

**BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER**

**AIR RESERVE PERSONNEL CENTER
INSTRUCTION 36-3203**



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Personnel

**COMPUTATION OF CREDITABLE
SERVICE FOR RESERVE RETIRED PAY**

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This publication is a guide for computing creditable service in determining entitlement to retired pay under Title 10, United States Code (U.S.C.), Sections 12731 and 12732, for computing service and points, and preparing histories for input to Point Credit Accounting and Reporting System (PCARS) for subsequent issue of Air Reserve Component participation summaries. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, subject to FOIA requirements. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

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1. Definition of Terms:

- 1.1. Armed Forces. The Army, Navy, Air Force (AF), Marine Corps, and Coast Guard.
- 1.2. Air National Guard (ANG). That part of the organized militia of the United States (US) and US territories, Puerto Rico, the Canal Zone, and the District of Columbia, active and inactive, that:
 - 1.2.1. Is an AF;
 - 1.2.2. Is trained, and has its officers appointed, under the sixteenth clause of Section 8, Article I of the Constitution;
 - 1.2.3. Is organized, armed, and equipped wholly or partly at Federal expense; and,
 - 1.2.4. Is Federally recognized.
- 1.3. Air National Guard of the United States (ANGUS). The Reserve component of the AF, all of whose members are members of the ANG.
- 1.4. National Guard (NG). The Army National Guard (ARNG) and the ANG.
- 1.5. ARNG. That part of the organized militia of the US and US territories, Puerto Rico, the Canal Zone, and the District of Columbia, active and inactive, that:
 - 1.5.1. Is a land force;
 - 1.5.2. Is trained and its officers appointed under the sixteenth clause of Section 8, Article I of the Constitution;
 - 1.5.3. Is organized, armed, and equipped wholly or partly at Federal expense; and,
 - 1.5.4. Is Federally recognized.
- 1.6. ARNG of the US. The reserve component of the Army, whose members are members of the ARNG.
- 1.7. Regular. An enlistment, appointment, grade, or office in a regular component of an armed force.
- 1.8. Reserve. An enlistment, appointment, grade, or office held as a reserve of an armed force.
- 1.9. Active Duty (AD). Full-time duty in the active military service of the US. Includes duty on the active list, attendance at a service school designated by law or by the Secretary of the military department concerned; and members of the ANG and United States Air Force Reserve (USAFR) on Extended Active Duty (EAD).

1.10. Inactive Duty Training (IDT).

1.10.1. Authorized training performed by reservists, not on AD or AD training, as prescribed by the Secretary concerned under Title 37 U.S.C., Section 206 or any other provision of law; and,

1.10.2. Special additional duties authorized for reserve by an authority designated by the Secretary concerned, and performed on a voluntary basis in connection with the prescribed training or maintenance activities of the units to which they are assigned. It includes those duties performed by reserve as members of the NG.

1.11. Active Status. The status of a reserve, a member who is not in the inactive ARNG on an inactive status list, or in the retired reserve.

1.12. Creditable Service. Service in an active status which is creditable for retired pay entitlement under Title 10 U.S.C., Section 12732. (For further clarification, see [paragraph 3](#))

1.13. Non-creditable Service. Time spent in a status which may not be counted in any computation of years of service. (For further clarification, see [paragraph 4](#))

2. General. Service creditable for retired pay entitlement is authenticated and disseminated to other agencies. Discharged member's data will be sent to Defense Manpower Data Center.

2.1. All active service as a military member of the Army, Navy, AF, Marine Corps or Coast Guard is considered creditable service. Active service includes all periods of military service, whether performed as a member of a regular or reserve component; all periods of AD for training; all prescribed periods of attendance at service schools designated by the Secretary of the Army, Navy or AF, under Sections 316, 502, 503, 504, and 505 of Title 32, by law, or any period of time when ordered to AD under component Federal orders.

2.2. After 1 July 1949, all service in an active status in any Federally recognized organization is creditable toward longevity service. However, to be credited with satisfactory service for retirement purposes, the member must earn a minimum of 50 points per retention/retirement (R/R) year, of which 15 may be membership points.

3. Creditable Service. Note: Reference DOD 7000.14-R volume 7A, Chapter 1 before making a final determination on creditable service. Except as stated in paragraph 4, and subject to certain points requirements, the following service is creditable for retired pay under Title 10 U.S.C., Section 12732:

3.1. The Army, Navy, AF, Marine Corps, and Coast Guard.

3.2. The Federally recognized NG, or National Guard Reserve, or a Federally recognized status in such service before 15 June 1933. The NG, during the period 15 June 1933 to 31 October 1934, provided service was continuous from the date of enlistment in the NG or Federal recognition as an officer and the member subscribed to the dual oath after 3 April 1934 and prior to 1 November 1934 in the National Guard of the US (NGUS) and the ANGUS after 3 April 1934. The NG and the ANG, while in the service of the US. Service is creditable if a member held a commission or enlistment in the inactive NG and the NGUS at the same time. (22 Comptroller General Decision 907; and JAG, USAF, December 1962 and 13 July 1965.)

