

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

**AIR FORCE INSTRUCTION 36-3012**

**23 AUGUST 2019**



**Personnel**

**MILITARY ENTITLEMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ USAF/A1P

Certified by: SAF/MR  
(Mr. John A. Fedrigo)

Supersedes: AFI36-2638, 26 January 2005;  
AFI36-3014, 23 November 2015;  
AFI36-3017, 20 September 2018;  
AFI36-3020, 20 June 2018;  
AFI36-3024, 24 January 2018

Pages: 95

---

This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*, and AFPD 36-30, *Military Entitlements*. It provides guidance and procedures to ensure the Air Force has the necessary mix of quality benefits and entitlements to recruit and retain high-quality people to meet Air Force requirements. This publication applies to all Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel except where noted otherwise. **Chapter 7** applies to all officers and enlisted personnel on extended active duty, but does not apply to members of the AFR or ANG and does not apply to AFR or ANG brought on active duty to fill a specific AFR or ANG manpower authorization at a predetermined location for a specified period of time (with the exception of **paragraph 7.3.9**, Secretarial Housing Allowance Waivers). In collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for military entitlements. This publication may be supplemented at any level; all Major Command (MAJCOM) level supplements must be approved by the Human Resources Management Strategic Board which manages total force integration for the Secretary of the Air Force, Manpower and Reserve Affairs, prior to certification and approval. 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*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 3.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 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 requires the collection and or maintenance of information protected by 5 United States Code (U.S.C.) § 552a, *The Privacy Act of 1974*. The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code § 8013, *Secretary of the Air Force*; Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*. The applicable Systems of Records Notices (SORNs) F036 AF PC C, Military Personnel Records Systems; F036 AFPC J, Promotions Document and Records Tracking System; F036 AFPC K, Enlisted Promotion Testing Record; F033 AFB, Privacy Act Request File; F036 AFPC Q, Personnel Data Systems (PDS); T7333, Travel Payment System; and F023 AF IL C Personal Clothing and Equipment Record are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

## **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. This instruction consolidates guidance previously provided in AFI 36-2638, *Air Force Reserve Enlisted Incentives*; AFI 36-3014, *Clothing Allowances for Air Force Personnel*; AFI 36-3017, *Assignment Incentive Pay and Special Duty Assignment Pay*; AFI 36-3020, *Family Member Travel*; and AFI 36-3024, *Transitional Compensation for Abused Dependents*. Other major changes in this instruction include reducing the use of acronyms, limiting the scope of this publication to Air Force policy by removing "how to" procedural references, and lowering compliance tiers where possible. **Chapter 7** has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff in accordance with DoDI 5154.31, Volume 5, *Commercial Travel Management: the Per Diem, Travel and Transportation Allowance Committee (PDTATAC)* dated 16 October 2015, as Per Diem, Travel, and Transportation Allowance Committee Case RR19003. The Joint Travel Regulations shall control in the event of a conflict with this instruction.

<b>CHAPTER 1— OVERVIEW</b>	<b>5</b>
1.1. Overview. ....	5
<b>CHAPTER 2— ROLES AND RESPONSIBILITIES</b>	<b>6</b>
2.1. Strategic Level Roles and Responsibilities.....	6
2.2. Special Duty Assignment Pay (SDAP) Roles and Responsibilities.....	7
2.3. Assignment Incentive Pay Roles and Responsibilities. ....	10

2.4.	Continuation Pay Roles and Responsibilities. ....	11
2.5.	AFR Incentive Program Roles and Responsibilities. ....	13
2.6.	ANG Incentive Program Roles and Responsibilities. ....	14
2.7.	Air Force Clothing Allowance Roles and Responsibilities. ....	15
2.8.	Family Member Travel Roles and Responsibilities. ....	16
2.9.	Transitional Compensation for Abused Dependents Roles and Responsibilities. ..	18
<b>Chapter 3— ASSIGNMENT INCENTIVE PAY AND SPECIAL DUTY ASSIGNMENT PAY (SDAP)</b>		<b>20</b>
3.1.	SDAP. ....	20
3.2.	SDAP Guidance and Procedures. ....	20
Table 3.1.	Conditions Affecting Eligibility for SDAP (applies to all service components). ...	23
3.3.	Assignment Incentive Pay. ....	25
<b>Chapter 4— CONTINUATION PAY</b>		<b>29</b>
4.1.	Continuation Pay. ....	29
4.2.	Program. ....	29
4.3.	Policy. ....	29
<b>Chapter 5— AIR RESERVE COMPONENT (ARC) INCENTIVE PROGRAM</b>		<b>31</b>
5.1.	ARC Incentive Program. ....	31
5.2.	AFR Incentive Program. ....	31
5.3.	Obligation, Participation, and Agreement (T-2). ....	31
5.4.	Enlisted Incentive Types and Eligibility Criteria (T-2). ....	32
5.5.	Officer Accession Incentive (T-2). ....	35
5.6.	Officer Affiliation Incentive (T-2). ....	35
5.7.	Processing Incentive Applications (T-2). ....	36
5.8.	Processing Incentive Payments (T-2). ....	36
5.9.	Transfer and Continuation (T-2). ....	37
5.10.	No availability (T-2). ....	37
5.11.	Withholding Incentives. ....	37
5.12.	Incentive Recoupment. ....	38

5.13.	Incentive Terminations (T-2).....	38
5.14.	Incentive Reinstatement (T-2). ....	38
5.15.	ANG Incentive Program Overview. ....	38
5.16.	Incentive Program Guidance.....	39
5.17.	Incentive Program Exceptions to Policy.....	39
5.18.	ANG Incentives and Program Administration.....	39
5.19.	ANG Termination and Recoupment.....	40
<b>Chapter 6— CLOTHING ALLOWANCES FOR AIR FORCE PERSONNEL</b>		<b>45</b>
6.1.	Clothing Allowances for Air Force Personnel. ....	45
6.2.	Principles and Special Considerations of Clothing Allowance Programs ....	45
6.3.	Military Clothing Allowance Program .....	46
6.4.	Civilian Clothing Allowance (CCA) Program.....	51
<b>Chapter 7— FAMILY MEMBER TRAVEL</b>		<b>56</b>
7.1.	Family Member Travel. ....	56
7.2.	Waivers and Recommended Changes.....	56
7.3.	Family Member Travel Program Elements.....	56
<b>Chapter 8— TRANSITIONAL COMPENSATION FOR ABUSED DEPENDENTS</b>		<b>63</b>
8.1.	Transitional Compensation for Abused Dependents. ....	63
8.2.	Applicability and Scope. ....	63
8.3.	Exceptional Eligibility. ....	63
8.4.	Policy. ....	64
8.5.	Procedures:.....	64
8.6.	Non-Payment. ....	67
8.7.	Application Procedures.....	67
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>69</b>
<b>Attachment 2— ACTIVE DUTY CLOTHING ALLOWANCE</b>		<b>78</b>
<b>Attachment 3— AIR NATIONAL GUARD AND USAF RESERVE CLOTHING ALLOWANCE</b>		<b>87</b>
<b>Attachment 4— OUSD (P&amp;R) Memo, April 14, 2008</b>		<b>95</b>

## CHAPTER 1

### OVERVIEW

**1.1. Overview.** This publication is a one-stop shop for guidance to members and dependents on certain military entitlements. It is divided into eight chapters.

1.1.1. **Chapter 2** , provides the roles and responsibilities.

1.1.2. **Chapter 3** , Assignment Incentive Pay and Special Duty Assignment Pay (SDAP), provides guidance to airmen who qualify for a monetary incentive award as compensation for assignment to duties designated as extremely difficult or involving an unusual degree of military skill.

1.1.3. **Chapter 4** , Continuation Pay, provides policy for Continuation Pay eligibility.

1.1.4. **Chapter 5** , Air Reserve Component (ARC) Incentive Program, provides guidance, and establishes procedures for the Air Force Reserve (AFR) and Air National Guard (ANG) Component Incentive Programs. The AFR is authorized to utilize incentive programs to attract and retain quality Airmen. The ANG Incentive Program is designed to attract and retain members into critical skills to meet mission manning requirements.

1.1.5. **Chapter 6** , Clothing Allowance for Air Force Personnel, provides guidance on military and civilian clothing allowances (CCA).

1.1.6. **Chapter 7** , Family Member Travel, provides policy and procedures for members and their families when required to travel for military service.

1.1.7. **Chapter 8** , Transitional Compensation for Abused Dependents, provides policy and procedures for dependents to apply for monthly transitional compensation payments and other benefits when separated for dependent abuse.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Strategic Level Roles and Responsibilities.

2.1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) will:

2.1.1.1. Approve assignment incentive pay policies and procedures that are designed to retain currently assigned personnel and quickly fill personnel shortfalls in designated difficult-to-fill assignments or locations.

2.1.1.2. When implementing or extending any assignment incentive pay, approve strategies to lessen critical manning and assignment-based personnel shortfalls to limit the prolonged use of assignment incentive pay.

2.1.1.3. Determines and publishes the parameters of continuation pay to include, but not limited to changing individual parameters or creating combinations (i.e., timing, multiplier, and obligation) to achieve retention requirements.

2.1.1.4. When necessary, identifies multiple options of parameter combinations and or redefines the population groups to which they apply to affect retention across the force.

2.1.2. Deputy Chief of Staff (DCS), Manpower, Personnel, and Services (AF/A1).

2.1.2.1. Recommends changes to of continuation pay for certain populations to SAF/MR.

2.1.2.2. Responsible for administering and managing the civilian, initial issue, partial initial issue and supplemental clothing allowance programs for Air Force military members by developing and disseminating policy, plans, and program guidance. Approval authority for the quantity and kind of clothing to be furnished annually to enlisted members and the amount of cash allowances that may otherwise be payable in accordance with (IAW) DoDI 1338.18, *Armed Force Clothing Monetary Allowance Procedures*.

2.1.3. Military Force Management Policy (AF/A1P).

2.1.3.1. Ensure all assignment incentive pay payments are consistent and comply with Title 37, United States Code Section 352.

2.1.3.2. Inform Air Force Personnel Center Assignments and Air Expeditionary Force Program Divisions (AFPC/DP3A), National Guard Bureau Force Management Branch (NGB/A1PP), Chief, Air Force Reserve (AF/RE) of continued assignment incentive pay authorization or termination at least 90 calendar days prior to implementation date, whenever possible.

2.1.3.3. Coordinate assignment incentive pay packages with appropriate stakeholders and functional community for Secretary of the Air Force (SecAF) approval.

2.1.3.4. Submit annual update to Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD (MPP)) of each assignment incentive pay program, per guidelines in DoDI 1340.26, *Assignment and Special Duty Pays*, paragraph 3.4, no later than 15 January of each year.

2.1.3.5. Staff Fiscal Year (FY) budget to Deputy Assistant Secretary of the Air Force for Financial Management Budget Operations and Personnel (SAF/FMBOP).

## 2.2. Special Duty Assignment Pay (SDAP) Roles and Responsibilities.

### 2.2.1. Air Force Personnel Center (AFPC).

2.2.1.1. Oversee yearly audit to validate proper SDAP payments and provide results to Headquarters Air Force, Assignment Policy Branch (AF/A1PPA).

### 2.2.2. AFPC, Airman Support Branch (AFPC/DP3SA).

2.2.2.1. Publish SDAP personnel services delivery guide and table to myPers website <https://mypers.af.mil> as necessary to reflect updated changes.

2.2.2.2. Submit system change requests to meet the new designation demands and ensure the information needed for PDS updates is current and compatible with the Defense Joint Military Pay System.

### 2.2.3. AFPC, Military Sustainment Operation Section (AFPC/DP2SSM).

2.2.3.1. Execute procedural guidance and validate the qualification of personnel for SDAP IAW prescribed policy.

2.2.3.2. Review and process Case Management System cases.

### 2.2.4. AFPC, Benefits and Entitlement Section (AFPC/DP1SSB).

2.2.4.1. Review and process Case Management System cases submitted by base-level.

2.2.4.2. Process systems rejects from the unit using AF Form 2096, *Classification/On-the-Job Training Action*, and pertinent source documents.

### 2.2.5. Headquarters Air Force, Assignment Policy Branch, (AF/A1PPA).

2.2.5.1. Project and submit FY budget to SAF/FMBOP.

2.2.5.2. Track SDAP-related expenses.

2.2.5.3. Submit an annual update to DASD (MPP) of SDAP, per guidelines in DoDI 1340.26, paragraph 3.4, no later than 15 January of each year.

2.2.5.4. Solicit SDAP points of contact from Regular Air Force (RegAF) and ARC for recertification of duties.

2.2.5.5. Recertify previously approved SDAP duties.

2.2.5.6. Conduct annual reviews of all SDAP designated duties.

2.2.5.7. Oversee and solicit members for the SDAP review board consisting of at least three career field managers (non-SDAP recipients).

2.2.5.7.1. The review board will also have at least one representative each from the AFR, ANG and AF/A1PP. AF/A1PP is designated as the Review Board President. (T-1).

2.2.5.7.2. AF/A1 approves/disapproves board requests for designating an SDAP duty.

2.2.5.8. Solicit input of any changes to SDAP policy and eligibility with ARC Personnel and Assignment Policy Branches (NGB/A1PP and AF/REP).

#### 2.2.6. Unit Commanders / Directors (RegAF).

2.2.6.1. Identify members who are qualified and eligible for special duty assignment pay as designated by the table posted on myPers, and initiate source documents to begin special duty assignment pay. Unit commanders or next military member in chain of command on G-Series orders may delegate this authority no lower than an O-3 (Captain) and above on G-Series orders.

2.2.6.2. Certify eligibility of SDAP. The monthly Military Personnel Data System (MilPDS)-generated SDAP roster is produced by the commander's support staff.

2.2.6.3. Counsel members on changes in SDAP ratings, terminations, and initiate and certify these changes.

2.2.6.4. Submit AF Form 2096 for actions affecting an Airman's SDAP.

#### 2.2.7. Military Personnel Flights (MPF) (RegAF).

2.2.7.1. Using source documents, update all SDAP requests into MilPDS within 90 days of the effective date. Mail source documents to AFPC Military Personnel Records Section (AFPC/DP1ORM), 550 C Street West, JBSA-Randolph AFB TX 78150.

2.2.7.1.1. Submit any request with an effective date backdated into a previous FY to AFPC via the Case Management System.

2.2.7.2. Refer to the myPers website <https://mypers.af.mil> for the current designated SDAP duties and pay ratings.

2.2.7.3. For units with no Commander's Support Staff, produce the monthly MilPDS-generated SDAP roster, send it to unit commanders for certification, and make any changes required.

2.2.7.4. Report any transaction code errors or MilPDS problems that interfere with updating special duty assignment pay status or paying individuals to AFPC/DP1SSB.

2.2.7.5. Resolve differences between the installation level, Headquarters Air Force (HAF), and Defense Joint Military Pay System data files using the Defense Joint Military Pay System data reconciliation.

2.2.7.6. Announce the date when SDAP decreases or terminates, at a minimum of 60 days in advance. **Table 3.1** lists the conditions affecting SDAP eligibility. SDAP terminates at the time periods listed in **Table 3.1** unless the commander/director designates an earlier date.

#### 2.2.8. AFR Personnel Policy (AF/REP).

2.2.8.1. Provide AF/A1PP with impact analysis of and recommended changes to SDAP.

2.2.8.2. Coordinate any changes or proposed changes to SDAP rates with specific AFR Career Field Managers.

2.2.8.3. Provide voting member to all AF/A1PP-directed SDAP review boards.

2.2.8.4. Provide AFR military personnel sections with any required SDAP guidance.



### 2.2.9. Military Units (AFR).

2.2.9.1. AFR units establish a manual file system and maintain a copy of all SDAP actions to include copies of initiated AF Forms 2096. Computer programs (e.g., spreadsheets) are encouraged to assist in program management.

2.2.9.2. At present, MilPDS does not support the SDAP program for the Reserve. In lieu of the monthly SDAP roster produced by MilPDS, military personnel sections initiate a similar product requiring commander certification. It is the unit's responsibility to work closely with the military personnel section to ensure accuracy and program compliance.

2.2.9.3. When a Reserve Personnel Appropriation or Military Personnel Appropriation order is initiated, or upon completion of unit training assemblies (UTA) (or other duty involving IDT where orders are not initiated), units initiate a military pay order or AF Form 2096 identifying all SDAP participants. Forward the military pay record to the servicing Reserve pay office for completion of payment. **(T-1)**.

### 2.2.10. MPF, Force Management (AFR Unit Program).

2.2.10.1. Closely monitor eligibility and SDAP effective dates IAW **Table 3.1** of this instruction and associated Reserve guidance. After review and certification, forward a copy of the AF Form 2096 to the Reserve pay office. **(T-1)**.

2.2.10.2. Establish a manual system to identify program participants. In lieu of the monthly SDAP certification roster produced by MilPDS, MPFs are expected to initiate other products necessary to ensure program compliance. Computer programs (i.e., spreadsheets) are encouraged to assist in program management. MPFs work closely with all units to ensure accurate and up-to-date information. **(T-1)**.

2.2.10.3. Ensure availability of up-to-date program guidance and resolve any SDAP discrepancies between the unit and Reserve pay office. **(T-1)**.

### 2.2.11. Headquarters Readiness Integration Organization Detachment Commander (RIO Det/CC), Individual Mobilized Augmentee (IMA) Program.

2.2.11.1. Identify members who are qualified and eligible for SDAP. Complete the AF Form 2096 to start, stop, or change the pay. The RIO Det/CC may not delegate this authority. **(T-1)**.

2.2.11.2. Certify eligibility for members on the monthly SDAP roster and return the roster to HQ RIO noting additions, deletions, or errors. A new AF Form 2096 is initiated for each SDAP change. **(T-1)**.

2.2.11.3. Counsel IMAs on SDAP rate changes to include terminations. Initiate and certify these changes via AF Form 2096. **(T-1)**.

### 2.2.12. National Guard Bureau Force Management Branch (NGB/A1PP).

2.2.12.1. Provide AF/A1PP with impact analysis of, and recommended changes to SDAP. **(T-1)**.

2.2.12.2. Coordinate any changes or proposed changes to SDAP rates with specific ANG Career Field Managers. **(T-1)**.

2.2.12.3. Provide voting member to all AF/A1PP directed SDAP review boards. **(T-1)**.

2.2.12.4. Provide ANG MPFs with any required SDAP guidance. **(T-1)**.

2.2.13. Military Units **(ANG)**.

2.2.13.1. In collaboration with the MPF, establish a manual file system and maintain a copy of all SDAP actions to include copies of initiated AF Forms 2096. Computer programs (i.e., spreadsheets) are encouraged to assist in program management. **(T-1)**.

2.2.13.2. It is the unit's responsibility to work closely with the MPF to ensure accuracy and program compliance. When Reserve Personnel Appropriation or Military Personnel Appropriation orders are initiated, or upon completion of a unit training assembly (or other duty involving IDT where orders are not initiated), units initiate a military pay order or AF Form 2096 identifying all SDAP participants. Forward the military pay record to the servicing finance office for completion of payment. **(T-1)**. **Note:** At present, MilPDS does not support the SDAP program for the ANG. In lieu of the monthly SDAP roster produced by MilPDS, MPFs initiate a similar product requiring commander certification.

2.2.14. Military Personnel Section **(ANG)**.

2.2.14.1. Closely monitor eligibility and SDAP effective dates IAW SDAP tables. **(T-2)**.

2.2.14.2. After review and certification, forward a copy of the AF Forms 2096 to the local finance office. **(T-2)**.

2.2.14.3. Establish a manual system to identify program participants. In lieu of the monthly SDAP certification roster produced by MilPDS, MPFs are expected to initiate other products necessary to ensure program compliance. Computer programs (i.e., spreadsheets) are encouraged to assist in program management. MPFs work closely with all units to ensure accurate and up-to-date information. **(T-2)**.

2.2.14.4. Ensure availability of up-to-date program guidance and resolve any SDAP discrepancies between the member, unit commander, and local finance office. **(T-2)**.

**2.3. Assignment Incentive Pay Roles and Responsibilities.**

2.3.1. MAJCOM.

2.3.1.1. MAJCOM/A1.

2.3.1.1.1. Review, advise, and process assignment incentive pay requests received from units for MAJCOM CC/CV recommendation of approval. Return disapproved requests to the originating unit. Forward recommendations of approval to AF/A1P for staffing and SecAF determination.

2.3.1.1.2. Provide oversight and management of MAJCOM-specific assignment incentive pay programs.

2.3.1.1.3. Assist the unit with approved assignment incentive pay implementation and provide program oversight.

2.3.1.1.4. Provide AF/A1PP a monthly report of the number of Airmen receiving assignment incentive pay, recouped assignment incentive pay, and increases of assignment incentive pay by grade, Air Force Specialty Code, and the total amount of assignment incentive pay payment.

- 2.3.1.1.5. Provide AF/A1PP information for the assignment incentive pay annual report IAW guidelines in DoDI 1340.26.
- 2.3.2. MAJCOM CC/CV:
- 2.3.2.1. Review assignment incentive requests for recommendation to AF/A1P.
  - 2.3.2.2. Provide coordination on functional assignment incentive pay requests.
  - 2.3.2.3. Develop assignment incentive pay policies and procedures that are designed to retain currently assigned personnel and quickly fill personnel shortfalls in designated difficult-to-fill assignments or locations.
- 2.3.3. AFPC.
- 2.3.3.1. In coordination with affected MAJCOMs and Defense Finance and Accounting Services (DFAS), develop and announce procedures and implementation guidance for assignment incentive pay programs.
  - 2.3.3.2. Assist the Commander Support Staff, DFAS, and MAJCOM with assignment incentive pay procedures and issues, as needed.
- 2.3.4. Unit Commander/Director.
- 2.3.4.1. Identify and verify the eligibility of Airmen for assignment incentive pay and provide program oversight.
  - 2.3.4.2. Identify, verify, and counsel eligible Airmen on the assignment incentive pay program.
  - 2.3.4.3. Ensure timely action to start, recoup, increase or terminate assignment incentive pay for eligible Airmen.
  - 2.3.4.4. Assist and counsel Airmen on assignment incentive pay as needed.
- 2.3.5. Unit Commander's/Director's Support Staff.
- 2.3.5.1. Verify Airmen eligibility.
  - 2.3.5.2. Initiate the assignment incentive pay start, recoup, increase, or termination request using the Case Management System.
  - 2.3.5.3. Upon initial eligibility/award of assignment incentive pay, update Assignment Availability Code to AP.
  - 2.3.5.4. Provide MAJCOM/Higher Headquarters a monthly report of the number of Airmen receiving assignment incentive pay and/or recouped assignment incentive pay actions by grade, AFSC, the total amount of assignment incentive payments and other requested program data on a monthly basis for reporting purposes.

## **2.4. Continuation Pay Roles and Responsibilities.**

- 2.4.1. Director of the ANG.
- 2.4.1.1. Recommends changes in any of the three parameters for certain populations within the ANG to SAF/MR. **(T-1)**.

2.4.1.2. Supplements this guidance as necessary to administer continuation pay in the ANG and coordinates the proposed supplement with SAF/MR. **(T-1)**.

2.4.1.3. Provides oversight and guidance on the execution of continuation pay to airmen affiliated with the respective command. **(T-1)**.

2.4.1.4. Initiates system change requests for personnel data systems. **(T-1)**.

2.4.1.5. Publishes continuation pay parameters to myPers as necessary to reflect updates or changes with the ANG. **(T-1)**.

2.4.2. Chief of the Air Force Reserve (AF/RE).

2.4.2.1. Recommends changes in any of the three parameters for certain populations within the RES to SAF/MR. **(T-1)**.

2.4.2.2. Supplements this guidance as necessary to administer continuation pay in the RES and coordinates the proposed supplement with SAF/MR. **(T-1)**.

2.4.2.3. Provides oversight and guidance on the execution of continuation pay to airmen affiliated with the respective command. **(T-1)**.

2.4.2.4. Initiates system change requests for personnel data systems. **(T-1)**.

2.4.2.5. Publishes continuation pay parameters to myPers as necessary to reflect updates or changes with the RES. **(T-1)**.

2.4.3. AFPC Commander (AFPC/CC).

2.4.3.1. Provides oversight and guidance on the execution of continuation pay to airmen affiliated with the respective command. **(T-1)**.

2.4.3.2. Initiates system change requests for personnel data systems. **(T-1)**.

2.4.3.3. Publishes continuation pay parameters to myPers as necessary to reflect updates or changes. **(T-1)**.

2.4.4. Unit Commander (or Director).

2.4.4.1. Provides quality indicator reviews when a member is eligible for continuation pay. **(T-3)**.

2.4.4.2. Disapproves requests for service obligation/reenlistment or extension of enlistment when retention is not appropriate. **(T-3)**.

2.4.4.3. Notifies AFPC/DPISSB, NGB/A1, or AFRC/A1, as appropriate, of quality review outcomes. **(T-3)**.

2.4.4.4. Approves continuation pay when members meet eligibility requirements and are able to fulfill the required service obligations. **(T-3)**.

2.4.5. Members.

2.4.5.1. Accepts or declines continuation pay when offered. **(T-3)**.

2.4.5.2. Accepts service obligation and obtains service retainability, if applicable, upon accepting continuation pay. **(T-3)**.

**2.5. AFR Incentive Program Roles and Responsibilities.** This section assigns responsibilities for the AFR Incentive Program.

2.5.1. Chief of AFR (AF/RE) is the functional authority and is responsible for policy oversight and advisory services related to the AFR Incentive Program.

