age 60.” This chapter applies primarily to members who qualify for a reserve retirement only. Also refer to [Chapter 5](#).

**8.2. Ordering to Active Duty Members in the Retired Reserve.** Anytime the AF finds a valid requirement for the member’s service, the AF may order to AD (with member’s consent) a member transferred or assigned to the Retired Reserve, or retain a member on Active Duty (AD). The SecAF, with the approval of the Secretary of Defense, may order a member to involuntary AD service who has completed 20 years active military service and retired under 10 USC §8911 or §8914 if leadership decides that insufficient reservists remain available in an active status with the needed skills (10 USC §12301, §12302, §12305, §12306, §688).

**8.3. Former Members.** A former member is an individual who qualified for retirement but elected not to transfer to the Retired Reserve and was subsequently discharged for physical disqualification, misconduct, upon expiration of their contract, or resigned their commission. These members have no military status but are authorized certain entitlements and benefits according to AFI 36-3026 (I).

#### **8.4. Categories of Personnel Who Are Eligible for Transfer to the Retired Reserve.**

8.4.1. Transfer to the Retired Reserve is automatic for:

8.4.1.1. ARC officers who are retired for service under 10 USC §8911, 20 years or more Regular or Reserve commissioned officers.

8.4.1.2. ARC members retired for disability under 10 USC Chapter 61, Retirement or Separation for Physical Disability.

8.4.1.3. ARC enlisted members who are retired for service under 10 USC §8914, 20 to 30 years enlisted members.

8.4.1.4. ARC members separating due to maximum age or service who have completed the years of service required for retired pay under 10 USC Chapter 1223.

8.4.1.5. Officers being separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC Chapter 1223 and active component members retired under 10 USC Chapter 867.

8.4.1.6. Effective July 1, 2002, per 10 USC §14514 all ARC officers who must be separated for MSD or twice deferred for promotion will be transferred to the Retired Reserve, if qualified, unless the member applies to be discharged. All ARC enlisted

members who must be separated due to maximum age or service due to high year tenure (HYT) will also be transferred to the Retired Reserve, if qualified, or discharged per 10 USC §12108.

8.4.1.7. For ARC Officers Only. HQ ARPC Separations Branch will send a written notification to all ARC officers who are approaching their MSD or have been twice deferred for promotion. The notification will inform the member they will be transferred to the Retired Reserve, if eligible. Those members who do not wish to retire must submit a written tender of resignation or request for discharge. Notification will be forwarded to the member's servicing MPS/Program Manager. The MSD or twice-deferred notification will be used to transfer the member to the Retired Reserve. (Per 10 USC §14514)

8.4.1.8. For Enlisted Individual Reservists Managed by ARPC. HQ ARPC Separations Branch owns this process and will send written notification to all enlisted Individual Reservists who must separate due to maximum age or maximum service due to HYT. A copy of the notification will be sent to the Program Manager, if applicable. (Per Title 10, USC §12108)

8.4.1.9. For AFRC Unit Program Enlisted Members Only. The servicing MPS will notify members 14 months before their HYT date that they will be automatically transferred to the Retired Reserve, if qualified, unless they apply for separation or are approved for extension of HYT. HYT does not apply to ANG enlisted members.

8.4.2. Transfer to the Retired Reserve is not automatic and members must apply online through vPC for the following:

8.4.2.1. ARC members who meet retirement eligibility requirements of Title 10 USC §12731 except for attainment of age 60.

8.4.2.2. ARC members not on EAD who have been found physically disqualified are transferred to the Retired Reserve if they apply and meet the requirements outlined in Title 10 USC §12731. Effective date will normally be 30 days from date of application.

8.4.2.3. ARC members who submitted an application for transfer to the Retired Reserve while under a restriction requiring Secretarial action. If the restriction is based on an application in lieu of further processing of administrative discharge for cause action, are accepted by the discharge authority and forwarded for SecAF approval before the retirement application is submitted to HQ ARPC Retirements. An officer grade determination must be included in the case file submitted on officers to SecAF. If an enlisted member has previously served in a higher grade, a highest grade held determination should be requested as part of the package to SecAF for enlisted members who submit retirement in lieu of discharge for cause. The effective date of transfer to the Retired Reserve will normally be the same date the SecAF or designee approves the member's application for transfer to the Retired Reserve.

8.4.2.4. ARC members whose selective early removal from the Reserve Active Status List (RASL) as directed by SecAF.

### **8.5. Categories of Personnel Who Are Not Eligible for Transfer to the Retired Reserve.**

8.5.1. Members who were administratively discharged for cause. (NOTE: Administrative discharge of any member who is otherwise eligible for retirement under any provision of law requires approval of SecAF or his designee. See also paragraph **8.4.1.10**.)

