SBY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-3203

29 JANUARY 2021

Corrective Actions Applied on
23 February 2021

Personnel

SERVICE RETIREMENTS

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.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

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

Pages: 107

This publication implements Air Force Policy Directive (AFPD) 36-32, Military Retirements and Separations. This publication applies to all uniformed members of the Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG). This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974, Public Law 93-579, The Privacy Act of 1974, authorized by Title 10 United States Code (USC) Section 1169, Regular Enlisted Members: Limitations on Discharge, and Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. The applicable SORNs F033 ARPC B, Locator or Personnel Data, F036 AFPC P, Separation Case Files, (Officer and Airman), and F036 AFPC C, Military Personnel Records System are available at http://dpcld.defense.gov/Privacy/SORNs.aspx. Vigilance must be taken to protect Privacy Act and personal identifying information when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies whether through government internet systems (e-mail), postal methods, faxing or scanning. At a minimum, review the following references and take appropriate actions to protect Privacy Act and personal identifying information that contains sensitive or for official use only information before sending: Air Force Instruction (AFI) 33-332, Air Force Privacy and Civil Liberties Program, and Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Unless otherwise noted, all
actions that specify timeline requirements are measured in calendar days. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, Recommendation for Change of Publication. Route AF Form 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Ensure mandatory provisions in Table 3.1 and paragraph 8.6.3.4 are observed. 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 Department of the Air Force Instruction (DAFI) 33-360, Publications and Forms Management, 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 requestor’s commander for non-tiered compliance items. This publication was written through collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1).

**SUMMARY OF CORRECTIVE ACTIONS**

The corrective actions implemented include the deletion of AFI36-3209, 14 April 2005 and the correction of title law in paragraph 5.4 to 5 USC § 8301. This instruction has absorbed Chapter 5 from AFI36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members.

Previous Corrective Actions:

A1 PCM requested AFDPO process a corrective action to supersede AFI36-3209 as it was described on the AF Form 673 when AFI36-3203 was processed. The second corrective action to correct the title law was requested in AFIMPT, but not processed by AFDPO.

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include reorganization and drafted with “plain language” and now includes tiering as required by DAFI 33-360. Changes also provide updates to program policies by (1) correcting the references to the publications; (2) providing clarification of the waiver process under the category of best interest of the Air Force; (3) clarifying waiver roles of active duty service commitments (ADSC) that expire after an enlisted member’s high year of tenure (HYT); (4) providing clarification relating to promotion consideration when applying or approved for HYT extensions; (5) giving clarification relating to justification for submitting HYT extension requests under the category of best interest of the Air Force; (6) clarifying procedures when submitting withdrawal or date change requests; (7) clarifying legal language regarding the exact point at which legal action can prevent retirement processing; (8) clarifying language regarding the officer grade determination (OGD) process; (9) clarifying restrictions to retirement as the restrictions relate to being tasked for deployment; (10) clarifying instructions relating to establishment of a suspended retirement when the original date passed; (11) further explaining how an officer’s service commitment impacts retirement when tasked for deployment; (12) removing the limit to the number of days the commander may approve for permissive temporary
duty (PTDY) and ordinary leave prior to separation for an officer who is resigning to retire in enlisted status; (13) providing detailed guidance on commander’s responsibility when conducting a retirement ceremony; (14) including information on the blended retirement system (BRS); and (15) updating Table 5.1 to clarify mandatory retirement requirements for commissioned officers.
Chapter 1—OVERVIEW  

1.1. General Guidance. ................................................................................................................................. 9

Chapter 2—ROLES AND RESPONSIBILITIES  

2.1. The Secretary of the Air Force (SecAF). .................................................................................................. 11
2.2. Retirement Approval Authority (RAA). ...................................................................................................... 11
2.3. AF General Officer (GO) Management Office (AF/A1LG). ................................................................. 11
2.4. AF Reserve General Officer Management Office (AF/REG)............................................................... 11
2.5. RegAF Colonel Management Office (AF/A1LO). .................................................................................... 11
2.6. RegAF CMSgt Management Office (AF/A1LE) and Air Force Personnel Center (AFPC) Airmen Support and Transition Branch (AFPC/DP3SA). ................................................................................. 12
2.7. AFPC Airmen Support and Transition Branch (AFPC/DP3SA). ............................................................. 12
2.8. Air Reserve Personnel Center Retirements Branch (ARPC/DPTTR): ................................................. 12
2.9. Commander’s Responsibilities. ................................................................................................................ 12
2.10. Transition Assistance Program. ........................................................................................................... 13

Chapter 3—ELIGIBILITY, PLACE OF RETIREMENT, AND RESTRICTIONS ON RETIREMENT  

Section 3A—Eligibility.  

3.1. Retirement Eligibility. ................................................................................................................................. 14

Section 3B—AC Members Place of Retirement.  

3.2. General Rules........................................................................................................................................... 17
3.3. Overseas Duty Station. ............................................................................................................................ 17
3.4. Separation Processing Base. .................................................................................................................... 18
3.5. Travel and Transportation Entitlements for Overseas Retirees. ............................................................ 18
3.6. Leave in Conjunction with Retirement. .................................................................................................. 18

Section 3C—Retirement Prohibitions and Waivable Restrictions.  

3.7. General Information on Retirement Prohibitions and Restrictions..................................................... 19
3.8. Waiver of Restrictions. ............................................................................................................................ 19
3.9. Assignment/365-day Extended Deployment Declination or 7DO/3DO ................................................. 21
3.10. Retirement in Conjunction with High Year Tenure (HYT) Date (Does not apply to ANG). ................. 21
3.11. Request for Withdrawal or Change of Month .......................................................... 24
3.12. Request for Extension Beyond a DOS, ETS (enlisted only), or MSD (officers only) .......................................................... 25
3.13. Application of Medal of Honor Recipient .......................................................... 25
3.14. Retired Members Ordered to AD .......................................................... 25
Table 3.1. Conditions Prohibiting Initial Submission or Suspending Processing of Previously Submitted Retirement Applications .......................................................... 26
Table 3.2. Retirement Restrictions and Waivable Conditions (Best Interest of the Air Force or Hardship Not Common To Other Air Force Members) .......................................................... 30

Chapter 4—VOLUNTARY RETIREMENT IN OFFICER OR ENLISTED STATUS 38

4.1. Voluntary Authority .......................................................... 38
4.2. AC General Procedures .......................................................... 39
4.3. General Officer (GO) Procedures .......................................................... 40
4.4. Application by Members of Reserve Components Not on Extended Active Duty (EAD) .......................................................... 41
4.5. Retired Recall, Release from AD to Revert to Retired List .......................................................... 42
4.6. Officers Desiring AD Retirement in Enlisted Status .......................................................... 43
4.7. Immediate Retirement of Members Removed From the Temporary Disability Retired List (TDRL) .......................................................... 44
4.8. Suspension or Curtailment of Voluntary Retirement Due to National Emergency (Stop Loss) .......................................................... 44
Table 4.1. Voluntary Retirement .......................................................... 45

Chapter 5—MANDATORY RETIREMENT 46

5.1. Applicability .......................................................... 46
5.2. Mandatory Separation Date (MSD) for Retirement .......................................................... 46
5.3. Service for Mandatory Retirement .......................................................... 47
5.4. Uniform Retirement Date .......................................................... 47
5.5. Notification of Mandatory Retirement .......................................................... 47
5.6. Actions Following Notification of Non-Selection for Promotion .......................................................... 48
5.7. Voluntary Retirement on the Mandatory Retirement Date .......................................................... 48
5.8. Tenure and Retirement of Permanent US Air Force Academy (USAFA) Professors. ................................................................. 48
5.9. Recall or Retention of AD and Reserve Officers Beyond Mandatory Retirement Date. .................................................. 48
5.10. Selective Early Retirement. .................................................. 48
5.11. Retirement for Age. .......................................................... 49
5.12. Suspension of Mandatory Retirement of Regular and Reserve Officers Due to War or National Emergency (Stop Loss). .................................................. 49
Table 5.1. Mandatory Retirement for All Regular Officers. .......................................................... 49
Table 5.2. Mandatory Retirement for All Reserve Officers. .................................................. 54

Chapter 6—RETIEMENT MEDICAL EXAMINATION 58

6.1. Standard Medical Examination for RegAF, AFR, and ANG. .......................... 58
6.2. Waiver of Separation History and Physical Exam. ............................................. 58
6.3. Medical Service Officers (Other Than GOs). .................................................. 58
6.4. Procedures for Initiating a Medical Hold. .................................................. 58

Chapter 7—RECOGNITION OF RETIREMENT 59

7.1. Recognition of RegAF, ARC Members Being Retired. .................................. 59
7.2. DD Form 363AF. ......................................................................... 61
7.3. AF Form 1344. ........................................................................... 61
7.4. AF Form 1344. ........................................................................... 62
7.5. Presidential Recognition on Retirement from Military Service. ...................... 62
7.6. Letter of Appreciation from the President of the US. .................................... 62
7.7. AF Form 4370 and, if applicable, AF Form 4369 are prepared and In Accordance With AFPAM 36-2870, Chief Master Sergeant of the AF Certificate of Appreciation Upon Retirement. .................................................. 63
7.8. Awards. ....................................................................................... 63

Chapter 8—DETERMINING RETIRED GRADE AND PAY 64

8.1. General Information. ........................................................................... 64
8.2. General Rules on Retired Grade. .......................................................... 64
8.3. Reserve Age and Service Requirements (10 USC § 12731). ....................... 66
8.4. Higher Retired Grade for Regular Commissioned Officers in Special Positions. ...
8.5. Advancing Enlisted Members to a Higher Grade After 30 Years of Service. .......
8.6. OGD in Conjunction with Retirement (10 USC § 1370 and 10 USC § 12771). ..... 67

Figure 8.1. Sample OGD Notification Memorandum to Officer. ........................................ 72

8.7. General Information on Retired Pay Computation. .................................................... 73
8.8. Re-computation of Retired Pay To Show Advancement on the Retired List. ......... 74
8.9. Re-computation of Retired Pay To Show Later AD. .................................................... 74
8.10. AD Pay Increase. ........................................................................................................ 74
8.11. Retired Pay Increase Due to Extraordinary Heroism (Enlisted Only). ................. 74

Table 8.1. General Rules for Estimating Retired Pay of Members........................................ 75
Table 8.2. Computing Years of Service and Retired Pay of Reserve Members Retiring Under 10 USC § 12731..................................................................................... 78