- 3.3. The USAFR (Officer and Airman). Temporary officers appointed under Title 10 U.S.C., Section 8446 may use their date of appointment to establish their individual R/R year dates and have service performed as temporary officers creditable for Reserve retirement under Title 10 U.S.C., Section 12731. (ARPC/JA Decision, 12 July 1983.)
- 3.4. The Naval Reserve and the Naval Reserve Force, excluding members of the Fleet Reserve and the Fleet Naval Reserve, transferred thereto after completion of 16 or more years of active Naval service; the Naval Militia after 15 February 1914, when such service conformed to the standards prescribed by the Secretary of the Navy prior to 1 July 1949, however service is not creditable after 30 June 1949. (Title 10 U.S.C., Section 12732 (b)(2)).
- 3.5. The Marine Corps Reserve and the Marine Corps Reserve Force, excluding members of the Fleet Marine Corps Reserve transferred thereto after completion of 16 or more years of active Naval service. The Limited Service Marine Corps Reserve.
- 3.6. Cadet-Midshipman, Merchant Marine Reserve, US Naval Reserve, attending Merchant Marine Cadet Basic School from 1943 to 1945 is creditable as Reserve service (inactive). (Comptroller General opinion B-176-647, 25 November 1969, B180975, 17 January 1975.)
- 3.7. The Army of the United States (AUS), nor the Air Force without a component:
- 3.7.1. Appointments as commissioned officers under the Joint Resolution of 22 September 1941, made after 6 December 1941, terminated 31 March 1953.
- 3.7.2. Women's Army Corps. Officer appointments terminated 31 March 1953. (USAF JAG Decision, 21 February 1962. Public Law 86-197 extended appointments to 31 March 1953.)
- 3.7.3. Disabled officers were retained in the service. Their treatment for physical reconstruction reached a point where they would not be further benefited by retention in a military hospital or in the military service, terminated 31 March 1953, or date of release from AD, whichever is later.
- 3.7.4. Warrant officers temporarily appointed under the Act of 21 August 1941, terminated 1 April 1953.
- 3.7.5. The Army under an appointment under the Act of 22 December 1942 (Ch 805, 56, Stat 1072.).
- 3.8. The Women's Army Auxiliary Corps (WAAC) for active service after 13 May 1942 and before 30 September 1943, provided the member performed active service in the Armed Forces after 29 September 1943. (Title 10 U.S.C., Section 1038)
- 3.9. The USAF (Air Force of the United States (AFUS) without component).
- 3.10. The Philippine Scouts.
- 3.11. The Army Nurse Corps, the Navy Nurse Corps, the Nurse Corps Reserve of the Army or the Nurse Corps Reserve of the Navy, as it existed at any time after 2 February 1981. Classified field service as an Army HQ clerk or clerk of the Quartermaster Corps under laws in effect before 29 August 1916 (considered as warrant officer status). (Public Law 86-861, 2 September 1958, 72 Stat 1558.)

- 3.12. Active full-time status (except as a student or apprentice) with the Medical Department of the Army as a civilian employee in the dietetic or physical therapy categories (if the service was performed between 6 April 1917 and 1 April 1943), or in the occupational therapy category (if the service was performed before 1 January 1949) and before appointment in the Army Nurse Corps or the Women's Medical Specialist Corps or the AF, with a designation as an AF nurse or medical specialist.
- 3.13. The Regular Army Reserve before 1 July 1949 (Comptroller General Decision B154238, 7 August 1964).
- 3.14. The Commissioned Corps of the Public Health Service (PHS) (military service and a branch of the land and naval forces of the US from 29 July 1945 to 3 July 1952, both dates inclusive). (1964 U.S.C. Congressional and Administrative News, P-5077.)
- 3.15. Commissioned personnel who were transferred to the Coast and Geodetic Survey under the jurisdiction of a military department. These personnel were transferred on an individual basis. (This service was made creditable by Public Law 88-636.)
- 3.16. Service performed in a minority (i.e., under age); enlistment is creditable even though the member was discharged or the enlistment was declared void because of minority. (1st Ind, (SJA), HQ CAC, 27 October 1961, to Ltr, ARPC (SJA), 23 October 1961.)
- 3.17. Attendance at preparatory schools, provided individual was called to EAD in reserve status for the purpose of attending preparatory school. Service and points are creditable whether the reservist completed or failed to complete preparatory school, or was not accepted as a cadet or midshipman, or completed or failed to complete the military academy.
- 3.18. De facto status and short tours performed while in de facto status, creditable under certain conditions. (Comptroller General Decision B-155459, 7 November 1964; B-0110424, 19 March 1952.)
- 3.19. Active commissioned service in the National Oceanic and Atmospheric Administration or the Public Health Service, including active commissioned service in the Environmental Science Services or in the Environmental Science Services Administration and in the Coast and Geodetic Survey shall be credited as active commissioned service in the Armed Forces for purposes of determining the retirement eligibility and computing the retired pay of a member of the Armed Forces. (Title 10 U.S.C., Section 1043; Added Public Law 98-94, Title X, and 1007(b1), 24 September 1983, 97 Stat 662.)
- 3.20. Reserve Officers Training Corps (ROTC) before 12 October 1964 as long as member had a concurrent enlistment.
- 3.21. The Honorary Retired List of the Navy Reserve or Marine Corps Reserve before 1 July 1949.
- 3.22. The National Naval Volunteers before 1 July 1949.
- 3.23. Academy service for enlisted members considered AD for purpose of entitlement to retired pay. (Comptrollers General Decision B-195448, 3 April 1980.)
- 3.24. A Reserve component for the period retained on AD after qualification for retired pay under Title 10 U.S.C., Section 12731, before 1 July 1949.