2.5.2. AFR Policy Division (AF/REP) develops personnel policy for Incentive Program policy.

2.5.3. Air Force Reserve Command, Force Management Branch (AFRC/A1KK).

2.5.3.1. Prepares and distributes a consolidated incentive-eligible list reflecting all authorized incentive AFSCs. This list is effective for the periods of 1 October through 30 September of each FY. AF/RE is the final approval authority for the list. **Note:** AFR Recruiting Service is authorized to use a 15 day overlap period, beginning the date the new incentive listing is approved. This extension applies to members who meet non-prior service, prior service, and affiliation incentive eligibility requirements and does not apply to reenlistment or retraining members.

2.5.3.2. Coordinates with AF/REP, AFR Command Directorates, Numbered Air Forces, and Air Reserve Personnel Center to develop the incentive-eligible AFSC list.

2.5.3.3. Establishes incentive programs offered, criteria and payment amounts.

2.5.3.4. Monitors the AFR Incentive Program and assesses effectiveness, participation, and budgetary requirements.

2.5.3.5. Manages and establishes guidelines for the administration of the AFR Incentive Programs.

2.5.3.6. Coordinates with Air Force Reserve Command, Financial Management (AFRC/FM) on funding requirements and execution data.

2.5.3.7. Provides resources, training, policy, and guidance on AFR Incentive Programs.

2.5.3.8. Obtains annual retention and attrition goals to meet congressionally programmed AFR end strength from AF/REP.

2.5.3.9. Is the waiver authority for the AFR Incentive Program and its requirements. Waivers will be submitted in writing to ARPC/DPAA for consideration unless otherwise specified in this instruction. **(T-2).**

2.5.4. ARPC.

2.5.4.1. Processes all AFR incentive applications.

2.5.4.2. Serves as the approval authority for all incentive eligibility.

2.5.4.3. Functions as the OPR for executing the AFR Incentive Program and provides procedural guidance to the field.

2.5.4.4. Processes Incentive Payments for Individual Reservist.

2.5.5. Wing, Independent Group, and HQ Individual Reserve Readiness & Integration Organization (HQ RIO) Commander. Disseminates incentive-eligible AFSC list (with the assistance of the MPF and recruiting functions) within their servicing jurisdiction, to include geographically separated units).

#### 2.5.6. ARPC/HQ RIO /Wing Career Assistance Advisors.

2.5.6.1. Notifies members if they are within the six-month window of their expiration term of service (ETS) and otherwise eligible to receive an incentive.

2.5.6.2. Processes incentive applications and requests for continuation, periods of no availability, withholding, termination, reinstatement and recoupment; forwards to ARPC for final processing IAW Personnel Delivery Services Guide.

2.5.6.3. Maintains incentive folders IAW the guidance located on myPers <https://mypers.af.mil>.

2.5.6.4. Processes incentive payments and submit to reserve payroll office IAW the guidance located on myPers.

### 2.6. ANG Incentive Program Roles and Responsibilities.

2.6.1. ANG Retention Operations (NGB/A1YR) determines the National Incentive AFSC List for the ANG Incentive Program.

2.6.2. Recruiting and Retention Superintendent (RRS).

2.6.2.1. Provide incentive program oversight and supervision.

2.6.2.2. Ensure applicable NGB guidance and publications are distributed to state/wing leadership and local Recruiting and Retention personnel.

2.6.2.3. Execute a state incentive AFSC letter.

2.6.2.4. Provide operational support to the Retention function as needed.

2.6.2.5. Act as point of contact for all incentive program exceptions to policy for the state.

2.6.3. Retention Office Manager (ROM) or Recruiting and Retention Non-commissioned Officer (RRNCO).

2.6.3.1. Ensure appropriate enlistment, reenlistment and appointment documents are accomplished for each applicant or member prior to initiating an incentive agreement. **Note:** Enlisted members who extend are not authorized an incentive qualification; they must reenlist. **(T-3).**

2.6.3.2. Ensure members who become eligible for any of the incentive programs are properly counseled regarding payment dates, amounts, requirements for maintaining eligibility and procedures for termination and/or recoupment of incentives.

2.6.3.3. Execute the appropriate Incentive Written Agreement on the DOE, reenlistment or appointment utilizing ANG Retention guidance located on myPers. **(T-3).**

2.6.3.4. Suspend payments for members being processed for unsatisfactory participation IAW ANG Retention guidance located on myPers.

2.6.3.4.1. Prepare NGB Form 38-4, *Incentive Payment Authorization* for deferral or denial of payment action.

2.6.3.4.1.1. Ensure the member's commander annotates the NGB Form 38-4 and includes cause for termination or deferment, effective date and any other pertinent information. **(T-3).**

2.6.3.4.1.2. Suspend payments for members being processed for possible unsatisfactory participation until a final determination of unsatisfactory participation is concluded by the member's commander. **(T-3)**.

2.6.3.5. Not less than 60 days prior to any anniversary date, the ROM will forward an NGB Form 38-4 to the member's immediate commander for authorization to pay the installment. No later than 30 days before the payment date, the commander will approve or deny payment and return the annotated form to the ROM. If approved, the ROM will forward the form to the base finance office for payment. **(T-3)**.

2.6.3.6. Ensure substantiating documentation is annotated and maintained in the member's Incentive Case File for payments processed later than 60 days. **(T-3)**.

2.6.3.7. Update Air Force Recruiting Information Support System – Total Force (AFRISS-TF) with the projected payment date as annotated on the NGB Form 38-4 by the Finance Office and file the completed NGB Form 38-4 in the member's Incentive Case File once the Finance Office completes the payment certification. **(T-3)**.

2.6.3.8. Payment Notification Letter **(T-3)**.

2.6.3.8.1. Generate payment notification letter.

2.6.3.8.2. File a copy of the notification letter in the Airman's Incentive Case File.

2.6.3.8.3. Mail the payment notification letter to the member.

2.6.3.9. Terminate incentives at the end of the contract period or when otherwise required, according to DoD 7000.14-R, Volume 7, Part A, DoD Financial Management Regulation DoDFMR and applicable FY Incentives Operational Guidance. **(T-0)**.

2.6.3.9.1. When a member's incentive is terminated for any reason, including completion of service obligation, the ROM/RRNCO will retain the member's case file IAW the applicable records disposition schedule.

2.6.4. ROM/RRNCO Guard to Guard Transfer of Incentive Participant. Processes incentive records of Guard to Guard transfers IAW ANG Retention guidance located on myPers.

2.6.5. Additional Responsibilities for Health Profession (HP) Incentive Recipients. Process Health Professional Incentives IAW current FY ANG Incentive Program Operational Guidance, and the ANG Retention guidance located on myPers.

## **2.7. Air Force Clothing Allowance Roles and Responsibilities.**

2.7.1. ANG and Air Force Reserve Command Director of Manpower, Personnel, and Services. Responsible for determining the initial issue clothing and supplemental clothing allowances for members of their respective components (see [Attachment 3](#)).

2.7.2. Major Command (MAJCOM), Field Operating Agency, and Direct Reporting Unit, Command Directors of Manpower, Personnel and Services. Supplement this AFI as needed; act as the final approval authority for all civilian clothing allowance (CCA) requests.

2.7.2.1. Approval authority may be delegated to a subordinate level within the organization; however, the delegation of authority remains at the discretion of the parent organization.

2.7.2.2. The Air Force District of Washington Director of Manpower, Personnel, and Services will act as approval authority for military members assigned to the Secretariat, Air Staff, and Joint Staff. **(T-1)**.

2.7.2.3. Directors of government agencies or equivalent within military organizations may also establish requirements for civilian clothing.

2.7.3. United States Air Force Academy and Air Force Officer Accessions Training School Director of Manpower, Personnel, and Services. Responsible for determining the initial issue clothing bag items for students within their respective agencies (see **Attachment 2 Tables A.2.5 and A.2.6**). Initiates requirements and acts as the final approval authority for all CCA requests within their respective agencies.

## **2.8. Family Member Travel Roles and Responsibilities.**

2.8.1. AFPC, Chief, Military Assignments Programs Branch (AFPC/DP3AM) is responsible for the management and oversight of all programs and processes addressed in **chapter 6**. AFPC/DP3AM provides oversight/guidance to AFPC Directorate for Total Force Service Center (AFPC/DP1) and AFPC Directorate for Personnel (AFPC/DP2) for the processing of applications for Airmen requesting variations in their dependent(s) travel/secretarial waiver as prescribed in the Joint Travel Regulations, and this instruction. Direct policy questions to AFPC/DP3AM, DSN 312-665-3815, Commercial: (210) 565-3815 Email to: [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil). AFPC/DP3AM will coordinate with MAJCOMs as needed regarding Status of Forces Agreements, available Individual Logistical Support as described in the benefits/entitlements fact sheets and any other command specific, country unique requirements. **(T-2)**.

2.8.2. MAJCOM Staff Judge Advocates (SJA). Review and coordinate, when appropriate, on requests for early return of dependents from the overseas area in advance of the member's permanent change of station (PCS) order issuance (an early return of dependents must occur prior to the Airman receiving an assignment from the overseas duty station). **(T-2)**. Review and update, when applicable, Individual Logistical Support fact sheets of host countries.

2.8.3. Installation. The Commander (or civilian equivalent) or Air Base Group Commander at non-AF led joint bases acts on requests for an early return of command-sponsored dependents from the overseas area (authority may be delegated to the Mission Support Group Commander) and requests to relocate dependents in the Continental United States (CONUS) for personal safety.

2.8.4. Mission Support Group. The Commander (or civilian equivalent) reviews, coordinates, and acts on (if delegated approval authority), requests for an early return of dependents from the overseas area in advance of the member's PCS order issuance and concurrent travel requests. Determines when automatic concurrent travel should be suspended based on a lack of support facilities.

2.8.5. Force Support Squadron (FSS). The Commander (or civilian equivalent) oversees the concurrent travel process for the overseas installation. Responsible for coordinating with base agencies to ensure housing and other facilities are available when command-sponsored dependents are authorized to accompany the Airman to their overseas tour (automatic concurrent travel). When concurrent travel is not automatic, the FSS Commander may



delegate concurrent travel approval or disapproval authority to the Military Personnel Section Chief or Superintendent.

2.8.6. Unit. The Commander (or civilian equivalent) interviews foreign-born spouses when an Airman submits a request to relocate dependents on a Designated Location Move while serving a dependent-restricted tour and makes an assessment on spouse's capability to cope without the sponsor. The Commander makes a recommendation based on assessment for each Designated Location Move request prior to submitting it to AFPC/DP3AM for a final decision.

2.8.7. MPF. The Chiefs/Superintendents make a recommendation concerning base facility support, endorse dependent travel requests, and forward to the appropriate approval authority at AFPC Transition Division (AFPC/DP1T). Determine when automatic concurrent travel should be suspended based on a lack of support facilities. Act as the approval authority for dependent student travel and processes those approved cases IAW the guidance located on myPers for Student Dependent Travel.

2.8.8. MPF, Career Development Element (Assignments). The Non-commissioned Officer in Charge, Career Development is the base-level action point of contact and will provide guidance and administrative support to assigned personnel. **(T-3)**.

2.8.8.1. Counsels Airman, or their dependents when Airman is not available, on dependent travel programs, determines the authorized transportation mode, and processes requests for transportation to traffic management offices IAW AFI 36-2102, *Base-Level Relocation Procedures*, who perform actual mode, route, and carrier selection.

2.8.8.2. Processes Dependents Remain Overseas and Dependent Travel to a Designated Place (to the follow-on location) applications to AFPC/DP1T. Directs Airman to myPers to access application for Designated Location Moves (travel of foreign-born spouses to their native countries). Processes advance and delayed travel requests to AFPC/DP1T for those Airmen wishing to relocate or leave their dependents at the current location.

2.8.8.3. Processes/Approves applications for Dependent Travel to a Designated Place (non- foreign Outside Continental United States (OCONUS)).

2.8.8.4. Counsels Airmen, or their dependents when Airmen are not available, using AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel* and AF Form 4380, *Special Needs Screener* processing requirements IAW AFI 36- 2102, and AFI 40-701, *Special Needs Identification and Assignment Coordination*.

2.8.8.5. Obtain and review Family Member Travel request applications for completeness.

2.8.8.6. Determine whether concurrent travel is approved (when not automatic) to permit the dependents to travel with the member to the overseas permanent duty station.

2.8.8.7. Approval authority for requests for use of more than two Privately Owned Vehicles) in conjunction with a PCS. See Joint Travel Regulations, paragraph. 050203-B2. Qualifying factors:

2.8.8.7.1. The number of family members, including their luggage, cannot be transported in two vehicles;

- 2.8.8.7.2. Because of age or physical condition, a dependent needs special accommodations in one vehicle and second and third vehicles are required for more than five other family members;
- 2.8.8.7.3. A member reports to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (such as school term completion, property sale, settlement of personal business affairs, Household Goods transportation, non-availability of adequate housing at the new duty station) and more than four dependents travel by Privately Owned Vehicle later;
- 2.8.8.7.4. More than four dependents travel unaccompanied by Privately Owned Vehicle between authorized points other than those for the member's travel (such as travel to/from a designated place without the member or to the new Permanent Duty Station when the member has Temporary Duty [TDY] en route);
- 2.8.8.7.5. More than four dependents travel unaccompanied to the new duty station in advance of the member's reporting date for acceptable reasons (such as to enroll children in school at the beginning of the term or secure housing);
- 2.8.8.7.6. More than six family members travel together by Privately Owned Vehicle, including the member, over the "ALCAN Highway" (safety guidelines require extra spare tires, parts, tools, etc.); or
- 2.8.8.7.7. Special circumstances not indicated must be authorized/approved by AFPC and/or Secretarial Process.
- 2.8.8.8. Publish dependent travel orders for Early Return of Dependents, dependents being relocated for safety and dependent student transportation when approved, IAW AFI 65-103, *Temporary Duty Orders*.

## **2.9. Transitional Compensation for Abused Dependents Roles and Responsibilities.**

- 2.9.1. AFPC/DP2SSM Monitors and guides the MPF and subordinate units. Assists with problems or questions not covered in this instruction and provide policy guidance.
- 2.9.2. Installation Commanders.
  - 2.9.2.1. Coordinate on responses to higher headquarters and congressional inquiries. Assess cases or requests and render decisions based on the merits of the case involving dependent abuse.
  - 2.9.2.2. Determine whether the spouse was an active participant or actively aided or abetted the member in abuse against the dependent child. Ensure the spouse is notified, in writing, that the evidence shows his or her active participation or aiding or abetting, and that he or she has 10 calendar days from the mailing of such notice to respond in writing. If the 10-day suspense is met, the response will be considered in determining whether transitional compensation is approved.
  - 2.9.2.3. Approve requests for transitional compensation by completing Section II, block(s) 10 a-h of the DD Form 2698, *Application for Transitional Compensation*, and return the case file to the MPF for disposition.
  - 2.9.2.4. May delegate, in writing, the above duties to group commanders.

### 2.9.3. Unit Commanders.

2.9.3.1. Ensure affected family members are informed of the program and assistance is available.

2.9.3.2. Assist family members with the application process and ensure the DD Form 2698 is completed on members from their organization prior to referring the applicant to the MPF for final processing. Coordinate actions with the Staff Judge Advocate (SJA) and MPF as required.

### 2.9.4. MPF Commanders.

2.9.4.1. Assign an element in the MPF to administer the program. Provide a point of contact information (i.e., office symbol, duty phone, and email address) to AFPC/DP2SSM at [AFPC.DP2SSM.SpecialPrograms@us.af.mil](mailto:AFPC.DP2SSM.SpecialPrograms@us.af.mil). Update the point of contact information as needed.

2.9.4.2. Ensure the DD Form 2698 is completed and that the applicant has signed and dated items 12c and d of Section I. Ensure there is no fund cite in Section IV, Item 2 (DFAS inserts the fund cite) and the MPF Commander verifies the content of Section II prior to the approving official's certification in item 10 (a-h) of the DD Form 2698.

2.9.4.3. Coordinate the collection of information to determine the validity of the claim, authorized recipients, and the duration of the payments, and consult with SJA (see [paragraph 8.7](#)) and unit commanders for information.

2.9.4.4. Develop and coordinate responses with the installation commander on high-level and congressional inquiries.

2.9.4.5. Informs unit commanders, First Sergeants, and Detachment and Operating Location chief's responsibilities under this program, and the importance of proper counseling and approval.

### 2.9.5. Staff Judge Advocate.

2.9.5.1. Assists MPF representative in gathering data required to complete the DD Form 2698.

2.9.5.2. When additional information is required, consults with SJAs or legal offices in possession of relevant information.

2.9.5.3. Reviews claims (DD Form 2698) for legal sufficiency and provides written legal reviews to installation commanders.

2.9.5.4. The Judge Advocate General is the Air Force responsible official for coordinating, implementing and managing the Air Force Victim and Witness Assistance Program and for statutory notifications to the victims IAW AFI 51-201, *Administration of Military Justice*, Chapter 11.

## Chapter 3

### ASSIGNMENT INCENTIVE PAY AND SPECIAL DUTY ASSIGNMENT PAY (SDAP)

#### 3.1. SDAP. Program roles and responsibilities can be found at [paragraphs 2.1](#) and [2.2](#).

3.1.1. General Information and Eligibility. SDAP is a monetary incentive awarded to Airmen as compensation for assignment to duties designated as extremely difficult or involving an unusual degree of military skill. Air Force duties approved for SDAP are listed in the SDAP table found on the myPers website <https://mypers.af.mil>.

3.1.2. Eligibility. Active and ARC members entitled to basic pay or inactive-duty training compensation (IAW Title 37 United States Code Section 204 and 206 respectively) are eligible to receive SDAP. SDAP is awarded when Airmen, who meet specified special duty assignment program eligibility criteria, enter into a written agreement that assigns them against a special duty pay-approved position.

3.1.3. An Airman in the Reserve Component entitled to pay under 37, USC § 206, and authorized for assignment incentive pay under this publication may be paid an amount of SDAP that is proportionate to the compensation received by the Airman for inactive-duty training. The Airman may be awarded an amount at 1/30th of the prescribed monthly rate of the assignment incentive pay for the performance of each authorized period of inactive duty training (IDT) with pay.

3.1.4. Duties must meet one or more of the following criteria to be eligible for SDAP designation:

3.1.4.1. Extremely demanding personal effort is necessary to ensure successful mission accomplishment. **(T-0)**.

3.1.4.2. A greater degree of responsibility or difficulty is required over and above what is normally expected for a member's grade and experience. **(T-0)**.

3.1.4.3. Special qualifications met through rigorous screening and/or special schooling. **(T-0)**.

3.1.5. SDAP is awarded when an Airman meets all of the following conditions:

3.1.5.1. Has completed special schooling or equivalent on-the-job training required for qualification in the special duty assignment. The duration of the on-the-job training must be at least as long as the equivalent formal training school and must fully qualify the member for the special duty assignment. **(T-0)**.

3.1.5.2. Performs the duties of an SDAP-designated specialty, is certified as qualified for the duty and meets all associated requirements as listed in the SDAP table. **(T-0)**. **Note:** Commanders review and certify each member's entitlement to SDAP monthly, and terminate SDAP for those individuals who have not been or are no longer certified. **(T-0)**.

3.1.6. Recoupment of Payment. An Airman who receives SDAP who fails to fulfill the eligibility requirements for receipt of such pay is subject to recoupment.

#### 3.2. SDAP Guidance and Procedures.

3.2.1. Designating a Duty for SDAP. **(This applies to ARC members as applicable)**

3.2.1.1. Air Force career field managers, Major Commands (MAJCOMs), Field Operating Agencies, and Direct Reporting Units can request that a duty be part of the SDAP program.

3.2.1.2. SDAP requests must include:

3.2.1.2.1. The number of members impacted and how long they have been performing the duty associated with a particular Air Force Specialty Code (AFSC), special duty identifier, or reporting identifier. **(T-0)**.

3.2.1.2.2. Turnover and volunteer rates. **(T-0)**.

3.2.1.2.3. Whether the special duty assignment is part of the normal career progression for the duty. **(T-0)**.

3.2.1.2.4. Special individual qualifications. **(T-0)**.

3.2.1.2.5. Other special pay received for the duty (e.g., diving duty pay or hazardous duty pay). **(T-0)**.

3.2.1.2.6. Proposed SDAP rate, an estimate of how long the designation is needed, the number of members eligible, and the expected annual cost. **(T-0)**.

3.2.1.2.7. Special screening and schooling needed, other than a brief orientation. **(T-0)**.

3.2.1.2.8. Explanation of how positions are extremely demanding, highly responsible in nature, require extraordinary physical effort or place a heavy personal burden on the member (over and above what would reasonably be expected in other military assignments for a member's grade and experience). **(T-0)**.

3.2.1.2.9. Do not include in your request any elements of a position or AFSC that are part of the justification for another approved form of special or incentive pay. **(T-0)**. For example, the fact that duty involves aerial flight is not justification for SDAP if individuals performing the duty already receive hazardous duty incentive pay for aerial flight.

3.2.1.3. Send SDAP requests to AF/A1PPA for processing and approval through AF/A1. **(T-0)**. **Note:** If an SDAP affects more than one MAJCOM, Field Operating Agency, or Direct Reporting Unit, send it to the Air Force career field manager for consolidation and then forward to AF/A1PPA.

3.2.2. Recertification. As initiators of approved requests, designation justification is required every year, and the SDAP review will take place on an annual basis (AF/A1PPA notifies all appropriate parties at the appropriate time). **(T-0)**. If an annual pay review submission is not received there is a possibility that actions could be taken to reduce or eliminate the SDAP.

3.2.3. Processing Payment.

3.2.3.1. Unit Program. When Reserve Personnel Appropriation or Military Personnel Appropriation orders are initiated or upon completion of a unit training assembly (or other duty involving IDT where orders are not initiated), the unit initiates a military pay order or AF Form 2096 identifying all SDAP participants (i.e., grade, name and social security number), number of days performed, and SDAP rate. The unit ensures all participants on the military pay order or AF Form 2096 have the appropriate completed documentation

(AF Form 2096) on file. Forward the military pay order to the servicing Reserve pay office for completion of payment. As necessary, the Reserve pay office or AFR Pay Office – Functional Management Office - P for IMA cross-reference the military pay order with the AF Forms 2096 on file and authorize the appropriate payment.

3.2.3.2. IMA Program. The AF Form 2096 submitted by the RIO Det/CC is forwarded to Air Reserve Personnel Center, Assignments Division (ARPC/DPAA), pay office for update and payment to the eligible IMA.

3.2.3.3. Additional Air Force Reserve Guidance.

3.2.3.3.1. During contingency operations when Reservists are recalled/mobilized, the member's unit and the MPF or RIO Det/CC should work closely with finance to facilitate the start/stop/adjustment of SDAP.

3.2.3.3.2. For reserve program process and procedural guidance, the office of primary responsibility is Air Force Reserve Command (AFRC/A1KK), Personnel Support Programs Branch. For policy guidance, the office of primary responsibility is Air Force Reserve Personnel Policy (AF/REP).

3.2.3.4. Air Reserve Personnel Center. Provide SDAP monthly roster to Headquarters RIO Det/CCs.

3.2.3.5. Air National Guard (ANG). System limitations and unique requirements have made it necessary to adopt a process distinctly different than the traditional process described in this instruction for the ANG. MPFs, commanders, program managers, finance offices, as well as higher headquarters, closely coordinate all SDAP actions to ensure thorough identification, documentation, and payment for eligible ANG members. Clear procedural and processing instructions can be found on myPers.

**Table 3.1. Conditions Affecting Eligibility for SDAP (applies to all service components).**

R U L E	A	B	C
	If SDAP member	and	then eligibility for SDAP (note 1)
1	does not maintain the qualifications to perform the duties well		stops when the commander determines qualifications are inadequate (note 2).
2	leaves active duty and does not reenlist immediately		stops when the member leaves.
3	performs temporary or other special duty	skills used do not merit SDAP	continues for up to 90 consecutive days of TDY.
4		skills used merit SDAP	continues through entire temporary duty or special duty period.
5	performs an additional duty that does not interfere with performance of the special duty assignment		continues.
6	is a patient, including on convalescent leave	illness is the result of alcohol or drug addiction	stops.
7		illness is not the result of alcohol or drug addiction	continues for up to 12 months.
8	is reassigned to a unit, Air Force specialty code, or special duty that DOES NOT pay SDAP		stops when SDAP duty ends.
9	is reassigned to a unit, Air Force specialty code, or special duty that DOES PAY SDAP	member remains qualified and performs the special duties	continues while member travels between assignments and when new duty begins.

10	is demoted		continues.
11	is absent without leave		stops.
12	is confined	is serving a court-martial sentence or a non-judicial punishment	stops on the date of confinement.
13	is reported missing		continues.
14	does not qualify for the Air Force specialty code or Special Duty Identifier, or special duty on which the SDAP is based		stops when the Air Force specialty code / Special Duty Identifier is withdrawn.
15	goes on authorized leave (includes terminal leave and permissive TDY)		continues.
16	Serves in an Air Force specialty code, Special Duty Identifier, or special duty and the pay for the duty has been		continues at the reduced rate effective on the date of reduction.
17	Serves in an Air Force specialty code, Special Duty Identifier, or special duty and the job is being eliminated	the member continues the duty	continues at one-half rate for 1 year from the effective date of the elimination, then all payments stop.
18	attends training	the course directly relates to the SDAP duty and the member needs it to continue the duty	continues.
19		the course does not directly relate to the SDAP duty; the member is returned to the duty after the course	continues for no more than 90 days.
20		the course leads to a commission	stops when the member leaves for training.