8.5.2. Personnel who elected discharge or resigned their commission in lieu of transfer to the Retired Reserve (former members).

8.5.3. ARC members who have been found physically disqualified and placed on the Temporary Disability Retired List (TDRL) or Permanent Disability Retired List (PDRL) are not eligible for transfer to the Retired Reserve.

### **8.6. Use of the Virtual Personnel Center (vPC) for Guard and Reserve Retirement Applications.**

8.6.1. Most AFR and ANG members will utilize the Virtual Retirement Application found on the vPC website. The effective date of retirement must not be prior to an unfulfilled service commitment. Individuals who desire an effective date of retirement that is prior to an unfulfilled service commitment, must receive approval for a waiver. The member will work directly with the servicing CSS to accomplish this waiver request. Commander(s)/Program Managers recommending approval of the retirement application constitute a waiver of the service commitment. No participation is authorized in the Selected Reserve on or after the effective date of retirement. Members will not receive pay or points for participation after the approved effective date of retirement. No waivers or exceptions to this policy will be accepted. Application procedures are available online in vPC. See **Tables 8.1, 8.2 and 8.3** for further guidance.

8.6.2. AF IMT Form 131, **Application for Transfer to the Retired Reserve**, must be used by General Officers to apply for the Retired Reserve or reserve retired pay.

8.6.3. This online retirement application applies to RC members who meet retirement eligibility requirements of Title 10 USC §12731, except for attainment of reserve retired pay age.

8.6.4. This online retirement application does not apply to the following categories of personnel:

8.6.4.1. Retirement while under a restriction on retirement covered in Section 2C. Members who are requesting retirement subject to a restriction must use the hard copy forms as part of the administrative package.

8.6.4.2. Personnel medically disqualified for continued service and who have completed 15 or more years of creditable service (IAW 10 USC §12731b). **NOTE:** The online application process can be used if medically disqualifying documentation is attached to the application.

8.6.4.3. ARC officers separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC §1223 or who must be separated for MSD will be automatically transferred to the Retired Reserve, if qualified, unless the member applies to be discharged. All ARC enlisted members who must be separated due to maximum age or due to HYT, will also be automatically transferred to the Retired Reserve, if qualified, or discharged.

8.6.4.4. ARC officers who are removed from active status under 10 USC §14903 (Board of Inquiry), who are eligible for transfer to the Retired Reserve and who have completed the years of service required for retired pay under 10 USC §1223 (per Title 10, USC §14905). These cases, to include OGDs, require Secretarial action.

8.6.4.5. Former members who elected not to transfer to the Retired Reserve and were discharged for physical disqualification, misconduct, upon expiration of their contract, or who resigned their commission.

8.6.4.6. ARC members serving on AD eligible for an AD retirement. **NOTE:** The online application does not remove the member's responsibility to inform their chain of command of any intent to retire.

**8.7. Approval and Disapproval Authority.** The SecAF (or designee), to include SAF Personnel Council Special Assistants at ARPC has the authority to approve or disapprove applications for transfer or assignment to the Retired Reserve per **Table 8.2** and **Table 8.3**.

**8.8. Unit Members Transferred to the Retired Reserve.** The unit commander or the commander's designated representative prepares an appropriate retirement ceremony consistent with the meaning of the transfer action, taking the member's personal desires into consideration (T-3).

**8.9. Grade in the Retired Reserve.** Officers Promoted under ROPMA must meet specific Time-in-Grade Requirements (TIG).

8.9.1. Time in Grade at Age 60. If a member has a MSD that is established at age 62 (or later) and decides not to remain until their MSD and applies for reserve retired pay at age 60, it is considered a voluntary retirement and the TIG for Lt Col and Col is three years creditable service in grade.

8.9.2. Officers who met a promotion board on or after 1 Oct 96, and were on a recommended list for promotion to the grades of Lt Col and above, must serve satisfactorily in grade for 3 years, to retire in that grade. Time in grade requirement is reduced to 6 months if the officer is involuntarily separated from active status due to age or years of service. TIG starts from the grade permanent effective date (pin on date) and not the date of rank. The 6 month rule does not apply to members retiring under Title 10 USC §12731b. ANG only: Officers non-selected for retention under ANGI 36-2606 will not qualify for the 6-month time-in-grade requirement.

8.9.3. Officers who met a promotion board on or after 1 October 1, 1996, and were on a recommended list for promotion to the grades of Major and below, must serve satisfactorily in grade for a minimum of 6 months to retire in that grade.

8.9.4. Officers selected for promotion to the grades of Major and below prior to October 1, 1996, regardless of when they pin on, are not required to serve a minimum time in grade to retire in that grade. Therefore, members entitled to retired pay under Title 10 USC §12731, retirement grade is based on the highest grade held satisfactorily by the member at any time (1 day) in the Armed Forces. This determination will be made by the SecAF or designee (HQ ARPC), per Title 10 USC §12771.