Chapter 9—TRANSFER OR ASSIGNMENT OF ARC MEMBERS TO THE RETIRED RESERVE
9.1. Retired Reserve............................................................................................................. 80
9.2. Ordering to AD Members in the Retired Reserve....................................................... 80
9.3. Former Members........................................................................................................... 80
9.4. Categories of Personnel Who Are Eligible for Transfer to the Retired Reserve. .... 80
9.5. Categories of Personnel Who Are Not Eligible for Transfer to the Retired Reserve........................................................................................................... 81
9.6. Use of the Virtual Personnel Center for Guard and Reserve Retirement Applications........................................... 82
9.7. Approval and Disapproval Authority............................................................................ 83
9.8. Unit Members Transferred to the Retired Reserve. .................................................... 83
9.9. Grade in the Retired Reserve. ....................................................................................... 83
9.10. Entitlements and Benefits. ......................................................................................... 84
9.11. Assignment from the Retired Reserve. ..................................................................... 85

Table 9.1. Forwarding Application for Transfer to the Retired Reserve. ............................. 86
Table 9.2. Approval/Disapproval Authority for Transfer or Assignment to the Retired Reserve (SecAF retains authority to act in all cases)......................................................... 87
Chapter 10—DROPPING RETIRED MILITARY PERSONNEL FROM THE ROLLS OF THE AF

10.1. Presidential Authority ................................................................. 91
10.2. Forfeiture of Pay. ....................................................................... 91
10.3. Processing Orders. ..................................................................... 91

ATTACHMENT 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 92
Chapter 1

OVERVIEW

1.1. General Guidance.

1.1.1. Statutory Authority. This instruction cites specific references to Titles 5 and 10 USC and other parts of law in chapters where the references apply. Laws that apply to both Regular and Reserve military members are carried out without discrimination among Regular members, among Reserve members, and between Regular and Reserve members in accordance with 10 USC § 10209, Regular and Reserve Components: Discrimination Prohibited. (T-0). In general, this instruction covers two categories of retirement:

1.1.1.1. Regular or active duty (AD) retirement under 10 USC Chapter 941, Retirement for Length of Service, or 10 USC Chapter 63, Retirement for Age. (DoD regulations call this a “regular retirement.”) Active component (AC) and air reserve component (ARC) members may be eligible for an AC retirement based on qualifying years of service in the AC. With some exceptions, entitlement to AC retired pay and benefits generally start upon the effective date of retirement from AD service.

1.1.1.2. Reserve retirement under 10 USC Chapter 1223, Retired Pay for Non-regular Service, based on qualifying years of creditable service toward reserve retirement (DoD regulations call this a “non-regular retirement”). Both AC and ARC members may be eligible for a reserve retirement based on qualifying years of creditable service and having a commission in the Air Force Reserve. Unless retirement is delayed or suspended due to an officer grade determination, an eligible member who elects reserve retirement is considered “retired” upon approval of the member’s request for transfer to the retired reserve. Entitlement to certain retired benefits begins upon effective date of transfer to the retired reserve. However, entitlement to reserve retired pay does not begin until the member reaches the statutory age of eligibility.

1.1.2. Department of Defense (DoD) guidance.


1.1.2.2. Member and dependent travel and household good storage and shipment. Joint Travel Regulations provides overall DoD guidance on travel entitlements.

1.1.2.3. Retirement. DoD guidance distinguishes AD (10 USC Chapter 941) from reserve (10 USC Chapter 1223) retirement as “regular” versus “non-regular,” and defines categories of the retired reserve. See Department of Defense Instruction (DoDI) 1215.06, Uniform Reserve, Training, and Retirement Categories for the Reserve Components, and DoDI 1215.07, Service Credit for Non-Regular Retirement.

1.1.2.4. All eligible service members must receive transition assistance in accordance with DoDI 1332.35, Transition Assistance Program (TAP) for Military Personnel. (T-0).
1.1.3. Retirement Effective Date. The Air Force can approve a non-disability AD retirement effective date no earlier than the first day of the month after the month in which the member attains basic eligibility as defined in 10 USC Chapter 941. ARC members can be transferred to the retired reserve upon qualifying per 10 USC § 12731, Age and Service Requirements, and outlined in **paragraph 2.1** and **paragraph 3.1**

1.1.4. Publishing, Rescinding, and Amending Orders. A retirement order, if regular and valid, is final on the effective date of retirement. The retirement approval authority (RAA), or agency that manages the member’s retirement application or orders, will publish orders as soon as the retirement is approved. The RAA and force support units (e.g., Force Support Squadrons (FSSs), Military Personnel Flights, and Readiness and Integration Office Detachments (RIO Dets)) will not furnish a retiring member a letter in lieu of a retirement order to authorize a move to a home of selection or home of record in conjunction with retirement. The retirement order or a message from the orders issuing/publishing authority approving the retirement with the retirement order number and the retirement order date serve as the only documents that authorize the entitlement (Joint Travel Regulations and Comptroller General Decision 52 Comp Gen 769 - 1973). The appropriate agency may only revoke, rescind, or amend the order if fraud, manifest error, mathematical error, mistake of law, or substantial new evidence renders the order invalid. The appropriate agency may amend or rescind retirement orders when, in rare circumstances such as medical hold, civil confinement, or prohibiting conditions listed in **Table 3.1** or restrictions listed in **Table 3.2**, a member cannot complete retirement processing before the effective retirement date. *(T-1)*

1.1.5. Requesting Retirement. The retirement application is located in myPers on the Air Force Personnel Center (AFPC) website and contains specific procedures for submitting regular or AD retirement applications. For AFR general officers (GOs), contact the Air Force Reserve General Officer Management Office (AF/REG) to initiate retirement applications. For ANG GOs, submit applications for retirement through the National Guard Bureau Senior Leader (NGB-SL) office.
Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Secretary of the Air Force (SecAF). The SecAF can make exceptions to the requirements in this AFI, unless specifically prohibited by law or DoD regulation. The SecAF maintains full discretion as to whether a member’s service has been honorable, whether a member has performed satisfactorily, and whether or not to approve a member’s application for retirement or transfer to the retired reserve in lieu of pending administrative, non-judicial, and/or judicial actions. The SecAF may order retired AF members to AD at any time (10 USC § 688).

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

2.2.1. The appropriate agency manages retirement applications and publishes retirement orders. Computer-generated orders do not require a seal or signature although the word “official” must appear above the signature element.

2.2.2. The appropriate agency must process any application signed by an eligible member unless prohibited by Table 3.1 or restricted by Table 3.2. If prohibitions or restrictions apply, the appropriate agency complies with applicable processing requirements from the respective table and Section 3C. (T-1).

2.3. AF General Officer (GO) Management Office (AF/A1LG). Manages applications for GOs and GO-selects who qualify for an AC retirement or apply for an active or ARC retirement while on AD. AF/A1LG has responsibility for verifying eligibility for requested retirement dates and waiver request processing. AF/A1LG forwards actions to the appropriate reviewing and approval authorities. (See also Table 9.1, which covers ARC GOs and GO-selects whose retirement applications are managed by AF/REG and NGB-SL).

2.4. AF Reserve General Officer Management Office (AF/REG). Advises commanders, force support units, and Major Commands (MAJCOMs) regarding GO-specific administrative procedures and requirements. Processes GO separation and retirement requests. Ensures cases meet the administrative requirements of this AFI before sending them to either the Judge Advocate Investigations, Inquiries, and Relief (AF/ JAJI) or SAFPC as applicable. Submits requests to the SecAF or the SecAF’s designee for waivers or exceptions to procedural requirements.

2.5. RegAF Colonel Management Office (AF/A1LO). Manages applications by AC colonels and colonel-selects who apply and qualify for an AC retirement under 10 USC Chapter 941, or 10 USC Chapter 63. AF/A1LO also manages applications by Air Reserve Component (ARC) colonels and colonel-selects that are assigned on AD to headquarters (HQ) level positions, who apply and qualify for an AC retirement under 10 USC Chapter 941 (see paragraph 3.1.1.4). AF/A1LO has responsibility for verifying eligibility for requested retirement dates and waiver request processing. SAFPC has re-delegated authority to designated special assistants to act as...
the RAA for certain retirement requests. AF/A1LO forwards those requests outside the
degraded authority to the appropriate agency for approval.

2.6. RegAF CMSgt Management Office (AF/A1LE) and Air Force Personnel Center
(AFPC) Airmen Support and Transition Branch (AFPC/DP3SA). Oversee processing of
applications by AC Chief Master Sergeants (CMSgt) (E-9) and CMSgt-selects who apply and
qualify for an AD retirement under 10 USC Chapter 941, or 10 USC Chapter 63. AF/A1LE and
AFPC also manage applications by AFR Chief Master Sergeants and Chief Master Sergeant-
selects that are assigned on AD to HQ level positions, who apply and qualify for an AC
retirement under 10 USC Chapter 941 (see paragraph 3.1.1.4). AFPC has responsibility for
verifying eligibility for requested retirement dates and processing applications involving no
waivers or retirement at HYT. AF/A1LE has responsibility for waiver request processing.
SAFPC has re-delegated authority to designated special assistants to act as the RAA for certain
retirement requests. AF/A1LE forwards those requests outside the delegated authority to the
appropriate agency for approval.

2.7. AFPC Airmen Support and Transition Branch (AFPC/DP3SA). Oversees application
processing for AC officers in the grades of lieutenant colonel (Lt Col) and below and AC
enlisted personnel in the grade of Senior Master Sergeant (E-8) and below who apply and qualify
for an AD retirement under 10 USC Chapter 941 or 10 USC Chapter 63. AFPC also manages
applications for AFR officers (Lt Col and below) and AFR enlisted members (Senior Master
Sergeant and below) that are assigned on AD to HQ level positions, who apply and qualify for an
AC retirement under 10 USC Chapter 941. (See paragraph 3.1.1.4). AFPC has responsibility
for verifying eligibility for requested retirement dates and waiver request processing. SAFPC
has re-delegated authority to designated special assistants to act as the RAA for certain
retirement requests. AFPC forwards those requests outside the delegated authority to the
appropriate agency for approval.

2.8. Air Reserve Personnel Center Retirements Branch (ARPC/DPTTR): Manages
applications for all ARC members with responsibility for verifying eligibility for requested
retirement dates. All waiver requests are processed at unit level. For ARC GO retirements,
aplications must go through AF/REG and NGB-SL prior to submission to ARPC. (T-1).

2.9. Commander’s Responsibilities. The AF assigns commanders the responsibility to identify
restrictions to retirement that may apply until 2400 hours on the member’s final day on AD, date
of separation (DOS), expiration of term of service (ETS), or mandatory separation date (MSD).
If the commander knows of any restrictions applicable to the member’s application for AC
retirement or transfer to the retired reserve prior to the member’s retirement effective date (Table
3.1 and/or Table 3.2), the commander must immediately contact the appropriate agency to
request the AF suspend the retirement. (T-0).