3.25. The Students Army Training Corps in enlisted status after 1 October 1918 and before 1 July 1949.

3.26. The Naval Reserve as an aviation cadet, performed under the Act of 15 April 1935 before 1 July 1949.

3.27. Office of the Assistance Secretary of Defense Memorandum, Policy Guidance for Reserve Credit, dated 17 October 2000 allows Armed Forces Health Professions Scholarship and Financial Assistance program participants who meet the eligibility criteria to be counted for retirement points and years of satisfactory service for Reserve retirement under Chapter 2126 (b) of Title 10 U.S.C. To qualify, a member must serve in the Selected Reserve, in a skill critically needed in wartime, after completing their AD service obligation. The adjustment to reflect the awarded service credit may be given for each full year of qualifying service in the Reserve that ended on or after 22 September 1997. However, the time spent in the Health Professional Scholarship Program/Financial Assistance Program will not count for longevity pay purposes.

4. Noncreditable Service. Service listed in the following organizations is not creditable in determining entitlement to retired pay (Title 10 U.S.C., Section 12732):

4.1. Army Specialist Corps.

4.2. Auxiliary Reserve ([paragraph 5.2.3.1](#)).

4.3. Inactive Reserve. Service other than active in an inactive section of the ORC or of the Army Reserve or in an inactive section of the Officer's Section of the USAFR.

4.4. Honorary Naval or Marine Corps Reserve or Retired Naval or Marine Corps Reserve after 30 June 1949, except as provided under [paragraph 3.7](#) ([paragraph 5.2.3.3](#)).

4.5. ROTC after 12 October 1964 or before 12 October 1964, if member did not have a concurrent enlistment; or Citizen's Military Training Camp.

4.6. Civilian Conservation Corps unless on active military duty as a Reserve officer.

4.7. State ARNG or state ANG. Non-Federally recognized status in the ARNG or ANG service in a Federally recognized ARNG or ANG after 14 June 1933, if membership in the NG or the US or ANGUS was not attained at some time during the Federally recognized status, and the service was not continuous.

4.8. Women's Air Service Pilot.

4.9. Contract surgeons and contract dentists.

4.10. Constructive service for Medical Corps or Dental Corps officers.

4.11. Cadets or midshipmen in the USAF, USMC, USN, USA, or USCG Academies, if commissioned. (Comptroller General Decision B-195448, 3 April 1980.)

4.12. Service as an inactive Reserve nurse of the Army Nurse Corps, established by the Act of 2 February 1901, and service before 1 July 1938 as an inactive Reserve nurse of the Navy Nurse Corps, established by the Act of 13 May 1908.

4.13. WAAC inactive service, and active service before 14 May 1942.

4.14. Inactive Air and Army NG.

- 4.15. Non-Federally recognized NG Reserve.
- 4.16. State Administrative Staff before the Army appropriation Act, 12 May 1917.
- 4.17. Philippine Army or Constabulary.
- 4.18. Candidate, Officers Training Corps, before 5 January 1918.
- 4.19. Service in any status other than commissioned officer, warrant officer, nurse, flight officer (flight officer commission holds through 27 October 1952), aviation midshipman, appointed aviation cadet, enlisted member, or that described under creditable service ([paragraph 3](#)).
- 4.20. All periods of absence under Article I War 107 (AWOL), or lost time for any other reason, are deducted from service. AWOL that occurred during a scheduled short tour for training is also deducted. Count AWOL or lost days from the date of departure through the day before return to duty (AFM 177-373, Volume 3). AWOL and lost time, are not shown as non-creditable time on AF Form 526.
- 4.21. A Reservist who is hospitalized as a result of injury or disease incurred in the line of duty while performing a short tour of AD is considered to be on AD only during the period specified in orders issued. The period between the date of release from AD and the date of discharge from the hospital is not creditable service for retirement purposes; it is creditable, however, for the purpose of awarding membership points. The reservist is not considered to have performed AD or participated in inactive duty for training. (B-134430, 37 Comptroller General Decision 403.).
- 4.22. Service in the Fleet Reserve or Fleet Marine Corps Reserve, National Naval Volunteers, Honorary Retired List of the Navy Reserve or Marine Corps Reserve, Naval Reserve as an aviation cadet.

5. Types of Appointments and Enlistments. Following are brief explanations to aid in determining the creditability of service under **paragraphs 2 or 3**:

5.1. AF.

5.1.1. AF Reserve. Members of the Air Force Corps of the ORC (Army) were transferred to the Air Reserve about 1 July 1949 in the same grade and Reserve Section as assigned to in the ORC. If a change in assignment was made concurrent with the transfer, it will be specifically indicated. An indication of return to active status may be shown on AF Form 190, **USAF Reserve Personnel Record Card -- for Retention, Promotion and Retirement** (Obsolete), which established the R/R date. Appointments to commissioned grades accepted before 9 July 1952, were for periods of 5 years from date of tender. After 8 July 1952, acceptance constituted an indefinite term of appointment. Members of the Enlisted Reserve are enlisted for specific periods.

5.1.1.1. The Inactive Air Reserve (IAR) and Inactive Reserve Section (IRS) were established prior to 1 January 1953. Non-obligated personnel were assigned to these sections and were not eligible to receive points. Service in these two categories are creditable for longevity purposes only. On 1 January 1953, the IAR and the IRS were redesignated the Inactive Status List Reserve Section (ISLRS).

5.1.1.2. The Ineligible Reserve Section was established 30 December 1952. Ready Reservists who had not completed their service obligation under the Universal Military Training and Service Act and did not participate in training activities, were assigned to this section and are eligible for membership points only. On 1 July 1966 the Ineligible Reserve Section was renamed Obligated Reserve Section (ORS).