8.9.5. The commander must notify the officer in writing when an OGD is being initiated and why (refer to Section I of the PSD Guide for conditions that warrant an OGD) (T-0). The

officer is normally given 10-calendar days to submit comments on his or her behalf. Upon receipt of officer's comments (if provided), the commander will make a recommendation in writing regarding the officer's retirement grade (T-1). The retirement application, officer's comments (if provided), commander's retirement grade recommendation, and supporting documentation (i.e., court-martial package, civil court conviction package, Article 15, etc.) are processed through command channels to SecAF for retirement grade decision. After making the OGD, SecAF will send a decision memorandum to HQ ARPC Retirements.

8.9.6. Enlisted Retired Grades. Enlisted members who retire with a Reserve retirement, other than for physical disability, retire in their current grade. If a member at retirement holds a grade lower than one previously held, a determination of highest grade held satisfactorily is required unless the member satisfactorily held a higher grade than the current retirement. SecAF has delegated this authority to HQ ARPC. The SecAF is required to approve any grade lower than the highest grade held.

## 8.10. Entitlements and Benefits.

8.10.1. Honorary Retired Reserve (AFR Sec ID ZH). The Honorary Retired Reserve was eliminated in September 1997. Members previously assigned remain in the Honorary Retired Reserve however, they are not entitled to reserve retired pay or an ID card.

8.10.2. Members Awaiting Pay at Age 60 (PAS Code ZA). These members are eligible for reserve retired pay under Title 10 USC §12731 but have not reached eligibility age, normally age 60. A member may start receiving reserve retired pay before age 60 if the member performed active duty service after January 28, 2008. The member may reduce the age by 3 months for each aggregate of 90 days on which the member performs qualifying duty in any fiscal year. The minimum age a member may reduce the time to receive pay will not exceed age 50. They will receive:

8.10.2.1. Appropriate Armed Forces of the US Identification Card, per AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*. NOTE: Eligible family members are entitled to an ID card.

8.10.2.2. Unlimited Commissary privileges.

8.10.2.3. Base Exchange privileges.

8.10.2.4. Other base privileges, including Information, Ticket & Tours programs and theater.

8.10.2.5. Membership in an open mess, if authorized by the base commander (AFI 34-272, *Air Force Club Program* ).

8.10.2.6. Authorization to wear the uniform on special occasions.

8.10.2.7. Some travel entitlements as advised by the Transportation Management Office.

8.10.2.8. Full-time coverage under Veteran's Group Life Insurance (VGLI) when elected. **NOTE:** Members are covered with Servicemember's Group Life Insurance (SGLI) for 120 days at no cost upon transfer to the Retired Reserve. During the initial 120 days, retired members may apply for VGLI coverage to the Office of SGLI, 212 Washington St, Newark NJ 07102, without a physical, by completing the appropriate

form and providing a copy of the retirement order. A member has up to 1 year after the expiration of the initial 120 day period to apply for coverage; however, a physical may be required. Members must make all premium payments to the Office of SGLI in Newark NJ to keep coverage in force.

8.10.2.9. TRICARE Retired Reserve.

8.10.2.10. TRICARE Retiree Dental Program.

### **8.11. Assignment from the Retired Reserve.**

8.11.1. Involuntary Assignment of Members from the Retired Reserve. The Air Force may order to EAD a member transferred or assigned to the Retired Reserve at any time there is a valid need for the member's service. The Air Force may order a member of the Retired Reserve to active duty involuntarily, if the Secretary of Defense decides that not enough qualified Reserves in an active status are readily available (Title 10 USC §12301(a), 12301 (d), *Reserve Components Generally*, 12307, *Retired Reserve*, 688, *Retired Members*).

8.11.2. Voluntary Assignment of Members from the Retired Reserve.

8.11.2.1. USAF Reserve Retired List (awaiting pay) (PAS Code ZA). A member may request an assignment by processing an AF Form 1288 through the normal assignment processing channels. All requirements for an assignment must be met. Additional requirements to be considered for removal from the Retired Reserve are: length of service (ROPA and ROPMA), age, MSD, physical qualifications, whether twice deferred for promotion and availability of like resources. Once the assignment application has been approved by the gaining organization, they will forward the case involving the unit program to ARPC/DPA through NGB/AIPO for ANG or AFRC/A1B for AFR unit members and HQ RMG for the IMA Program. All requests should be forwarded to HQ ARPC/DPT, who is the approval authority for the transfer of any member from the Retired Reserve. For further information on assignment procedures, refer to AFI 36-2110.