2.9.1. The member’s commander or servicing legal office immediately notifies the RAA and
sends documents to justify an amendment to or rescission of the retirement order. (T-0). If
the appropriate office is not notified promptly and the member’s retirement consummates,
the commander or servicing legal office must notify the RAA to determine if a manifest error
has occurred. (T-1). If no manifest error has occurred, the member must apply to the AF
Board for Correction of Military Records for corrective action. (T-1). A computer-
genenerated order is used to amend or rescind the retirement.
2.9.2. The AF authorizes the member’s commander, civilian equivalent, or person delegated the authority by the commander or civilian equivalent to coordinate on a member’s retirement application. The designated authority identifies restrictions listed in Table 3.1 and Table 3.2, both upon submission of the application and until the member’s retirement date. If restrictions apply after a retirement is approved, immediately notify the RAA.

2.10. Transition Assistance Program. AFPC Airman and Family Sustainment Branch (AFPC/DPFFF) provides operational oversight for the transition assistance program. Participation is mandatory for all eligible separating service members with 180 days of AD or more. (T-1). Service member’s full-time or annual duty training and attendance at a school designated as a service school by law while on military orders will not be included in calculating the continuous 180 days. (T-0). Members are required to contact the installation Airman & Family Readiness Centers (A&FRC) to be scheduled for the transition assistance program.
Chapter 3

ELIGIBILITY, PLACE OF RETIREMENT, AND RESTRICTIONS ON RETIREMENT

Section 3A—Eligibility.

3.1. Retirement Eligibility.

3.1.1. AD Retirement Eligibility. Unless granted a waiver under some provision of law, to be eligible for a non-disability AD retirement, officers and enlisted members of the active or ARC (ANG or AFR) must complete 20 years of total active federal military service (TAFMS). Likewise, an officer must have 10 years of total active federal commissioned service (TAFCS) to receive an AD retirement as an officer (10 USC § 9311, Twenty years or more: regular or reserve commissioned officers) unless granted a waiver under some provision of law. Except as specified below, all members must submit retirement applications for a retirement date effective not later than the first day of the month following MSD or HYT. (T-0).

3.1.1.1. Officer Eligibility. 10 USC Chapter 36 and 10 USC Chapter 63, establish that the AF will retire officers of the RegAF on the MSD if the officers have 20 years TAFMS and 10 years TAFCS. (T-0). An officer who wishes to voluntarily retire on a date earlier than the officer’s MSD, if eligible, or the first day of the month following the officer’s MSD, must submit a request for retirement. (T-1). Members who served in the selected reserve of the ready reserve who serve not less than two years of satisfactory service (excluding active service) after becoming eligible to retire after completion of 20 years of TAFMS may elect to receive a reserve retirement instead of an AD retirement. Eligible members must apply through the Air Reserve Personnel Center (ARPC). (T-0).

3.1.1.1.1. An enlisted member who was subsequently commissioned as an officer at any time and completed 10 years TAFCS is not eligible to retire in that commissioned grade if the member resigned the member’s reserve or regular commission. If the member resigned the member’s commission, the member will retire in the highest enlisted grade held. (T-0). Under the provision of 10 USC § 9344, Higher Grade After 30 Years of Service: Warrant Officers and Enlisted Members, the member may be advanced to the member’s highest commissioned grade held when the member’s active service plus the member’s service on the retired list totals 30 years (see paragraph 8.5).

3.1.1.1.2. To voluntarily retire in a grade above major, a commissioned officer generally must have served satisfactorily in that higher grade with at least three years time in grade (TIG); otherwise the AF will authorize the retirement in the next lower grade as directed by 10 USC § 1370, Commissioned Officers: General Rule; Exceptions, unless a waiver is granted under some provision of law. (T-0). To voluntarily retire in the grade of major or below, a commissioned officer must have served satisfactorily in the higher grade with at least six months TIG. (T-0). See 10 USC § 1370(a), Commissioned Officers: General Rule; Exceptions; Rule for Retirement in Highest Grade Held Satisfactorily, and Chapter 8 for a complete explanation.
3.1.1.1.3. For officers who are subject to mandatory retirement, required under 10 USC Chapters 36 or 63, the retirement must take place no later than the date set by the statute that applies (see Chapter 5). (T-0). Officers who have a MSD established must retire no later than that date, even if previously approved for a voluntary retirement effective after the MSD, unless through a SecAF selective continuation process, the AF assigns the officer a later MSD (see Chapter 5 for further discussion concerning mandatory retirement dates). (T-1).

3.1.1.1.4. Officers may be involuntarily extended beyond MSD only with a view to court-martial (10 USC § 639, Continuation on Active Duty to Complete Disciplinary Action or for physical disability evaluation (10 USC § 640, Deferment of Retirement or Separation for Medical Reasons).

3.1.1.2. Enlisted Eligibility. 10 USC § 9314, Twenty to Thirty Years: Enlisted Members, allows an enlisted member who meets the basic eligibility criteria for retirement, 20 years TAFMS, to request retirement. (T-0). Enlisted members who are retirement eligible must apply for retirement, even if the members have reached HYT, or else the member will be separated on the member’s DOS if the members have not requested and received approval for a voluntary retirement. Note: Regular AF enlisted members with an unspecified DOS will have a DOS established as the last day of the member’s HYT month when the members are within 12 months of HYT. (T-1).

3.1.1.2.1. If an AC enlisted member desires retirement on the first day of the month following the member’s HYT date, the member must submit a retirement application (may not apply to ARC members who qualify for AD retirement). (T-1). The member’s DOS must fall on or after the last day of the month prior to the requested retirement date. (T-1).

3.1.1.2.2. Unless restricted by HYT or granted a waiver, AC enlisted members with an ADSC expiring in the same month as the member’s DOS are required to extend the member’s DOS to retire the first day of the month following the ADSC.

3.1.1.3. Sanctuary. Per 10 USC § 12686(a) and 10 USC § 12646(e), Commissioned Officers: Retention of After Completing 18 or More, But Less Than 20, Years of Service, traditional ANG or AFR members, including individual mobilization augmentees (IMAs), called to AD who have accumulated 18 years of TAFMS may be eligible to continue to 20 years on AD status unless the members waive sanctuary (Reference AFI 36-2131, Administration of Sanctuary in the Air Reserve Components, for further guidance).

3.1.1.4. Active guard and reserve (AGR) and ANG statutory tour members. For ANG statutory tour or AFR (functional category X) members who qualify for and desire an AD retirement upon statutory tour or AGR contract expiration must submit a retirement application to AFPC or will remain assigned to the ready reserve. (T-1). ANG statutory tour members may apply for retirement or “return to state” for continuation in the selected reserve at the end of the member’s contract. If the member desires to retire earlier than contract expiration, the AC orders issuing and publishing authority must approve a tour curtailment (AFR reference: AFI 36-2110, Total Force Assignments, and ANG reference: Air National Guard Instruction (ANGI) 36-101, The Active Guard Reserve (AGR) Program. (T-1). If the member desires a retirement date later than the
contract expiration, the AC orders issuing authority may extend the tour to meet the requested retirement date, but approval is not guaranteed. For ANG statutory tour members, extended retirement dates beyond the contract dates are not permitted unless retention is directed by statutory tour retention policy. Unit-level AGR members (Title 32 AGR members for the ANG) who qualify for active retirement must submit applications for retirement to ARPC for approval. (T-1).

3.1.2. Reserve Retirement Eligibility. 10 USC § 12731, establishes that ANG or AFR members must have at least 20 years of creditable years to qualify for a reserve retirement. (T-0). Members serving on AD who have completed 20 years of creditable years through a combination of AD and reserve service also qualify for a reserve retirement even though the member may not have enough total active military service to qualify for an AD retirement. Members on AD desiring a reserve retirement must resign (officers) or separate (enlisted) from the AC and request appointment to (officers) or entry into (enlisted) the ARC before a reserve retirement may be requested and approved. (T-1). Members must apply for reserve retired pay if the members have attained the eligibility age at which the member is eligible for and qualifies for reserve retired pay and have performed at least 20 creditable years. (T-1). A creditable year is defined as earning 50 points within an individual’s established retention and retirement year per Air Force Manual (AFMAN) 36-2136, Reserve Personnel Participation, paragraph 2.3.2.

3.1.2.1. A member may start receiving reserve retired pay before age 60 if the member performed qualifying AD service after 28 January 2008. The member may reduce the age by three months for each aggregate of 90 days on which the member performs qualifying duty in any fiscal year. Qualifying duty includes members who serve on an order to AD pursuant to 10 USC § 12301(d), Reserve Components Generally, or 10 USC § 12304(b), Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency, or under a provision of law referred to in 10 USC § 12310, Reserves: For Organizing, Administering, etc., Reserve Components. The minimum age a member may reduce the time to receive pay will not fall below age 50. (T-0).

3.1.2.2. Officer Eligibility. For a voluntary reserve retirement in a grade above major, a commissioned officer must have served satisfactorily in the higher grade with at least three creditable years TIG; otherwise the member will retire in the next lower grade unless granted a waiver under some provision of law. (T-0). For a voluntary reserve retirement in the grade of major or below, a commissioned officer must have served satisfactorily in the higher grade with at least six creditable months TIG. See 10 USC § 1370(d), Chapter 8 and Chapter 9 for a complete explanation. Note: There is no 10-year minimum TAFCS requirement for a reserve non-AGR/AC officer to receive a reserve retirement. Only the TIG requirements outlined above apply.

3.1.2.3. Enlisted Eligibility. Participating reserve enlisted members that reach the member’s HYT date at age 60 and do not apply for reserve retired pay will automatically be placed in the retired reserve under the provision of 10 USC § 12108, Enlisted Members: Discharge or Retirement for Years of Service or for Age. (T-0). Participating ANG enlisted members that reach age 60 can be discharged on the members’ ETS if the members do not apply for reserve retired pay.
3.1.3. Disability Retirement Eligibility. In general, this applies to AC, AFR, and ANG members on AD for more than 30 days. Specific requirements for eligibility are addressed in 10 USC § Chapter 61, *Retirement or Separation for Physical Disability*, and implementing DoD and AF regulations. For more information on disability retirement, refer to AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

3.1.4. AD Retirement Application Deadlines.

3.1.4.1. If no restrictions apply for AD retirements, the application may be submitted up to 12 months in advance of the desired retirement date. Applications submitted less than four months in advance of the desired retirement date must include justification for a waiver, as outlined in Table 3.2 and paragraph 3.8 (T-1). Note: Applications may be submitted outside this window under the 7-day/3-day (7DO/3DO) option or when allowed by the SecAF under an approved force management program.

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

Section 3B—AC Members Place of Retirement.

3.2. General Rules.

3.2.1. A member may retire in:

3.2.1.1. The US. This includes Alaska, Hawaii, or a US territory possession. Members assigned to a duty station in the US retire at that duty station.

3.2.1.2. Overseas. Members serving overseas retire at the overseas duty station (see paragraph 3.3) or, if approved, at a separation processing base (see paragraph 3.4).