**Notes:**

1. DoD Financial Management Regulation Table 8.2 gives further details and effective dates.
2. When termination is because of poor performance, withdraw the member's special duty Air Force specialty code or Special Duty Identifier or reassign the member. If the withdrawal or assignment is later disapproved, reinstate the member's SDAP, along with back pay. Terminate the member when performance does not meet the established standard.

**3.3. Assignment Incentive Pay.** Roles and responsibilities can be found at [paragraphs 2.1 and 2.3](#).

3.3.1. General Information. Assignment Incentive Pay is a temporary compensation tool that provides a monetary incentive to encourage Airmen to volunteer for select difficult-to-fill or less desirable assignments, locations, or units designated by, and under conditions of service specified by the SecAF.

3.3.1.1. Eligibility. Active and ARC members who are entitled to basic pay or inactive-duty training compensation (IAW 37 USC § 204 and 206 respectively) are eligible to receive assignment incentive pay. Assignment incentive pay is awarded when Airmen, who meet specified assignment incentive pay program eligibility criteria, enter into a written agreement that assigns them against an assignment incentive pay-approved position.

3.3.1.2. An Airman in the Reserve Component entitled to pay under 37 USC § 206, and authorized for assignment incentive pay under this publication may be paid an amount of SDAP that is proportionate to the compensation received by the Airman for inactive-duty training. The Airman may be awarded an amount at 1/30th of the prescribed monthly rate of the assignment incentive pay for the performance of each authorized period of IDT with pay.

3.3.1.3. Assignment incentive pay does not transfer from one assigned duty location or position to another unless the new duty location or position is eligible for an established assignment incentive pay program.

3.3.2. Establishing Assignment Incentive Pay. The approval authority to establish, increase, decrease or abolish assignment incentive pay is the SecAF.

3.3.2.1. Organizations requesting assignment incentive pay must provide the following information through the chain of command to their MAJCOM/A1 for consideration and to their MAJCOM/CC/CV for a recommendation of approval. **Note:** Functional assignment incentive pays must be coordinated with all applicable MAJCOMs and the appropriate HAF Functional prior to submission to AF/A1P. Request packages must include:

3.3.2.1.1. A memo with description and justification for the assignment incentive pay program addressed to AF/A1P.

3.3.2.1.2. Eligibility rules (pay structure and service agreement terms) and the specified pay period for which the assignment incentive pay is to be paid to Airmen. **(T-0)**.

3.3.2.1.3. Payment methodology which will include: **(T-0)**.

3.3.2.1.4. Monthly, lump sum or periodic installments.

- 3.3.2.1.5. Budgeted costs, and executed costs if renewed, for the next three FYs.
  - 3.3.2.1.6. Current number of assigned and authorized billets including: **(T-0)**.
    - 3.3.2.1.6.1. By grade or skill level for each assignment incentive pay location.
    - 3.3.2.1.6.2. Service-wide manning levels in the same grade or skill level.
  - 3.3.2.1.7. Training and investment replacement costs. **(T-0)**.
  - 3.3.2.1.8. Other incentive pay earned by eligible recipients, to include specialty or skill pay. **(T-0)**.
  - 3.3.2.1.9. Other influencing factors such as. **(T-0)**.
    - 3.3.2.1.9.1. Accessions and re-enlistments.
    - 3.3.2.1.9.2. Quality of life issues.
    - 3.3.2.1.9.3. Projected growth.
- 3.3.3. Approval of Assignment Incentive Pay.
- 3.3.3.1. MAJCOM CC/CV may disapprove unit assignment incentive pay requests and HAF Functional may disapprove functional assignment incentive pay requests. Recommendations for approval will be forwarded to AF/A1P for staffing and approval by the SecAF. **(T-1)**.
  - 3.3.3.2. MAJCOM A1s must notify AF/A1P of new assignment incentive pay programs in review by 31 October of each year to allow time for approval and inclusion in the President's Budget Submission process. **(T-1)**. Notification should include a budgetary projection with the current number of assigned and authorized billets, proposed dollar amount of the incentive pay, and the requested start date of the potential assignment incentive pay (**Note:** Assignment incentive pay requests received and approved during the process will be effective in the next fiscal year; requested start dates must be established accordingly). Requests to extend or continue current assignment incentives pay programs must be submitted 160 days prior to program expiration date. **(T-1)**.
  - 3.3.3.3. AF/A1P coordinates assignment incentive pay packages with appropriate stakeholders and functional community for SecAF approval. **(T-1)**.
  - 3.3.3.4. Upon approval AF/A1P coordinates with AFPC, DFAS, NGB/A1P, AF/RE, and the affected MAJCOM to implement the approved program.
- 3.3.4. Incentive Pay Rate. The maximum monthly average amount of assignment incentive pay is \$1,500.
- 3.3.5. Payment Method. Assignment incentive pay may be paid monthly, in a lump sum, or in periodic installments other than monthly, as determined by SecAF. If paid monthly, the SecAF may prorate the monthly amount of the assignment incentive pay for an Airman who does not satisfy the eligibility requirement for an entire month to reflect the duration of the member's actual qualifying service during the month.
- 3.3.5.1. The amount of a lump sum payment of assignment incentive pay payable to an Airman may not exceed the maximum monthly rate authorized at the time the Airman

enters into a written agreement multiplied by the number of continuous months in the period for which assignment incentive pay is to be paid, pursuant to the agreement.

3.3.5.2. The amount of each installment payment of assignment incentive pay payable to an Airman on an installment basis may not exceed the amount equal to a monthly rate specified in the written agreement (which may not exceed the maximum monthly rate authorized at the time the service member enters into the agreement), multiplied by the number of continuous months in the period for which the assignment incentive pay is paid, divided by the number of installments over such period.

3.3.5.3. If an Airman extends an assignment or performance of duty specified in an agreement, assignment incentive pay for the period of the extension may be paid on a monthly basis, either in a lump sum, or in installments.

3.3.5.4. Reserve Component Members Performing Inactive Duty Training. Per 37 USC § 206, a member of a Reserve Component entitled to compensation who is authorized assignment incentive pay may be paid an amount of assignment incentive pay that is proportionate to the compensation received by the member for inactive-duty training (see [paragraph 3.3.1.2](#) for more detailed information).

3.3.6. Relationship to Other Pay and Allowance. Assignment incentive pay paid to an Airman under this section is in addition to any other pay and allowances to which the member is entitled. However, members will not receive incentive pays for the same purpose and period of service. **(T-1)**. For example, a member may not receive both hardship duty pay (for location) and assignment incentive pay if the assignment incentive pay is based on location.

3.3.7. Recoupment of Payment. An Airman who receives assignment incentive pay in a lump sum or installment and who fails to fulfill the eligibility requirements for receipt of such pay is subject to recoupment. **(T-0)**.

3.3.8. Temporary Duty or Leave.

3.3.8.1. An Airman's status in the assignment incentive pay program shall not be discontinued during any period that the Airman is not performing service in the assignment for which assignment incentive pay is being paid due to:

3.3.8.2. Temporary duty performed by the Airman pursuant to orders; or

3.3.8.3. Absence of the Airman for authorized leave, other than leave authorized for a period ending upon the discharge of the Airman or the release of from active duty.

3.3.9. Termination of Assignment Incentive Pay.

3.3.9.1. Assignment incentive pay is terminated immediately if an Airman is absent without leave, placed in confinement, or removed from duties by the commander for cause. **(T-1)**.

3.3.9.2. Assignment incentive pay is terminated upon an Airman's permanent change of station (PCS) or permanent change of assignment to a billet other than a designated assignment incentive pay billet or location; or upon entering terminal leave status. **(T-1)**.

3.3.9.3. No assignment incentive pay is initially awarded after the specific assignment incentive pay program termination date unless the program is officially extended/authorized. **(T-0)**.

### 3.3.10. Termination of Assignment Incentive Pay Authority.

3.3.10.1. Assignment incentive pay authority is subject to annual congressional approval.

3.3.10.2. If at any time during an authorized period of assignment incentive pay, the annual review of econometric data demonstrates that the assignment incentive pay program is no longer required, the program will be terminated by the Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR). Termination of the assignment incentive pay program will be announced at least 90 days in advance of termination.

### 3.3.11. Other Restrictions.

3.3.11.1. Assignment incentive pay shall not be utilized as an indefinite pay entitlement, a retention program tool, a form of pay equity among Airmen with similar skills, for good performance or recognition, or to supplement basic or incentive pays for specialized skills. **(T-0)**.

3.3.11.2. Assignment incentive pay targets specific populations based on measurable assignment shortfalls. **(T-0)**.

3.3.11.3. Airman is not authorized to receive more than one assignment incentive pay simultaneously for the same period of service.

3.3.11.4. If an Airman is eligible for more than one assignment incentive pay, he or she receives the higher of these assignment incentive pays.

## Chapter 4

### CONTINUATION PAY

**4.1. Continuation Pay.** Program roles and responsibilities can be found at [paragraph 2.1](#) and [2.4](#).

**4.2. Program.** As prescribed by Title 37 United States Code Section 356, members enrolled in the Blended Retirement System may receive a one-time payment as a lump sum or installments not to exceed four payments in exchange for a mid-career agreement to perform additional obligated service. The factors associated with the completion of the agreement include: **(T-0)**.

4.2.1. Timing. Continuation payment will be offered at 12 years of service as determined by the pay date. **(T-1)**.

4.2.2. Multiplier. The amount is determined by applying a multiplier to the member's monthly base pay. For RegAF Airmen, the multiplier is 2.5 and for ANG or AFR Airmen, the multiplier is 0.5.

4.2.3. Obligation. Eligible Airmen must enter into an agreement to complete four additional years of service. **(T-1)**.

#### **4.3. Policy.**

4.3.1. Eligibility. Airmen become eligible for continuation pay upon reaching 12 years of service. **(T-0)**. **Note:** Airmen who elect to opt-in the Blended Retirement System after passing 12 years of service are not eligible for continuation pay. Likewise, Airmen must be able to enter into a service obligation when continuation pay is offered as defined in Title 10 United States Code Section 509. **(T-0)**. Enlisted retainability and officer service requirements are defined as:

4.3.1.1. Enlisted. Airmen may re-enlist, or extend an enlistment, for the purpose of receiving continuation pay if the Airmen is otherwise eligible pursuant to reenlistment policy (AFI 36-2606, *Reenlistment in the United States Air Force*). **(T-0)**. Unit commanders (or directors) review all offers of continuation pay and retainability compliance as defined in the Selective Reenlistment Program outlined in AFI 36-2606. **(T-3)**.

4.3.1.2. Officer. Unit commanders (or directors) may disapprove service obligations for officers who are expected to be involuntarily separated during the required obligation time IAW AFI 36-3207, *Separating Commissioned Officers*. **(T-3)**.

4.3.1.3. Wing Commanders (or equivalent) retain appeal authority for all reenlistments/service obligation determinations when requesting continuation pay. **(T-3)**. The appeal authority's decision is final.

4.3.2. Weighted Factors. Airmen will be offered continuation pay when eligible and the following factors (i.e., timing, multiplier calculations, and service obligations) are used to establish continuation pay. **(T-0)**.

4.3.2.1. Timing. Continuation pay will be paid at 12 years of service, measured by the pay date and offers are provided no later than 60 days prior to scheduled payments. **(T-0)**.

4.3.2.2. Multiplier. Continuation pay offers will specify the multiplier to be applied to an Airman's monthly base pay using the "over 12" column on the pay chart. ARC Airmen are paid as if on active duty for computations when establishing base pay. **(T-0)**.

4.3.2.2.1. RegAF. Current multiplier for RegAF is 2.5. **(T-0)**.

4.3.2.2.2. Reserve Component. Multiplier for ANG and RES Airmen, including Airmen serving on man-day orders or Voluntary Limited Periods of Active Duty (VLPAD), is 0.5. The multiplier for Airmen on Active Guard and Reserve duty (as defined in Title 10 United States Code, Section 101(d) (6)) is 2.5. **(T-0)**.

4.3.2.3. Service Obligation. Airmen will accept a service obligation of four years that runs concurrently unless the Airman has other service obligations that preclude concurrent obligations. **(T-0)**.

4.3.2.3.1. Airmen who received continuation pay but fail to complete the period of service obligation or fail to maintain the skills for which an amount greater than the minimum amount described in paragraph 3.a(2) was paid, are subject to full or partial recoupment IAW DoDFMR 7000 14-R, Volume 7A, *Military Pay Policy- Active Duty and Reserve Pay*, Chapter 2, *Repayment of Unearned Portion of Bonuses and other Benefits*. **(T-0)**.

4.3.2.3.2. Airmen involuntarily separated solely for medical reasons (i.e., medical discharge or combat injury that results in separation) or as part of a Force Management Program will be exempt from recoupment. Unpaid portions scheduled for future installments will not be paid. **(T-0)**.

4.3.2.3.3. Members who desire to waive recoupment should submit waiver requests to SAF/MR for a determination through the respective chains of command: RegAF (AFPC/CC); ANG (NGB/A1); and AFR (AFRC/A1). **(T-0)**.

4.3.2.3.4. Airmen who incur a period of extended absence, subject to the approval of SAF/MR, which precludes meeting the terms of a service obligation:

4.3.2.3.4.1. Payments are suspended during period of extended absence. **(T-0)**.

4.3.2.3.4.2. If the member is subsequently re-assigned to the member's previous status or a new status at the discretion of SAF/MR, continuation installation payments may resume and the terms of the service obligation extends to ensure fulfillment of the original agreement. **(T-0)**.

4.3.2.3.4.3. Failure to comply with the terms of the reinstatement results in continuation payment termination and repayment, as appropriate. **(T-0)**.

4.3.2.3.5. Airmen who enter into a continuation payment service obligation may be subject to involuntary retraining, but are not eligible to voluntarily pursue voluntary retraining during the continuation pay service obligation. **(T-0)**.

## Chapter 5

### AIR RESERVE COMPONENT (ARC) INCENTIVE PROGRAM

**5.1. ARC Incentive Program.** Program roles and responsibilities can be found at [paragraphs 2.5](#) and [2.6](#).

**5.2. AFR Incentive Program.** The AFR is authorized to utilize incentive programs to attract and retain quality Airmen.

5.2.1. Incentive Program Implementation.

5.2.2. FY guidance shall be published annually to establish incentive programs to be offered. FY guidance messages shall also identify incentive amounts, payment schedules, incentive eligible AFSCs, and program specifics as deemed necessary. **(T-2)**.

5.2.3. The AFR may offer all, some or none of the incentive programs identified in DoDI 1205.21, *Reserve Component Incentive Programs Procedures* and this AFI is dependent on AFR mission requirements and funding constraints.

5.2.4. Incentive Program Considerations. The following should be considered when establishing eligible AFSCs for incentives to be placed on the incentive-eligible AFSC list:

5.2.4.1. Chronic and persistent shortages.

5.2.4.2. Projected losses based on history, eligible retirements and eligible separations.

5.2.4.3. Projected unit manning document increases.

5.2.4.4. High replacement costs.

5.2.4.5. High Ops Tempo.

5.2.4.6. Historical difficulty in recruiting.

5.2.4.7. Unattractive Specialty.

5.2.5. Incentive Program Procedures. Refer to myPers <https://mypers.af.mil>, Personnel Services Delivery guidance messages to provide specific, detailed procedures for incentive processes.

### **5.3. Obligation, Participation, and Agreement (T-2).**

5.3.1. To qualify for any incentive, a member is obligated contractually to serve satisfactorily in the AFR for the full term of enlistment, reenlistment, accession, affiliation, or retraining contract for which a bonus is paid. This individual is further obligated to continue serving in the same bonus AFSC, unless, ARPC approves a continuation waiver for the convenience of the government.

5.3.2. Satisfactory participation for a Traditional Reservist is no more than four unexcused absences based on a 12-month period within their anniversary year. Satisfactory participation for an Individual Reservist is the completion of 24/48 IDT periods based on a 12-month anniversary contract period. Traditional Reservist must satisfy UTA participation of 48 IDT periods, and Individual Reservist must satisfy 24/48 IDTs, within their anniversary year to receive a full anniversary incentive payment. Periods of active duty that occur during a scheduled UTA are authorized substitutions for UTA requirements. **(T-2)**.

5.3.3. At the time of enlistment, reenlistment, accession, affiliation, or approval of retraining, the member signs an incentive agreement to certify confirmation and understanding of the conditions under which incremental payments are made. This agreement states the terms of the contract which entitles the member to an incentive.

#### **5.4. Enlisted Incentive Types and Eligibility Criteria (T-2).**

##### 5.4.1. Overall Eligibility Criteria.

5.4.1.1. An enlistment bonus is authorized for individuals who enlist in an ARC for a specific period and, if applicable, for service in an AFSC that is experiencing critical personnel shortages as designed by the Secretary concerned.

5.4.1.2. Enlistment/Re-enlistment must be for a period of three, four, five, or six years. (T-2).

**Note:** Air Reserve Technicians and Active Guard Reserve enlisting to qualify for a civilian position/active duty status where membership in the Reserve is a condition of employment are not eligible for the incentive program unless authorized by the current FY Officer/Enlisted Incentive List.

5.4.2. Non-Prior Service Enlistment. An incentive granted to a person who is enlisting in the AFR for a term of six years and meets the following criteria:

5.4.2.1. Has a total Reserve obligation of not less than eight years.

5.4.2.2. Successfully completes initial active duty for training.

5.4.2.3. Has a three-level control in the incentive AFSC.

5.4.2.4. Enlists in an incentive Duty Air Force Specialty Code (DAFSC) in effect on the DOE.

5.4.2.5. Has not previously served in any component of the Armed Forces of the United States or has previously served, but did not successfully complete Initial Active Duty Training (IADT).

5.4.2.6. Is not enlisting for voluntary assignment to extended active duty in support of the Reserve program (does not include individuals attending formal schools).

5.4.2.7. Is a graduate of a secondary school as outlined in the glossary of terms.

5.4.2.8. Possesses a General Education Development general equivalency certificate or a secondary school diploma or certificate awarded by a state, based on certification by a parent or legal guardian that an individual has completed his/her secondary school at home.

5.4.3. Prior Service Enlistment. An incentive granted to former members of the armed forces who enlist in the Selected Reserve for a period of three or six years and meets the following criteria:

5.4.3.1. Has not previously received a prior service enlistment bonus that exceeds three years.

5.4.3.2. The person is projected to occupy, or is occupying, a position as a member of the Selected Reserve in a specialty in which the person successfully served while a member on active duty.



5.4.3.3. Attained a level of qualification while on active duty commensurate with the grade and years of service of the member or; has completed training or retraining in the critical specialty for the position and attained a level of qualification that is commensurate with the grade and years of service of the member.

5.4.3.4. Is not released or being released from active duty for the purpose of enlistment in the Reserve Component.

5.4.3.5. Received an honorable discharge from previous military service.

5.4.3.6. Has completed any active service commitment and possesses not more than 16 years total service (based on Armed Forces enlistment contractual agreement on pay date) at the time of enlistment.

5.4.3.7. Is not enlisting for voluntary assignment to extended active duty in support of the Reserve program (does not include individuals attending formal schools).

5.4.4. Reenlistment. An incentive granted to a member who voluntarily reenlists in the AFR and meets the following criteria:

5.4.4.1. Reenlists within six months of current ETS when not currently receiving an incentive or reenlists within 30 days from current ETS when currently receiving an incentive. CAUTION: When reenlisting a member who is potentially eligible to receive a reenlistment incentive, ensure the reenlistment takes place “within” the six-month timeframe and not one day “after” the ETS. Must have a minimum of 61 years of service based on pay date to reenlist for three, four, or five years. **Note:** If a member has an incentive, reenlistment more than 30 days before their ETS requires a waiver from AFRC/A1KK prior to reenlistment unless they are reenlisting to transfer education benefits. Although reenlistment for the G.I. Bill can take place at any time, it does not automatically make a member eligible for a reenlistment bonus. **(T-2).**

5.4.4.2. Reenlists according to AFI 36-2606 in the United States Air Force.

5.4.4.3. Reenlists in a bonus AFSC in effect on the date of reenlistment.

5.4.4.4. Is not reenlisting for retainability under the Palace Chase Program.

5.4.4.5. Has no more than 20 years of total service exactly based on pay date at the time of reenlistment.

5.4.4.6. Is required to be a satisfactory participant in the AFR. A Traditional Reservist cannot have more than four unexcused absences and must have performed three consecutive authorized four-period UTAs. This requirement can be met in any combination of UTA attendance immediately before or after the date of reenlistment. Two four-period UTAs performed after the date of reenlistment would meet the participation requirement. An Individual Reservist must have served satisfactorily during the prior FY without an FY participation waiver (all 24/48 IDT periods must have been completed). Once the participation requirement has been met, the date of entitlement for the incentive is the date of reenlistment. **(T-2).**

5.4.5. Affiliation. An incentive granted to a qualified member who transfers directly from the RegAF or Individual Ready Reserve without a break in service and meets the following criteria:

5.4.5.1. Enlists for a period of three, four, five or six years.

5.4.5.2. Is being assigned duty in an incentive AFSC in effect on the member's effective date of change of strength accountability assignment and possesses at least a three-level Control Air Force Specialty Code (CAFSC) or second AFSC in that duty.

5.4.5.3. Has completed or was released early under honorable conditions from active duty obligation and has a Reserve obligation under Title 10, United States Code Section 651 or Title 50 United States Code Section 3806 6(d) (1) of the Military Selective Service Act.

5.4.5.4. Has not previously participated in any active Reserve program.

5.4.5.5. Is not affiliating under the Palace Chase Program.

5.4.5.6. Has less than six years of total military service.

5.4.5.7. Has not received an enlistment, retention, or transfer bonus for the same period of time as an affiliation bonus.

5.4.6. Retraining. An incentive granted to a member already assigned to a unit in a non-incentive AFSC to retrain and later reenlist into an incentive AFSC and meets the following criteria:

5.4.6.1. Enlists for a period of three, four, five or six years.

5.4.6.2. Is retraining into an incentive DAFSC in effect on the date retraining is approved, that is, date entered Training Status Code M, E. Refer to Attachment 2 of AFI 36-2651, *Air Force Training Program* for Training Status Code definitions.

5.4.6.3. Has less than 20 years of total service (based on pay date) at the time of enlistment.

5.4.6.4. Is required to be a satisfactory participant in the AFR. A Traditional Reservist cannot have more than four unexcused absences and must have performed three consecutive authorized four-period UTAs. This requirement can be met in any combination of UTA attendance immediately before or after the date of retraining application. Two four-period UTAs performed after the date of retraining would meet the participation requirement. Periods of active duty that occur during a scheduled UTA are authorized substitutions for UTA requirements. An Individual Reservist must have served satisfactorily during the prior FY without an FY participation waiver (all 24/48 IDT periods must have been completed). Once the participation requirement has been met, the date of entitlement for the incentive is the date retraining is approved. **(T-2)**.

5.4.6.5. Is not requesting reenlistment more than 36 months before current ETS. This does not include any extensions for retainability in retraining. **Note:** Follow normal retraining approval requirements according to AFI 36-2626, *Airman Retraining Program*. Service retainability, if required, is obtained through an extension of the current reenlistment.

5.4.7. Reclassification.

5.4.7.1. Any Airman who joins with a non-incentive AFSC contract who is later reclassified into an AFSC that is authorized an incentive is not entitled to a bonus since the enlistment incentive was not part of the original contract. **Example:** Initial contract states six years, 3F031 (no incentive), is reclassified into 3P031 (bonus), is not entitled to an enlistment bonus.

5.4.7.2. Any Airman who is authorized an incentive for an AFSC on their initial contract and is later reclassified into an AFSC not authorized an incentive, is no longer entitled to an enlistment incentive. **Example:** Initial contract states six years, 1T031 (incentive), is reclassified into 2S031 (no incentive), is no longer entitled to an initial enlistment incentive.

5.4.7.3. If an Airman held a bonus AFSC on DOE and is reclassified, graduates training, and obtains a 3-skill level for a different bonus qualifying AFSC (as of the reclassification date), the member remains eligible for the incentive authorized from DOE. **Example:** Initial contract is for 1T231 (incentive) and is reclassified and graduates as 3P031 (incentive, member receives the incentive for the 3P031 amount. The incentive for 1T231 is no longer applicable.

**5.5. Officer Accession Incentive (T-2).** An incentive granted to a person who is newly appointed in the AFR and meets the following criteria.

5.5.1. Is appointed to an incentive DAFSC in effect the date of appointment.

5.5.2. Successfully complete the required training to be awarded AFSC authorized for this incentive.

5.5.3. Be fully qualified in the incentive eligible AFSC upon completion of training.

5.5.4. Serve in the incentive eligible AFSC for a period of not less than three years.

5.5.5. Be a non-prior service applicant or newly-appointed prior enlisted service member. **Note:** AFR prior service personnel who are commissioned into a designated incentive skill via the Non-extended active duty Airman Commissioning Program or other commissioning programs are eligible for accession incentive program participation. These personnel must have less than 20 years total service (based on pay date) at the time of appointment. **(T-2).**

**5.6. Officer Affiliation Incentive (T-2).** An incentive granted to a member who transfers directly from the RegAF or Individual Ready Reserve, without a break in service. **Note:** AFR does not offer an affiliation incentive for personnel transferring from another ARC (i.e., ANG).