8.11.2.2. Reassignments for officer personnel require approval from SecAF, based on member's indispensability.

### **8.12. Dropping Retired Military Personnel from the Rolls of the Air Force.**

8.12.1. The AF drops members entitled to military retirement from the rolls of the Air Force under 10 USC §1161(b) when members forfeit their retired pay under 5 USC, Chapter 83, Subchapter II.

8.12.2. When a service deprives retired military members of their retired pay (5 USC, Chapter 83, Subchapter II), DoD policy dictates that the service drop the members from the rolls of the military department. DoD views retired pay as earned and services should withhold pay only under extremely limited circumstances. Services must treat members uniformly under substantially similar circumstances, regardless of their military components. General procedures are outlined in the PSD Guide located on MyPers.

8.12.3. Processing Orders. For retired members dropped from the rolls of the Air Force, SAF/MRB instructs the RAA to publish the orders. The member does not receive any type of military certification of separation, discharge or retirement.

**Table 8.1 . Forwarding Application for Transfer to the Retired Reserve.**

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>U</b>	<b>If the</b>	<b>serving on</b>	<b>and</b>	<b>and</b>	<b>then send application to</b>
<b>L</b>	<b>applicant is</b>	<b>active</b>			
<b>E</b>		<b>duty</b>			
1	an AFR member	yes			ARPC Retirements through active component unit commander (T-1).
2	an ANG member	no		a General Officer	NGB/GO through the commander to the ARPC Retirements. (IG Check is required for all General Officers; see Chapter 8, <b>Table 8.4</b> ).
3	an ANG member	no		all other grades	ARPC through the vPC.
4	AFR Unit member	no	is unit assigned	a General Officer	AF/REG through the commander to the ARPC Retirements. (IG check is required for all General Officers; see Chapter 8, <b>Table 8.4</b> ).
5	AFR Unit member	no	is unit assigned	all other grades	HQ ARPC through the vPC.
6	An IMA	no		a General Officer	AF/REG through the program manager and active component commander to HQ ARPC Retirements (IG Check is required for all General Officers; see Chapter 8, <b>Table 8.4</b> ).
7	An IMA	no		all other grades	HQ ARPC through the vPC.
8	An Individual Reservist	no	not unit assigned	all grades	HQ ARPC through the vPC. (IG check is required for all General Officers; see Chapter 8, <b>Table 8.4</b> ).

**Table 8.2. Approval/Disapproval Authority for Transfer or Assignment to the Retired Reserve. (SAF retains authority to act in all cases)**

	<b>A</b>	<b>B</b>	<b>C</b>
<b>R U L E</b>	<b>If individual is a Reserve Component applicant who</b>	<b>and is</b>	<b>then SecAF or HQ ARPC may</b>
<b>1</b>	is not under a restriction on retirement based on <b>Table 2.1</b> or <b>Table 2.2</b>	eligible under criteria in paragraph <b>8.4</b> and no information indicates that the applicant should not be retained, appointed, or enlisted as a Reserve of the AF	Approve application for transfer or assignment to the Retired Reserve. See <b>Table 8.3</b> . A recommendation for disapproval must be forwarded to SAF Personnel Council for final action.
<b>2</b>	under a restriction on retirement based on <b>Table 2.1</b> or <b>Table 2.2</b>	and is eligible under criteria in paragraph <b>8.4</b>	Disapprove application for transfer to the Retired Reserve under <b>Table 2.1</b> . An application restricted under <b>Table 2.2</b> must be forwarded to SAF Personnel Council for final action.

**Table 8.3. HQ ARPC Action on Application for Transfer to the Retired Reserve.**

	<b>A</b>	<b>B</b>
<b>R U L E</b>	<b>If the approval authority</b>	<b>then ARPC</b>
<b>1</b>	Approves application	Publishes Reserve orders announcing transfer or assignment and placement on the Reserve Retired List (see Notes 1, 2, and 3).
<b>2</b>	Determines individual isn't eligible	Notifies member and cancels retirement projection in MilPDS
<b>3</b>	Disapproves application	Notifies member and cancels retirement projection in MilPDS

**NOTES:**

1. AFRC Reservists (Includes IMA) - HQ ARPC Contact Center will send orders, certificates, flag and retirement pin to the member.
2. ANG Members - HQ ARPC Contact Center will send the orders, certificates and retirement pin to the member. The U.S. Flag and/or State/Territory flag will be provided by the CSS.
3. Individual Reservists - HQ ARPC Contact Center will send the orders, certificates, retirement pin, and flag to member or designated point of contact.