3.2.2. Do not change the unit of assignment or permanent duty station of members who are within eight months of retirement without first notifying the RAA. (T-1). Exception: Assignment approval authority may move members because of unit deactivation, change of unit, or duty station for those who receive notice to start processing for mandatory retirement.

3.3. Overseas Duty Station.

3.3.1. Members serving at an overseas duty station at the time of retirement may retire at that overseas base to:

3.3.1.1. Live permanently in that country. Prior to the date of retirement, member and family members must obtain the necessary residency permission from the host government. (T-1).

3.3.1.2. Live temporarily in that country and later move to a final overseas or US home of selection within the one-year time limit (see Joint Travel Regulations). Member and family members must obtain the necessary residency permission from the host government before the effective date of retirement. (T-1).

3.3.1.3. Move immediately to another overseas site as a final home of selection by the most direct route, as determined by the traffic management flight. Members and family
members must obtain the necessary residency permission from the host government before the effective date of retirement. (T-1).

3.3.1.4. Move directly from the overseas duty station to the final home of selection in the US. Member must take at least five days of PTDY or terminal leave to use this option. (T-1).

3.3.2. The RAA may not issue “permanent change of station without permanent change of assignment” orders for members who designate a home of selection elsewhere overseas. (T-1).

3.3.3. Travel of retired personnel to overseas home of selection. The RAA will prepare administrative orders for retiring members eligible to establish an overseas home of selection. (T-1).

3.4. Separation Processing Base. Unless the appropriate RAA grants travel to a separation processing base, a member assigned overseas completes processing at the overseas location. The AF defines a separation processing base as the AF base in the US with a force support unit and financial services office nearest to the member’s projected home of selection or terminal leave address.

3.4.1. The RAA assigns the member “Permanent Change of Station without Permanent Change of Assignment” to the unit of the host Military Personnel Flight.

3.4.2. Members retiring at the separation processing base have one year from the retirement date to make a final home of selection move from the area of the separation processing base to anywhere in the US.

3.4.3. Members not authorized home of selection allowances may receive travel and transportation allowances from the member’s last base to the place the member actually travels, with reimbursement not to exceed the cost of returning to the member’s home of record or the place the member last entered into AD.

3.4.4. Specific procedures relating to separation processing base are found in myPers (https://mypers.af.mil) on the AFPC website.

3.5. Travel and Transportation Entitlements for Overseas Retirees. The Joint Travel Regulation outlines separate travel pay entitlements for the member and for family members. The Traffic Management Flight helps clarify which travel entitlements pertain to the member and which pertain to the member’s family members.

3.6. Leave in Conjunction with Retirement. The member must obtain approval from the member’s commander for PTDY and terminal leave. (T-3). Members may not depart on terminal leave or PTDY until receipt of retirement orders. See AFI 36-3003, Military Leave Program, for more information on PTDY and terminal leave.

3.6.1. Personnel granted terminal leave or PTDY in connection with retirement remain assigned to the members’ units. The inclusive dates of terminal leave and PTDY do not require a tour curtailment.

3.6.2. When a commander authorizes PTDY and terminal leave dates prior to a member’s date eligible for return from overseas (DEROS), he or she cannot use the departure as basis for an earlier assignment of a replacement.
Section 3C—Retirement Prohibitions and Waivable Restrictions.

3.7. General Information on Retirement Prohibitions and Restrictions. A number of conditions can temporarily prohibit, suspend or otherwise restrict processing of applications for AD retirement and applications for transfer to the retired reserve (hereafter Section 3C will use “retirement application” to generally refer to both applications for AD retirement and transfer to the retired reserve, unless otherwise specified). Table 3.1 lists conditions which prohibit initial submission or suspend processing of previously submitted retirement applications. The table explains how the condition prohibits or suspends processing of the retirement action. If the condition in Table 3.1 ceases to apply, normal processing generally resumes. Table 3.2 contains waivable restrictions on retirement. When such a restriction applies, the retirement application is processed in accordance with Table 3.2 to the RAA with delegated authority to approve or deny the retirement application while under that restriction. Certain restrictions, as identified in Table 3.2, require consideration by SAFPC for recommendation to the appropriate RAA at the Secretariat-level. Chapter 4 provides guidance on when applicable eligibility requirements (see Chapter 4) are met. Retirement applications must only be denied by RAAs outside the Secretariat when done so in accordance with a regulatory prohibition or restriction on retirement. (T-1).

3.8. Waiver of Restrictions. Members must request a waiver if the members have retirement restrictions listed in Table 3.2 (T-1). If members need waivers of ADSC, reserve service commitment, or any other restrictions, the members must attach written justification and documentation to retirement applications. (T-1). Prohibitions in Table 3.1 will not be waived. (T-1).

3.8.1. If the member requests a waiver of a retirement restriction, the commander, to include the Readiness and Integration Organization Detachment Commander (RIO Det/CC), if applicable to IMAs, must make a recommendation for approval or disapproval of the retirement application. (T-2). The commander’s recommendation does not by itself constitute justification. Absent a written delegation of Secretarial authority to approve the restricted retirement, commanders generally do not have the authority to waive restrictions on retirement, including ADSCs or reserve service commitments.

3.8.1.1. Waivers Based on Best Interest of the Air Force Criteria. When making recommendations on waivers submitted under the category of best interest of the Air Force, the commander should explain in detail how the unit’s mission and the Air Force will not be adversely impacted if the member’s waiver is approved. The rationale should include the authorized and assigned strength of the member’s Air Force specialty code (AFSC) at unit and wing level and describe, in specific terms, why approval of the request will not adversely impact the wing and unit mission or fellow Airmen who may have to perform the applicant’s duties until a replacement is available.

3.8.1.2. Waivers Based on Hardship. A hardship is a fully-documented circumstance uncommon to other Airmen that imposes undue privation or suffering on the member, household, or immediate career. When making recommendations on waivers submitted under the category of hardship, the commander should explain in detail how the situation is impacting the member’s ability to perform assigned duties, what steps the member has taken to resolve the situation (e.g., request for humanitarian/join spouse assignment, enrollment in the Exceptional Family Member Program, daycare, in-home care), and why
retirement is the only solution to the situation. The rationale should include the authorized and assigned strength of the member’s AFSC at unit and wing level and describe, in specific terms, why approval of the request will not impact the wing and unit mission or fellow Airmen who may have to perform the applicant’s duties until a replacement is available.

3.8.2. The member may request a waiver of the restrictions listed in Table 3.2 under hardship or in the best interest of the AF as specified in the pertinent rule. If the member believes the AF assigned an ADSC or reserve service commitment in error, the RAA or agency managing the member’s retirement application reports the discrepancy to the proper office and ensures the point of contact corrects the service commitment, if applicable. Members should not make any irrevocable financial commitments on the assumption that waiver requests will be approved. Members cannot later use problems resulting from premature commitments as a basis for hardship waiver requests.

3.8.2.1. Waiver Requests Based on Hardship. Applicants must explain, in writing, and provide detailed documentation to show the hardship, how retirement will ease or eliminate the hardship, and how the hardship condition arose or worsened after the service commitment or restriction occurred and what other efforts the member took to remedy the situation (e.g., request for humanitarian/join spouse assignment, enrollment in the Exceptional Family Member Program, daycare, in-home care), before requesting a waiver to retire. A hardship situation cannot be common to other military members in the course of a military career. The AF recognizes timing of civilian employment, business opportunities, plans for higher education or training, ownership of property, family separation, and other inconveniences as common situations and will not approve waiver requests for these reasons alone. If the hardship request is based on the medical condition of a family member, the documentation provided must describe the assistive care required, as well as the prognosis (e.g., whether the condition is temporary or permanent). (T-1).

3.8.2.2. Waiver Requests Based on Best Interest of the AF. An application citing best interest of the AF as a basis for a waiver must clearly show how retirement would serve AF interests. Members and commanders should not use best interest of the AF as a basis for a waiver when an administrative or punitive action may be warranted or more appropriate. Further, waivers submitted for common situations such as those mentioned in paragraph 3.8.2.1, or based solely on Manning or to save the AF money will not be considered. (T-1).

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

3.8.2.4. Request for Waiver for Medical Reasons. A member may not request waiver of retirement restrictions based on a medical problem. If the local medical facility deems the member’s medical problems prevent continued service, the member shall be entered into the Disability Evaluation System (DES). (T-1).
3.8.3. AFR Only. Voluntary retirement applications for traditional reservists and individual reservists must be submitted to ARPC six months prior to the requested retirement date. (T-1). The authority to approve waivers of the six-month requirement is ARPC but must be recommended for approval by the wing commander or equivalent for the unit program and the RIO/CC for the Individual Reserve program. (T-1).

3.8.4. ANG Only. Voluntary retirement applications must be submitted to ARPC no later than six months prior to the requested retirement date. (T-1). The authority to approve waivers of the six-month requirement is ARPC but must be recommended for approval by the wing commander or equivalent. (T-1).

3.9. Assignment/365-day Extended Deployment Declination or 7DO/3DO. The member must submit a request for retirement eligibility review within the 7DO/3DO period, as appropriate, to be considered for retirement under these programs. (T-1). Refer to AFI 36-2110 for guidance on the 7DO/3DO program. Refer to paragraph 4.1.2.4.3 for declining to obtain required retainability if selected for a contingency deployment.

3.10. Retirement in Conjunction with High Year Tenure (HYT) Date (Does not apply to ANG). Members must request voluntary retirements to be effective no later than the first day of the month following the HYT date. (T-1). In accordance with 10 USC § 9314 10 USC § 9317, enlisted members must voluntarily request retirement. (T-0). If an enlisted member does not submit a retirement application before the member’s DOS, that member will separate. (T-1). If the separation occurs, the enlisted member must submit a request to the Air Force Board for Correction of Military Records to request a change from separation to retirement which, if approved, will significantly delay entitlements. (T-1). An ADSC expiring after an enlisted member’s established HYT month will be automatically waived when the member requests to retire the month following HYT. (T-1). The HYT is set at the following service points: Senior Airman (E-4) at 10 years of service; Staff Sergeant (E-5) at 20 years of service; Technical Sergeant (E-6) at 22 years of service; Master Sergeant (E-7) at 24 years of service; Senior Master Sergeant (E-8) at 26 years of service; and Chief Master Sergeant (E-9) at 30 years of service (for Chief Master Sergeant, see paragraph 3.10.1.5). Exception: Enlisted members who are approved for HYT extension for hardship or best interest of the AF reason(s) may serve until completion of the approved extension period. Members who accept a selective retention bonus will have the member’s HYT adjusted in accordance with selective retention bonus program guidance. (T-1).

3.10.1. HYT Extensions. The AF rarely extends HYT dates, and a member should submit requests only when experiencing an extreme hardship not common to contemporaries or when an extension serves the best interest of the AF. The AF designed the HYT policy to manage the size of the career force and to induce a reasonable promotion flow to all grades. The HYT for Senior Airman through Chief Master Sergeant establishes a balance between the need for experience and youth in the enlisted force.