5.6.1. Is assigned to an incentive DAFSC in effect on the date of affiliation.

5.6.2. Be fully qualified in the incentive eligible AFSC.

5.6.3. Execute an agreement to serve as an officer in the Selected Reserve for a service obligation of at least 3 years. **Note:** IAW DoDI 1310.02, *Original Appointment of Officers* resigning Regular Officers are not required to accomplish an AF Form 133, Oath of Office for (Military Personnel) a Reserve Commission regardless of an existing military service obligation/other obligation. Officers still need to be scrolled with Secretary of Defense approval before his/her separation date. If the officer is not scroll approved before their separation date, a break in service will occur and the member will need to file for a Board Correction Military Records (BCMR) in order to request a correction to remove the break in service.

5.6.4. Not be a Palace Chase participant.

5.6.5. Have fewer than 15 years of qualifying military service towards a regular or non-regular retirement, IAW DoDI 1215.07, *Service Credit for Non-Regular Retirement*.

## 5.7. Processing Incentive Applications (T-2).

5.7.1. The Career Assistance Advisor quality reviews the incentive application and electronically forwards the application via myPers to ARPC for approval or disapproval. Refer to guidance located on myPers for further instructions.

5.7.2. ARPC approves the incentive by issuing an authorization number and updating MilPDS for enlisted personnel; and by issuing an authorization number and signing AF Form 4021, *Application for Incentive Participation* for officers. The Career Assistance Advisor will use MilPDS for enlisted personnel and the signed contract for officers as the authority to pay the bonus. (T-2).

5.7.3. ARPC will notify the Career Assistance Advisor via myPers when the application is approved/disapproved. **Note:** Refer to myPers for further instructions on the approval/disapproval process.

## 5.8. Processing Incentive Payments (T-2).

5.8.1. Use a manual certification letter only when the computer-generated letter is not produced. Certification letters must include information listed in the computer-generated letter and are signed by the Career Assistance Advisor. Refer to guidance located on myPers for more instructions. (T-2).

5.8.2. Submit the request to the Reserve payroll office for payment upon completion of the member's anniversary date according to the appropriate pay schedule located in the guidance located on myPers. (Include the amount and date of the current and next payment due, if applicable).

5.8.3. Base payment on the number of UTA/IDT periods performed during the anniversary year, to include Individual Reservist specific requirements. **Note:** For Traditional Reserve non-prior service members, initial payments should not be prorated for participation prior to IADT but should be based on UTA for Traditional Reserve non-prior service participation and satisfactory service (50 points) upon completion of IADT, and prorated as appropriate after IADT.

5.8.4. Grant credit for missed UTAs only when the member has been medically excused by AF Form 469, *Duty Limiting Condition Report*, as a result of an in line of duty determination, or performs a period of active duty that occurs during their scheduled UTA. **Note:** A member does not receive bonus payments for excused absences (unless the member is on an AF Form 469 or active duty orders).

5.8.5. Traditional Reservist are authorized payment for 52 scheduled UTA periods when the previous anniversary year had 44 scheduled UTA periods to differentiate between Individual Reservist specific requirements

5.8.6. Make final bonus payment before requesting termination of member's incentive file.

5.8.7. Members are only paid in three or six year increments. **Example:** If a member enlists for four or five years, the member will only receive payments for three years.

## **5.9. Transfer and Continuation (T-2).**

5.9.1. Incentive continuations occur when an incentive which would otherwise be terminated is continued throughout the remainder of the current enlistment. Continuations are event-centered (i.e., relocation, retraining).

5.9.2. Continuation is not authorized without approval from ARPC. The Career Assistance Advisor should submit continuation requests electronically to ARPC for approval or disapproval. The request must contain the member's incentive agreement, status of latest bonus payment, justification for request, authorized/assigned data (all skill levels including gains/losses). ARPC will notify the requesting agency via myPers of the final decision. If the request is disapproved or if the member does not meet the criteria for an incentive continuation, the gaining Retention Program Manager pays the member a final payment, if necessary, and terminates the incentive. **(T-2).**

## **5.10. No availability (T-2).**

5.10.1. Members of Selected Reserve may incur a period of authorized no availability, for a period of no more than 1 year, for valid reasons as determined by the Secretary concerned and reason listed below. These persons will be assigned to the Individual Ready Reserve during this period of nonavailability, and will have their incentive suspended and will not be entitled to incentive payments. **(T-2).**

5.10.2. Personal Hardship.

5.10.3. Voluntary recall to active duty in direct support of the AFR.

5.10.4. Overseas Employment Obligation.

5.10.5. Temporary Overseas Residence.

5.10.6. Missionary Obligation.

5.10.7. If later assigned to a participating status in the skill previously contracted for, members may be reinstated in the incentive program. The member must extend their term of service so that they can serve the full original contract period. Entitlement to subsequent payment resumes on the adjusted anniversary date computed by ARPC. The date shall be adjusted for that period of no availability. Refer to Personnel Delivery Services Guide for further instructions. **(T-2).**

5.10.8. The Career Assistance Advisor electronically submits a request for a period of nonavailability to ARPC. The request should contain the reason and duration of the nonavailability, the member's incentive agreement, and must be endorsed by the member's unit commander. ARPC will respond to the requesting agency with the final decision. The date shall be adjusted for that period of nonavailability. Failure to meet reinstatement criteria for which previously contracted shall result in termination of the incentive and recoupment, as appropriate. If approved, ARPC will update the applicable code in MilPDS to withhold member's incentive payments. If disapproved, the Career Assistance Advisor should pay the final incentive payment, if applicable, and terminate the incentive. **(T-2).**

## **5.11. Withholding Incentives. (T-2).**

5.11.1. ARPC will take withholding actions when a member is approved for a period of nonavailability. Refer to Personnel Delivery Services Guide for further instructions. **(T-2).**

5.11.2. Upon the member's return from the period of nonavailability, the Career Assistance Advisor prepares a letter containing the member's name, Social Security number, authorization, number, date nonavailability began and ended, and date last incentive payment was made. ARPC reactivates the member's incentive and advises the Career Assistance Advisor of the adjusted anniversary date for future incremental payments

**5.12. Incentive Recoupment.** When conditions warrant, such as overpayments or entitlements paid to ineligible members, an incentive may be recouped. Career Assistance Advisor will coordinate such actions with the local Reserve Pay Office. **(T-2).**

**5.13. Incentive Terminations (T-2).**

5.13.1. If entitlement to an incentive is terminated for any reason before the fulfillment of the service as specified in the written agreement, the member will not be eligible to receive any further incentive payments, except for service performed before the termination date. Ensure the member has been paid a final bonus payment, if applicable, prior to terminating the bonus. Refer to guidance located on myPers for further instructions. **(T-2).**

5.13.2. The Career Assistance Advisor completes the appropriate termination section on the incentive agreement, updates MilPDS and forwards termination request to ARPC via myPers.

5.13.3. Members incurring a period of nonavailability are not terminated, but will have the bonus payment suspended. **(T-2).**

5.13.4. Do not terminate a bonus prior to completion of the original incentive contract for members who reenlist during the contract period for the purpose of GI Bill retainability.

**5.14. Incentive Reinstatement (T-2).**

5.14.1. Request reinstatement only when a member has been terminated erroneously. For example, unsatisfactory participation that has been excused by proper authority or the member was terminated prior to receiving a final bonus payment.

5.14.2. When it has been determined that a member should be reinstated, the Career Assistance Advisor prepares a memo to ARPC for approval or disapproval.

**5.15. ANG Incentive Program Overview.** The ANG Incentive Program is designed to attract and retain members into critical skills to meet mission manning requirements.

5.15.1. The National Incentive AFSC List is determined by NGB/A1YR and is reviewed quarterly to ensure that the following are considered:

5.15.1.1. Chronic and persistent shortages.

5.15.1.2. Projected losses based on history, eligible retirements and eligible separations.

5.15.1.3. Projected unit manning document increases.

5.15.1.4. High replacement costs.

5.15.1.5. High Ops Tempo.

5.15.1.6. Historical difficulty in recruiting.

5.15.1.7. Formal Training availability and cost.

5.15.2. The Local Incentive AFSC List is developed by each state Recruiting and Retention Superintendent (RRS) IAW FY guidance provided and approved by NGB/A1YR. Local List criteria will be determined at a minimum annually and reviewed quarterly.

5.15.3. The National Health Professional (HP) Critical War-time Specialties list for each military service component is designated annually by Office of the Secretary of Defense Health Affairs (OSD/HA).

## 5.16. Incentive Program Guidance

5.16.1. The FY ANG Incentive Program Operational Guidance is produced annually by NGB/A1Y and it:

5.16.1.1. Identifies incentive eligible AFSCs, establishes incentive categories, programs offered and payment amounts within DOD limits.

5.16.1.2. Defines eligibility requirements, administrative procedures and payment schedules.

5.16.1.3. Is the primary source document for incentive execution authority at State, Wing/Geographically Separated Unit levels.

5.16.1.4. Is used by Retention Office Managers (ROM) and Recruiting and Retention Noncommissioned Officers (RRNCO) for incentive eligibility determination for all applicants.

5.16.2. Annual FY Recruiting and Retention Initiatives

5.16.2.1. Recruiting and Retention Initiatives are used to supplement authorized manning percentage authorities and any other additional force management initiatives.

5.16.2.2. May be used in conjunction with the FY ANG Incentive Program Operational Guidance to determine authorized manning levels for incentive eligible AFSCs at the local unit level.

5.16.3. Annual Personnel Services Delivery Messages (PSDMs) and Procedural Guidance will be provided to Recruiting and Retention personnel as a supplement to this AFI to identify specific system instructions and processes.

## 5.17. Incentive Program Exceptions to Policy

5.17.1. Exception to policy is initiated by the ROM or RRNCO and forwarded through State Headquarters to the National Guard Bureau, Recruiting and Retention Branch (NGB/A1Y) for consideration. **(T-3)**.

5.17.2. Must be in memorandum format and identify specific policy, guidance, instruction and paragraph applicable to the exception to policy. **(T-3)**.

5.17.3. State Headquarters Review: Exception to policy requires the concurrence of both the state RRS and the Director of Staff (DOS) prior to submission to NGB/A1Y.

5.17.4. **(NGB/A1Y)** is the waiver authority for exceptions to policy and will provide the final disposition to the state RRS, who in turn will forward to the submitting ROM/RRNCO.

## 5.18. ANG Incentives and Program Administration

5.18.1. ANG Officer Incentives. Officer incentives are designed to attract and retain Officers in critical specialties; available programs include:

- 5.18.1.1. Officer Affiliation Cash Bonus.
- 5.18.1.2. Officer Accession Cash Bonus.
- 5.18.1.3. Officer Retention Cash Bonus.
- 5.18.1.4. Health Professions Accession Cash Bonus.
- 5.18.1.5. Health Professions Retention Cash Bonus.
- 5.18.1.6. Health Professions Residency Stipend Program.

5.18.2. ANG Enlisted Incentives. Enlisted incentives are designed to attract and retain enlisted Airmen in critical AFSCs. Programs include:

- 5.18.2.1. Enlistment Bonus (NPS).
- 5.18.2.2. Prior Service (PS) Bonus.
- 5.18.2.3. Selective Retention Bonus.
- 5.18.2.4. Affiliation Bonus for accessions with prior active duty military service who enter the ANG directly from an Active component or after separation/discharge from Active component under honorable conditions into critical specialties.

## 5.19. ANG Termination and Recoupment

5.19.1. Purpose. The purpose of the incentive program is to fill critical skills and Airmen must participate satisfactorily in training, including maintenance of medical and dental readiness during the entire period of the bonus contract. Higher standards will not be applied to members participating in the incentive program. Members will not be terminated from the program based on disciplinary, punitive action, or performance issues unless the member will be separated from ANG service. Unsatisfactory participation is defined as a failure to meet mission requirements and established guidance. Failure to meet these requirements will lead to separation actions IAW AFI36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Personnel*. **(T-1)**.

5.19.2. Termination of entitlement. Entitlement to continued incentive program participation may be terminated under any of the following conditions: **(T-3)**.

5.19.2.1. Non prior service enlistee who fails to meet high school graduation requirements before departure from Basic Military Training (BMT) or Technical Training School (TTS).

5.19.2.2. Unsatisfactory participation, unless the failure to participate satisfactorily was due to reasons beyond the control of the member (i.e., death, injury, illness, or other impairment).

5.19.2.2.1. Unsatisfactory Service is defined as a failure to fulfill the contractual obligation or service agreement as a member of the Ready Reserve.

5.19.2.2.2. Participation is unsatisfactory when members of Selected Reserve units acquire at least nine unexcused absences from scheduled training within a 12-month period.



- 5.19.2.2.3. Participation is also unsatisfactory if members of the Ready Reserve fail to meet the standards prescribed by Secretary concerned for annual screening, attendance at Active Duty for Training ADT, or training advancement.
  - 5.19.2.2.4. It includes misconduct for military offenses or performance of duty.
  - 5.19.2.2.5. Members being processed for unsatisfactory participation may have their incentive payments suspended until a final determination of unsatisfactory participation is made.
  - 5.19.2.2.6. The member's unit commander will provide the effective date of suspension for unsatisfactory participation on the NGB Form 38-4. The effective date of incentive program termination will be the date of the commander's first letter notifying the member of the unsatisfactory participation status. **(T-2)**.
    - 5.19.2.2.6.1. ROM/ RRNCO should coordinate with the Force Support Squadron (FSS) or the unit commander and obtain a copy of this letter.
  - 5.19.2.3. Acceptance of a full-time position (Active Guard Reserve or Military Technician) where membership in the ANG is a condition of employment. This includes acceptance of a Temporary INDEFINITE position.
    - 5.19.2.3.1. Members serving in a temporary technician or Active Guard Reserve capacity will not be terminated from the incentive program.
    - 5.19.2.3.2. "Title 5 United States Code" competitive service and state employees may participate in the ANG Incentive Program.
    - 5.19.2.3.3. ROM/RRNCOs will refer to the current FY Incentive Program Operational Guidance.
  - 5.19.2.4. Separation or discharge from the ANG as an enlisted person for any reason, including enlistment or voluntary call to active duty in the active forces, or appointment as an officer.
  - 5.19.2.5. Voluntarily transfers to a different AFSC (exceptions are identified in annual FY Incentive Program Operational Guidance).
  - 5.19.2.6. Completes a contracted period of training.
- 5.19.3. Recoupment of Unearned Enlisted and Officer Incentive Payments.
- 5.19.3.1. Recoupment of unearned incentive payments will not affect the member's period of contracted service.
  - 5.19.3.2. Recoupment will be made if the member: **(T-3)**.
    - 5.19.3.2.1. Fails to participate satisfactorily during the entire term of enlistment agreed to unless the failure to participate satisfactorily was due to reasons beyond the control of the member (i.e., death, injury, illness, or other impairment).
    - 5.19.3.2.2. Separates from the ANG as an enlisted person.
      - 5.19.3.2.2.1. Except a member who is discharged for immediate reenlistment or appointment in a Military Department for which no bonus or special pay is paid. This member may be considered to have completed the full term of service

specified in the enlistment contract, provided the term of the new reenlistment or appointment includes the remaining period of service from the former enlistment bonus obligation.

5.19.3.2.3. Voluntarily moves to a non-incentive eligible AFSC.

5.19.3.2.4. Fails to extend the contracted term of service for a period of authorized non-availability.

5.19.3.2.5. Fails to complete required training, to include correspondence courses, in the time required for progression in the designated specialty.

#### 5.19.4. Enlisted Cash Bonus Recoupment Calculation Formula.

5.19.4.1. AFRISS-TF will calculate the recoupment amount. However, ROMs and RRNCOs must use this formula to verify the AFRISS-TF amount is correct. **(T-3)**.

5.19.4.1.1. The total amount of the bonus to be paid shall be divided by the total number of months of the bonus contract to determine the amount the member would have received if the bonus had been paid in monthly increments. **(T-1)**.

5.19.4.1.2. The monthly increment amount is then multiplied by the number of months the member actually satisfactorily served in the bonus program (earned incentive months).

5.19.4.1.3. The earned incentive is subtracted from the total amount the member has received.

5.19.4.1.4. The remainder is determined to be the unearned portion of the incentive and is the recoupment amount.

**Example:** A member completes 30 months of a six-year \$15,000 reenlistment agreement. The calculation would start as follows: six yrs. = 72 months;  $\$15,000/72 = \$208.33$ ;  $\$208.33 \times 30 \text{ months} = \$6,249.90$ . This figure is the amount the member actually earned while in the bonus program. Next, add the dollar amounts the member has already been paid (i.e.,  $\$7,500 + \$1,500 = \$9,000$ ). Then, subtract the amount earned from the amount member has already been paid ( $\$9,000 - \$6,249.90 = \$2,750.10$ ). This final total is the amount to be recouped from the member.

5.19.5. ROM/RRNCO Recoupment Actions. Process recoupment of bonus incentives IAW ANG Retention guidance located on myPers.

5.19.6. If the member fails to maintain a current, unrestricted valid medical, nursing or professional license, as required, and such additional medical certification and privileges as may be required to practice as a health professional in the critical specialty for which Health Professional HP Cash Bonus participation is authorized or fails to complete the contractual obligation the member will be required to repay the government an amount equal to the total amount paid for the incentive. **Note:** Program participants should remain in the billet position to which the Incentive applies in order to receive annual installment payments. **(T-1)**.

#### 5.19.7. Exclusions from Termination – Applicable to All Incentive Programs

5.19.7.1. A member whose service is satisfactory may continue to receive incentive payments under any of the following conditions: **(T-3)**.

5.19.7.1.1. Transfers to a different ANG unit and continues to serve in the original incentive AFSC.

5.19.7.1.1.1. Inspector General Team members and First Sergeants may continue on a current bonus contract while serving as a First Sergeant, but cannot reenlist and receive a new reenlistment incentive.

5.19.7.1.2. Changes AFSCs at the convenience of the government (i.e., accepts a drill-status First Sergeant position) or AFSC is withdrawn due to NGB-directed reorganization or conversion, or whose unit is inactivated, relocated, reorganized, or converted (e.g., weapons systems conversion), provided members meet all other eligibility criteria and are not separated from the ANG. To retain incentives, the member has six months to find a new critical AFSC.

5.19.7.1.2.1. For audit purposes, the ROM/RRNCO must obtain an official memorandum from the commander which includes the following (at minimum): **(T-2)**.

5.19.7.1.2.1.1. Move is involuntarily directed by NGB and at the convenience of the government.

5.19.7.1.2.1.2. Identify unit that is inactivated, relocated, reorganized, or converted (e.g., weapons systems conversion).

5.19.7.1.2.1.3. List of affected members' names, their respective AFSCs and position numbers removed from manning document, and the members' new AFSC.

5.19.7.1.2.2. Submit a copy of the list of names to NGB/A1YR for uploading into each member's record in AFRISS-TF and to make the required updates to the system.

5.19.7.1.3. Incurs a period of authorized non-availability (i.e., temporary overseas residence, missionary obligation, or overseas employment, etc.) and is assigned temporarily to the Inactive Ready Reserve.

5.19.7.1.3.1. One year of non-availability is authorized for valid personal reasons or up to three years in the case of a missionary obligation.

5.19.7.1.3.2. Suspend incentive for the period of non-availability.

5.19.7.1.3.2.1. If the members returns to the ANG in the same AFSC that the member had previously contracted, the member may be reinstated in the incentive program provided they extend the term of enlistment or contract service for the period of non-availability, so as to be able to serve the full original incentive contract period.

5.19.7.1.3.2.2. Entitlement to subsequent payments for the original contracted amount will resume on the adjusted anniversary date of satisfactory and creditable service following re-affiliation with the ANG. **(T-2)**.

5.19.7.1.3.2.3. Failure to meet reinstatement criteria in a capacity for which the incentive previously contracted shall result in termination of the incentive and recoupment of any unearned portion. **(T-2)**.

5.19.8. Questionable Circumstances. ROM/RRNCOs will refer questionable circumstances to the state RRS for resolution.

## Chapter 6

### CLOTHING ALLOWANCES FOR AIR FORCE PERSONNEL

**6.1. Clothing Allowances for Air Force Personnel.** Program roles and responsibilities can be found at [paragraphs 2.1](#) and [2.7](#).

#### **6.2. Principles and Special Considerations of Clothing Allowance Programs**

6.2.1. Current rates for Air Force clothing allowances are listed in the Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 7A, Chapter 29 (enlisted) and Chapter 30 (officer). Articles of outer clothing issued to the service member from government supply shall be altered to fit the individual at government expense at the time of sale or issue. The member must bear the cost of further alterations, except during initial basic or follow-on training when the government may pay for alterations to outer clothing required due to changes in physical profile. Replacement of the outer clothing is authorized during the first six months of military service when physical profile changes are such that the cost of alterations would exceed the replacement cost. The member's commander must certify that replacement issue is more economical than alterations. **(T-1)**.

6.2.1.1. There are three types of clothing allowances that cover initial and replacement uniform requirements:

6.2.1.1.1. Initial clothing allowances. In lieu of an initial uniform monetary allowance, enlisted Air Force members are issued required uniform items during Basic Military Training ([Table A2.1](#) and [Table A2.2](#)).

6.2.1.1.2. Cash clothing replacement allowances. An annual cash clothing replacement allowance is provided to eligible enlisted individuals to maintain the initial clothing items throughout their career.

6.2.1.1.3. Supplemental clothing allowance.

6.2.2. Retention and Disposition of Clothing Obtained Under Clothing Monetary Allowance System. Enlisted personnel must maintain seven complete sets of uniforms. **(T-1)**. Uniform clothing items, manufactured from approved optional-type fabrics, shades, and designs may be substituted for like, standard issue items listed in [Attachment 2](#) and [Attachment 3](#) when authorized for wear by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

6.2.2.1. Enlisted military members of the Air Force who are discharged or released from active duty may keep all clothing items in their possession obtained under the Clothing Monetary Allowance System, if any one of the following applies:

6.2.2.1.1. Required by law to perform further military service in the ARC.

6.2.2.1.2. Voluntarily enlists in ARC after discharge or release from active duty.

6.2.2.1.3. Service members who have served less than six months on active duty, subsequent to last authorization to an initial clothing allowance, shall be allowed to keep one complete uniform, appropriate to the season, to wear home. **(T-3)**.

- 6.2.2.1.4. In a national emergency, in time of war, or at such other times as recovery of clothing is necessary, or in the government's best interest, such clothing may be recovered except for one uniform, appropriate to the season, to wear home.
- 6.2.2.1.5. Items of uniform clothing obtained under the Clothing Monetary Allowance System and in the possession of an individual when discharged for reasons listed in sections 5 through 13 of enclosure 3 to DoDI 1332.14, *Enlisted Administrative Separations* or who is interned or discharged as an alien enemy, shall be taken from the individual and retained for military use. Under conditions the appropriate official prescribes, the individual may keep uniform items that are or can be rendered non-distinctive, as an outfit of clothing suitable for civilian purposes to be worn home. Other provisions are outlined in DODI 1338.18. **(T-3)**.
- 6.2.2.2. Upon approval of a sentence involving confinement and punitive discharge, the Airman shall have all outer articles of uniform clothing in their possession taken from them. **(T-3)**.
- 6.2.2.3. All uniform clothing of enlisted military members of the Air Force recovered shall be returned to stock for reissue or processed for disposal if in the government's best interest, as determined by local command. **(T-3)**.

### 6.3. Military Clothing Allowance Program

- 6.3.1. Current rates. Current rates and frequency of payment for these allowances can be found in DoDFMR 7000. 14-R, Vol 7A, Chapter 29 (enlisted) and Chapter 30 (officer).
- 6.3.2. Standard Initial Clothing Allowance. The initial clothing allowance is provided to military members of the Air Force to either supplement or completely absorb the initial cost of required clothing bag items. The initial clothing allowance can be paid in cash or furnished in-kind. The initial clothing allowance includes the cost of alterations at the time of sale or issue of a required clothing bag item. Except for the Initial Clothing Allowance received at basic military training, Initial or Partial Initial Clothing Allowances are credited to the member's pay account.
- 6.3.2.1. Enlisted Air Force personnel must receive a Standard Initial Clothing Allowance (except those entitled to a Special Initial Clothing Allowance) under the following circumstances:
- 6.3.2.1.1. Upon first enlistment in the Service enlisted personnel are furnished an in-kind distribution of required uniforms in lieu of a cash standard initial clothing allowance. **(T-1)**.
- 6.3.2.1.1.1. The initial in-kind clothing bag content is approved by the AF/A1. Requested changes to the clothing bag must be submitted to Headquarters Air Force Military Compensation Policy Division, (AF/A1PA). If approved, AF/A1PA will notify the Air Force Lifecycle Management Center who will provide Defense Logistics Agency Troop Support the final initial clothing bag item list. An information copy will be provided to the Office of the Assistant Secretary of Defense (Force Management Policy) (ASD (FMP)) and the Office of the Under

Secretary of Defense (Comptroller) (USD(C)). Changes in the content of the clothing bag made before May 1 of a given year will be effective the following FY. **(T-1)**.

6.3.2.1.1.2. United States Air Force Academy and Air Force Officer Accessions Training School will provide updated lists (if appropriate) of initial clothing bag items issued to cadets and accessions to AF/A1PA by August 1 of each year. **(T-1)**.

6.3.2.1.1.3. The ANG and Air Force Reserve Command will provide updated lists of the initial clothing bag items issued to AF/A1PA by August 1 of each year. **(T-1)**.

6.3.2.1.2. If member reenlists in the same branch of the regular military service and three months have passed from the date of discharge or release from active duty and the member is not reporting from a reserve component that requires the member to maintain uniform clothing. When a service member enlists from the AFR component the member shall receive the Partial Initial Clothing Allowance. ANG or Reserve personnel are not authorized an initial allowance when brought to active duty on a statutory tour; uniforms will be issued by their unit prior to starting their statutory tour. **(T-1)**.