**Table 8.4. ANG/AFR General Officers Procedures for Applying for Reserve Retirement.**

<b>STEP</b>	<b>UNIT</b>	<b>IMA</b>	<b>Non-participating (S7)</b>	<b>ANG</b>
1	General officer completes AF IMT 131, Sections I, II, and III.	General officer completes AF IMT 131, Sections I, II, and III.	General officer completes AF IMT 131, Sections I, II, and III.	General officer completes AF IMT 131, Sections I, II, and III.
2	Obtain NAF/CC's recommendation, if applicable, on AF IMT 131, Section IV.	Obtain MAJCOM/CC's or Agency Head's (or their designee's) recommendation on AF IMT 131, Section IV (Suggested).	Obtain ARPC/CC's recommendation on AF IMT 131, Section IV.	Obtain State TAG's recommendation on AF IMT 131, Section IV. (AF IMT 131, Section V-OPTIONAL)
3	Forward original AF IMT 131 to AF/REG with copy to AFRC/DPMO.	Forward original AF IMT 131 to AF/REG, with copy to ARPC/CV.	Forward original AF IMT 131 to AF/REG with copy to ARPC/DPPR.	Forward original AF IMT 131 to NGB/GO.
4	AF/REG conducts IG files check.	AF/REG conducts IG files check.	AF/REG conducts IG files check.	NGB/GO request IG files check.
5	If IG files check is negative, AF/REG annotates Remarks section on AF IMT 131. Go To Step 9.	If IG files check is negative, AF/REG annotates Remarks section on AF IMT 131. Go To Step 9.	If IG files check is negative, AF/REG annotates Remarks section on AF IMT 131. Go To Step 9.	If IG files check is negative, NGB/GO annotates Remarks section & forwards AF IMT 131 to ARPC Contact Center. Go To Step 10.
6	If IG files check indicates ongoing investigations or pending allegations, AFRC/CV and AF/RE will be advised and GO will be transferred to Inactive Status on the requested retirement date.	If IG files check indicates ongoing investigations or pending allegations, MAJCOM/CC or Agency Head and AF/RE will be advised and GO will be transferred to Inactive Status on the requested retirement date.	If IG files check indicates ongoing investigations or pending allegations, ARP/CC and AF/RE will be advised and GO will remain in Inactive Status, pending resolution of the investigation.	If IG files check indicates ongoing investigations or pending allegations, State TAG will be advised and GO will be transferred to Inactive Status List Reserve Section (ISLRS) on the requested retirement date.
7	If investigation substantiates allegations, appropriate action will be taken.	If investigation substantiates allegations, appropriate action will be taken.	If investigation substantiates allegations, appropriate action will be taken.	If investigation substantiates allegations, appropriate action will be taken.

8	If investigation does not substantiate allegations, AF/REG annotates Remarks section on AF IMT 131.	If investigation does not substantiate allegations, AF/REG annotates Remarks section on AF IMT 131.	If investigation does not substantiate allegations, AF/REG annotates Remarks section on AF IMT 131.	If investigation does not substantiate allegations, NGB/GO annotates Remarks section on AF IMT 131 and forwards to ARPC Contact Center.
9	Obtain AF/RE's recommendation on AF IMT 131, Section V and forward to ARPC Contact Center.	Obtain AF/RE's recommendation on AF IMT 131, Section V and forward to ARPC Contact Center.	Obtain AF/RE's recommendation on AF IMT 131, Section V and forward to ARPC Contact Center.	(RESERVED)
10	ARPC/DPTTR processes AF IMT 131 and transfers general to the Retired Reserve on the requested retirement date.	ARPC/DPTTR processes AF IMT 131 and transfers general to the Retired Reserve on the requested retirement date.	ARPC/DPTTR processes AF IMT 131 and transfers general to the Retired Reserve on the requested retirement date.	ARPC/DPTTR processes AF IMT 131 and transfers general to the Retired Reserve on the requested retirement date.

Note: For ANG GO's the State will process the ANG Separation Order and forward to NGB-GO

DANIEL R. SITTERLY, SES  
 Principal Deputy Assistant Secretary (Manpower &  
 Reserve Affairs)

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFMAN 33-326, *Preparing Official Communications*; Air Force Records Disposition Schedule (RDS), located <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>;

AFMAN 37-123, *Management of Records*, located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

Title 5, United States Code, §8301 and Chapter 83

Title 10, United States Code, § 101, 123, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 671, 688, 1161, 1174, 1201, 1202, 1204, 1205, 1251, 1370, 1401, 1402, 1402a, 1405, 1406, 1407, 1409, 1411, 8911, 8913, 8914, 8917, 8918, 8920, 8921, 8924, 8962, 8963, 8964, 8965, 8991, 8992, 10154, 12301, 12302, 12305, 12307, 12646(e), 12686(a), 12731, 12732, 12733, 12734, 12741, 12771, 14704, 14705.