3.10.1.1. Justification for a waiver to extend HYT must clearly show how the extension serves the best interest of the AF or how the applicant is experiencing an extreme hardship not normally incurred by contemporaries. Members who receive approval for an extension of HYT must be able to obtain the necessary retainability associated with the promotion in order to be eligible for promotion consideration; however, HYT extensions are not approved simply to provide additional opportunities for promotion.
consideration or to await the outcome of applications for corrections of record or supplemental/special promotion board consideration. (T-1).

3.10.1.2. Extension of HYT Based on Hardship. The same conditions found in paragraph 3.8.2.1 regarding hardship waivers apply to requests for extension of a HYT based on extreme hardship not common to contemporaries. Members submit the fully justified request to AFPC containing unit commander recommendation with wet or digital signatures. The maximum extension period is one year. Multiple extension approvals or requests to extend for a period of more than one year will not be entertained. (T-1).

3.10.1.3. Extension of HYT Based on Best Interest of the AF. The same conditions found in paragraph 3.8.2.2 regarding best interest of the AF waivers apply to requests for HYT extensions based on the best interest of the AF. Normally, members make these requests when a commander finds a uniquely qualified Airman, filling a critical position, essential to the success of a vital mission and AFPC can provide no suitable replacement. Members submit the fully justified request to AFPC containing unit commander recommendation with wet or digital signatures no earlier than one year and not later than six months before the individual’s HYT. The maximum extension period is one year. Multiple extension approvals or requests to extend for a period of more than one year will not be entertained. (T-1).

3.10.1.4. Extension to a HYT Date Due to Temporary Suspension of Retirement Processing. If the AFPC Medical Standards Branch places a member approaching a HYT on medical hold, or an authorized agency notified the RAA to temporarily suspend a retirement due to a restriction identified in Table 3.1 or Table 3.2, the RAA will adjust the HYT in order for the member to voluntarily extend the member’s enlistment. The member’s unit commander or the wing’s Staff Judge Advocate (SJA) will notify the RAA to extend a HYT for completion of a disciplinary action, allowing the member to voluntarily extend to await the outcome of disciplinary actions. (T-1). Enlisted members who refuse to remain on AD for Medical Evaluation Board (MEB)/Physical Evaluation Board (PEB) processing must provide documentation of the member’s waiver of disability evaluation processing when applying for voluntary retirement. The member’s unit commander or the wing’s SJA may involuntarily retain an enlisted member on AD in view of trial by court-martial.

3.10.1.5. The CMSgt Management Office (AF/A1LE) for RegAF and Air Force Reserve Senior Leader Management – Chiefs Group (AF/REG) for Air Force Reserve Command (AFRC) Chief Master Sergeants will field inquiries specifically pertaining to Chief Master Sergeant HYTs and HYT extension requests. Members may initiate and submit requests for HYT extensions, based on hardship or when in the best interest of the AF. Normally, a commander only supports a request for a uniquely qualified Chief Master Sergeant, filling a critical position, essential to the success of a vital mission and AF/A1LE or AF/REG Chiefs Group can provide no suitable replacement. The wing or comparable level commander must support the request and show that member’s retention is essential to the success of the mission. (T-2). Members submit the fully justified request to AF/A1LE containing unit and wing commander recommendation, no earlier than one year and not later than six months before the individual’s HYT. (T-1). Note: Requests for HYT extension based on a hardship may be submitted within 12 months of
3.10.2. HYT of Demoted Members (Not applicable to ARC). Individuals demoted to a lower grade are subject to the HYT of the lower grade (see paragraph 3.10).

3.10.2.1. After a member is promoted to Staff Sergeant (E-5), the member’s HYT is established at 20 years of service. If a demoted member has 16 or more years TAFMS, the AF considers the member as length-of-service qualified so the member’s HYT remains or is set at 20 years of service. If a Staff Sergeant or higher subsequently experiences a reduction in rank to Senior Airman (E-4) or below and has less than 16 years TAFMS, the HYT is established in accordance with AFI 36-3208, Administrative Separation of Airmen.

3.10.2.2. The AF may allow those demoted members who have not yet reached the HYT for the member’s lower grade to remain in the AC until the members reach the HYT for the lower grade. If a member’s DOS/ETS exceeds the newly established HYT, AFPC (RegAF) will adjust the DOS/ETS to coincide with the new HYT point. Note: Enlisted members with an unspecified DOS will have a DOS established to equal the member’s HYT if the member is within 12 months of the adjusted HYT. If the adjusted HYT is 20 or more years of service, the DOS will be established as the last day of the HYT month.

3.10.2.3. AFPC will set the HYT for demoted members who exceed the HYT for the lower grade and are otherwise retirement eligible as the last day of the 6th month after the date of demotion in order to retire no later than the first day of the 7th month after the effective date of demotion. Members must request retirement or the members will be separated. (T-1).

3.10.2.4. Individuals assigned overseas who are otherwise eligible to retire, and are demoted and exceed the HYT for the lower grade, will be required to serve until reaching the individual’s DEROS. (T-2).

3.10.2.5. A member under the High-3, REDUX, or BRS retired pay plans who is demoted within three years of the retirement date and does not regain the highest grade held will receive retired pay using the multiplier determined under the rules for the applicable retirement plan and the retirement pay base calculated under final basic pay at the lower grade (10 USC § 1407(f), Retired Pay Base for Members Who First Became Members After September 7, 1980: High-36 Month Average, Exception for Enlisted Members Reduced in Grade and Officers Who Do Not Serve Satisfactorily in Highest Grade Held). (T-0). A member demoted to a lower grade more than three years prior to retirement and does not regain the highest grade held receives retired pay under the applicable retirement pay plan (High-3, REDUX, or BRS) at the lower grade. For example, a member under the REDUX retirement plan who is demoted more than three years prior to retirement will have the multiplier determined under the rules for REDUX and the retirement pay base calculated from a High-3 average at the lower grade for the three years prior to retirement.
3.11. Request for Withdrawal or Change of Month. When a member completes and submits a retirement application, the member cannot withdraw the application or change the approved retirement date unless the member provides strong justification under the following reasons: severe hardship not common to AF members; in the best interest of the AF; to accept continuation; or to accept an AC promotion that requires the member to serve past the requested or approved retirement date. SAFPC has re-delegated authority to designated special assistants, as outlined in paragraph 2.2, to approve requests for withdrawal or change. The RAA usually does not approve a withdrawal or adjustment if the member volunteered to retire under the 7DO/3DO program.

3.11.1. Requests for Withdrawal or Change of Retirement Date Based on Hardship. The same conditions found in paragraph 3.8.2.1 regarding hardship waivers apply to waivers for withdrawal or change of retirement. The commander or other senior official in the member’s chain of command must recommend approval of the request. (T-2). Unless the member and the member’s leadership adequately document the above reasons, the member should not expect approval. If the commander recommends disapproval, reasons must be given to support that recommendation. (T-1).

3.11.2. Request for Withdrawal or Change Based on Best Interest of the AF. The same conditions found in paragraph 3.8.2.2 regarding waivers for best interest of the AF apply to waivers for withdrawal or change of retirement. The member and commander or other senior official in the member’s chain of command must provide evidence that clearly shows the withdrawal or change serves AF interests. (T-2). If the commander recommends disapproval, reasons must be given to support that recommendation. (T-1). Unless the member and the member’s leadership adequately document the above reasons, the member should not expect approval.

3.11.3. Request for Withdrawal or Change Based on Promotion. The RAA may approve this request if the AF selected the member after the member applied for retirement. Members submit requests for withdrawal within 10 duty days of promotion notification. Enlisted Airmen who elect retirement under 7DO/3DO provisions are not eligible for promotion. Enlisted Airmen selected for promotion before the Airmen submit a retirement application under 7DO/3DO may not withdraw the retirement to accept promotion. (T-1).

3.11.3.1. For Members Selected for Promotion to Master Sergeant, Senior Master Sergeant, or Chief Master Sergeant. Upon accepting the promotion, the member must sign a promotion statement of understanding and agree to obtain retainability for the promotion ADSC. (T-1). The member must also submit an application to withdraw the retirement. (T-1).

3.11.3.2. Members selected for promotion to Staff Sergeant or Technical Sergeant do not incur an ADSC for promotion. The member submits a request to withdraw or change the effective date of retirement based on promotion.

3.11.4. Request for Withdrawal or Date Change for Medical Reasons. A member may not request withdrawal or date change to stay on AD solely to resolve a medical problem or receive medical treatment. If the local medical facility deems the member’s medical problems severe enough to warrant a change of retirement date, the facility point of contact uses medical hold procedures.
3.12. **Request for Extension Beyond a DOS, ETS (enlisted only), or MSD (officers only).** With direction from the unit commander or SJA, the RAA may hold an enlisted member past the member’s DOS/ETS in view of trial by court-martial. Enlisted members must agree to hold actions initiated by the AFPC Medical Standards Branch for medical treatment, and must voluntarily extend the member’s enlistment to be retained for medical evaluation and treatment. For regular enlisted members, when necessary, the RAA adjusts the HYT to accommodate the retention action. (T-1). The SecAF or designee may delay an officer’s retirement to complete actions with a view to trial by court-martial (10 USC § 639) or to complete a medical evaluation (10 USC § 640 and **paragraph 5.2.3**).

3.13. **Application of Medal of Honor Recipient.** Even when conditions or restrictions exist under **Table 3.1** or **Table 3.2**, which normally prohibit or restrict processing, the RAA will process a retirement application submitted by a member awarded the Medal of Honor. Final action will be taken by the RAA at the appropriate level if any prohibitions or restrictions apply. (T-1).

3.14. **Retired Members Ordered to AD.** The SecAF may determine a valid AF requirement exists and order retired members of the AC or of the retired reserve (retired under 10 USC § 1293, *Twenty Years or More: Warrant Officers*, 10 USC § 3911, *Twenty Years or More: Regular or Reserve Commissioned Officers*, 10 USC § 3914, *Twenty to Thirty Years: Enlisted Members*, 10 USC § 6323, *Officers: 20 years*, 10 USC § 9311, or 10 USC § 9314), back to AD (under 10 USC § 688) at any time. The period of recall may not exceed 12 months within the first 24 months following the date of recall. **Exception:** Chaplains, health professionals, officers serving with the American Battle Monuments Commission, and Defense or Service Attachés may serve for periods longer than 12 months. The SecAF will not recall officers retired by a selective early retirement board under 10 USC § 638, *Selective Early Retirement*, or Enhanced Selective Early Retirement Board under 10 USC § 638a, **Modification to Rules for Continuation on Active Duty; Enhanced Authority for Selective Early Retirement and Early Discharges**. Additionally, SecAF will not recall officers who requested retirement after notification that the AF would consider them for early retirement under 10 USC § 638 or 10 USC § 638a, but before that board considered the officer’s records. (T-1). Congress or the President during a time of war or national emergency (10 USC § 688) can choose to recall these two categories of officers.
Table 3.1. Conditions Prohibiting Initial Submission or Suspending Processing of Previously Submitted Retirement Applications.