5.1.2. AFUS without component.

5.1.2.1. Temporary appointments and enlistments in the AF were made without specification of component.

5.1.2.2. Enlistments and commissioned appointments were made only in time of emergency or war. Unless sooner terminated or vacated, the appointment or enlistment was effective for the period of emergency or war plus 6 months. Indefinite term appointments in NG, ANG, or RES, on 9 July 1952, were automatic.

5.1.2.3. Warrant officer appointments were made whenever the appropriate Secretary determined their need and continued at the pleasure of the Secretary.

5.1.2.4. Promotions to temporary officer grades are considered accepted unless expressly declined in writing. An additional oath of office is not required if service has been continuous.

5.1.3. Regular AF. Officers and enlisted members who serve continuously on AD in peace and war.

5.1.3.1. Enlistments and commissioned appointments are usually for specific periods. Reenlistments of persons who last served in one of the highest three enlisted grades may be for an unspecified period. Enlistments in effect at the outbreak of war, or entered into during a war, unless sooner terminated, continue in effect until 6 months after war. An enlisted member who deserts, is AWOL, is confined (awaiting or serving sentence), or if unable to perform duty due to misconduct, is liable for retention on full duty until the full term of enlistment has been served. The enlistment is extended from the period before the transgression to a date in the future to complete the term of enlistment. The number of lost or AWOL days is added to the original term of enlistment and must be served.

5.1.3.2. Warrant officer appointments required the member to have served on AD in the AF for at least 1 year.

5.1.3.3. Commissioned and warrant officer appointments are for an indefinite term.

5.2. Army.

5.2.1. Army Reserve. Established under Public Law 82-476, 9 July 1952. Warrant and commissioned appointments are tendered for an indefinite term. Only the period from the date of acceptance is creditable for retirement. Enlistments are contracted for specific periods.

5.2.2. ORC. Established under Public Law 80-460, 25 March 1949. Commissions were tendered for 5-year periods, extending from the date of the tender. Only the period from the date of acceptance is creditable for retirement. Enlistments were contracted for

specific periods. Appointments under this authority were discontinued on 9 July 1952 (includes Officer and Enlisted Reserve Corps).

5.2.3. Officer Reserve Corps appointments made before 9 July 1952 under Section 37 or 38, National Defense Act, 3 June 1916, were tendered for 5-year periods. It is the AF position that such appointments began from the date of acceptance and continued for years unless the appointment terminated sooner for other reasons. A promotion reestablished a new 5-year period. Unless a promotion was declined, or the promotion instrument provided specifically for additional action to validate the promotion, announcement of promotion in orders is sufficient to establish acceptance. The new contract was effective 5 years from the date following termination of the previous appointment, even though the acceptance (oath) was dated prior to it. If accepted after termination of the previous contract, a break in service resulted. If the late acceptance was rejected, service terminated as of the previous 5-year contract. Five-year reserve appointments were terminated and indefinite term appointments made after 9 July 1952 in the same grade and section, unless assignment was specifically announced in the orders. Officer Reserve Corps commissions in effect as of 27 August 1940, when Public Resolution 96, 76th Congress, was approved, automatically extended to 31 March 1953 by operation of law, unless otherwise terminated by administrative action. Officer Reserve Corps reappointment for a new 5-year period in the same grade required written acceptance on or before the termination of the previous appointment ([paragraph 6.4.2.7](#)).

5.2.3.1. Auxiliary Reserve. Established in 1924 to receive members of the ORC who reached statutory age limit for retirement, who became physically disqualified, and who applied voluntarily. Name changed to Inactive Reserve Status (IRS) on 8 October 1935.

5.2.3.2. IRS. Established 8 October 1935. During a 5-year appointment, a transfer from the organized reserve to the inactive reserve may be shown on a certificate of appointment, rather than a letter notifying the individual of such transfer. The date the certificate was issued will usually denote the date of transfer. Transfers between active and inactive sections will not change the 5-year period of appointment.

5.2.3.3. Honorary Reserve. Established by War Department Circular 356, 3 December 1946. Formerly named IRS, now named the Retired Reserve Section.

5.2.3.4. Ineligible Status, ORC. Before World War II, regulations provided for reappointment in the ORC for a 5-year period without eligibility for assignment, AD, or promotion in time of peace if the officer, during the previous 5-year reserve appointment, failed to meet the requirements for reappointment with full eligibility.

5.2.4. AUS temporary appointments.

5.2.4.1. Appointments made under the Joint Resolution of 22 September 1941 (Public Law 77-252) were effective as of the date of written acceptance, usually an oath of office. The Act of 25 August 1959 (Public Law 86-197) amended the termination date for all appointments made under this law after 6 December 1941, up to and including 31 March 1953, if appointments were not earlier terminated by administrative action or specific provisions of law. Initially, commissions were

extended to males only. The Women's Army Corps Act of 1 July 1943 provided that females would be commissioned under the Joint Resolution of 22 September 1941 (Public Law 77-658). The Act of 1 July 1943 provided for the commissioning of female physicians, and surgeons under the Act of 22 September 1941, and the Act of 22 June 1944 authorized commissions be granted members of the Army Nurse Corps, and other female personnel of the medical department under the Joint Resolution of 22 September 1941. Flight officers were appointed under the Act of 22 September 1941, Public Law 77-658.

5.2.4.2. After 7 December 1941, temporary appointments and promotions were effected under the provisions of paragraph 7, section 127a, National Defense Act, as amended. The provision was normally used to appoint officers in the Regular Army to higher temporary grades. Appointments terminated 31 March 1953.