FY91 through FY09 National Defense Authorization Act (NDAA)

Veterans Opportunity to Work (VOW) Act of 2011

Defense Officer Personnel Management Act (DOPMA), September 15, 1981

DoD Instruction (DoDI) 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories*, and

DoDI 1215.07, *Service Credit for Non-Regular Retirement*

DoDI 1320.4, *Military Officer Actions Requiring Approval of the Secretary of Defense or President, or Confirmation by the Senate*;

DoDI 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement*

DoDI 1332.32, *Selective Early Retirement of Officers on an Active Duty List and the Reserve Active Status List and Selective Early Removal of Officers from the Reserve Active Status List*

DoDI 1348.34, *Presidential Recognition on Retirement from Military Service*; Executive Order 9397

AFI 33-328, *Administrative Orders*

AFI 33-360, *Publications and Forms Management*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2102, *Base-Level Relocation Procedures*

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

AFI 36-2110, *Assignments*

AFI 36-2131, *Administration of Sanctuary in the Air Reserve Component*

*AFI 36-2254v1, Reserve Personnel Participation*

*AFI 36-2406, Officer and Enlisted Evaluation Systems*

*AFI 36-2501, Officer Promotions and Selective Continuation*

*AFI 36-2502, Airman Promotion/Demotion Programs*

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

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

*AFI 36-2604, Service Dates and Dates of Rank*

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

*AFI 36-2612, United States Air Force Reserves (USAFR) Reenlistment and Retention Program*

*AFI 36-2903, Dress and Personal Appearance of Air Force Personnel*

*AFI 36-3003, Military Leave Program*

*AFI 36-3026V1\_IP, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*

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

*AFI 36-3208, Administrative Separation of Airmen*

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

*AFI 41-210, TRICARE Operations and Patient Administration Functions*

*AFI 48-123, Medical Examinations and Standards*

*AFPD 36-32, Military Retirements and Separations*

**Prescribed Forms**

DD 363AF, Certificate of Retirement (Air Force)

AF Form 1344, Certificate of Appreciation (for Spouse)

AF Form 4369, Chief Master Sergeant of the Air Force Retirement Certificate (Spouse)

AF Form 4370, Chief Master Sergeant of the Air Force Retirement Certificate

AF Form 3538, Retention Recommendation.

NGB Form 438/438a, Honorable Discharge Certificate

**Adopted Forms**

DD 2S(Ret), United States Uniformed Services Identification Card, (Reserve Retired)

DD 2S(Ret), United States Uniformed Services Identification Card (Retired)

DD 149, Application for Correction of Military Record under the Provisions of Title 10, U.S. Code, Section 1552

DD 214, Certificate of Release or Discharge from Active Duty

DD 1172, Application for Uniformed Services Identification Card – DEERS Enrollment  
DD 1172-1, Identification Card, Application for Uniformed Services-Automated  
DD 1172-2, Application for Identification Card/DEERS Enrollment  
DD 1173-1, Department of Defense Guard and Reserve Family Member Identification Card  
DD 2542, Certificate of Appreciation for Service in the Armed Forces of the United States,  
DD 2588, Acquisition Corps - Waiver Request, Department of Defense  
DD 2656, Data for Payment of Retired Personnel  
DD 2765, Department of Defense/Uniformed Services Identification and Privilege Card  
AF Form 131, Application for Transfer to the Retired Reserve  
AF Form 847, Recommendation for Change of Publication  
AF Form 899, Request and Authorization for Permanent Change of Station - Military  
AF Form 1137, Unfavorable Information File Summary  
AF Form 1613, Statement of Service  
AF IMT 780, Officer Separations Actions  
AF IMT 948, Application for Correction/Removal of Evaluation Reports  
AF IMT 1160, Military Retirements Actions

***Abbreviations and Acronyms***

**AI**—Deputy Chief of Staff, Manpower, Personnel, and Services  
**AD**—Active Duty  
**ADL**—Active Duty List  
**ADSC**—Active Duty Service Commitment  
**ADSCD**—Active Duty Service Commitment Date  
**ADT**—Active Duty for Training  
**AF/DPE**—Chiefs’ Group  
**AF/DPG**—Generals’ Group  
**AF/DPO**—Colonels’ Group  
**AFB**—Air Force Base  
**AFBCMR**—Air Force Board for Correction of Military Records  
**AFC**—Air Force Cross  
**AFCSM**—Air Force Computer Systems Manual  
**AFI**—Air Force Instruction  
**AFIT**—Air Force Institute of Technology