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a.</td>
<td>If member is under civil or military investigation (See Note 1)</td>
<td>The member is not eligible to apply for voluntary retirement. If an application has already been submitted or a retirement has been approved prior to initiation of an investigation, the member’s commander (or RIO Det/CC for IMAs) or the wing’s SJA will immediately direct the RAA to place the retirement in suspension. Commanders or SJAs will follow verbal notification with a written request to place an administrative hold flag on the member’s retirement under this regulation. (T-0). The RAA will place the member on administrative hold which, if applicable, rescinds the previously published retirement order until the AF completes the investigation and the AF completes all actions resulting from the investigation (Table 3.2). After completing all investigations and all actions resulting from the investigations, the member’s commander or the wing’s SJA notifies the RAA that all actions are complete and the RAA will return to normal application processing (see Note 4). If, after completing all investigations, the member’s commander decides not to take any further actions, the member’s commander or the wing’s SJA notifies the RAA of the commander’s decision and the RAA will return to normal application processing (see Note 4). (T-0).</td>
</tr>
<tr>
<td>1.b.</td>
<td>Is under civil or military charges that, in case of conviction, may result in initiation of an administrative discharge action (See Note 1)</td>
<td>Apply guidance from 1.a., above, when the nature of the charges may warrant action resulting in a restriction under Table 3.2.</td>
</tr>
<tr>
<td>1.c.</td>
<td>Has been offered nonjudicial punishment under Article 15, Uniform Code of Military Justice (UCMJ), Commanding Officer’s Non-Judicial Punishment.</td>
<td>The RAA does not process the application until the Article 15, UCMJ action has been found legally sufficient. When a member requests a retirement date earlier than punishment completion date, the RAA must inform the commander that, if the commander signs the application and does not recommend retirement at a later date to coincide with completion of punishment, the earlier retirement date will</td>
</tr>
<tr>
<td>RULE</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>If member</td>
<td>probably be approved and, if so, any remaining punishment will be remitted. If the commander recommending retirement is not a commander authorized to remit the Article 15 punishment, the recommendation of the commander who imposed punishment must indicate that punishment was or will be remitted by the requested retirement date. (T-1).</td>
<td></td>
</tr>
<tr>
<td>Is under a court-martial sentence other than the sentences requiring action in accordance with Table 3.2, Rule 5 (See Note 1)</td>
<td>The RAA does not process the application until action has been taken on the sentence by the court-martial convening authority. When requested retirement date is earlier than punishment completion date, the retirement date may be delayed. An approved retirement does not preclude completion of a sentence to confinement. If the court-martial convening authority removes the prohibition by commuting or remitting the sentence, normal processing of the retirement application resumes. If the convening authority suspends the sentence, see Table 3.2, Rule 14.</td>
<td></td>
</tr>
<tr>
<td>Is subject to an OGD initiated by any commander or other authorized official</td>
<td>The RAA will place the application or retirement in suspension until the SAFPC completes review of the OGD and the appropriate authority has made the final grade determination. The RAA processes the OGD following procedures in paragraph 8.6. (see Note 2).</td>
<td></td>
</tr>
<tr>
<td>Applies for retirement on or after Assignment Selection Date or notification of 365-day extended deployment and is not eligible to apply under the 7DO/3DO program or applies under 7DO/3DO for an unauthorized date</td>
<td>Members not eligible to apply for retirement under the 7DO/3DO programs must proceed on the Permanent Change of Station or deployment. (T-1). Members may request waiver of the 7DO/3DO program when submitting an application for retirement. If the waiver is disapproved, the member may apply to retire after Permanent Change of Station or deployment; however, after arrival at the new duty station, members become subject to any other restrictions existing at that time (see Note 3).</td>
<td></td>
</tr>
<tr>
<td>Is officially tasked to deploy</td>
<td>Member is ineligible to apply for retirement if enlisted with an established DOS and has retainability for the deployment plus 30 days, or if an enlisted member with an unspecified DOS or officer and has remaining service commitment</td>
<td></td>
</tr>
</tbody>
</table>
RULE | A | B
--- | --- | ---
If member | then that would allow them to complete the deployment plus 30 days. If a hardship condition exists, member may apply for retirement or transfer to the retired reserve (see Note 3).

5 | Is pending evaluation by a MEB or PEB | Member is ineligible to apply for voluntary retirement until the MEB/PEB process is completed and a determination of service fitness is made. Members who are found fit for continued service may then apply for retirement (See Notes 5 and 6).

Note:
1. The SecAF or designee may suspend retirement of AC officers and certain reserve officers projected to retire on the officer’s MSD (see Table 5.1) In accordance with procedures shown in 10 USC § 639 (action in view to court-martial), 10 USC § 640 (medical action in view to disability retirement), or 10 USC § 123, Authority to Suspend Officer Personnel Laws During War or National Emergency, or 10 USC § 12305, Authority of President to Suspend Certain Laws Relating to Promotion, Retirement, and Separation, (Stop Loss). The conditions in this table will not prohibit or suspend mandatory retirements beyond MSD unless statutory conditions are met. See paragraph 3.10 for guidance on enlisted members who have requested to retire based on HYT.

2. In the case of an officer’s mandatory retirement, any person in the member’s chain of command may initiate an OGD no earlier than 12 months prior to the mandatory retirement or any day thereafter. Processing of an OGD will not, however, suspend the mandatory retirement date of an AC officer or of certain reserve officers.

3. Paragraph 3.8 describes how to apply for retirement under hardship conditions.

4. If the retirement was suspended, contact the commander and member for a desired retirement date upon release from administrative hold. If the original retirement date passed, or does not allow use of PTDY/terminal leave, retirement should be effective as soon as possible after release from administrative hold; however, the RAA may adjust the date further provided the commander is authorizing use of PTDY/terminal leave.

5. Enlisted members with insufficient service retainability for MEB/PEB processing must voluntarily extend enlistments for medical hold. (T-1). Medical hold is a method of retaining a service member beyond an established retirement or separation date for reason of disability processing in accordance with AFI 36-2606, Reenlistment and Extension of Enlistment in the United States Air Force and AFMAN 41-210, Tricare Operations and Patient Administration. Enlisted members who are within six months of DOS and refuse to remain on AD for MEB/PEB processing must provide documentation of the member’s waiver of disability evaluation processing when applying for voluntary retirement. (T-1).

6. Officers remain on AD until the determination of service fitness is finalized. Those
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>RULE</td>
<td>If member</td>
</tr>
<tr>
<td></td>
<td>then</td>
</tr>
</tbody>
</table>

officers with a MSD will be retained for MEB/PEB processing in accordance with 10 USC § 640 and **paragraph 5.2.3.** (T-0).
Table 3.2. Retirement Restrictions and Waivable Conditions (Best Interest of the Air Force or Hardship Not Common To Other Air Force Members).

<table>
<thead>
<tr>
<th>Restriction</th>
<th>Component</th>
<th>Type of Retirement (applied and eligible)</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>If member</td>
<td>A B C D E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RULE</td>
<td></td>
<td>is subject to the following restriction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>is in AC</td>
<td>is in ARC</td>
</tr>
<tr>
<td>Secretarial Restrictions Requiring Review by SecAF Personnel Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 a. Member holds a commissioned grade higher than major and served on AD more than two but less than three years TIG as of the requested voluntary retirement date. (see Note 3)</td>
<td>X X X</td>
<td></td>
<td>By SecAF or designee, as authorized by Secretary of Defense (SecDef) (See Note 19)</td>
</tr>
<tr>
<td>b. Member holds a commissioned grade higher than major and has more than two but less than three years TIG creditable toward a reserve retirement as of the requested voluntary retirement date. (see Note 3)</td>
<td>X X X</td>
<td></td>
<td>By SecAF or Secretarial designee, as authorized by SecDef (See Note 19)</td>
</tr>
<tr>
<td>c. Member holds a commissioned grade higher than major and has served on AD for less than two years TIG as of the requested voluntary retirement date. (see Note 3)</td>
<td>X X X</td>
<td></td>
<td>By the President for less than two years TIG for extreme hardship or in exceptional or unusual circumstances</td>
</tr>
<tr>
<td>2 Is subject to an administrative demotion action. (see Notes 6, 8, 9, and 12, AFPD 36-35, United States Air Force Academy &amp; AFI 36-2502, Enlisted Airman Promotion/Demotion Programs)</td>
<td>X X X</td>
<td></td>
<td>By SecAF or designee if in the best interest of the Air Force</td>
</tr>
<tr>
<td>3 Is subject to an administrative</td>
<td>X X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restriction</td>
<td>Component</td>
<td>Type of Retirement (applied and eligible)</td>
<td>Approval</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------</td>
<td>------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>If member then</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>RULE is subject to the following restriction</td>
<td>is in AC</td>
<td>is in ARC</td>
<td>requests AD retirement</td>
</tr>
<tr>
<td>involuntary separation action including an action to drop a member from the rolls of the Air Force. (see Notes 6 through 12, 15, &amp; 18, Chapter 7 &amp; Chapter 8.)</td>
<td>requests transfer to retired reserve</td>
<td>restriction is waivable</td>
<td></td>
</tr>
<tr>
<td>4 Is under court-martial charges and trial has not begun. (see Notes 8, 10, 12 &amp; 13) (See also Note 15 if OGD required, and Table 3.1, Rules 1 and 2)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5 Is under a sentence of six or more months confinement, Bad Conduct Discharge, Dishonorable Discharge, or Dismissal under special or general court-martial sentence as of date of application for AD retirement or transfer to the retired reserve. (see Notes 8, 10, 14 &amp; 15)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Service Commitment Restrictions/Conditions</td>
<td>6</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Serving on a CONUS-to-CONUS permanent change of station and will not serve the 24-month ADSC; or an overseas-to-CONUS tour and will not serve the 12-month ADSC as of requested retirement date (see Note 1)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7 a. The member is in the AC and will not complete, as of requested retirement date, the two-year ADSC for regular promotion to E-7/E-8 or three-year ADSC for E-9, and is not HYT restricted to an ADSC or</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For hardship or in the best interest of the Air Force by the SecAF or designee.</td>
</tr>
<tr>
<td>Restriction</td>
<td>Component</td>
<td>Type of Retirement (applied and eligible)</td>
<td>Approval</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>If member</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>R U L E</td>
<td>is subject to the following restriction</td>
<td>is in AC</td>
<td>requests AD retirement</td>
</tr>
<tr>
<td>mandatory DOS less than the above (see Note 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. The member is in the ARC and will not complete, as of requested retirement date, the following ARC service commitments:</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>(1) ANG (in accordance with AFI 36-2110):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- In-resident Professional Military Education: Enlisted - one year and Officer - three years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Drill Status Guardsman to E-7 – one year; Stripes for Exceptional Performers I and AGR Promotion to E-7 – two years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Drill Status Guardsman and AGR Promotion to E-8/E-9 – two years; Stripes for Exceptional Performers II Promotion to E-8/E-9 – three years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Promotion to E-7 as traditional reservist (TR)/air reserve technician (ART) – one year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) AFR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- In-res Professional Military Education - three years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Promotion to E-7, E-8, E-9 – two years (see Note 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Is on an overseas tour and will not complete the ADSC/DEROS as of the requested retirement date (see</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Restriction</td>
<td>Component</td>
<td>Type of Retirement (applied and eligible)</td>
<td>Approval</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>If member</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>A</td>
<td>is in</td>
<td>is in</td>
<td>requests</td>
</tr>
<tr>
<td>RUL E</td>
<td>AC</td>
<td>ARC</td>
<td>AD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>retirement</td>
</tr>
</tbody>
</table>