5.2.4.3. Commissions effected under section 515(e), Public Law 80-381, 7 August 1947, were at the pleasure of the President and, if not sooner vacated, terminated 31 March 1953.

5.2.4.4. Temporary promotions under Public Law 77-455 were given officers commissioned in, or assigned to duty with the Air Corps. If not sooner terminated, their commissions were terminated upon release from AD.

5.2.4.5. Acceptance of NGUS appointment automatically terminated any other existing reserve appointment. Service in the Federally recognized NG after 14 June 1933 should be treated as if it were service in a reserve component, if the person was later appointed in the NGUS (Army or Air) before 31 October 1934 and served continuously in the NG from the date of Federal recognition to the date of that appointment. Before 9 July 1952, NGUS or ANGUS appointment terminated as of the date of discharge from NGUS or ANGUS. Beginning 9 July 1952, upon discharge from the NGUS or ANGUS, members reverted to Army Reserve or Air Force Reserve. AUS temporary appointments, without specification of component, were not effected by acceptance of reserve or NGUS appointment unless specifically stated.

5.2.5. AUS inductees and enlistees.

5.2.5.1. Males only were enlisted for immediate AD under the Acts of 14 May 1940 and 18 August 1941. Enlistment terminated upon release from AD. Some individuals were given furloughs upon induction or enlistment, others were transferred to the Enlisted Reserve Corps before reporting for AD. AD began from the date of induction or date the member reported for duty.

5.2.5.2. Females were enlisted in the Women's Army Corps under the Act of 1 July 1943. AD began on the date the oath was signed, if transferred from the WAAC. Only AD is creditable for retirement.

5.2.6. Regular Army. Members entered on duty as of the date of the oath of office or date of enlistment. Graduates of the US Military Academy assumed AD status as of the date of graduation, although the oath may have been executed at a later date. Aviation cadets were members of the Regular Army.

6. Procedures. **Attachment 2** lists the authorized forms and documents which can be used to verify service and points.

6.1. Service for years prior to 1 July 1949 will be computed as shown in **paragraph 6.4.7**.

6.2. Service after 1 July 1949 will be computed by adding the member's service for each 1-year period credited with at least 50 points on the basis of one point per day of active military service, or for each day of AD training performed under Title 32 U.S.C., Sections 316, 502, 503, 504, and 505. This includes attendance at a drill or period of equivalent instruction for IDT as prescribed in AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. The "Prorating Reserve Membership Points" chart is used for crediting minimum points allowed for a partial year.

6.3. Membership points are given at the rate of 15 points per year in a reserve component of a US Armed Force, the Army or AF without component, or in any other category covered under creditable service except a regular component. Membership points for service less than a full year are prorated as in **paragraph 6.2**.

6.4. The following guidelines are used to compile creditable service for retirement and should be analyzed in chronological order.

6.4.1. Enlistment service records show whether enlistment was in the Regular Army (AUS), Enlisted Reserve Corps, Students Collegiate Training Camp, Student Army Training Camp, etc.

6.4.2. If dates in the service record and report of separation vary, the service record dates are accepted.

6.4.2.1. Documents for commissioned and enlisted service in another US armed service are filed in the master personnel record (MPeR). (See **paragraph 5** for types of appointments and enlistments.)

6.4.2.2. Acceptance of NGUS tender of appointment terminated any existing reserve appointments.

6.4.2.3. AF and Army enlistments terminated by acceptance of AF or Army commission are credited through the day before the date of acceptance of commission, so long as the normal term of enlistment did not expire before that date (paragraph 17e, War Department Circular 151, 12 June 1947).

6.4.2.4. Short tours of AD before 1 July 1949 must be supported by the competent Federal authority. In the absence of an AD report, use the efficiency report, effectiveness report, or training report to substantiate AD, if the inclusive dates are within the period shown on the orders.

6.4.2.5. A member hospitalized or rendered unfit for worldwide service by an injury or disease incurred in the line of duty while on AD, is entitled to point credit through the last day covered by their orders, but is not authorized points while in a continuation of pay status thereafter.

6.4.2.6. In the absence of other documentation, effective dates and termination dates of 5-year ORC appointments may often be established by information in the heading of 5-year reappointment letters. The third line of facts and figures to the right of the

name and address shows date of acceptance of previous 5-year appointment; and the fourth line shows the effective date of the new 5-year reappointment.

6.4.2.7. If the Oath of Office is missing from the record, the date on the appointment order may be used in lieu of the Oath. If both the Oath and Order are missing you may use the Memorandum for Record, which is an implied Acceptance of a Commission in the Reserve. In all instances, we should check our normal backup sources to try and obtain a copy of these documents.

6.4.2.8. After the passage of Public Resolution 96, 76th Congress, approved 27 August 1940, reservists were notified that 5-year appointments normally expiring after 26 August 1940, continued in effect until 6 months after the war ended. This interpretation was erroneous. Five-year commissions, which terminated before 8 December 1941, were properly lapsed and reserve status lost until another appointment was accepted, however, if entered on extended AD as a reservist after the expiration date of a 5-year reserve appointment, an opportunity to accept an AUS appointment may have been offered. Acceptance of such appointment may establish continuous military service, if verified by letter or other documents in the records.

6.4.2.9. Five-year appointments converted to indefinite term appointments were in the same grade, and in the same section, unless reassignment was specifically announced on an order.

6.4.2.10. Resignations are effective on the date announced in the discharge order.

6.4.2.11. Time spent in the Delayed Enlistment Program (DEP) prior to 1 January 1985 is creditable for membership points only. Time spent in DEP after 31 December 1992 are creditable for member points.