**AFM**—Air Force Manual  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFSC**—Air Force Specialty Code  
**AMC**—Air Mobility Command  
**AMD**—Air Movement Designator  
**ANG**—Air National Guard  
**ANGUS**—Air National Guard of the United States  
**APOE**—Aerial Port of Embarkation  
**ARC**—Air Reserve Component  
**ARPC**—Air Reserve Personnel Center  
**ASD**—Assignment Selection Date  
**ASPB**—Appropriate Separation Processing Base  
**BSC**—Biomedical Sciences Corps  
**CAP**—Critical Acquisition Position  
**CEM**—Chief Enlisted Manager  
**CIC**—Customer Identification Code  
**CMSgt**—Chief Master Sergeant  
**COLA**—Cost Of Living Adjustment  
**CONUS**—Continental United States  
**CPI**—Consumer Price Index  
**CSAF**—Chief of Staff, United States Air Force  
**DAF**—Department of Air Force  
**DAFSC**—Duty Air Force Specialty Code  
**DAFSO**—Department of the Air Force Special Order  
**DC**—Dental Corps  
**DE**—Developmental Education  
**DEP**—Delayed Entry Program  
**DEROS**—Date Eligible for Return from Overseas  
**DFC**—Distinguished Flying Cross

**DFAS**—Defense Finance and Accounting Service  
**DFAS—CL**—Defense Finance and Accounting Service Cleveland  
**DFAS—HQ**—Defense Finance and Accounting Service Headquarters  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**DOPMA**—Defense Officer Personnel Management Act  
**DOS**—Date of Separation  
**EAD**—Extended Active Duty  
**EPR**—Enlisted Performance Report  
**ETS**—Expiration of Term of Service  
**FMR**—Financial Management Regulation  
**FPR**—Field Personnel Records  
**FPRG**—Field Personnel Record Group  
**FSO**—Financial Services Office  
**GCM**—General Court-Martial  
**GSU**—Geographically Separated Unit  
**HGH**—Highest Grade Held  
**HHG**—Household Goods  
**HOR**—Home of Record  
**HOS**—Home of Selection  
**HQ**—Headquarters  
**HYT**—High Year of Tenure  
**ID**—Identification  
**IMA**—Individual Mobilization Augmentee  
**IMT**—Information Management Tool  
**IRR**—Individual Ready Reserve  
**ITT**—Information, Ticket & Tours  
**JA**—Judge Advocate  
**JTR**—Joint Travel Regulation  
**LAS**—Limited Assignment Status  
**MAJCOM**—Major Command

**MC**—Medical Corps  
**MEB**—Medical Evaluation Board  
**MH**—Medal of Honor  
**MilPDS**—Military Personnel Data System  
**MPS**—Military Personnel Section  
**MSC**—Medical Service Corps  
**MSD**—Mandatory Separation Date  
**MSgt**—Master Sergeant  
**MTF**—Medical Treatment Facility  
**NC**—Nurse Corps  
**NCO**—Noncommissioned Officer  
**NCOA**—Noncommissioned Officer Academy  
**NCOIC**—Noncommissioned Officer in Charge  
**NDAA**—National Defense Authorization Act  
**NGB**—National Guard Bureau  
**NLT**—Not Later Than  
**ODC**—Other Deserving Circumstances  
**OGD**—Officer Grade Determination  
**OPR**—Officer Performance Report  
**OSI**—Office of Special Investigation  
**OTS**—Officer Training School  
**PAS**—Personnel Accounting Symbol  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PEB**—Physical Evaluation Board  
**PLARS**—Presidential Letter of Appreciation Request System  
**PLEAD**—Place Entered into Active Duty  
**PME**—Professional Military Education  
**POW**—Prisoner of War  
**PSD**—Personnel Services Delivery  
**PTDY**—Permissive Temporary Duty  
**RAA**—Retirement Approval Authority

**RASL**—Reserve Active Status List  
**RCSBP**—Reserve Component Survivor Benefit Plan  
**REGAF**—Regular Air Force  
**ROPA**—Reserve Officer Personnel Act  
**ROPMA**—Reserve Officer Personnel Management Act  
**ROTC**—Reserve Officer Training Corps  
**R/R**—Retention/Retirement  
**SB**—Special Board  
**SBP**—Survivor Benefit Plan  
**SecAF**—Secretary of the Air Force  
**SAF PC**—Secretary of the Air Force Personnel Council  
**SecDef**—Secretary of Defense  
**SERB**—Selective Early Retirement Board  
**SG**—Surgeon General  
**SGLI**—Servicemember’s Group Life Insurance  
**SJA**—Staff Judge Advocate  
**SLA**—Special Leave Accrual  
**SMSgt**—Senior Master Sergeant  
**SNCO**—Senior Noncommissioned Officer  
**SNCOA**—Senior Noncommissioned Officer Academy  
**SPBC**—Separation Processing Base of Choice  
**SSB**—Special Selection Board  
**SSgt**—Staff Sergeant  
**TAFCS**—Total Active Federal Commissioned Service  
**TAFMS**—Total Active Federal Military Service  
**TAP**—Transition Assistance Program  
**TDN**—Travel as Directed is Necessary  
**TDY**—Temporary Duty  
**TDRL**—Temporary Disability Retired List  
**TIG**—Time in Grade  
**TMF**—Traffic Management Flight  
**TSgt**—Technical Sergeant