**Note 1)**

9 Will not complete an ADSC event resulting from education or training, incentive pay or any other ADSC/reserve service commitment incurring event not specifically shown in other portions of this instruction as of requested retirement date (see Notes 4 and 5)

10 Is a Medical Corps or Dental Corps officer who will not complete ADSC for additional or incentive special pay (Medical Corps); continuation pay (Dental Corps); or sponsored training as of requested retirement date (see Note 5)

**Other Restrictions**

11 Is serving overseas or on a CONUS maximum stabilized tour and requests retirement date before or beyond DEROS or tour completion date (see Notes 16 and 17)

12 The member is in the AC and applies for retirement less than four months in advance of requested retirement date. No waiver is required when application submitted under assignment declination, 7DO/3DO, if officer is voluntarily applying to retire on MSD, or if enlisted member
### Table

<table>
<thead>
<tr>
<th>Restriction</th>
<th>Component</th>
<th>Type of Retirement (applied and eligible)</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>If member</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>RUL E</td>
<td>is subject to the following restriction</td>
<td>is in AC</td>
<td>requests AD retirement</td>
</tr>
<tr>
<td></td>
<td>is HYT restricted or ineligible to extend or reenlist (see <strong>Note 2</strong>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>The member is in the AFR and applies for retirement less than six months in advance of requested retirement date. No waiver is required if officer is voluntarily applying to retire on MSD, if enlisted member is HYT/ETS restricted, or if any member is applying for reserve retired pay (see <strong>Note 2</strong>)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>14</td>
<td>Is serving under a suspended court-martial sentence other than the sentences described in <strong>Table 3.2</strong>, Rule 5, and the convening authority recommends retirement (See also the prohibition at <strong>Table 3.1</strong>, Rule 1.d.)</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Notes:

1. A member who cannot serve as specified by reason of a mandatory DOS must request a retirement date effective the first day of DOS month, or if the mandatory DOS is the last day of the month, the member must request a retirement effective date the first day of the month following the mandatory DOS. **(T-1)**.

2. The RAA will not approve a retirement effective date extension to allow the member to take PTDY or terminal leave. **(T-1)**.

3. Officers in grades above major wishing to voluntarily retire in the officer’s grade must serve three years TIG or retire in the next lower grade as directed by 10 USC § 1370(a) for AD retirements and 10 USC § 1370(d) for reserve retirements. (The three year TIG requirement does not apply to involuntary release from AD of retirement-eligible reserve and temporary officers in accordance with 10 USC § 1370(a)(3). **(T-0)**. This provision is generally for involuntary release other than for cause. See **paragraph 8.2** and the statute for other possible exceptions). The AF rarely waives TIG. An officer who cannot justify waiver


<table>
<thead>
<tr>
<th>Restriction</th>
<th>Component</th>
<th>Type of Retirement (applied and eligible)</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>If member</td>
<td>A B C D E</td>
<td>then</td>
<td></td>
</tr>
<tr>
<td>R U L E</td>
<td>is subject to the following restriction is in AC</td>
<td>requests AD retirement</td>
<td>restriction is waivable</td>
</tr>
<tr>
<td></td>
<td>in ARC</td>
<td>requests transfer to retired reserve</td>
<td></td>
</tr>
</tbody>
</table>

of the TIG requirement, or whose waiver request the AF disapproves, may ask to retire in the next lower grade held satisfactorily for at least six months TIG. See Chapter 8 and Chapter 9.

4. An officer assigned to a Critical Acquisition Position requires a waiver for service obligation (10 USC § 1734, Career Development). Only the Assistant Secretary of the Air Force for Acquisition, Technology & Logistics (SAF/AQ) or the designated representative has approval authority to waive a Critical Acquisition Position ADSC. Critical Acquisition Position officers do not use Table 3.2. To request a waiver, the officer completes a DD Form 2905, Acquisition, Technology, and Logistics (AT&L) Workforce Position requirements or Tenure Waiver, obtains the supervisor’s or commander’s signature, then submits it to SAF/AQ or designated representative for processing. Once SAF/AQ or designated representative approves the officer’s waiver request, the officer may apply for retirement.

5. Waiver of an ADSC or reserve service commitment for advanced academic degree, aviation bonus, judge advocate continuation pay, critical skills retention bonus, other continuation pays or bonuses, tuition assistance or any other ADSC for which a member receives a special pay incentive does not waive recoupment for those pays, assistance or bonuses. Recoupment for any unearned educational assistance or similar benefit, including the amount of any transferred educational entitlement that is used by a dependent of the member as of the date of such a failure to meet the service agreement shall be treated as an overpayment of educational assistance and will be subject to collection by the Department of Veteran Affairs. Recoupment for certain pays, assistance, and bonuses, not including educational benefits using the Post-9/11 GI Bill, may be waived by SecAF under an existing force management program.

6. See the applicable AFI for allowable retirement date and specific processing procedures. In certain circumstances, members may make discretionary requests to retire in lieu of an adverse action. Such a request is treated as a request to waive the applicable restriction on retirement. With respect to demotion actions: members applying for retirement in lieu of demotion (AFI 36-2502 action) will either be approved for retirement in grade or disapproved for retirement in lieu of demotion (at which time, demotion action may take place). With respect to discharge actions, in some circumstances, AD and reserve officers and enlisted members are entitled to retirement or retired pay in spite of a discharge action. See 10 USC § 1186, Officer Considered for Removal: Voluntary Retirement or Discharge, (AD officer) and 10 USC § 14905, Officer Considered for Removal: Retirement or Discharge (reserve officer) and Chapter 8 provisions regarding former members entitled to reserve retired pay. See also
<table>
<thead>
<tr>
<th>Restriction</th>
<th>Component</th>
<th>Type of Retirement (applied and eligible)</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>If member is subject to the following restriction</td>
<td>in AC</td>
<td>requests AD retirement</td>
<td>then</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
</tbody>
</table>

Note 18 regarding separation and drop from the rolls actions based on civilian convictions.

7. An enlisted member pending discharge action who has at least 16 but less than 20 years TAFMS may request retention on AD to reach retirement eligibility. If approved, the SecAF or designated authority may defer discharge action to allow the enlisted member to retire on the first day of the month after the month in which the member completes 20 years TAFMS. The AF calls this procedure lengthy service probation. ANG: Sanctuary for ANG members is 18 but less than 20 years of service (either satisfactory service or TAFMS – depending on the member and type of retirement). See AFI 36-2131 for further guidance.

8. If a member has applied for retirement and a restriction applies at time of application, the member’s commander or local SJA officer immediately notifies the RAA to suspend retirement processing. (T-0). If a member has an approved retirement and, prior to the effective date of retirement, a restriction applies, the member's commander or local SJA immediately notifies the RAA to suspend the retirement and follows with a written request for an administrative hold under this instruction. (T-0). In these instances, the RAA will suspend the retirement. In either case, the instructions under the applicable rule in this table then apply.

9. In the absence of a waiver request, a restriction ends upon termination of administrative action not resulting in discharge.

10. At the time of application, members must be retirement-eligible, i.e., have completed at least 20 years TAFMS and, for officers, at least 10 years TAFCS. (T-1). Officers with 20 years TAFMS who have completed less than 10 years TAFCS may apply for separation for the purpose of enlisting and retiring in an enlisted grade. See paragraph 4.6.

11. The discharge board convening authority will review the request and may elect to suspend discharge processing to allow SecAF review. If the convening authority elects to complete the discharge board prior to SecAF review, the discharge will not be finalized until the SecAF makes a decision regarding the retirement request. (T-1). Note: The administrative discharge of any member who is otherwise eligible for retirement under any provision of law requires approval of SecAF or the SecAF’s designee.

12. Refer to the retirements page on myPers for specific processing instructions.

13. The General Court-Martial Convening Authority (GCMCA) will review the request for
14. Application may be submitted once the appellate review process is finalized and the decision is made to uphold the discharge or dismissal action.

15. Officers requesting retirement in lieu of adverse action are subject to an OGD. See paragraph 8.6 for more information on the OGD process.

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

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

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

19. When Rules 1.a. and 1.b. TIG waivers are employed by the Air Force as a force management tool, eligibility and processing criteria will be in accordance with the applicable force management guidance administered by AF/A1 or AF/RE, respectively. In the absence of force management guidance, Rules 1.a. and 1.b. TIG waivers shall be processed for SAFPC consideration, under a best interest of the Air Force standard.
Chapter 4

VOLUNTARY RETIREMENT IN OFFICER OR ENLISTED STATUS

4.1. Voluntary Authority. Table 4.1 shows the section of law, as well as the conditions of eligibility and approval, relating to application for voluntary active and ARC retirement. To meet these eligibility conditions for voluntary AC retirement, a member, active or ARC, must have completed at least 20 years of active military service as of the effective date of the request. (T-0). To retire in an officer grade, the AC member must serve at least 10 of the minimum 20 years of active service as active commissioned service. (T-1). When allowed by law, the SecAF may elect to waive TAFCS to eight years under an existing force management program. Unless a member receives a waiver or the RAA authorizes the member to retire in a higher grade (paragraph 8.2 and paragraph 8.3), the member must meet the applicable TIG requirements shown in Table 3.2 and Chapter 8. (T-1). To meet these eligibility conditions for voluntary ARC retirement, a member must have completed at least 20 years of creditable military service as of the effective date of the request. (T-0). ARC officers must also meet time in grade requirements or retire in the next highest grade held satisfactorily. (T-0).

4.1.1. Absent a special law or agreement, an officer has no legal right to retire whenever the officer wishes. Establishment of an ADSC does not create a right or entitlement to retire from the AF upon completion of the ADSC. RegAF officers usually serve on indefinite active-duty tours by appointment of the President. RegAF officers must request release from AD or discharge in order to separate. (T-1). Consideration of an officer’s request for retirement is based on the needs of the AF, which must require the officer’s continued service beyond the completion of an ADSC. (T-1).