6.4.3. When an order is unavailable, use either of the following examples as a guide to establish dates of reenlistment:

6.4.3.1. Assignment to the IAR announced on the order. Next order should show release from the IAR and assignment to the Voluntary Air Reserve Training Squadron. Use the date of assignment to active status as the date of removal from inactive status if no other evidence is available.

6.4.3.2. AF Reserve appointments accepted on or after 9 July 1952 were for an indefinite term.

6.4.4. If information in the record indicates prior NG, Army, Marine Corps, Coast Guard or other Federal military service, but is not substantiated, action is taken to obtain verification of service. Show only service, which is documented and certified as creditable by the appropriate military branch.

6.4.5. The record of points earned after 1 July 1949, as a reserve member of other military branches, may be obtained from the Defense Personnel Records Information Retrieval System or the appropriate branch if the reservist cannot furnish acceptable documents.

6.4.6. Individual entries of points recorded on properly executed and certified AF Form 190, will be accepted as points earned.

6.4.6.1. Short tours of AD must be within the date limitations shown in supporting orders.

6.4.6.2. EAD entries are supported by DD Form 214, **Certificate of Release from Active Duty**, or equivalent document.

6.4.6.3. Extension course entries are supported by certificates issued by the USAF Extension Course Institute (ECI). The completion date on the certificate can be changed by 90 days at the reservist's request. The date may be a maximum of 90 days before the date indicated by ECI, or the date shown, but never later than the ECI date; time includes Saturdays and Sundays (AFMAN 36-8001). For courses available, acceptable scores, and hours allowed, see the ECI catalog.

6.4.7. ARPC Form O-102, **PCARS Service History Worksheet**, and ARPC Form 168 are used to compile and compute points and service. All Federal service performed before 1 July 1949, and defined as creditable in **paragraph 3**, is credited in computing years of satisfactory Federal service for retirement.

6.4.7.1. Service is credited from the date the individual enlisted, or accepted appointment, or was transferred from an inactive to an active section of a reserve component of any branch of the Armed Forces, to the date discharged, or appointment terminated, or transfer from an active to an inactive section of a reserve component of any branch of the Armed Forces (both dates inclusive).

6.4.7.2. Creditable service after 30 June 1949 must be determined by R/R year. Service is creditable for retirement if at least 50 retirement points have been accrued for a full year, or proportionately (prorated) for a partial year when discharged, appointment terminated, or assigned to an inactive status.

6.4.7.3. An R/R year begins 1 July 1949 for persons who were members of a reserve component of any branch of the US Armed Force in active status on that date, if there has been no break in active status since then. For persons who became members of a reserve component--or who returned to an active status in the reserve--between 1 July 1949 and 30 September 1995, the R/R year begins on the date person attained reserve status or the date of latest return to an active status. For persons who became Reserve members on or after 1 October 1995, the R/R date is established as the day they entered into active service or active status in a Reserve Component. A new R/R date is not established when a member transfers between Reserve and Regular components. If a break in service occurs, a new R/R date is established. If enlisted or commissioned on 29 February, this date is the R/R date and will be input into the system. In this instance, the R/R date remains 29 February, and the "from" date will change to 1 March for all non-leap years. The "from" date of 29 February is used for each leap year.

6.4.7.4. A new year of service for retirement will not be established when a person:

6.4.7.4.1. Transfers between reserve components of the Armed Forces;

6.4.7.4.2. Is reassigned between active status program elements;

6.4.7.4.3. Is commissioned/appointed or became a warrant officer from enlisted status; or,

6.4.7.4.4. Is reenlisted, unless there is a break in service incident to such appointment, transfer, or reenlistment.

6.4.7.4.5. After 1 October 1995, R/R year begins upon initial entry into active service or active status in a Reserve Component.

7. Disposition.

7.1. ARPC Form O-102, with total service points, can be used for PCARS input of service history. All service must be accounted for as either creditable or non-creditable service.

7.2. Commit all documents to ARMS that are produced to create service histories.

JACQUELINE BING, Chief, Sustainment Division
Total Force Service Center - Denver

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

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

Title 32 U.S.C., Sections 316, 502, 503, 504, and 505

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

Prescribed Forms

ARPC Form 0-102, *PCARS Service History Worksheet*

ARPC Form 168, *Computation For Points and Satisfactory Service Credit Summary*, 12 May 2005

Adopted Forms

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

AF Form 190, *USAF Reserve Personnel Record Card -- for Retention, Promotion and Retirement (Obsolete)*

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

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AD—Active Duty

ANG—Air National Guard

ANGUS—Air National Guard of the United States

AWOL—Absent Without Leave

DEP—Delayed Enlistment Program

EAD—Extended Active Duty

ECI—Extension Course Institute

IDT—Inactive Duty Training

MPeR—master personnel record

ORC—Officer Reserve Corps

USAFR—United States Air Force Reserve

Attachment 2

**AUTHORIZED FORMS AND SOURCE DOCUMENTS FOR VERIFICATION OF
SERVICE AND POINTS**

A2.1. The following is a list of primary and secondary numbered forms and unnumbered documents authorized to verify creditable service and point credit. The number “1” identifies primary documents; the number “2” identifies secondary documents.

A2.2. A primary source document is a document authorized by the Armed Forces showing service creditable according to AFI 36-3203, *Service Retirements* and AFI 36-2254V1, *Reserve Personnel Participation*. Secondary source documents include proof of service affiliation or obligation or are documents that may be used to produce primary source documents. Secondary source documents are used when all efforts to secure a primary source document have been exhausted.