**UCMJ**—Uniform Code of Military Justice

**UIF**—Unfavorable Information File

**UPRG**—Unit Personnel Records Group

**USAFA**—United States Air Force Academy

**USAFR**—United States Air Force Reserve

**USC**—United States Code

**UTA**—Unit Training Assembly

**VGLI**—Veterans' Group Life Insurance

**3DO**—3-Day Option

**7DO**—7-Day Option

### *Terms*

**Active Duty**—Captures full-time duty in the active military service of the United States, and 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 (10 USC §101(d)(1)).

**Active Duty for Training (ADT)**—A tour of active duty used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and other such times as national security requires. The AF places the member on orders, which provide for return to inactive status when the member completes the period of active duty for training. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

**Active Military Service**—A general term that includes Regular officers on the active duty list, Regular Airmen, and Reserve Component members serving on extended active duty.

**Active Status**—Means the status of a member of a reserve component, not serving in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve (10 USC §101(d)(4)).

**Air Reserve Component (ARC)**—The Air Force Reserve or Air National Guard

**Best Interest of the Air Force**—A significant situation or circumstance, as supported by the member's commander or other senior official, where the member's request for restriction, withdrawal or extension approval positively affects the unit or Air Force mission.

**Commander**—Unless otherwise specified, refers to the immediate commander of the member concerned, and includes squadron section commanders, if they have been appointed on special orders.

**Commissioned Officer**—A member of the Air Force appointed in the grade of second lieutenant or above.

**Date of Appointment**—Date the officer accepted appointment in any component of the Air Force.

**Dual Status**—Regular Airmen who hold Reserve appointments as commissioned officers.

**Extended Active Duty (EAD)**—A tour of active duty for a regular component member or tour duty performed by a member of the ARC when activated/mobilized under certain sections of law i.e., 10 USC 12302, with the active component (normally for more than 90 days but could be less). For ARC tours, strength accountability for persons on extended active duty changes from the ARC to the active force. The AF does not count ADT and active duty in a service academy or armed forces preparatory school as creditable extended active duty service.

**Hardship**—A fully-documented situation or circumstance that imposes undue privation or suffering on the member, household, or immediate family and has occurred since the member applied for retirement.

**The AF does not consider circumstances common among retirement**—eligible members, such as employment prospects or school year considerations, as hardship. This term does not relate to humanitarian deferment policies in AFI 36-2110, *Assignments*. The AF uses this definition of hardship when considering waiving the retirement restrictions identified in **Table 2.2**, allowing members to withdraw or extend retirements, or extending members' HYT dates.

**Highest Grade Held**—The highest grade held by a member satisfactorily for active component or with creditable service for reserve component members

**Inactive Duty Training**—Authorized training performed by a member of a Reserve component not on active duty, annual training, or active duty for training. Consists of regularly-scheduled unit training assemblies (UTAs), additional training periods or equivalent training performed in connection with the prescribed activities of their assigned organizations.

**Member**—A commissioned officer or an Airman, including those who the AF retired.

**Non-regular Service**—Active or inactive service in an Air Reserve Component.

**Non-status applicant**—A former Reserve Component member not yet in the Retired Reserve awaiting age 60.

**Officer**—Unless otherwise specified, a commissioned officer, either permanent or temporary.

**PSD Guide**—Personnel Services Delivery Guide. Outlines the procedures used in the military retirement process. Available for view through MyPers on the AFPC website.

**Points**—Credit awarded to ARC personnel for active service, active duty for training, or inactive duty training and gratuitous credit for Reserve membership. Includes service for ANG members performed under Title 32 USC.

**Recommended List for Promotion**—A list of officers recommended by selection boards for promotion to the next higher grade.

**Regular Air Force (RegAF)**—A component of the Air Force. The term "Regular" with respect to an enlistment, appointment, grade, or office, means appointment, grade, or office in the active or Regular component.

**Reserve Component of the Air Force**—The United States Air National Guard (ANG) and the Air Force Reserve (AFR). Also known as the Air Reserve Component (ARC) when referred to jointly.

**Reserve of the Air Force**—As used in this instruction, the federal status possessed by members of the Air National Guard of the United States and the Air Force Reserve. The AF does not use this term to identify an Air Force component or organization.

**Reserve Retirement**—Reserve or Air National Guard member who accumulated 20 “good” years of reserve component service as computed under 10 USC §12732.

**Retirement**— Member who meets the criteria established to be immediately retired and receive active component retired pay by a provision of law.