6.3.2.1.3. Retired or released enlisted personnel recalled to active duty after three months have passed from the date of last release from active duty or retirement are authorized a full initial allowance. Only one such allowance shall be authorized during any period of four consecutive years. **(T-0)**.

6.3.2.2. Commissioned officers are eligible for an initial uniform allowance, payable only once in a career, under the following circumstances:

6.3.2.2.1. Upon first reporting for active duty (other than for training) for a period of more than 90 days. A member entering active duty as an officer in a Regular Component, upon Reserve Officer Training Corps (ROTC) graduation, is considered to have entered into active duty for more than 90 days.

6.3.2.2.2. Upon completing at least 14 days of active duty or active duty for training as a member of a Reserve Component.

6.3.2.2.3. Upon completing 14 periods of IDT as a member of the Ready Reserve. Each period of IDT must be of at least two-hours duration. **(T-0)**.

6.3.2.2.4. Upon reporting for the first period of active duty required by Title 10 United States Code Section 2121 (c) as a member of the Armed Forces Health Professions Scholarship Program. **Exception:** Upon transfer to another Reserve Component that requires a different uniform, an Armed Forces Health Professions Scholarship Program Reserve officer may receive another initial uniform allowance.

6.3.2.2.5. Restrictions.

6.3.2.2.5.1. A member is not entitled to an initial uniform allowance if they have previously received an initial uniform allowance in any amount as an officer under conditions other than those listed in subparagraphs 6.3.2.2.1 through 6.3.2.2.4.

6.3.2.2.5.2. Regular officers may not receive this allowance when transferring to another Military Service.

6.3.2.2.5.3. Only periods of duty that require wearing of the uniform are counted for entitlement to the initial uniform allowance.

6.3.2.2.5.4. An officer must be determined physically qualified for active duty before entitlement to an initial uniform allowance accrues. **(T-0)**.

6.3.3. Partial Initial Clothing Allowance. The partial initial clothing allowance is provided to enlisted Air Force members under the following circumstances:

6.3.3.1. When an enlisted member being recalled to active duty for more than six months, after at least three months have passed from the date of last discharge or release from active duty with the clothing required for service in an ARC or enlists from the AFR component the member shall receive the Partial Initial Clothing Allowance. **(T-0)**.

6.3.3.2. Commissioned officers under temporary appointments who enlisted or reenlisted, or who reverted to service on active duty in an enlisted status, other than for the purposes of retirement (ex: disenrolled ROTC or Air Force Academy cadets) shall receive the Partial Initial Clothing Allowance (**Table A2.7.**, men or **Table A2.8**, women). Only one such allowance shall be authorized during any period of four consecutive years. **(T-0)**.

6.3.3.3. Upon being restored to duty after being sentenced to confinement and punitive discharge.

6.3.4. Basic Cash Clothing Replacement Allowance. A basic cash clothing replacement allowance is provided to enlisted Air Force members at 70 percent of the standard cash clothing replacement allowance. This allowance begins accruing on the first day of month following completion of six months of active duty service through the end of the 36th month of active duty. A pro-rated amount (one-half of the FY rate) will be paid upon completion of the 12th month of uninterrupted military service. Current basic cash clothing replacement allowance rates are in DoDFMR 7000. 14-R, Vol 7A, Chapter 29, table 29-4. **(T-0)**.

6.3.5. Standard Cash Clothing Replacement Allowance. The standard cash clothing replacement allowance is provided to enlisted Air Force members to fund replacement of military-unique items the appropriate official requires for wear. The standard clothing replacement allowance shall begin accruing on the first day following 36 months of active duty without regard to time lost. The 36-month period begins on the date of last authorization to the initial clothing allowance and continues during the remaining period of continuous active duty service. The standard clothing replacement allowance is paid at the end of the member's anniversary month. Replacement allowances are not intended to totally fund a member's uniform or clothing purchases (ANG Title 32 members refer to paragraph **6.3.9**). **(T-1)**.

6.3.6. Establishing Cash Clothing Replacement Allowances. Initial and clothing allowances and annual clothing replacement allowances are approved by the AF/A1.

6.3.6.1. DLA Troop Support will provide firm prices of initial clothing bag items along with supporting data to AF/A1PA by June 1 of each year. **(T-0)**.

6.3.6.2. Air Force Life Cycle Management Center evaluates, determines, and provides a useful wear life of individual items in the initial clothing bag to AF/A1PA by June 1 of each year.



6.3.6.3. AF/A1PA determines applicable annual replacement rates using an established formula and provides AF/A1 the recommended rates for approval. AF/A1PA provides DFAS the approved initial clothing and replacement allowance rates for the next applicable FY. DFAS publishes rates in DoDFMR 7000.14-R, Vol 7A, Chapter 29 (Enlisted) and Chapter 30 (Officers).

6.3.7. Special Initial Clothing Allowance. The special initial clothing allowance is provided to Air Force members upon selection and acceptance for specified officer-training programs and those assigned to a tour of duty, or status, requiring the wear of uniform clothing (other than special dress uniforms) of a style different from uniforms customary for most enlisted members of the Air Force. Only one Special Initial Allowance is authorized during any period of continuous active duty. The current qualifying assignments and rates for the special initial clothing allowance are located in DoDFMR 7000.14-R, Vol 7A, Chapter 29, Table 29-2.

6.3.8. Special Cash Clothing Replacement Allowance. The special cash clothing replacement allowance is provided to enlisted Air Force members to fund replacement of uniform items subsequent to receipt of any type of Special Initial Clothing Allowance. The special cash clothing replacement allowance shall begin accruing on the first day following completion of 36 months of active duty without regard to time lost. The 36-month period begins on the date of last authorization to the initial clothing allowance and continues during the period for which the special cash clothing replacement allowance is payable. During this period no other cash clothing replacement allowance is authorized. **(T-1)**.

6.3.9. Supplementary Clothing Allowance. The supplementary clothing allowance is provided to enlisted Air Force members when assigned to duty in a special organization or detail where the nature of the duty necessitates that he or she have, as a military requirement, additional quantities or special items of individual uniform clothing normally not required for most enlisted members in the Air Force. Current rates for these allowances are in DoDFMR 7000.14-R, Vol 7A, Chapter 29, Table 29-6. Supplementary Clothing Allowances may not exceed 30 percent of the current value of the Standard Initial Clothing Allowance (except for the maternity supplementary clothing allowance). The unit commander determines the validity of each enlisted member's need for this extra allowance using the following criteria:

6.3.9.1. The clothing is needed for an exemplary (rather than acceptable) appearance based on active military representation before groups of high-ranking military, civic, educational, business or foreign dignitaries. **Note:** Active, as used here, means giving presentations, speeches, lectures, etc., or engaging in official business matters as the center of attention. It does not include marching, taking part in social events, or being present when high-ranking military or civilian dignitaries visit a facility or function.

6.3.9.2. The individual must wear the uniform(s) full-time under abnormal working conditions or duty. **(T-1)**.

6.3.9.3. The individual does not receive more than one such allowance for the same basic uniform items during any period of continuous active duty unless:

6.3.9.3.1. The individual reenlists or is recalled after more than three months (from date of discharge or release from active duty) and meets all other requirements for the allowance.

6.3.9.3.2. At least 3 years have elapsed since the initial need for a maternity uniform, and a new requirement exists.

6.3.9.3.3. An individual who transfers from one AFSC or organization to another, in which a supplemental clothing allowance is authorized, is entitled to any additional items of the subsequent allowance.

6.3.9.3.4. A member may be authorized an annual supplementary payment as outlined in DoDFMR 7000.14-R, Vol 7A, chapter 29, table 29-6. On the anniversary of the initial supplementary clothing allowance payment, an annual payment may be authorized, provided the member is projected to remain in the qualifying assignment for at least an additional six months. The commander must verify in writing the member is entitled to a supplementary clothing allowance, one year has passed since the last payment, and the member is projected to remain in the qualifying assignment for an additional six months. A member who has received a Supplementary Clothing Allowance may not be authorized a subsequent supplementary allowance for the same items upon reassignment to duty, if less than 12 months have elapsed since the last payment.

6.3.9.4. The Maternity Supplemental Clothing Allowance. The maternity supplemental clothing allowance is provided to enlisted RegAF, ANG, and AFR pregnant Air Force members. Purchase of the maternity jumper and one long sleeve blue maternity blouse is mandatory. This combination serves as their service dress uniform. At the member's election, with the approval of the commander or first sergeant, the remaining balance of the maternity allowance may be used to purchase uniform articles required for performance of duty. This allowance is paid only once in a three-year period; subsequent payment entitlement is based on the actual date of disbursement of previous payment(s).

6.3.9.5. Requests for Approval of a New or Revised Supplemental Clothing Allowance. Send requests for new or revised supplemental clothing allowances through your chain of command to: USAF Pentagon AF-A1 Mailbox AF-A1PA Workflow &lt;[usaf.pentagon.af-a1.mbx.af-a1pa-workflow@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1pa-workflow@mail.mil)&gt;. The following information must be included: **(T-1)**.

6.3.9.5.1. Statement of abnormal uniform clothing cost.

6.3.9.5.2. A list of the uniform items needed and quantities desired.

6.3.9.5.3. Statement describing how and why the initial uniform clothing allowance is inadequate.

6.3.9.5.4. Average daily duty hours and the number of days a week the individual performs duties. (This indicates how often regular duty uniforms are worn.)

6.3.9.5.5. Mandatory uniforms prescribed for wear.

6.3.9.5.6. Average number of days during the year each special/distinctive uniform is worn.

6.3.9.5.7. Average number of days prescribed uniforms are worn between cleanings.

6.3.9.5.8. Extra uniform allowances authorized for enlisted members of other branches of service involved in the same or similar duties (if any).

6.3.9.5.9. Any alternatives considered for reducing the impact of the uniform requirements on the individual.

6.3.9.5.10. Names or titles of specific dignitaries and high-ranking officials, and their frequency of contact involved with the individual's duties.

6.3.9.5.11. Number of personnel for which the allowance is desired.

6.3.10. Reserve Components Uniform Clothing Allowances. Items of individual clothing required by ARC personnel on active duty for periods of less than 12-months or while on active duty are furnished as in-kind issues. However, the prescribed cash portion of the Standard Initial Clothing Allowance may be paid to the Reserve member at the time that their initial allowance is issued for items designated to be personally purchased and not issued in-kind. Initial issue clothing bag items for ARC personnel are listed in [attachment 3](#) of this publication.

6.3.10.1. ANG or AFR enlisted members serving on a Title 10 or statutory tour who are projected to remain on active duty for an additional 12-months or more will receive an annual replacement allowance one year from the date the member enter the active duty tour or assignment. On completion of the 12th month of uninterrupted active duty, payment will be made for one-half the annual rate and the full annual rate thereafter. If a member serves on active duty less than 12-months or less than 12-months after the last annual payment then a prorated amount will be paid, calculated at one-twelfth of the annual rate for each whole month or a fractional month served. Issue in-kind of applicable uniform items is not authorized while receiving a clothing replacement allowance. **(T-1)**.

6.3.10.2. All officer personnel commissioned or appointed in the Regular or Reserve Components may be eligible for reimbursement for the purchase of required uniforms and equipment. Current rates for this reimbursement, when payable, and applicable restrictions that may prevent reimbursement are contained in DoDFMR 7000.14-R, Vol 7A, chapter 30. An AF Form 1969 *Officer Uniform Allowance Certification*, must be completed and certified by the officer's supervisor or commanding officer. **(T-3)**.

6.3.11. Lost or Damaged Clothing. Military members of the Air Force shall be compensated for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unserviceable, incident to military training or service, if the loss was not caused by any fault or negligence of the Airman. The approval authority for replacement of lost or damaged uniform items will be local command. **(T-3)**.

6.3.12. Organizational Clothing. Special-purpose individual clothing required for support of personnel to accomplish assigned duties shall be issued as organizational clothing. Organizational clothing includes special distinctive uniforms such as those required for the Air Force Band or the Air Force Honor Guard. No monetary credits or payments are provided to Airmen for obtaining or replacing these items; they are furnished under the issue-in-kind system. **(T-3)**.

#### **6.4. Civilian Clothing Allowance (CCA) Program**

6.4.1. CCA for Officers and Enlisted Personnel. In addition to any other clothing allowance authorized, an Air Force member directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement such as

security or safety, may be authorized a CCA. During the period an enlisted member is required to wear civilian clothing, the annual cash uniform clothing replacement allowance continues to accrue as they are required to maintain seven full sets of current uniform items. **Exception:** Members of ANG and Reserve components on active duty for periods of less than 180 days or on inactive duty are not entitled to CCAs. Also, all CCA entitlements for officers is limited to those assigned to a permanent duty station at a location outside the United States.

6.4.1.1. The MPF will automatically authorize a CCA for enlisted personnel when: **(T-1)**.

6.4.1.1.1. The Foreign Clearance Guide mandates civilian clothing at the member's duty location. **(T-1)**.

6.4.1.1.2. The Joint U.S. Military Assistance Advisory Group certifies a requirement for civilian clothing. **(T-1)**.

6.4.1.1.3. A member is assigned to the White House Communications Agency. **(T-1)**.

6.4.1.1.4. The Personnel Processing Code indicates civilian clothing must be worn. **(T-3)**.

6.4.1.1.5. Officers must meet one of the above criteria and have a permanent duty station outside of the United States. **(T-0)**.

6.4.1.2. Competent Authority for determining duty requiring the wear of civilian clothing is:

6.4.1.2.1. MAJCOM Chief of Staff.

6.4.1.2.2. Assistant Secretaries of the Air Force.

6.4.1.2.3. Deputy Chiefs of Staff or their Assistants, HQ USAF.

6.4.1.2.4. U.S. Ambassador or equivalent.

6.4.1.2.5. Director of Personnel, or equivalent, for U.S. government agency, the United Nations, or the North Atlantic Treaty Organization.

6.4.1.2.6. Headquarters, Defense Intelligence Agency Director of Personnel or equivalent.

6.4.1.2.7. Commander, Air Force Office of Special Investigations.

6.4.1.2.8. United States Secret Service Director of Personnel or equivalent.

6.4.1.2.9. HQ USAF OPR. For projects, exercises, or training requirements the applicable HQ USAF OPR must provide written authority (e.g., TDY instructions, tasking) making the wear of civilian clothing mandatory, and reconfirm this requirement every 12 months for continuing projects, exercises, or training assignments. **(T-2)**.

6.4.2. Types of CCAs. There are two types of CCA payments, permanent duty CCA and TDY CCA. Current rates for all CCAs are listed in the Department of Defense Financial Management Regulation 7000.14-R, Vol 7A, Chapter 29. Officer CCA is limited to those that are assigned to a permanent duty station at a location outside the United States

6.4.2.1. Permanent Duty CCA. The permanent duty CCA has two parts, the Initial CCA and the Replacement CCA. The Initial CCA is payable upon assignment to a qualifying

permanent duty. When entitled, the Replacement CCA is payable annually at the end of the service member's anniversary month using the applicable rate then in effect. The rates payable for the Permanent Duty CCAs are in DoDFMR 7000.14-R, Vol 7A, chapter 29, table 29-8.

6.4.2.1.1. Initial CCA. Payable upon assignment to qualifying permanent duty when authorized. An Initial CCA will not be paid more frequently than once in any 3-year period nor will it be paid if the member has been out of a qualifying assignment for less than 12 months. If the member receives a follow-on permanent assignment requiring the wear of civilian clothing within three years of receiving an Initial CCA, or within 12 months of occupying a qualifying assignment, then he or she will receive the Replacement CCA at the end of the original anniversary month. **(T-1)**.

6.4.2.1.2. Replacement CCA. Payable annually at the end of the service member's anniversary month using the applicable rate then in effect. A Replacement CCA is payable if it is projected that he or she will serve at least 6 additional months in a qualifying assignment. If it is projected that the member will remain in the assignment less than six months beyond the anniversary month, then no Replacement CCA will be authorized. However, if the member then actually serves 6 or more months in the assignment past the anniversary month, then the replacement allowance will be paid and the member's anniversary date will be change to the date the allowance was actually paid. Commanders must certify in writing each time members are authorized to receive the Replacement Permanent Duty CCA. Certification must include a statement members are projected to remain in the assignment six months or more. **(T-1)**.

6.4.2.1.3. Lump Sum Payments. As an exception to policy, the office of the Assistant Secretary of Defense for Force Management and Personnel may authorize payment of the Initial CCA and up to two Replacement CCA payments in an up-front lump sum to members projected to continue to meet the eligibility criteria for a CCA on a career basis. Such a lump-sum payment will be made only one time in a member's career and that is when the member first becomes eligible for the CCA. On the first and second anniversaries of a lump-sum initial payment, if it is determined the member will not actually be remaining in a qualifying CCA position for at least the next six months; the annual unearned portion for the year(s) not served in a qualifying assignment will be recouped from the member. On the third and subsequent anniversaries of the member being eligible for the allowance, the member will be paid the permanent duty replacement CCA. Initial Lump-Sum payment requests should be forwarded to Assistant Secretary of Defense for Force Management and Personnel, staffed through the member's major command or equivalent, AF/A1 and Chief of Staff, United States Air Force, and the Assistant Secretary of the Air Force. Disapproval authority for the initial Lump-Sum payment is any level in the member's chain of command to include the Air Staff level. **(T-1)**.

6.4.2.1.3.1. Enlisted agents from the Air Force Office of Special Investigations, upon graduation from technical school, receive the initial permanent duty CCA and two replacement allowance payments in an up-front lump sum. Such a lump-sum payment is authorized only one time in a member's career. On the third and subsequent duty anniversaries, the member will be paid the permanent duty replacement CCA. **(T-1)**.

6.4.3. TDY CCA. Generally, the TDY CCA is for use when the Permanent Duty CCA is not applicable. The TDY CCA has two maximum rates, one for TDY of at least 15 days within any 30-day period and one for TDY of at least 30 days within any 36-month period. The total amount of all TDY CCAs payable in any 36-month period will not exceed the maximum allowed for temporary duty of at least 30 days. Exception: The Assistant Secretary of the Air Force may make an exception to the 36-month payment rule and authorize an additional TDY payment. Requests for the exception to the 36-month payment rule should be routed through the MAJCOM or equivalent, AF/A1P, the appropriate Air Staff functional DCS, to the Assistant Secretary of the Air Force. Disapproval authority is at any level in the chain of command, to include the Air Staff level. **Note:** TDY clothing allowances are not granted for entire squadrons or work sections; they are approved only on a case-by-case basis. Officers' eligibility for TDY CCA is limited to those that are assigned to a permanent duty station at a location outside the United States. Compute entitlement for TDY allowance using any of the following criteria: the date of first payment of a TDY allowance; the date departed TDY; or the date of performance of duty requiring the wear of civilian clothing. **(T-1)**.

6.4.3.1. TDY of at least 15 Days. When competent authority determines the member will be on TDY at least 15 consecutive or accumulative days within a 30-day period. The 15-day threshold requirement does not apply to Explosive Ordnance Disposal and Explosive Detector Dog Personnel on United States Secret Support Duty, Defense Courier Service couriers, or Defense Threat Reduction Agency military personnel. These personnel may be authorized up to the maximum payment for TDY of at least 30 days, upon their initial TDY assignment, regardless of the length of their TDY. The maximum amount payable shall be the amount located in DoDFMR 7000.14-R, Vol 7A, chapter 29, table 29-8. **(T-2)**. **Note:** Do not authorize payment for in-flight stopovers where civilian clothes must be worn. Member must present supporting documentation (e.g., travel orders) for payment of the 15 day accumulative TDY in a 30 day period entitlement. **(T-1)**.

6.4.3.2. TDY of at least 30 Days. When competent authority determines that a member will be on TDY at least 30 consecutive or accumulative days within a 36-month period, the maximum amount payable is two-thirds the initial permanent duty CCA, less any amount paid within the past 36-month period for TDY CCA. Current rates are in DoDFMR 7000.14-R, Vol 7A, chapter 29, table 29-8. **(T-2)**. **Note:** Do not authorize payment for in-flight stopovers where civilian clothes must be worn. The member must present supporting documentation (e.g. travel orders) for payment when claiming TDY for 30 accumulative days in a 36-month period. **(T-1)**.

6.4.4. Prior Civilian Clothing Payments. Members who received a TDY CCA within the preceding 12 months of commencing an assignment authorizing a permanent duty CCA will have the permanent duty CCA offset by the applicable prevailing TDY CCA. Likewise, members who receive the permanent duty CCA are not authorized payment of a TDY CCA within the next 12 months. **Exception:** if it can be clearly demonstrated the type of clothing

needed for the permanent duty and the TDY are entirely different. In this case Competent Authority can authorize full payment of either allowance. Compute entitlement for prior clothing payments by using the date of first payment of a TDY allowance. **(T-1)**.

## Chapter 7

### FAMILY MEMBER TRAVEL

**7.1. Family Member Travel.** Program roles and responsibilities can be found at [paragraph 2.8](#)

**7.2. Waivers and Recommended Changes.**

7.2.1. AFPC/DP3AM is the waiver authority for Non-tiered compliance items targeted for functions above the wing or equivalent level.

7.2.2. Waiver Process.

7.2.2.1. Process waiver requests IAW AFI 33-360.

7.2.2.2. If deemed necessary, submit additional data to substantiate the waiver request.

7.2.3. Waiver Period. Tier 1, 2, and 3 waivers will be approved on a case-by-case basis and an effective timeframe will be based on each case individually.

7.2.4. Filing Process. A copy of approved waivers is required to become part of the approver's and requestor's official records.

7.2.5. Waivers and the Management Internal Control Toolset. The requesting commander/director will ensure appropriate waiver information is entered in the toolset within seven days of waiver approval notification. **(T-3)**.

**7.3. Family Member Travel Program Elements.**

7.3.1. Dependent Travel to a Designated Place.

7.3.1.1. General Provisions. This program applies to Airmen who request to relocate their dependents to a designated place OCONUS when the Airman will serve an unaccompanied overseas tour. (See Joint Travel Regulations, Chapter 5, Standard Permanent Duty Travel (PDT)). Specific process provisions for dependent relocation to a designated place are:

7.3.1.1.1. CONUS (Joint Travel Regulations, Appendix A, Definitions). This is a basic entitlement IAW the Joint Travel Regulations. An Airman does not need to make a formal request for approval other than to inform the relocations counselor of their desire to move the dependents to a CONUS location. The PCS order will annotate the location where dependents will travel. **(T-3)**.

7.3.1.1.2. Non-Foreign OCONUS locations include the states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the US Virgin Islands, and US territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for Joint Travel Regulations purposes). Airmen may relocate dependents to a non-foreign OCONUS location if that location was the Airman's place of legal residence before entering active duty; the Airman's spouse's place of legal residence at time of marriage; it was authorized/approved through the Secretarial Process; if an Airman was called to active duty from a non-foreign OCONUS location; or the area is the service member's home of record the Airman may relocate dependents to that place. Requests to relocate dependents to a non-foreign OCONUS location, who meet the above criteria, do not



require approval from AFPC. This is basic authorization IAW the Joint Travel Regulations, as it serves the same intent of moving dependents to a designated place in the CONUS. For requests to relocate dependents to a non-foreign OCONUS location that do not meet the above criteria must be submitted as an exception to AFPC/DP3AM, [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil), (T-3). The PCS order will annotate the location where dependents will travel. (T-3).

7.3.1.1.3. Airmen who make a request to relocate the dependent(s) to a non-foreign OCONUS location based on the rationale provided in [paragraph 7.3.1.1.2](#). Must provide proof of conditions (enlistment contract, marriage license, etc.). (T-1). Once the proof has been provided to the MPF, the appropriate statement may be annotated on orders depicting dependents residence IAW AFI 36-2102.

7.3.1.1.4. An OCONUS follow-on location. See [paragraph 7.3.1.2](#).

7.3.1.1.5. A foreign-born spouse's native country. See [paragraph 7.3.2](#). (Only authorized when the Airman will serve a dependent-restricted tour).

7.3.1.2. An Airman may request to relocate dependents to an approved OCONUS follow-on location while the Airman serves a short, dependent-restricted or unaccompanied short tour and has a follow-on to an OCONUS location. **Example:** An Airman has an assignment to Osan AB, Korea with an approved follow-on assignment to Eielson AFB, Alaska and the Airman requests to relocate dependents to the follow-on location.

7.3.1.2.1. It is possible that an Airman may not be approved for the relocation of a dependent to a foreign OCONUS location based on immigration restrictions and Status of Forces Agreement. Even if travel and transportation allowances are approved, the Airman's dependent(s) may not be authorized logistical support at the overseas location. (T-1).

7.3.1.2.2. Guidance located on myPers for Family Member Travel, provides specific guidance on processing requests to include specific Joint Travel Regulations references.

### 7.3.2. Designated Location Move.

7.3.2.1. General Provisions. This program applies to Airmen with a foreign-born spouse. It allows an Airman with a foreign-born spouse (spouse/dependents must be command sponsored if currently residing overseas with sponsor serving an accompanied tour) to apply for government-funded travel to the spouse's native country while the Airman serves a dependent-restricted tour. (T-2). (**Note:** If the request is approved and the Airman relocates dependents to the same country as that in which he or she will serve, then the Airman's tour length will be extended by 12 months. (T-2). The Airman will not receive short tour credit upon completion of the overseas tour). (T-3).