A2.3. All numbered forms are authorized for microfiche except those marked by an asterisk (*). When authorized for microfilm, the asterisk will be removed.

Table A2.1. Numbered Forms.

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
AA Form 78	Request for Missing, Initial Issue or correction of DA Form 1383, Annual Statement or Terminal Statement of Retirement Points	2		X
AF Form 7	Airman Military Record (obsolete)	2	X	X
AF Form 11	Officer Military Record (obsolete)	2	X	X
AF Form 40	Authorization for Inactive Duty Training	1		X
AF Form 40a	Record of Individual Inactive Duty Training	1		X

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
AF Form 77	Previous title, Company Grade Officer's Effectiveness Report ; AF Form 77a, Supplemental Sheet to AF Forms 77, 707, 909, 910, 911, and 475 ; AF Form 707, Officer Effectiveness Report ; AF Form 707a, Special Additional Indorsement to AF Form 707 , DA Form 67-5, US Army Officer Efficiency Report ; and DA, Navy, and Marine Corps forms comparable to AF Forms 77 and 707. (In addition to forms listed here, this item is applicable to past and future editions of comparable forms.)	2		X
AF Form 78	Previous title, Air Force General Officer Effectiveness Report	2		X
AF Form 100	Request and Authorization for Separation	1	X	
AF Form 133	Oath of Office (Military Personnel)	1	X	
AF Form 188	Statement Relative to Appointment or Enlistment After Removal from TDRL	1	X	
AF Form 190	USAFR Personnel Record Card—for Retention, Promotion and Retirement (obsolete)	1	X(2)	X
AF Form 458	Statement of Tour of Duty	1	X	
AF Form 475	Education/Training Report	1	X(2)	X
AF Form 526	ANG/USAFR Point Credit Summary	1	X(2)	X

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
AF Form 707	Previous title: Field Grade Officer Effectiveness Report (current title: Officer Effectiveness Report); AF Form 707a, Special Additional Endorsement to AF Form 707 , (AFI 36-2402). In addition to forms listed above, this item is applicable past and future editions of comparable forms.	2		X
AF Form 707a	(see AF Form 707)	2		X
AF Form 712	Air Reserve Forces Retirement Credit Summary (obsolete)	2	X	X
AF Form 909	Airman Performance Report (airman basic through senior airman) (obsolete)	2	X	
AF Form 910	Enlisted Performance Report	2	X	
AF Form 911	Senior Enlisted Performance Report	2	X	
AF Form 938	Request and Authorization for Active Duty Training/Active Duty Tour	2		X
AF Form 941	Statement of Understanding (Delayed Enlistment Program) (obsolete)	2	X	
AF Form 973	Request and Authorization for Change of Administrative Orders	1	X	
AF Form 1226	Record of Court-Martial Convictions and Time Lost (obsolete)	2	X	X
AF Form 1299	Officer's Certificate of Statement of Service	2	X	

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
AF Form 1383	Annual Statement of Credits (obsolete)	2		X
AF Form 1383a	Annual Statement of Credits (obsolete)	X		X
AF Form 1411	Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve	1	X	
AF Form 2630	Palace Chase Contract (after 1988) (obsolete)	2	X	
AF Forms 3028/3027	Palace Chase Contract (prior to 1988) (obsolete)	2	X	
AF Form 3219	Request and Authorization for Separation (Automated)	1	X	
AFRC Form 116	Request and Authorization for Discharge and Enlistment/ Reenlistment of AFR Airmen	2	X	
AGUZ Form 115	Use in lieu of DA Form 1383	2	X	X
AGUZ Form 378	Department of the Army—Report of Reserve Component Training—IAD Points	1		X
AGUZ Form 606	1st Ind Retirement Points (replaced by DARP 606)	1	X	X
ARPC Form 2	ECI Points Information (obsolete)	2		X
ARPC Form 7	Request and Authorization for Change of Administrative Orders (obsolete)	2	X	X
ARPC Form 66	Special Order for Prep School (obsolete)	2	X	
ARPC Form 77	EAD Order (obsolete)	2	X	X
ARPC Form 75a	Amendment/Revocation of EAD Orders (obsolete)	2	X	X