7.3.2.2. Purpose. Designated Location Move applications are submitted to request government-funded transportation of foreign-born dependents to the spouse's native country when the Airman has been selected for a short, dependent-restricted tour. (If being reassigned to Korea where an accompanied tour is authorized, and Korea is the spouses' native county, the Airman is required to first request for a Command Sponsored Position). (T-2). If the Command Sponsored Position is disapproved, then the Airman may apply for

a Designated Location Move. The Designated Location Move application must clearly demonstrate the foreign-born spouse is unable to cope in the CONUS or OCONUS area during the Airman's absence due to language barriers, no driver's license, etc. **(T-1)**. The following are Designated Location Move examples:

7.3.2.2.1. An Airman has been selected to serve a dependent restricted tour at Osan, AB Korea and has a Korean spouse. The spouse has been in the US less than three years, cannot understand English enough to pay bills and conduct day-to-day business without the help of the military sponsor. The Airman requested and was disapproved for a Command Sponsored Position. The Commander interviewed the Airman and spouse and assessed that the spouse will have difficulties coping. The Airman applied for and received an approved Designated Location Move to Korea. The Airman's tour length will be 24 months and the Date Eligible to Return from Overseas will be updated accordingly. **(T-3)**. The Airman does not receive short tour credit.

7.3.2.2.2. An Airman has been selected to serve a dependent-restricted tour at Osan, AB Korea, has a foreign-born spouse from the Philippines. The spouse has been in the US less than three years, cannot understand English enough to pay bills and conduct day-to-day business without the help of the military sponsor. The Commander interviewed the Airman and spouse and assessed that the spouse will have difficulties coping. The Airman applied for and received an approved Designated Location Move to the Philippines. The dependents relocate to the Philippines at government expense while the Airman serves the 12-month dependent-restricted tour in Korea. The Airman receives short tour credit upon completion of the overseas tour.

7.3.2.3. Designated Location Moves are not automatically approved simply because an Airman has a foreign-born spouse. In most cases, it is significantly more expensive to relocate dependents to a foreign OCONUS location rather than relocating them to, or remaining at, a U.S. location. Common reasons for disapproval are, the spouse has resided in the U.S. for over three years, the spouse has become a naturalized US citizen and does not have citizenship at his/her place of birth and the application does not demonstrate the spouse cannot cope in the U.S. or current foreign OCONUS area without the sponsor.

7.3.2.4. Guidance located on myPers for Family Member Travel provides specific guidance on processing requests to include specific Joint Travel Regulations references.

7.3.3. Advance and Delayed Dependent Travel (includes dependents remaining overseas, after the departure of Airman).

7.3.3.1. Delayed Dependent Travel.

7.3.3.1.1. General Provisions. This program applies to Airmen currently assigned OCONUS. The program allows an Airman to request that their command sponsored dependents remain OCONUS for a specific length of time after the Airman out-processes and departs the OCONUS duty station. If the request is approved, the Airman will be authorized housing/station allowances at the dependent(s) location rather than housing/station allowances at the Airman's new permanent duty station. However, when an Airman serves an unaccompanied OCONUS tour, the Airman still receives a with-dependent housing allowance and may also be authorized Family Separation Housing allowance based on the Airman's OCONUS location. **(T-0)**.

7.3.3.1.2. Purpose. A Status of Forces Agreement between the host nation and the US provide certain privileges for military dependents that reside in the host nation with the military sponsor. When the military member departs and leaves dependents in the host nation, some Status of Forces Agreements do not allow for continued privileges, such as tax-free fuel, continued enrollment in DoD Dependents Schools, etc. The request for delayed travel process addresses limitations of continued support and provides for continuation of Cost of Living Allowance/Overseas Housing Allowance/Basic Allowance for Housing for the dependent location unless the member is assigned family quarters at the new permanent duty station, when command sponsored dependents remain at the current OCONUS location. After an Airman is selected for assignment and prior to departure from the OCONUS duty location, the Airman may submit a delayed dependent travel application. The following are examples of delayed dependent travel:

7.3.3.1.2.1. An Airman has an assignment from the OCONUS area, and the member would like the dependent children to complete the current school year.

7.3.3.1.2.2. An Airman has been selected for Air Command and Staff College and elects to leave dependent(s) in Hawaii pending subsequent PCS from school.

7.3.3.1.2.3. An Airman stationed at Eielson AFB, AK, has an assignment to Altus AFB, OK with a 60-day temporary duty en route at Little Rock AFB, AR and requests dependents remain at Eielson while attending training at Little Rock AFB, AR.

#### 7.3.3.2. Advance Travel of Dependents.

7.3.3.2.1. General Provisions. When a PCS order has been issued, the Airman's dependent(s) may perform PCS travel ahead of the Airman.

7.3.3.2.2. Purpose. This program applies to Airmen that want to request advance travel of dependents to an OCONUS permanent duty station. The Airman's dependents, listed on the orders, are authorized travel and transportation allowances to the new OCONUS permanent duty station in advance of the Airman; however, the Airman does not receive housing/station allowances for the dependent's location at the new OCONUS permanent duty station unless the advance travel is approved through the Secretarial process.

7.3.3.3. An Airman may submit a waiver request for housing/station allowances based on dependent's location or old permanent duty station, whichever is more equitable to the Airman.

7.3.3.4. Guidance located on myPers for Family Member Travel provides specific guidance on processing requests to include specific Joint Travel Regulations references.

#### 7.3.4. Relocating Dependents for Personal Safety.

7.3.4.1. General Provisions. An Airman's spouse may request relocation when safety is at risk; a parent/court appointed guardian of a dependent child may request relocation when the child's safety is at risk. If the request is approved, there would be an authorization for travel and transportation allowances.

7.3.4.2. Purpose. To relocate dependents when an Airman has committed a dependent abuse offense against the Airman's dependent.

7.3.4.3. Requirements. The following requirements must be met for approval:

7.3.4.3.1. The member has committed a dependent abuse offense (A dependent abuse offense is conducted by a member (as defined in Title 10 United States Code Section 1059[c]) on active duty for more than 30 days that involves abuse of the spouse/dependent child). **(T-1)**.

7.3.4.3.2. A safety plan and counseling have been provided to the dependent. **(T-1)**.

7.3.4.3.3. Dependent's safety is at risk. **(T-1)**.

7.3.4.3.4. The Commander and/or other interested parties deem dependent relocation is advisable. **(T-1)**.

7.3.4.4. Former spouses are not authorized travel and transportation allowances under this paragraph. All movement of dependents and/or household goods should be accomplished before the current spouse becomes a former spouse.

7.3.4.5. Guidance located on myPers for Relocating Dependents for Personal Safety provides specific guidance on processing requests to include specific Joint Travel Regulations references.

7.3.5. Early Return of Dependents.

7.3.5.1. General Provisions. If an Airman resides at an OCONUS permanent duty station with command-sponsored dependents, prior to the completion of the Airman's tour, the dependents may be relocated at government expense. If the dependents are relocated prior to the end of the tour, the Airman's overall tour length does not change and the Airman must complete the prescribed accompanied tour length. The Early Return of Dependents must occur prior to the Airman receiving an assignment from the OCONUS duty station. **(T-2)**.

7.3.5.2. Purpose. Authorized locations are to a designated place in the CONUS, a non-foreign OCONUS area, or if the dependent is foreign-born, to a designated place in the dependent's native country. The Joint Travel Regulations, paragraph 050804 provides the circumstances for authorization of travel and transportation allowances. Early Return of Dependents should be approved judiciously and only as a last resort.

7.3.5.3. Guidance located on myPers for Early Return of Dependents, provides specific guidance on processing requests to include specific Joint Travel Regulations references.

7.3.6. Dependent Student Travel.

7.3.6.1. General Provisions. If command sponsored dependents, who reside with an Airman at an OCONUS permanent duty station, are eligible for student travel and transportation allowances, the dependents may be authorized those allowances.

7.3.6.2. Purpose. Approval of student dependent travel authorizes travel and transportation allowances for an eligible dependent.

7.3.6.3. Requirements.

7.3.6.3.1. A memorandum signed by the Airman certifying dependent student status.

7.3.6.3.2. Completed AF Form 1045, *Request and Authorization for Student Dependent Travel*.

7.3.6.3.3. College/university registrar office letter indicating current enrollment status.

7.3.6.4. Guidance located on myPers for Dependent Student Travel, provides specific guidance on processing requests to include specific Joint Travel Regulations references.

### 7.3.7. Concurrent Travel.

7.3.7.1. General Provisions. Concurrent Travel is the process by which an OCONUS gaining installation commander (or civilian equivalent) (or ABG/CC at non-AF led joint bases) authorizes concurrent travel of dependents with the Airman. Concurrent Travel is also appropriate for CONUS locations that do not have adequate support facilities to accommodate families due to natural disasters/special circumstances [**Example:** Tyndall AFB, FL in the aftermath of Hurricane Michael]).

7.3.7.2. Purpose. Concurrent Travel identifies installation support facilities that can support dependents upon arrival. A list of automatic Concurrent Travel locations can be located on myPers: (select a product should be “any” and then search automatic concurrent travel). When Concurrent Travel is automatic, dependent travel and transportation allowances are authorized for the duration of the time the PCS order is in effect (until a subsequent PCS order is received). At least 12 months must remain on an overseas tour upon dependents arrival. **(T-1)**. This means that dependents are authorized to travel with, or independently of, the Airman as long as they are listed as dependents on the PCS order and the Airman will serve the accompanied by dependents tour length and 12 months remain on the OCONUS tour when dependents arrive. Also, to ship household goods, the Airman must have at least 12 months remaining on the current tour. **(T-1)**.

7.3.7.3. Requirements. If Concurrent Travel is not automatic, the losing MPF, Career Development Element Counselor must request Concurrent Travel through the gaining MPF, Force Management Element, utilizing procedures outlined in the myPers article, Requesting Concurrent Travel When Automatic Concurrent Travel Is Not Authorized. **(T-1)**.

### 7.3.8. Command Sponsored Position List and Key Billet Concurrent Travel.

#### 7.3.8.1. General Provisions.

7.3.8.1.1. Command Sponsored Position List. The command sponsorship program provides a systematic method for enhancing mission effectiveness in critical positions that require continuity and stability. Under this program, military command-sponsored positions are authorized only in those areas that have not been designated as dependent-restricted. Current Command Sponsored Position List locations are Korea and Qatar.

7.3.8.1.2. Key Billet. An overseas position (officer, warrant officer, or senior enlisted service member positions only) where it is determined that the continued presence of the incumbent is essential to the mission of the activity or unit or to the United States' presence in that area. Designation as a key billet requires the incumbent to serve a 24-month tour, whether serving accompanied or unaccompanied.

7.3.8.2. Requirements. If an Airman wants to fill a Command Sponsored Position, the Airman should refer to the guidance located on myPers for that country. **(T-3)**.

### 7.3.9. Secretarial Housing Allowance Waivers.

7.3.9.1. Overview. Secretarial Housing Allowance Waivers provide temporary assistance to Airmen and their dependents to ease the transition of a PCS move to a new permanent duty station in limited situations when the Airmen and dependents will reside separately. If a waiver is approved, the Airman will retain/obtain a with-dependent housing allowance for a defined period based on the old permanent duty station/primary residence, dependent's designated location or new permanent duty station. IAW the Joint Travel Regulations, an Airman may request a Secretarial Housing Allowance Waiver. The Secretary Concerned for the Air Force recognized the following circumstances as eligible for waiver approval: low/no cost PCS move, PCS for training (such as professional military education or technical training), Delayed/Advanced Dependent Travel, or assignment to CONUS- Isolated tour with approved 15-month minimum tour length IAW AFI 36-2110, *Total Force Assignments*.

#### 7.3.9.2. Eligibility.

7.3.9.2.1. Airmen with dependents who resided with them at the prior duty station (old permanent duty station) before departing for a new permanent duty station unless the member was serving at a dependent-restricted/unaccompanied tour. For ARC members, dependents must have resided with the Airman at the Airman's home at the place entered/time called to active duty or current primary residence. **(T-2)**.

7.3.9.2.2. Airmen with dependents at a government-approved designated location. "Designated place" is defined as the location to which the government authorized the movement of dependents IAW Joint Travel Regulations, Appendix A and applicable AF guidance.

7.3.9.2.3. Airmen without dependents (only eligible for a waiver based on low/no cost move as specified on PCS orders).

7.3.9.3. Approval Authority. Individual requests are reviewed and considered on a case-by-case basis. The Joint Travel Regulations, Appendix A, defines Secretarial Process as, "Action by the Per Diem, Travel, and Transportation Allowance Committee Principal member or a subordinate level specified by the Principal. AFPC/CC, or authorized delegate, approves/disapproves housing allowance waiver requests based on the eligible circumstances as defined by the Secretary concerned. Guidance located on myPers for Secretarial Housing Allowance Waivers provides additional details and specific Joint Travel Regulations references.

## Chapter 8

### TRANSITIONAL COMPENSATION FOR ABUSED DEPENDENTS

**8.1. Transitional Compensation for Abused Dependents.** Program roles and responsibilities can be found at [paragraph 2.9](#)

**8.2. Applicability and Scope.** This chapter applies to dependents of members of the RegAF, AFR, or ANG, who have been on active duty (Title 10 United States Code Section 12602 (b) (2) applies) for more than 30 days and who after 29 November 1993 are:

8.2.1. Separated from RegAF, AFR, or ANG under the appropriate authorities for a court-martial sentence resulting from a dependent-abuse offense.

8.2.2. Administratively separated from RegAF, AFR, or ANG under the appropriate authorities if the basis for separation includes a dependent-abuse offense; or

8.2.3. Sentenced to forfeiture of all pay and allowances by a court-martial which has convicted the member of a dependent-abuse offense.

8.2.4. Uniformed Services Former Spouse Protection Act. A former spouse or legally separated spouse may be entitled to a percentage of retirement pay designated by a court if the member had 20 plus years of active service, even if the member was not eligible to receive the retirement pay:

8.2.4.1. For applications, the MPF/CSS may contact or have the applicant contact: DFAS-CL/RPBFS, P.O. Box 998011, Cleveland OH 44199-8002 or call Commercial (216) 522-59792410 or DSN: 580-5979, Fax: Commercial: (216) 522-6470 or DSN: 580- 6470. The application form for this program is the DD Form 2698.

8.2.4.2. An applicant cannot receive both a percentage of retirement pay and transitional compensation at the same time. If a spouse or former spouse is receiving transitional compensation payments and later is determined to be eligible for and receives payments under Title 10 United States Code Section 1408(h), any amounts of transitional compensation received must be recouped. **(T-0)**.

8.2.4.3. DFAS-CL/RPBFS will correspond directly with the applicant in lieu of the MPF.

**8.3. Exceptional Eligibility.** Title 10 United States Code Section 1059(m) and the office of the Under Secretary of Defense for Personnel and Readiness memo dated 14 April 2008 ([attachment 4](#)) authorized the SecAF to grant transitional compensation benefits to dependents and for dependents of former members of the RegAF, AFR, or ANG, who are not otherwise authorized such benefits. Such payments are subject to determination by the SecAF that the former member engaged in a dependent-abuse offense, but was allowed to separate, voluntarily or involuntarily, under other circumstances before a determination was made and/or documented. 10 USC § 1059(m) 3 stipulates that the SecAF's authority to authorize eligibility for benefits cannot be delegated.

8.3.1. Exceptional Eligibility Applications. The approval authority is the SecAF. The MPF sends all applications for Transitional Compensation under Exceptional Eligibility circumstances to AFPC/DP2SSM for review before sending to AF/A1PA, Military Compensation Policy Division for staffing for approval or disapproval.

8.3.2. The Military Personnel Section at the base level will retain a copy of the complete package until a final determination is rendered. At that time, a record consisting of the final determination and DD Form 2698 will be kept as a record and a courtesy copy will be sent to AFPC/DP2SSM.

**8.4. Policy.** It is DoD policy to provide monthly transitional compensation payments and other benefits described herein for eligible dependents of members who are separated for dependent abuse.

**8.5. Procedures:**

8.5.1. Procedural guidance to accompany this publication is found on the myPers website <https://mypers.af.mil>.

8.5.2. Recipients of Payments. Payments will be made to eligible dependents as follows:

8.5.2.1. If the member was married when the offense occurred, payment will be made to that spouse. The spouse will receive compensation for themselves and each dependent child in their custody. A spouse can receive the child portion of the compensation even if the child resides away from the home (e.g., non-physical custody) as long as the spouse has legal custody. **(T-0)**.

8.5.2.2. If the spouse is ineligible under **paragraph 8.5.6** to receive payment because of remarriage, cohabitation, or active participation, payments will be made to each dependent child of the member not residing in the household of the member or the spouse. **(T-0)**.

8.5.2.3. If there is no eligible spouse for reasons other than those listed in **paragraph 8.5.6** (**example:** the member had no dependent spouse or spouse has died), payments will be made to the dependent children of the member who do not reside in the household of the member. **(T-0)**.

8.5.2.4. Status as “dependent child” is determined on the date in which the member’s court-martial sentence is approved, or as of the date the Commander initiates administrative separation of the member, voluntary or involuntary, whichever is applicable. **(T-0)**.

8.5.2.5. If recipients are incapable of handling their affairs, payment may be made only to a civilian court-appointed guardian. For a dependent child under 18 years of age, payments will be made only to a civilian court-appointed guardian or a natural parent (who is not a spouse of the member), if the natural parent has legal custody. **(T-0)**.

8.5.2.6. Children residing away from an eligible spouse are not entitled to apply for compensation. (**Example:** A dependent child moves out of the home of the eligible spouse and moves in with a grandparent. The child would not be able to apply for compensation in their own right.) **(T-0)**.

8.5.3. Payment Commencement and Duration.

8.5.3.1. Payment commences on the date (1) the judgment is entered into the record IAW Article 60c, Uniform Code of Military Justice or the date the person acting under Title 10, United States Code Section 860(c) enters the date in which the member’s court-martial sentence is approved or the judgment is entered into the record for a dependent-abuse offense that includes a dismissal, dishonorable discharge, bad conduct discharge, or forfeiture of all pay and allowances, whichever is applicable, or (2) the member’s



commander starts administrative separation action if the basis for separation includes a dependent-abuse offense. This date will be the date used in Section II, Item 8 a-c of the DD Form 2698, and no payment will be made if the date is prior to 30 November 1993. **(T-0)**.

8.5.3.2. The duration of payments will be 36 months as of 22 September 2014. This applies to those cases with an effective date of payment (DATE OF APPROVAL OF THE COURT-MARTIAL/ADMINISTRATIVE SEPARATION BLOCK 20) which is 22 September 2014 or thereafter pursuant to the authorities in 10 USC. § 1059 and DoD 7000.14R, *Financial Management Regulation*, Vol. 7B Chapter 60 and DoDI 1342.24, *Transitional Compensation for Abused Dependents*. **Note:** For cases with effective dates prior to 22 September 2014: if, as of the starting date of payment, the unserved portion of the member's obligated active duty service is less than 36 months, the duration of payment will be the greater of the unserved portion or 12 months.

8.5.3.3. The payment commencement date is the court-martial sentence date in which the member's court-martial sentence is approved or the judgment is entered into the record, whichever is applicable or the date the a Commander initiates the administrative separation action. In cases of "Exceptional Eligibility," payments commence on the date set by SecAF when it is determined a dependent is approved for transitional compensation.

#### 8.5.4. Payment Amount:

8.5.4.1. Monthly payments to a spouse will be at the rate in effect for the payment of dependency and indemnity compensation under Title 38, United States Code Section 1311(a)(1). If the spouse has custody of a dependent child or children of the member, the amount of monthly compensation to the spouse will increase for each child by the amount in effect under Title 38, United States Code Section 1311(b). If there is no eligible spouse, compensation paid to a dependent child or children will be paid in equal shares at the rate in effect under Title 38, United States Code Section 1313.

8.5.4.2. Payments will be prorated for months when payments start or stop in the middle of a month.

8.5.4.3. For children, if the payment amount does not divide evenly, the youngest child will get the odd cent.

8.5.4.4. Payments will stop effective on the date established by SecAF or death of the recipient, whichever occurs first.

8.5.5. Cessation of Payments. Payment will stop effective the 1st day of the 1st month following the month in which the recipient is notified, in writing. **(T-0)**. Payment will cease for the following reasons:

8.5.5.1. The member is sentenced by a court-martial to receive punishment that includes a dismissal, dishonorable discharge, bad conduct discharge as a result of a conviction for a dependent-abuse offense or forfeiture of all pay and allowances and the punishment is remitted, set aside, or mitigated to a lesser punishment that does not include any such punishment. **(T-0)**.

8.5.5.2. The administrative separation of a member from active duty is proposed on a basis that includes a dependent-abuse offense and the proposed administrative separation is disapproved by a competent authority. **(T-0)**.

8.5.5.3. The recipient will not be required to repay transitional compensation received before the cessation effective date determined except as necessary to recoup any amount that was erroneous when paid. **(T-1)**.

#### 8.5.6. Forfeiture Provisions.

8.5.6.1. Remarriage. If a spouse receiving payments remarries (enters a subsequent marriage), payments terminate on the date of remarriage. Payments will not be restarted if the remarriage is terminated. If payments to the spouse terminate due to remarriage and there is a dependent child not living in the same household as the spouse or member, payments will be made to the dependent child. **(T-0)**.

8.5.6.2. Cohabitation. If the member lives in the same house as the spouse or dependent child to whom compensation is payable under this instruction, payment will terminate on the date the member begins living in the household. Once terminated, payments will not be resumed. Compensation paid before the member resides in the household will not be recouped. **(T-0)**.

8.5.6.3. Active Participant. If the victim was a dependent child and the Installation Commander finds the spouse actively participated in the conduct constituting the criminal offense or actively aided or abetted the member in such conduct against the dependent child, the spouse, or dependent child living with the spouse, will not be paid transitional compensation. **(T-0)**.

8.5.6.4. Annual Certification. Provide the spouse or applicant the DFAS address and advise them they must notify DFAS within 30 days of the date of remarriage or the date the member begins residing in the same household as the spouse or dependent child. **(T-1)**.

8.5.6.4.1. The spouse (or other individual receiving compensation payments) will annually certify to DFAS on a Certificate of Eligibility that he or she has not remarried and has not been cohabiting with the member.

8.5.6.4.2. Dependent children (or the individual receiving payments) will annually certify via the Certificate of Eligibility process that they are not cohabiting with the member or ineligible spouse. **(T-1)**.

8.5.7. Coordination of Benefits. A spouse may not receive payments under 10 USC § 1059 and 1408(h)(1).

8.5.8. Source of Funds. Transitional compensation will be paid from a centralized Air Force fund and will not be considered taxable income. **(T-1)**.

8.5.9. Identification Cards. Issue an identification card with the authorized benefits IAW AFI 36-3026V1\_IP, *Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel*.

#### 8.5.9.1. Commissary and Exchange Benefits.

8.5.9.1.1. Recipients are entitled to use commissary and exchange stores while receiving transition compensation payments, the same as dependents of members on active duty for a period of more than 30 days.

8.5.9.1.2. If a recipient eligible to use commissary and exchange stores is also eligible under another law, eligibility and entitlement will be determined under the other law and not this instruction. **(T-0)**.

8.5.9.2. When the sponsor is discharged or separated from service for dependent abuse, the abused individuals or those affected by the knowledge of the abuse may request a military identification card for medical care. The health care eligibility is determined by the length of the abused family member's transitional compensation benefits (10 USC § 1059 and DOD 7000.14R, *Financial Management Regulation*, Vol. 7B Chapter 60, AFI 41-210, *Tricare Operations and Patient Administration Functions*, which will define how to apply DoDI 1342.24). **(T-0)**.

8.5.9.2.1. Dependents receiving transitional compensation under 10 USC § 1059 are eligible to receive medical benefits under the TRICARE Basic and Extended Care Health Option.

8.5.9.2.2. Eligible dependents of a member who is retirement eligible may receive medical and dental care under 10 USC § 1408[h] (Reference [b]):

8.5.9.2.3. Contact the local Total Force Service Center about eligibility for transitional compensation benefits and contact the TRICARE contractor for the region about health care benefits (AFI 41-210).

**8.6. Non-Payment.** No payment will be made if the date in Item 20 is before 30 November 1993. **(T-0)**. In the case when the convening authority approved the court-martial sentence on a date prior to 30 November 1993, but the execution of discharge was 30 November 1993 or after, use the later date in Item 20 (**Example:** Convening authority approves court-martial sentence on 25 August 1992, but the execution of discharge was on 6 January 1994, then you would use 6 January 1994 in Item 20).

#### **8.7. Application Procedures.**

8.7.1. Applicant initiates a request for transitional compensation through the member's unit commander or through the MPF at any Air Force installation when the applicant is no longer at the installation in which the member was assigned. Applicants will provide documents (**Example:** DD Form 214, *Certificate of Release or Discharge From Active Duty*, court documents, etc.) to assist in the completion of the DD Form 2698. **(T-1)**.

8.7.2. The Debt Collection Improvement Act of 1996 also known as Title 31 United States Code Section 3716, requires all recurring payments issued by government agencies be issued by direct deposit. **(T-0)**. All applicants must submit a direct deposit form from their bank or submit a waiver "certifying the payee does not have a financial institution or authorized payment agent" in order to receive their monthly payments. **(T-1)**.

8.7.3. MPF or unit representative will coordinate the collection of information necessary to complete the DD Form 2698 with SJA and commander. **(T-1)**.

8.7.4. The MPF or unit commander representative, from service records (or as provided by SJA or unit commander), enters all information on the DD Form 2698 except Section I.

8.7.5. The applicant will complete Section I of DD Form 2698, then sign and date on Item 12c and 12d. **(T-1)**.

8.7.6. MPF commander will sign and date in Items 25a and 25b and complete Items 25c-25h. **(T-1)**.

**Note:** DFAS will complete Item 24--leave blank. **(T-1)**.

8.7.7. The MPF will coordinate the completed DD Form 2698 with the SJA to determine the validity of the claim, the recipients, and the duration of payments. SJA will provide a written legal review for the installation commander. **(T-1)**.

8.7.8. The MPF or SJA will forward all gathered information along with applicants signed DD Form 2698 to the installation commander (or designee) for final determination after SJA coordination. **(T-1)**.

8.7.9. Installation commander will complete and sign DD Form 2698 Items 22a-h. **(T-1)**.

8.7.10. Upon approval by the installation commander (or designee) MPF will forward the DD Form 2698 and direct deposit form (or) waiver to: **(T-1)**.

8.7.10.1. DFAS-CL/RPBFS, P.O. Box 998011, Cleveland OH 44199-8002 or call Commercial (216) 204-2410 or DSN: 580-5977, Fax: Commercial (216) 522-6470 or DSN: 580-6470. **Note:** Do not send any other extraneous documentation with the package. "If using e-mails to send Privacy Act Program or Personally Identifying Information (PII) with DoD, please review AFI 33-332, *Air Force Privacy and Civil Liberties Program*, Chapter 7, paragraph 7.3. Sending Personal Information Over Electronic Mail and Chapter 12, Disclosing Records to Third Parties and take appropriate action to protect this information prior to forwarding by e-mail."

8.7.10.2. Scan and e-mail a courtesy copy of the approved application (DD Form 2698) and direct deposit form (or) waiver to (AFPC/DP2SSM Org Box) AFPC/DP2SSM or fax the application to DSN fax to 665-2543 (DSN voice number: 665-2591).

8.7.10.3. To the applicant.

8.7.10.4. To the unit commander if applicable.

SHON J. MONASCO, SES  
Deputy Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

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

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

5 USC, *Government Organization and Employees*

10 USC § 101, *Definitions*

10 USC § 509, *Voluntary Extension of Enlistments; Periods and Benefits*

10 USC § 651, *Members required service*

10 USC § 860, *Article 60. Post-trial processing in general and special courts-martial*

10 USC § 1059(c), *Dependents of members separated for dependent abuse: transitional compensation; commissary and exchange benefits*

10 USC § 1059(m), *Dependents of members separated for dependent abuse; transitional compensation; commissary and exchange benefits*

10 USC § 1408(h), *Payment of retired or retainer pay in compliance with court orders*

10 USC § 2121(c), *Establishment*

10 USC § 12602 (b) (2), *Members of Army National Guard of United States and Air National Guard of United States: credit for serve as members of National Guard*

10 USC § 8013, *Secretary of the Air Force*

31 USC § 3716, *Administrative Offsets*

37 USC § 204, *Entitlement*

37 USC § 206, *Reserves; Members of the National Guard: Inactive-Duty Training*

37 USC § 352, *Assignment Pay or Special Duty Pay*

37 USC § 356, *Continuation pay: full TSP members with 8 to 12 years of service*

38 USC § 1313, *Dependency and indemnity compensation to children*

38 USC § 1311(a)(1), Part II, Chapter 13, Subchapter II, *Dependency and indemnity compensation to a surviving spouse*

38 USC § 1311(b), Part II, Chapter 13, Subchapter II, *Dependency and indemnity compensation to children*

50 USC § 3806, *Deferments and exemptions from training and service*

Joint Travel Regulations (JTR) <https://www.defensetravel.dod.mil/site/travelreg.cfm>

DOD 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*

DoDI 1205.21, *Reserve Component Incentive Programs Procedures*, 20 September 1999

DoDI 1215.07, *Service Credit for Non-Regular Retirement*, 24 January 2013

DoDI 1304.31, *Enlisted Bonus Program*, 12 March 2013

DoDI 1310.02, *Original Appointment of Officers*, 26 March 2015

DoDI 1332.14, *Enlisted Administrative Separations*, 27 January 2014

DoDI 1338.18, *Armed Force Clothing Monetary Allowance Procedures*, 7 January 1998

DoDI 1340.26, *Assignment and Special Duty Pays*, 25 September 2017

DoDI 1342.24, *Transition Compensation for Abused Dependents*, 23 May 1995, incorporating Change 1, 16 January 1997

DoDI 5154.31, Vol 5, *Commercial Travel Management: the Per Diem, Travel and Transportation Allowance Committee (PDTATAC)*, 16 October 2015

AFPD 36-26, *Total Force Development and Management*, 18 March 2019

AFPD 36-30, *Military Entitlements*, 11 April 2019

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-2606, *Reenlistment and Extension in the United States Air Force*, 27 July 2017

AFI 36-2626, *Airman Retraining Program*, 30 November 2018

AFI 36-2651, *Air Force Training Program*, 3 January 2019

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3026V1\_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 4 August 2017

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

AFI36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Personnel*, 14 April 2005

AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program*, 19 November 2014

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 June 2012

AFI 51-201, *Administration of Military Justice*, 18 January 2019

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

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

### ***Prescribed Forms***

AF Form 4010, *Application for IMA Enlisted Bonus and Incentive*

AF Form 1969, *Uniform Allowance Certification*

***Adopted Forms***

DD Form 2698, *Application for Transitional Compensation*

AF Form 133, *Oath of Office (Military Personnel) for a Reserve Commission*

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1045, *Request and Authorization for Student Dependent Travel*

AF Form 1466, *Request for Family Member's Medical and Education Clearance for Travel*

AF Form 2096, *Classification/On-the-Job Training Action*

AF Form 4021, *Application for Incentive Participation*

AF Form 4380, *Air Force Special Needs Screener*

NGB Form 38-4, *Incentive Payment Authorization*

***Abbreviations and Acronyms***

**ABU**—Airman Battle Uniform

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFRISS-TF**—Air Force Recruiting Information Support System – Total Force

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**ARPC**—Air Reserve Personnel Center

**BMT**—Basic Military Training

**BOS**—Branch of Service

**CCA**—Civilian Clothing Allowance

**CAFSC**—Control Air Force Specialty Code

**CONUS**—Continental United States

**DAFSC**—Duty Air Force Specialty Code

**DCS**—Deputy Chief of Staff

**DFAS**—Defense Finance and Accounting Service

**DoD**—Department of Defense

**DoDFMR**—Department of Defense Financial Management Regulation

**DoDI**—Department of Defense Instruction

**ETS**—Expiration Term of Service

**FSS**—Force Support Squadron

**FY**—Fiscal Year

**HAF**—Headquarters Air Force

**IADT**—Initial Active Duty Training

**IAW**—In Accordance With

**IMA**—Individual Mobilization Augmentee

**IDT**—Inactive Duty for Training

**L/S**—Long Sleeve

**MAJCOM**—Major Command

**MilPDS**—Military Personnel Data System

**MPF**—Military Personnel Flight

**NGB**—National Guard Bureau

**OCONUS**—Outside Continental United States

**OG**—Olive Green

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**PDS**—Personnel Data System

**PTG**—Physical Training Gear

**RABU**—Rip-stop Airman Battle Uniform

**RegAF**—Regular Air Force

**ROM**—Retention Office Manager

**RRNCO**—Recruiting and Retention Non-commissioned Officer

**RRS**—Recruiting and Retention Superintendent

**SAF**—Secretariat Offices within the HAF (Headquarters Air Force)

**SDAP**—Special Duty Assignment Pay

**SecAF**—Secretary of the Air Force

**SJA**—Staff Judge Advocate

**S/S**—Short Sleeve

**TDY**—Temporary Duty



USC—United States Code

UTA—Unit Training Assemblies

### *Terms*

**Accompanied**—Any tour of overseas duty served with command sponsored dependents.

**Active Duty for Training (ADT)**—A tour of active duty used for training Airmen 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 such other times as the national security requires. The Airman is under orders that provide for return to non-active status upon completion of 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.

**JTR, App A Definition**—Full time training duty in the active military service training a Ready Reserve member to acquire/maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary concerned.

**Air Reserve Component (ARC)**—The air reserve components include the ANG and the AFR.

**ALCAN Highway**—Roadway which connects the contiguous United States to Alaska across Canada.

**Allowances**—Pay or reimbursement to Airmen for expenses incident to a PCS. Consult the Joint Travel Regulations to determine allowances to government-paid travel of dependents, movement of household goods, and other payments associated with reassignment of Airmen.

**Assigned**—An Airman counted as part of a unit's strength.

**Assignment**—The permanent change of a person's duty station from one location to another. Also refers to duties performed. (Used alternately with the term — reassignment).

**Authorization**—A funded and validated manpower requirement.

**Authorized**—Permission given before an act. The giving, through the Joint Travel Regulations, of an allowance to an eligible individual requiring no other action.

**Command-Sponsored Dependent**—A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's permanent duty station. The member is authorized to receive station allowances cost of living allowance and temporary lodging allowance at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's permanent duty station. Command sponsorship is not required to receive Overseas Housing Allowance at the with-dependent rate.

**Concurrent Travel**—Authorized move of dependents at government expense to an OCONUS area at the same time as Airmen (sponsor).

**Continental United States**—The 48 contiguous states and the District of Columbia and for assignment purposes, the adjacent territorial waters. Specifically excludes the states of Alaska and

Hawaii as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

**Delayed Dependent Travel**—Travel of dependents after the departure of an Airman (military sponsor).

**Department of the Air Force**—The executive part of the Department of the Air Force at the seat of government and all field headquarters, forces, Reserve components, installations, activities and functions under the control or supervision of the Secretary of the Air Force.

**Dependent**—See definition in Joint Travel Regulations, Appendix A.

**Dependent-Abuse Offenses**—An offense by a military member on active duty for more than 30 days involving abuse against a current spouse or a dependent child of the member. This is a criminal offense as defined by Title 10, U.S.C., Sections 801-940 or other criminal code and is applicable to the jurisdiction where the act of abuse is committed. Examples include crimes such as sexual assault, rape, sodomy, battery, murder, and manslaughter.

**Dependent Child**—An unmarried child, including an adopted child or a stepchild, who was residing with the military member at the time of the abuse offense, and who is:

Under 18 years of age.

Eighteen years of age or older and is incapable of self-support due to a mental or physical incapacity that existed before the age of 18 and who is currently dependent on the member for over one-half of the child's support or was dependent on the member for over one-half of the child's support when a punitive or other adverse action was carried out on the member; or Carried during a pregnancy at the time of the dependent-abuse offense and was subsequently born alive to either the spouse or former spouse during or after the dependent-abuse offense. See Joint Travel Regulations, Appendix A for a complete definition.

**Dependent Restricted Tour**—A tour at any OCONUS permanent duty station that does not permit command sponsored dependents. Also referred to as an unaccompanied hardship overseas tour, or remote tour. Also describes a tour at a permanent duty station at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See DoDI 1315.18, Glossary.

**Designated Place**—See definition in Joint Travel Regulations, Appendix A.

**Discharge**—Termination of any enlistment or appointment resulting in complete separation from military status.

**Entitlement**—Describes conditions under which the United States government provides services or support.

**Effective Date of PCS Orders**—The date the member is required to begin travel from the old permanent duty station, the member's home, primary residence, place from which entered (or called) to active duty (PLEAD), last temporary duty station, safe haven location or designated place, whichever applies, to arrive at the new permanent duty station, primary residence, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used. See Joint Travel Regulations, Appendix A for complete definition and examples.

**Executive Part of the Department of the Air Force**—The Office of the Secretary of the Air Force and the Air Staff consisting of; Office of the Chief of Staff; Office of the Vice Chief of Staff;

Deputy Chiefs of Staff; other members of the Air Force assigned or detailed; and the Department of the Air Force civilians assigned or detailed.

**Extended Active Duty**—Tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on extended active duty shifts to the active force. Active duty for training and active duty in a service academy or armed forces preparatory school are not creditable as extended active duty.

**Family Member**—See definition of DEPENDENT in Joint Travel Regulations, Appendix A.

**G-Series Orders**—Used to announce and record command succession, unless precluded by military agencies. Commanders, including those appointed on a temporary basis, must be identified on G-Series orders to exercise the legal authority granted to them based on their role.

**Immediate Family**—See definition of DEPENDENT in Joint Travel Regulations, Appendix A.

**Inactive—Duty Training**—Duty prescribed for members of a Reserve Component by the Secretary concerned under Section 206 of Title 37, U.S.C., or any other provision of law; and special additional duties authorized for members of a Reserve Component by an authority designated by the Secretary concerned. Such members perform these duties on a voluntary basis in connection with the prescribed training or maintenance activities of the units to which they are assigned; and includes those duties when performed by members of a Reserve Component in their status as members of the National Guard, but (except as provided in Section 206(d) (2) of Title 37, U.S.C.) does not include work or study in connection with a correspondence course of a uniformed service. **JTR, Appendix A Definition: INACTIVE-DUTY TRAINING** 1. Duty prescribed for an RC member by the Secretary concerned, or 2. Special additional duty authorized for an RC member by an authority designated by the Secretary concerned and performed by them on a voluntary basis IAW prescribed training or maintenance activities of the units to which they are assigned. B. IAW the National Guard. When performed by a National Guard member IDT includes the duties in paragraph A above and also includes: 1. Unit training assemblies; and 2. Training or other duty the service member is required to perform, with or without the service member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training. C. Correspondence Course. This term does not include work/study for a correspondence course of a uniformed service. D. IAW Pay. For pay purposes, IDT must: 1. Be performed under an order, 2. Cover a specific assignment, and 3. Have a prescribed time limit.

**Initial Active Duty Training (IADT)**—The initial active duty training of a non-prior service enlistee performed during a period of not less than 12 weeks, and produces a trained member in a military specialty.

**Individual Mobilization Augmentee (IMA)**—An individual reservist (Cat B) who attends drills, receives training and is reassigned to an active component organization, a selective service system, or a Federal Emergency Management Agency billet that must be filled on or shortly after mobilization. IMAs train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for IMAs is decided by component policy and can vary from none to 48 drills a year.

**Mandatory Clothing Item(s)**—Standard uniform clothing item(s) issued in the first uniform clothing allowance or a like item available in any approved fabric. Each Air Force enlisted member must have these uniforms and specified quantities at all times.

**Medical or Educational Treatment Program**—A program designed to provide special medical or educational care to a military dependent. The military health care system, TRICARE, or a combination of both can provide these services.

**Member**—Member serving in one of the uniformed services including a commissioned officer, commissioned warrant officer, warrant officer, enlisted person, and a uniformed service retiree. Also includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

**Military Service Obligation**—The time that a member must serve in a regular or Reserve component of the armed forces as required by the Military Selective Service Act of 1967 or Title 10 United States Code Section 651, as amended.

**myPers**—The Air Force official online source for personnel policy, information and day-to-day transactions. Website address is <https://mypers.af.mil>.

**Non-command Sponsored Dependents**—Dependents not authorized/approved to reside with a member at an OCONUS location.

**Non-Foreign OCONUS Area**—The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the US Virgin Islands, and US territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for Joint Travel Regulations purposes).

**Optional Clothing Items**—A uniform clothing item other than a mandatory clothing item approved for wear by all Air Force personnel.

**Organizational Clothing Item**—Clothing item issued to an individual on loan and remains the property of the organization. Two subclasses are distinctive and functional clothing items. **JTR Definition: ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT** 1. Is accountable or issue in-kind property owned or purchased by the government/uniformed service; 2. Must be returned, IAW Service/Agency regulations, to the Service/Agency upon mission completion or (in the case of a service member) release from active duty (discharge, separation, or retirement); and/or 3. Is PBP&E, per Agency/Service regulations, when shipped as HHG.

**Overseas**—All locations, including Alaska and Hawaii, outside the contiguous states and Washington DC.

**PALACE CHASE**—An early release program which allows RegAF members to request to transfer from active military service to an ARC.

**PCS Notification**—The notification of an assignment by commanders and officials authorized to effect notification by requiring Airman to sign the PCS notification report acknowledging assignment selection. *Note:* When an Airman is TDY or on leave, notification is the date the Airman receives the notice.

**Permanent Change of Station (PCS)**—In general, movement of an Airman to a different duty location for permanent duty, regardless of distance (with or without concurrent change in unit of assignment) under competent orders that do not specify the duty as temporary, do not provide for further assignment to a new permanent duty station, or do not direct return to the old permanent duty station. See Joint Travel Regulations, Appendix A for complete definition.

**Prior duty station**—The location of the last duty station to which shipment of household goods at government expense was authorized.

**Ready Reserve**—The selected reserve and individual ready reserve liable for active duty as prescribed by law (Title 10 U.S.C. 12302, 12303).

**Secondary School Graduate**—Limited to the following:

High School Graduate - High School Diploma. A diploma is issued to an individual who has attended and completed a 12-year or grade day program of instruction. That diploma must be issued from the school where the individual is credited with the completion of program requirements or:

High School Graduate - Adult Education Diploma. A secondary school diploma awarded for attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by the State or by a secondary or post-secondary educational institute or:

**Secretarial Determination**—Decision made by the Secretary of the Military Service on a matter not clearly authorized by a DoD directive.

**Secretariat or SECAF and Assistant Secretaries**—Includes the Secretary and the Assistant Secretaries of the Air Force.

**Short Overseas Tour**—For the purpose of the overseas tour credit, a short tour is one that is not authorized as an accompanied tour; or both the accompanied tour is 24 months and the unaccompanied tour is less than 18 months; or when HQ AFPC/DP3AM authorizes credit. See Tour Lengths and Tours of Duty OCONUS on the DTMO website.

**Spouse**—The term “spouse” means a dependent spouse and, where appropriate, includes “former spouse.”

**State**—Any of the 50 states. Puerto Rico, DC and Guam are NOT States.

**Unaccompanied Overseas Tour**—A tour of overseas duty served without command sponsored dependents. See Joint Travel Regulations, Appendix A definition of UNACCOMPANIED TOUR.

**Uniform Clothing Item**—Wearing apparel, accessories, insignia, medals, ribbons, and component material of these items. These are further classified into mandatory, optional, and organizational clothing items.

**Unit of Assignment**—The organization to which an individual is assigned and would report to upon mobilization.

**Voluntary Limited Period of Active Duty (VLPAD)**—Program that provides ARC members the opportunity to apply for extended active duty to fill vacant active duty positions for a specific period of time.

## Attachment 2

## ACTIVE DUTY CLOTHING ALLOWANCE

**NOTE: ALL UNIFORM ITEMS ISSUED FOR CURRENT RIPSTOP AND/OR AIRMEN BATTLE UNIFORM (ABU) WILL CHANGE TO THE OPERATIONAL CAMOUFLAGE PATTERN UNIFORM APPLICABLE ITEMS NO-LATER-THAN 1 APRIL 2021.**

**Table A2.1. Initial Uniform Clothing Items and Allowance(s) - Men.**

Item	Authorized
Bag, Duffel, Nylon, Olive Green (OG)	1
Belt, Cotton, Web, Blue, w/Chromium Plate	1
Belt, Riggers, Desert Sand 503	1
Boots, Combat, Man's, Temperate Weather, Green (pair)	1
Buckle	1
Cap, Garrison (Flight cap), AF Shade 1620	1
Cap, Utility Rip-stop Airman Battle Uniform (RABU)	2
Coat, All Weather w/Removable Liner	1
Coat, Men's RABU	4
Coat, Service, Wool/Polyester, Serge, 10 oz, AF Shade 1620	1
Drawers, Cotton, Briefs, White	6
Gloves, Leather, Black, Unisex	1
Insignia, Branch of Service (BOS), US	1
Jacket, Man's, Lightweight w/Removable Liner	1
Jacket, Physical Training Gear (PTG)	1
Necktie, Men's Four-in-Hand	1
Name tag, Metal	1
Name tag, plastic	2
Name tape, USAF	4
Name tape, (Last Name)	4
Pants, PTG	1
Shirt, Cotton/Polyester, Long Sleeve (L/S), w/Epaulets	2
Shirt, Cotton/Polyester, Short Sleeve (S/S)	2
Shoe, Men's Dress, Leather, Black	1
Sock, Boot, Green	6
Socks, Athletes, Crew, White (3 Pair Package)	2
Socks, Dress, Black	3
Towel, Bath, Cotton, White	2
Trousers, Men's RABU	4
Trousers, Wool/Polyester, Serge, AF Shade 1620	3
Shorts, PTG	4
T-Shirt, PTG	4
T-Shirt, Sand Colored, Moisture-Wicking	6
Undershirt, Man's, White, V-Neck	6
Athletic Shoes	1

**Table A2.1.1. Initial Uniform Bag Items Provided by AETC – Men.**

Item	Authorized
All-Purpose Environmental Clothing System (APECS)	1
Boots, Combat, Men's, Safety-Toe, Green (pair)	1

**Table A2.2. Initial Uniform Clothing Items and Allowance(s) – Women.**

Item	Authorized
Bag, Duffel, Nylon, OG	1
Belt, Cotton, Web, Blue, w/Chromium Plate	1
Belt, Riggers, Desert Sand 503	1
Boots, Combat, Woman's, Temperate Weather, Green (pair)	1
Buckle	1
Cap, Garrison, Polyester/Wool, Serge, Blue, AF Shade 1620	1
Cap, Utility RABU	2
Coat, All Weather w/Removable Liner	1
Coat, Service, Wool/PI, Serge, Blue, AF Shade 1620	1
Coat, Women's RABU	4
Gloves, Leather, Black, Unisex	1
Insignia, BOS, US	1
Jacket, Improved Physical Training Uniform	1
Jacket, Woman's, Lightweight with Removable Liner	1
Neck Tab, Blue, AF Shade 1622	1
Name tag, Metal	1
Name tag, plastic	2
Name tape, USAF	4
Name tape, (Last Name)	4
Pants, PTG	1
Shirt, Cotton/Polyester, L/S, AF Shade 1550, (Tuck-in)	2
Shirt, Cotton/Polyester, S/S, AF Shade 1550, (Tuck-in)	2
Shoe, Women's, Oxford, Black	1
Skirt, Darted, Wool/Polyester, Serge, 10 oz., AF Shade 1620	1
Slacks, Darted, Wool/Polyester, Serge, 10 oz., AF Shade 1620	2
Sock, Boot, Green	6
Socks, Athletes, Crew, White (3 Pair Package)	2
Socks, Dress, Black	3
Towel, Bath, Cotton, White	2
Trousers, Women's RABU	4
Shorts, PTG	4
T-Shirt, Athlete's, PTG	4
T-Shirt, Athlete's, Sand Colored, Moisture-Wicking	6
Athletic Shoes)	1
Cash Allowance (pumps, black dress)	1
Cash Allowance (lingerie, stockings and underwear	1
Cash Allowance (handbag)	1

**Table A2.2.1. Initial Uniform Bag Items Provided by AETC – Women.**

Item	Authorized
All-Purpose Environmental Clothing System (APECS)	1
Boots, Combat, Women's, Safety-Toe, Green (pair)	1

**Table A2.3. Officer Training School (OTS) Trainee Initial Item Clothing Allowance-Men.**

Item	Authorized
Belt, Cotton, Web, Blue w/ Chromium Plate Clip	1
Belt, Cotton, Web, Blue w/ Black Clip	1
Boots, Combat, Green w/Speed Lacing	1
Buckle, Belt, Nickel, Chromium Plated	1
Buckle, Belt, Brass	1
Cap, Garrison (Flight), AF Shade 1620	1
Cap, RABU	2
Coat, All Weather w/Removable Line, Cotton/Polyester, Blue	1
Coat, RABU	2
Coat, Service, Wool/Polyester, Serge, 10 oz., AF Shade 1620, w/ epaulets	1
Drawers, Cotton, White	6
Gloves, Leather, Black, Unisex	1
Insignia, BOS, US	1
Insignia, Distinguishing, USAF, Subdued	5
Jacket, Polyester/Wool Blue, AF Shade 1605, w/removable liner	1
Necktie, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S, AF Shade 1550 Tapered, w/ regular collar	3
Shirt, Cotton/Polyester, L/S, w/Epaulets, Blue AF Shade 1550	3
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Shoes, Patent leather, hi-Gloss Poromeric	1
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Towel, Cotton/Polyester, White	2
Trousers, RABU	2
Trousers, Wool/Polyester, Serge, 10 oz., AF Shade 1620	2
Undershirt, Cotton, Sand Colored	2
Undershirt, Cotton, White	5



**Table A2.4. Officer Training School Trainee Initial Item Clothing Allowance - Women.**

Item	Authorized
Belt, Cotton, Web, Blue, w/Black Clip	1
Belt, Trousers, Web, Blue, w/Chromium Plate	1
Boots, Combat, Green, w/Speed Lacing	1
Buckle, Belt, Brass	1
Buckle, Belt Chromium Plated	1
Cap, Garrison (Flight) AF Shade 1620	1
Cap, RABU	2
Coat, All weather w/Removable Liner, Cotton/Polyester, Blue	1
Coat, RABU	2
Coat, Service, AF Shade 1620, w/epaulets	1
Gloves, Leather, Black, Lined, Unisex	1
Insignia, BOS, US	1
Insignia, Distinguishing, USAF, Subdued	5
Jacket, Poly/Wool, Blue, AF Shade 1605, w/removable liner	1
Neck Tab, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S AF Shade 1550 w/Convertible Collar, Tuck-in	3
Shirt, Cotton/Polyester, L/S AF Shade 1550 w/Convertible Collar, Tuck-in	3
Skirt, Dated, Wool/Polyester, Serge, 10 oz., AF Shade 1620	2
Slacks, Dated, Wool/Polyester, Serge, 10 oz., AF Shade 1620	2
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Towel, Cotton/Polyester, White	2
Trousers, RABU	2
Undershirt, Cotton, Sand Colored	2
Cash Allowance (includes pumps, undergarments, purses)	1 ea