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
ARPC Form 92	Appointment Order	2	X	
ARPC Form 131	Reserve Order (obsolete)	2	X	
ARPC Form 160	Request for Statement of Service/Points	1	X	X
ARPC Form 0-168	Computation for AF Form 526 (obsolete)	2	X	X
ARPC Form 168	Computation for AF Form 526	**1	X	X
ARPC Form 175	Summary of Actions (ISLRS assignments only)(obsolete)	2	X	
ARPC Form 259	Conditional Release from the AFR (obsolete)	2	X	
ARPC Form O-268a	Computation for AF Form 526 (computer-generated, Oct 88) (obsolete)	1	X	X
ARPC Form O-273	Request for Verification of Military Service Paid from Federal Funds	1	X	X
ARPC Form 345	Request for Statement of Service (obsolete)	1	X	X
ARPC FL 100	Tender of Resignation in Lieu of Discharge Action (obsolete)	2	X	
ARPC FL 465	Assignment to the Inactive Status List Reserve Section (obsolete)	2	X	
ARPC FL 505	Notification of Discharge (obsolete)	2	X	
<p>**If the ARPC Form 168 on fiche is dated between 1 June 1976 and 1 November 1978, and has an XPSQ (QA) signature on it, it may be used as a primary source document without reaudit. If the ARPC Form 168 on fiche is dated between 1 September 1982 to the present, it may be used as a primary source document. All other ARPC Forms 168 are secondary and must be reaudited. If member is obligated and fails to return the signed oath, an in lieu of letter of acceptance can be used in place of the oath.</p>				
<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
ARPC FL 600/601	Notification of Discharge (obsolete)	2	X	
ARPC FL 602	Tender of Resignation in Lieu of Discharge Action (obsolete)	2	X	
ARPC FL 751	Notification of Discharge (obsolete)	2	X	
ARPC FL 758	Discharge Action (obsolete)	2	X	
ARPC FL 759	Notification of Discharge (obsolete)	2	X	
CG Form 4175	US Coast Guard Reserve Retirement Points Statement	1	X	X
CG Form 4973	USCG Reserve Retirement Points	1	X	X
DA Form 1379	US Army Reserve Components Unit	2	X	X
DA Form 1380	Record of Individual Performance of Reserve Duty Training	1		X
DA Form 1383	Annual or Terminal Statement of Retirement Points—Department of Army	1	X	X
DA Forms 2139/2349	Military Pay Vouchers (Army)	1	X	X
DA Form 3380	Army Points	1	X	X
DA Form 3593	Army Reserve Credit Card	1	X	X
DA Form 3686	JUMPS Army Leave and Earning Statement	1	X	X
DARC 249	Chronological Statement of Retirement Points	1	X	X
DARP 249-2-E	Chronological Statement of Retirement Points	1	X	X

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
DD Form 4	Enlistment/Reenlistment Document Armed Forces of the United States (pages 1 & 2)	1	X	
DD Form 4c	Enlistment/Reenlistment Agreement (Continuation Sheet)(obsolete) (see DD Forms 4/2, 4/3, 4/4)	1	X	
DD Form 13	Statement of Service (and comparable department forms)(obsolete)(AF Form 1613, effective 1 Mar 82)	2	X	X
DD Form 214	Certificate of Release or Discharge from Active Duty	1	X	X
DD Form 215	Correction to DD Form 214	1	X	X
DD Form 220	Active Duty Report	1	X	X
DD Form 230	AF Service Record (Big Book)(obsolete)	1	X	X
MDI Form 113	AGO National Guard Statement of Service	1	X	X
NAV MC 509	Reserve Retirement Master Control Card	1	X	X
NAV MC 798	Navy and USMCR Retirement	1	X	X
NAV PERS 601-11	Record of Naval Reserve Service	1	X	X
NAV PERS 601-14	Record of Discharge from the USNR (inactive)	1	X	X
NAV PERS 601-113	A Navy form similar to AF Form 40a	1	X	X
NAV PERS 1070-611	Formerly NAV PERS 601-11	1	X	X
NAV PERS 1822/1	Computation of Service for (TITLE) Retirement	1	X	
NGB Form 22	Report of Separation of Record of Service	1	X	

<u>NUMBER</u>	<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
NGB Form 23	Guard Retirement Credit Record	1	X	X
NGB Form 23b	Guard Retirement Credit Record (Computer Generated)	1	X	X
NGB Form 24	ANG Retirement Credit Summary	1	X	X(2)
NGB Form 105 (any version)	Authorization for Individual Inactive Duty Training	1		X
NGB Form 124	Department of the Army and Air Force National Guard Bureau, NGB Consolidated Retirement Record	1	X	X
NGB Form 47-1	Request for Information Army National Guard	1	X	X
NGB Form 337	Oath of Office	1	X	
NGB Form 421	NGB Enlistment Record - ANG	1	X	
WDAGO Form 24	Service Record (Little Book) (obsolete)	1	X	X
WDAGO Form 24a	Service Record (Big Book)	1	X	X
WDAGO Form 53	Enlisted Record and Report of Separation - Honorable Discharge (obsolete)	1	X	X
WDAGO Form 53-55	Similar to DD Form 214 (obsolete)	1	X	X
WDAGO Form 53-88	Similar to DD Form 214 (obsolete)	1	X	X
WDAGO Form 53-98	Similar to DD Form 214 (obsolete)	1	X	X
WDAGO Form 183	Record of Time of Reporting for AD of Member of Reserve Component (obsolete)	2	X	X

Table A2.2. Unnumbered Documents.

<u>TITLE</u>	<u>DOCUMENT</u>	<u>SERVICE</u>	<u>POINTS</u>
Secretary of the Air Force (SAF) directive issued under AFI 36-2603, <i>AF Board for Correction of Military Records</i>	1	X	X
Correspondence approving retention beyond mandatory separation date	1	X	
Document pertaining to administrative determination of HQ USAF or SAF affecting military status, separation, retirement or change of service dates	2	X	X
Letter of Appointment, USAFR, ANGUS, USAF (temporary)	2	X	
Correspondence approving retention beyond mandatory separation date	1	X	
Correspondence denying the individual service pay, points, or other benefits	2	X	X
Reappointment of Eligible Reserve Officer	2	X	
NGB letter or order extending Federal recognition	2	X	
Discharge Certificate	2	X	
Appointment as Warrant Officer USAF	2	X	
Appointment as a Commissioned Officer (AFI 36-2005 (Reserve) and AFI 36-2610 (Regular))	2	X	
Retirement Orders	1	X	
Involuntary Extension of Enlistment	1	X	
Reserve Retired Pay (RCDJMS) Participation and Pay Calendars	1	X	X
Computer Generated EAD Orders	2	X	X
Computer Generated Mobilization Orders	2	X	X
RPR Retirement Point Printout from other components	1	X	X