**Table A2.5. US Air Force Academy Preparatory Student's Initial Item Uniform Clothing Allowance – Men.**

Item	Authorized
Boots, Combat, Green	1
Socks, Wool, Green ABU Socks	4
Trousers, RABU	3
Tan Belt (ABU)	1
T-Shirt, Crewneck, Sand Colored	6
Coat, RABU	3
Tapes, Name, and USAF (ABU)	3 sets
Cap, RABU	1
Knit Beanie Stocking Cap, Black and Sage Green Beanie	1ea
Shoes, Dress, Oxford, Black, Plain Toe Low Quarters, Leather	1
Socks, Dress, Black	6
Trousers, Service	3
Belt, Blue, with Chrome buckle and tip	1
T-Shirt, V-neck, White	6
Shirt, S/S Blue w/Epaulet	3
Shirt, L/S Blue w/Epaulet	2
Name Tag, Blue, Plastic	1
Neck Tie, Blue	1
Cap, Flight, Blue, Enlisted	1
Insignia, US (for service coat)	1
Coat, Service	1
Name Tag, Service Coat, Metal	1
Jacket, Lightweight Blue w/ liner	1
Gloves, Leather, Black, Lined Unisex	1
Towel, White	2
Shoes, Athletic	2
Athletic Socks	6
Athletic Supporters	2
Compression Shorts	3
Athletic Shorts, Navy Mesh w/ Logo	3
T-Shirt, gray w/ Logo (2 L/S & 2 S/S)	4
Sweatshirt, Crew Heavy Cotton w/ Logo	1
Sweatpants, Heavy Cotton w/ Logo	1
Polo Shirt, L/S w/ Logo	1
Polo Shirt, S/S w/ Logo	1
Equipment Bag (Small gym bag)	1
Running Suit, (Pants, and Jacket)	1 set
Duffle Bag (Green military style)	1
Back Pack (Black)	1
Thermo Top Crew Sand (L/S)	1
Thermo Bottom Sand	1

ABU Mock Turtle T-Shirt (L/S)	1
Fleece Liner ABU	1
Velcro USAF	1
Velcro Name	1
Flip Flops (Shower Shoes)	1
Ribbon	2
Double Ribbon Bar	1
White Enforcer Name	1
Backer	1
Green Work Gloves	1

**Table A2.6. US Air Force Academy Preparatory Students' Initial Item Uniform Clothing Allowance – Women.**

Item	Authorized
Boots, Combat, Green	1
Socks, Wool, Black	4
Trousers, RABU	3
Tan Belt (ABU)	1
T-Shirt, Crewneck, Sand Colored	6
Coat, RABU	3
Tapes, Name, and USAF (ABU)	3 sets
Cap, RABU	1
Knit Beanie Stocking Cap, Black and Sage Green (leach)	2
Shoes, Dress, Oxford, Black, Plain Toe Low Quarters, Leather	1
Socks, Dress, Black	6
Slacks, Service	3
Belt, Blue, with chrome buckle and tip	1
Shirt, S/S Blue w/ Epaulet	3
Shirt, L/S Blue w/Epaulet	2
Name Tag, Blue, Plastic	1
Neck Tab, Blue	1
Cap, Flight, Blue, Enlisted	1
Insignia, US (for service coat)	1
Coat, Service	1
Name Tag, Service Coat, Metal	1
Jacket, Lightweight Blue w/liner	1
Gloves, Leather, Black, Lined Unisex	1
Towel, White	2
Green Work Gloves	1
Shoes, athletic	2
Athletic Socks	6
Compression Shorts	3
Athletic Shorts, Navy Mesh w/ Logo	3
T-Shirt, gray w/ Logo (2 L/S & 2 S/S)	4

Sweatpants, Heavy Cotton w/ Logo	1
Sweatshirt, Crew, Heavy Cotton w/ Logo	1
Polo Shirt, L/S w/ Logo	1
Polo Shirt, S/S w/ Logo	1
Equipment Bag, (Small gym bag)	1
Running Suit, (Pants, and Jacket)	1 set
White V-Neck T-Shirts	6
Duffle Bag (Green military style)	1
Back Pack (Black)	1
Thermo Top Crew Sand (L/S)	1
Thermo Bottom Sand	1
ABU Mock Turtle T-Shirt (L/S)	1
Fleece Liner ABU	1
Velcro USAF	1
Velcro Name	1
Flip Flops (Shower Shoes)	1
Ribbon	2
Double Ribbon Bar	1
White Enforcer Name	1
Backer	1

**Table A2.7. Partial Initial Uniform Clothing Allowance -Men.**

Item	Authorized
Belt, Cotton, Web, Blue w/Silver Clip	1
Belt, Cotton, Web, Blue w/Black Clip	1
Boots, Combat, Green, w/Speed Lacing	1
Buckle, Belt, Chromium Plated	1
Buckle, Belt, Brass	1
Cap, Garrison, (Flight Cap) w/Wool/Polyester Blue, AF Shade 1620	1
Cap, ABU	2
Coat, All Weather w/Removable Liner Cotton/Polyester, Blue	1
Coat, Service, Wool/Polyester, Serge, Blue AF Shade 1620	1
Coat, RABU	4
Drawers, Cotton, White	6
Gloves, Leather, Black, Lined, Unisex	1
Insignia, BOS, Enlisted Personnel, US	1
Insignia, Distinguishing, USAF, Olive Green, Subdued	4
Jacket, Polyester/Wool Blue, AF Shade 1605 w/removable liner	1
Necktie, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S, AF Shade 1550, Tapered, w/regular collar	3
Shirt, Cotton/Polyester, L/S, w/Epaulet, Blue AF Shade 1550	3

Shoes, Dress, Oxford, Black, Plain Toe	1
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Tape, Textile, Nylon, Plain Weave, Olive Drab, Subdued, 1"Wide	5
Trousers, Camouflage, Enhanced Hot Weather (RABU)	4
Trousers, Wool/PolyPolyester, Tropical, 10 oz, Blue, AF Shade 1608	3
Trousers, Wool/PolyPolyester, Serge, 10 oz., AF Shade 1620	1
Undershirt, Cotton, Sand Colored Tan	5
Undershirt, Cotton, White	5

**Table A2.8. Partial Initial Uniform Clothing Allowance-Women.**

Item	Authorized
Belt, Cotton, Web, Blue, w/ Black Clip	1
Belt, Trousers, Web, Blue, Chromium Plate	1
Boots, Combat, Green, w/ Speed Lacing	1
Buckle, Belt, Brass	1
Buckle, Belt, Chromium Plated	1
Cap Garrison, AF Shade Blue 1620	1
Cap, ABU	2
Coat, All weather w/ Removable Liner, Cotton/Polyester, AF Blue	1
Coat, Service, Wool/Polyester, Tropical, 10 oz, AF Shade 1620	1
Coat, RABU	4
Gloves, Lea, Black, Lined, Unisex	1
Handbag, Black, Plastic	1
Insignia, BOS, Enlisted Personnel, US	1
Insignia, Distinguishing, USAF, Subdued	5
Jacket, Polyester/Wool, Blue, AF Shade 1605 w/ removable liner	1
Neck Tab, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S, w/ Convertible Collar, AF Shade 1550, Tuck-in	3
Shirt, Cotton/Polyester, L/S, w/ Convertible Collar, AF Shade 1550, Tuck-in	3
Shoes, Oxford, Black	1
Skirt, Wool/Polyester, Tropical, 10 oz Blue, AF Shade 1608	1
Skirt, Dated, Wool/Polyester, Serge 10 oz., AF Shade 1620	1
Slacks, Wool/Polyester, Tropical, 10 oz, Blue, AF Shade 1608	1
Slacks, Dated, Wool/Polyester, Serge, 10 oz., AF Shade 1620	1

Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Tape, Textile, Nylon, Plain Weave, Subdued, 1"Wide	5
Tape, Textile, Nylon, Plain Weave, Tan, Desert, 1"Wide	5
Trousers, RABU	4
Undershirt, Cotton, Sand Colored Tan	5
Cash Allowance for Black Dress Pumps	1

**Table A2.9. Prior Enlisted Trainees at the Officer Training School (OTS) and Academy of Military Sciences Officer Candidates – Men.**

Item	Authorized
Coat, RABU	2
Coat, Service, Wool/Polyester, AF Shade 1620	1
Shirt, Cotton/Polyester, S/S, AF Shade 1550, Tapered, w/ regular collar	3
Shirt, Cotton/Polyester, L/S, w/ Epaulet, Blue AF Shade 1550	3
Trousers, Wool/Polyester, Serg, 10 oz, AF Shade 1620	2
Cap, Garrison, AF Blue, Shade 1620	1
Shoes, Poromeric	1

**Table A2.10. Prior Enlisted Trainees at the Officer Training School (OTS) and Academy of Military Sciences Officer Candidates – Women.**

Item	Authorized
Coat, RABU	2
Coat, Service, Wool/Polyester, AF Shade 1620	1
Shirt, Cotton/Polyester, S/S, w/ Convertible Collar, AF Shade 1550, Tuck-in	3
Shirt, Cotton/Polyester, L/S, w/ Convertible Collar, AF Shade 1550, Tuck-in	3
Slacks, Wool/Polyester, AF Shade 1620	1
Skirt, Wool/Polyester, AF Shade 1620	1
Cap, Garrison, AF Blue, Shade 1620	1
Shoes, Poromeric	1

## Attachment 3

## AIR NATIONAL GUARD AND USAF RESERVE CLOTHING ALLOWANCE

Table A3.1. Initial Uniform Clothing Issue via Basic Military Training and other branch Prior Service Transferred -Men.

Item	Authorized
Bag, Duffel	1
Belt, Cotton, Web, Blue w/ Chromium Plate	1
Belt, Cotton, Web, Blue w/ Black Clip	1
Boots, Combat, Green, Mildew & Water Resistant	1
Buckle, Belt, Chromium Plate	1
Buckle, Belt, Brass	1
Cap, Garrison (Flight Cap), Wool/Polyester, Serge, Blue, AF Shade 1620	1
Cap, ABU	2
Coat, All Weather w/ Removable liner, Cotton/Polyester, Blue,	1
Coat, Service, Wool/Polyester, Serge, 10 oz, Blue, AF Shade 1620	1
Coat, RABU	4
Drawers, Cotton, White	6
Gloves, Leather, Black, Lined, Unisex	1
Insignia, BOS, Enlisted Personnel, US	1
Insignia, Distinguishing, USAF, Olive Green, Subdued	5
Jacket, PTG	1
Pants, PTG	1
T-Shirt, Athlete's, PTG	3
Shorts, PTG	3
Jacket, Polyester/Wool, AF Shade 1605, w/ removable liner	1
Necktie, Blue, AF Shade 1622	1
Shirt, Cotton/Polyester, S/S, AF Shade 1550 Tapered, w/ regular collar	3
Shirt, Cotton/Polyester, L/S, w/ Epaulets, Blue, AF Shade 1550	2
Shoes, Oxford, Black, Plain Toe	1
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Tape, Textile, Nylon, Plain Weave, Subdued, 1" Wide	5
Towel, Cotton/Polyester, White	2
Trousers, RABU	4
Trousers, Wool/Polyester, Serge, 10 oz., Blue, AF Shade 1620	1
Trousers, Wool/Polyester, Tropical, 10 oz, Blue, AF Shade 1608	2
Undershirt, Cotton, Sand Colored	5
Undershirt, Cotton, White	5
Athletic, running shoes	1

**Table A3.2. Initial Uniform Clothing Issue and other branch Prior Service Transferred - Women.**

Item	Authorized
Bag, Duffel	1
Belt, Cotton, Web, Blue w/ Black Clip	1
Belt, Trousers, Web, Blue, w/ Chromium Plate	1
Boots, Combat, Green, Mildew & Water Resistant	1
Buckle, Belt, Brass	1
Buckle, Belt, Chromium Plated	1
Cap Garrison, AF Shade 1620	1
Cap ABU	2
Coat, All Weather w/Removable Liner, Cotton/Polyester, Blue	1
Coat, Service, Wool/Polyester, Serge, 10 oz, Blue, AF Shade 1620	1
Coat, RABU	4
Gloves, Lea, Black, Lined, Unisex	1
Handbag, Black, Plastic	1
Insignia, BOS, Enlisted Personnel, US	1
Insignia, Distinguishing, USAF, Olive Green, Subdued	5
Jacket, PTG	1
Pants, PTG	1
T-Shirt, Athlete's, PTG	3
Shorts, PTG	3
Jacket, Polyester/Wool, Blue, AF Shade 1605, w/ removable liner	1
Neck Tab, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S, AF Shade 1550 w/ Convertible Collar	3
Shirt, Cotton/Polyester, L/S, AF Shade 1550 w/ Convertible Collar	2
Shoes, Oxford, Black	1
Skirt, Wool/Polyester, Tropical, 10 oz, Blue, AF Shade 1608	1
Skirt, Wool/Polyester, Tropical, 10 oz, Blue, AF Shade 1620	1
Slacks, Wool/Polyester, Tropical, 10 oz, Blue, AF Shade 1608	1
Slacks, Wool/Polyester, Tropical, 10 oz, Blue, AF Shade 1620	1
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag Individual, Blue, Plastic	2
Tape, Textile, Nylon, Plain Weave, Subdued, 1"Wide	5
Towel, Cotton/Polyester, White	2
Trousers, RABU	4
Undershirt, Cotton, Sand Colored	5
Cash Allowance (includes pumps)	1



**Table A3.3. ANG Academy of Military Science Officer Candidates Non-prior Service Initial Items - Men.**

Item	Authorized
Belt, Cotton, Web, Blue w/ Chromium Clip	1
Belt, Cotton, Web, Blue w/ Black Clip	1
Boots, Combat, Green, w/ Speed Lacing	1
Buckle, Belt, Chromium Plated	1
Buckle, Belt, Brass	1
Cap, Garrison, AF Shade 1620 (Officer)	1
Cap, RABU	1
Coat, All Weather w/ Removable Liner, Cotton/Polyester, Blue	1
Coat, Service, Wool/Polyester, Serge, 10 oz Blue, AF Shade 1620 w/ epaulets	1
Coat, RABU	2
Drawers, Cotton, White	6
Gloves, Leather, Black, Lined, Unisex	1
Insignia, BOS, US	1
Insignia, Distinguishing, USAF, Subdued	5
Jacket, Polyester/Wool, Blue AF Shade 1605, w/ removable liner	1
Necktie, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S, AF Shade 1550 Tapered, w/ regular collar	3
Shirt, Cotton/Polyester, L/S, w/ Epaulet, Blue, AF Shade 1550	3
Shoes, Patent leather, hi-Gloss, poromeric	1
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Towel, Cotton/Polyester, White	2
Trousers, RABU	2
Trousers, Wool/Polyester, Serge, 10 oz, Blue, AF Shade 1620	2
Undershirt, Cotton, Sand Colored	2
Undershirt, Cotton, White	5

**Table A3.4. ANG Academy of Military Sciences Officer Candidates Non-prior Service Initial Items - Women.**

Item	Authorized
Belt, Cotton, Web, Blue w/ Black Clip	1
Belt, Trousers, Web, Blue, w/ Chromium Plate	1
Boots, Combat, Green w/ Speed Lacing	1
Buckle Belt, Brass	1
Buckle, Belt, Chromium Plated	1
Cap Garrison, (Flight), AF Shade 1620 (Officer)	1
Cap, RABU	1
Coat, All Weather w/Removable Liner, Cotton/Polyester, Blue	1
Coat, Service, Wool/Polyester, AF Shade 1620 w/ epaulets	1
Coat, RABU	2
Gloves, Leather, Black, Lined, Unisex	1
Insignia, BOS, US	1
Insignia, Distinguishing, USAF, Subdued	5
Jacket, Polyester/Wool, Blue, AF Shade 1605, w/ removable liner	1
Neck Tab, Blue, AF Shade 1622	2
Shirt, Cotton/Polyester, S/S, AF Shade 1550 w/ Convertible Collar	3
Shirt, Cotton/Polyester, L/S, AF Shade 1550 w/ Convertible Collar	3
Shoes, Oxford, Black (pair)	1
Skirt, Wool/Polyester, Serge, 10 oz, Blue, AF Shade 1620	2
Slacks, Wool/Polyester, Serge, 10 oz, Blue, AF Shade 1620	2
Socks, Cotton/Nylon, Black	4
Socks, Cotton/Nylon/Wool, Black	4
Standard Air Force Name Tag, Individual, Blue, Plastic	2
Towel, Cotton/Polyester, White	2
Trousers, RABU	2
Undershirt, Cotton, Sand Colored	2
Cash Allowance (includes pumps, undergarments, purses)	1ea

**Table A3.5. Prior Enlisted Academy of Military Science Officer Candidates Item Uniform Clothing Issue - Men.**

Item	Authorized
Coat, RABU	2
Coat, Service Wool/Polyester, AF Shade 1620	1
Shirt, Cotton /Polyester, S/S, AF Shade 1550, Tapered, w/ regular collar	3
Shirt, Cotton/Polyester, L/S, w/ Epaulet, Blue AF Shade 1550	3
Trousers, Wool/Polyester, Serg, 10 oz, AF Shade 1550	2
Cap, Garrison, AF Blue, Shade 1620	1
Shoes, Poromeric	1

**Table A3.6. Prior Enlisted Academy of Military Science Officer Candidates Item Uniform Clothing Issue - Women.**

Item	Authorized
Coat, RABU	2
Coat, Service, Wool/Polyester, AF Shade 1620	1
Shirt, Cotton/Polyester, S/S, w/ Convertible Collar, AF Shade 1550, Tuck-in	3
Shirt, Cotton/Polyester, L/S, w/ Convertible Collar, AF Shade 1550, Tuck-in	3
Slacks, Wool/Polyester, AF Shade 1620	1
Skirt, Wool/Polyester, AF Shade 1620	1
Cap, Garrison, AF Blue, Shade 1620	1
Shoes, Poromeric	1

**Table A3.7. Senior Enlisted Advisor of the US Air Force Reserve/National Guard.**

Item	Authorized
Coat, Service, Wool/Polyester, Blue, AF Shade 1620	1
Trousers, Service, Wool/Polyester Blue, AF Shade 1620	1
Shirt, Cotton/Polyester, L/S or S/S, w/ epaulets, AF Shade 1550	2
Shoes, Black, Poromeric	1

**Table A3.8. ANG Normal Fair Wear & Tear Allowance(s) – Men (Effective only after 36 months have expired from the initial uniform issued at BMTS).**

Item	Full-Time Technician, Active Guard Reserve	Drill Status Guardsman
Bag, duffel, nylon, OG	N/A	N/A
Belt, cotton, web, blue, w/chromium plate	1ea/annually	1ea/2 year
Belt, riggers, desert sand 503	1ea/3 year	1ea/4 year
Pair green temperate weather combat boots	1 pair/2 year	1 pair/3 year
Buckle	1ea/annually	1ea/2 year
Cap, garrison (flight cap), AF Shade 1620	1ea/2 year	1ea/3 year
Caps, utility RABU	1ea/annually	1ea/2 year
Coat, all weather, w/removable liner	1ea/5 year	1ea/6 year
Coat, men's RABU	1ea/2 year	1ea/3 year
Coat, service, wool/poly, serge, AF Shade 1620	1ea/4 year	1ea/4 year
Drawers, cotton briefs, white	N/A	N/A
Gloves, leather, black, unisex	1 pair/3 year	1 pair/4 year
Insignia, branch of service, U.S.	1 set/3 year	1 set/4 year
Jacket, men's lightweight w/ removable liner	1 ea/4 year	1 ea/4 year
Jacket, PTG	1 ea/4 year	1 ea/4 year
Necktie, four-in-hand	1 ea/3 year	1 ea/4 year
Name tag, metal	1 ea/4 year	1 ea/4 year
Name tag, plastic	1 ea/2 year	1 ea/3 year
Name tapes, USAF	1 ea/2 year	1 ea/3 year
Name tapes	1 ea/3 year	1 ea/3 year
Pants, PTG	1 pair/3 year	1 pair/3 year
Shirts cotton/poly, short sleeve	1 ea/2 year	1 ea/3 year
Shoes, Oxford, men's dress black *	1 pair/2 year	1 pair/4 year
Socks, boot, green	2 pair/2 year	2 pair/4 year
Socks, athletic, crew, white	N/A	N/A
Socks, dress	1 pair/annually	1 pair/2 year
Towels, bath, cotton, white	N/A	N/A
Trousers, men's RABU	1 pair/2 year	1 pair/3 year

Trousers wool/poly, serge, AF SH1620	1 pair/3 year	1 pair/4 year
Shorts, PTG	1 pair/3 year	1 pair/3 year
T-Shirt, PTG	1 ea/2 year	1 ea/3 year
T-shirts, athlete's, sand colored, moisture-wicking	1 ea/annually	1 ea/2 year
Running shoes	N/A	N/A

**Table A3.9. ANG Normal Fair Wear & Tear Allowance(s) – Women (Effective only after 36 months have expired from the initial uniform issued at BMTS).**


Item	Full-Time Technician, Active Guard Reserve	Drill Status Guardsman
Bag, duffel, nylon, OG	N/A	N/A
Belt, cotton, web, blue, w/chromium plate	1 ea/annually	1 ea/2 year
Belt, riggers, desert sand 503	1 ea/3 year	1 ea/4 year
Pair green temperate weather combat boots	1 pair/2 year	1 pair/3 year
Buckle	1 ea/annually	1 ea/2 year
Cap, garrison (flight cap), AF SH 1620	1 ea/2 year	1 ea/3 year
Caps, utility RABU	1 ea/annually	1 ea/2 year
Coat, all weather, w/removable liner	1 ea/5 year	1 ea/6 year
Coat, women's RABU	1 ea/2 year	1 ea/3 year
Coat, service, wool/poly, serge, AF Shade 1620	1 ea/4 year	1 ea/4 year
Gloves, leather, black, unisex	1 pair/3 year	1 pair/4 year
Insignia, branch of service, U.S.	1 set/3 year	1 set/4 year
Jacket, women's lightweight w/ removable liner	1 ea/4 year	1 ea/4 year
Jacket, PTG	1 ea/4 year	1 ea/4 year
Necktabs, blue, AF SH 1622	1 ea/3 year	1 ea/4 year
Name tag, metal	1 ea/4 year	1 ea/4 year
Name tag, plastic	1 ea/2 year	1 ea/3 year
Name tapes, USAF	1 ea/2 year	1 ea/3 year
Name tapes	1 ea/3 year	1 ea/3 year
Pants, PTG	1 pair/3 year	1 pair/3 year

Shirts cotton/poly, long sleeve, AF SH 1550 (tuck in)	1 ea/2 year	1 ea/3 year
Shirts cotton/poly, short sleeve, AF SH 1550 (tuck in)	1 ea/2 year	1 ea/3 year
Slacks darted wool/poly AF SH 1620	1 pair/3 year	1 pair/4 year
Skirt darted wool/poly AF SH 1620	1 ea/3 year	1 ea/4 year
Shoes, Oxford, Women's dress black*	1 pair/2 year	1 pair/4 year
Socks, boot, green	2 pair/2 year	2 pair/4 year
Socks, athletic, crew, white	N/A	N/A
Socks, dress	1 pair/annually	1 pair/2 year
Towels, bath, cotton, white	N/A	N/A
Trousers, women's RABU	1 pair/2 year	1 pair/3 year
Shorts, PTG	1 pair/3 year	1 pair/3 year
T-Shirt, PTG	1 ea/2 year	1 ea/3 year
T-shirts, athlete's, sand colored, moisture-wicking	1 ea/annually	1 ea/2 year
Running shoes	N/A	N/A
Pumps, black dress	N/A	N/A
Lingerie, Stockings, underwear	N/A	N/A
Handbag	N/A	N/A

## Attachment 4

OUSD (P&amp;R) MEMO, APRIL 14, 2008

Figure A4.1. OUSD (P&amp;R) Memo, April 14, 2008



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000

APR 14 2008

PERSONNEL AND  
READINESS


MEMORANDUM FOR SECRETARY OF THE ARMY  
SECRETARY OF THE NAVY  
SECRETARY OF THE AIR FORCE

SUBJECT: Exceptional Eligibility for Transitional Compensation for Abused Dependents

Reference: Department of Defense Instruction (DoDI) 1342.24, *Transitional Compensation for Abused Dependents*, May 23, 1995

Effective immediately, this memorandum implements sections 573 of the National Defense Authorization Act for Fiscal Year 2004 (NDAA FY04) (Public Law 108-136; 10 USC 1059(m)). That provision authorizes the payment of transitional compensation benefits to dependents and former dependents of former members of the Armed Forces who are not otherwise authorized such benefits. Such payments are subject to a determination by the Secretary concerned that the former member engaged in a dependent-abuse offense, consistent with section 1059(m) of title 10, United States Code, and DoDI 1342.24, paragraph 3.1, and was separated from active duty other than as described under section 1059(b). The authority of the Secretary concerned may not be further delegated.

The above-referenced Instruction is in the coordination process for revision and reissuance. The revised Instruction shall reflect the changes included in section 573 of the NDAA FY04 and the policy articulated herein. In the interim, this memorandum and the relevant provisions of the Instruction shall apply when determining eligibility under section 1059(m).

  
Michael L. Dominguez  
Principal Deputy