4.1.2. For AC members, the requested DOS is established as detailed below.

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

4.1.2.2. If serving overseas and otherwise eligible, on completion of the latest ADSC date. If the ADSC ends within 12 months after the DEROS, the DOS falls no earlier than 12 months after DEROS.

4.1.2.3. If serving on CONUS maximum stabilized tour, on or before the last day of the tour completion month.

4.1.2.4. If selected for a contingency (Air and Space Expeditionary Force) deployment (Note: for 365-day extended deployments, see Table 3.1, rule 3, and AFI 36-2110).

4.1.2.4.1. If an officer is selected for contingency deployment and has a service commitment that expires at least 30 days after the deployment return date, the officer is required to complete the deployment; however, the officer may request retirement if a hardship condition exists (see paragraph 3.8). Although members may request a SecAF waiver, a retirement request for the sole purpose of avoiding deployment will not be considered. (T-1).
4.1.2.4.2. If an enlisted member is selected for contingency deployment and has an established DOS 30 or more days after the deployment return date, the enlisted member will be required to deploy. If an enlisted member has an unspecified DOS and has a service commitment that expires at least 30 days after the deployment return date, the enlisted member will be required to deploy. Although members may request a SecAF waiver, a retirement request for the sole purpose of avoiding deployment will not be considered. (T-1).

4.1.2.4.3. If an enlisted member is selected for contingency deployment but does not have the necessary retainability to complete the deployment, commanders will determine the individual’s intent to obtain service retainability for the contingency deployment. (T-2). For Airmen who do not have the retainability to deploy and do not want to obtain it, refer to AFI 36-2110 and AFI 36-2606. Decisions to not obtain retainability must be documented on AF Form 964, PCS, TDY, Deployment, or Training Declination Statement no later than three duty days after official deployment notification. Upon receiving required documentation, the Installation Personnel Readiness office will update assignment availability code 09 and reenlistment eligibility code 3D into the Military Personnel Data System and forward the AF Form 964 to AFPC for filing in the members master personnel record.

4.2. AC General Procedures. Subject to prohibitions in Table 3.1 and restrictions in Table 3.2, eligible AC members may apply for an AD retirement no earlier than one year and no later than four months before the desired retirement date. Procedures are outlined in myPers. Exception: When the member submits the application under the assignment declination or 7DO/3DO program, see AFI 36-2110. Enlisted members must ask for a retirement date that falls within the member’s current enlistment or extension of enlistment. (T-1).

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

4.2.2. 5 USC § 8301, Uniform Retirement Date, sets the effective date of all non-disability service retirements as the first day of the month after the month in which retirement otherwise would be effective.

4.2.3. Commander or designated representative must make a recommendation on the member’s application and identify any prohibitions or restrictions outlined in Table 3.1 or Table 3.2 (T-0).

4.2.3.1. Commander or designated representative must determine if a grade determination is required for officer applicants (see paragraph 8.6). (T-0).

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

4.3.1. AC GOs apply for retirement by sending a personal, handwritten letter to the AF Chief of Staff (CSAF) at least four months before the desired effective date. For ARC applications, see paragraph 4.3.4.

4.3.2. Approval authority for retirement is as follows:

4.3.2.1. In the case of voluntary retirements for brigadier and major generals involving no adverse action or time-in-grade waivers, the SecAF has approval authority for AC officers and the ARC chiefs approve ARC officers. (T-1).

4.3.2.2. In the case of voluntary retirements for lieutenant generals or generals involving no adverse action or time-in-grade waivers, the Under Secretary of Defense for Personnel and Readiness, USD(P&R), has approval authority. (T-1).

4.3.2.3. In the case of voluntary retirements for brigadier and major generals involving time-in-grade waivers with or without adverse action, the USD(P&R) has approval authority. (T-1).

4.3.2.4. In the case of voluntary retirements for lieutenant generals or generals involving adverse action or time-in-grade waivers, the SecDef has approval authority. (T-1).

4.3.2.5. The SecDef grants the approval authority to the USD(P&R) and the SecAF. They may not further delegate this authority. (T-1).

4.3.3. Unless granted a waiver under some provision of law, GOs must serve on AD or in an active status (AFR officers) in the grade from which the GO will retire for not less than three years. (T-0).

4.3.3.1. In the case of voluntary retirements for brigadier and major generals, the USD(P&R) has the authority to approve time-in-grade waivers. The SecDef grants the authority to the USD(P&R) and the Principal Deputy (PDUSD(P&R)).

4.3.3.2. In the case of voluntary retirements for lieutenant generals or generals, the SecDef approves time-in-grade waivers.

4.3.3.3. Officers who do not meet TIG requirements retire in the next lower grade in which the officer served on active status satisfactorily, as determined by the SecDef, or for at least six months of creditable service TIG for ARC members.

4.3.4. Reserve and ANG, GOs must use the AF Form 131, Application for Transfer to the Retired Reserve, if applying for transfer to the retired reserve for reserve retired pay and AF Form 1160, Military Retirements Actions, to apply for AD retirement. Reserve GOs submit the GO’s applications to AF/REG and ANG GOs submit applications to NGB-SL (see Table 9.4). (T-1).
4.4. Application by Members of Reserve Components Not on Extended Active Duty (EAD). Eligible Reserve and ANG members may apply for a reserve retirement no earlier than one year and no later than 180 days before the desired retirement date. Most Reserve and ANG members utilize the Virtual Retirement Application found on the Virtual Personnel Center website (vPC). Online instructions covering application procedures and routing are provided when applying.

4.4.1. This online retirement application will apply to AFR members who meet retirement eligibility requirements of 10 USC § 12731, except for attainment of age 60. For age 60 members, see paragraph 4.4.2.4

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

4.4.2.1. AFR members whose selective early removal from the reserve active status list (RASL) has been directed by SecAF (see paragraph 3.7 on General Information on Retirement Prohibitions and Restrictions).

4.4.2.2. Retirement in Lieu of Administrative Discharge Action. Members who are requesting retirement in lieu of administrative discharge and applying for transfer to the retired reserve while under a prohibition or restriction on retirement identified in Table 3.1 and Table 3.2, use AF Form 131 hard copy forms as part of the administrative package.

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

4.4.2.4. Officers separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC Chapter 1223 or who must be separated for MSD, will be automatically transferred to the retired reserve, if qualified, unless the member applies to be discharged. All enlisted members who must be separated due to maximum age or service based on HYT will also be automatically transferred to the retired reserve, if qualified, or discharged. (T-1).

4.4.2.5. Officers who are removed from active status under 10 USC § 14903 and are eligible for transfer to the retired reserve and have completed the years of service required for retired pay under 10 USC Chapter 1223 (Per 10 USC § 14905). ANG officers whose separation provisions apply in accordance with 32 USC § 323(b), Withdrawal of Federal Recognition, and 10 USC § 14907(b), Army National Guard of the United States and Air National Guard of the United States: discharge and withdrawal of Federal recognition of officers absent without leave; Discharge From Reserve Appointment. Note: These cases are processed for SecAF action in accordance with Table 3.2, Rule 3; see Note 6. OGDs are required in accordance with Chapter 8 and Chapter 9.

4.4.2.6. Former members who elected not to transfer to the retired reserve and were discharged for physical disqualification, misconduct, upon expiration of the member’s contract, or who resigned the member’s commission.
4.4.3. Reserve Age and Service Requirements (10 USC § 12731). This section pertains to members who attain eligibility for reserve retired pay.

4.4.3.1. Upon verification of retirement eligibility, ARPC Retirements sends a notification of eligibility for retired pay letter to each member within one year after the member becomes eligible (10 USC § 12731). This notification is commonly known as the 20-year letter. Additionally, the 20-year letter is available by self-service at the vPC–ANG/AFR dashboard. Once the member receives the notification of eligibility letter, this eligibility may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of service performed, unless it resulted directly from the fraud or misrepresentation by the member concerned (10 USC § 12738). Members serving on AD who accrue 20 creditable years of service also qualify for a reserve retirement and therefore also receive a 20-year letter from ARPC Retirements.

4.4.3.2. AFPC updates the mandatory DOS in the Military Personnel Data System for AFR personnel on EAD who will reach the maximum age of 60 (ANG statutory tour members will be updated by NGB/HR). When the member reaches age 60, the member will separate from EAD to the AFR then ARPC will retire the member from the AFR. The member’s final travel and movement of household goods will be shown on the separation order. (T-1).

4.5. Retired Recall, Release from AD to Revert to Retired List. When the AF recalls a member back to AD from retired status for a specific period, the RAA releases the member on the last day of that AD period and reverts the member’s record back to retired status on the next day. The member’s original retirement date does not change; rather, the member now has a “revert-to-retired” status effective date.

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

4.5.2. Voluntary Assignment of Members from the Retired Reserve. Refer to paragraph 9.11.2.1 for assigning member on the AFR Retired List (Awaiting Pay) at age 60 (Personnel Accounting Symbol Code ZA). Reassignments for officers require approval from SecAF, based on member’s indispensability. (T-1).
4.6. Officers Desiring AD Retirement in Enlisted Status. Only when documented hardship situations exist, when the SecAF or designee establishes a mandatory DOS, or when the SecAF or designee approves retirement or transfer to the retired reserve in lieu of involuntary separation, court-martial, or a court-martial sentence (See Table 3.2), can officers with 20 years TAFMS request to retire before completing 10 years of TAFCS. (Note: See note following Table 4.1) The officer must first request the delegated authority’s approval of resignation or release from AD in accordance with AFI 36-3206. The appropriate authority must authorize enlistment in the AC for the purpose of retirement. (T-1).

4.6.1. For commissioned officers to be eligible for retirement under 10 USC §9311, the officer must have 20 years of active service and a minimum of 10 years of active commissioned service to retire as an officer (10 years commissioned service is not a requirement for officers retiring under 10 USC §12731). Without meeting both of these requirements, the officer is ineligible for retirement as an officer regardless of TAFMS. (See note following Table 4.1) 10 USC § 9314, allows for enlisted members to retire, but specifically requires an eligible member to be an enlisted member. Because there are no actual provisions of law that would allow an officer to retire as an enlisted member, the following procedure has been developed. This strict procedure involves a number of AFPC/ARPC offices to process a retirement of an officer in enlisted status. To retire as an enlisted member, the officer must first apply for separation. (T-1). After applying for separation, the officer must then apply to be enlisted and accessed back as an enlisted member. (T-1).

4.6.1.1. If the member is allowed to enlist, the member must then apply for retirement in that enlisted status. (T-1). To effect an enlisted retirement, officers will not fill enlisted accession billets; rather, the member will only hold the member’s enlisted status for one day and then retire the next. (T-1). Officers desiring to retire as enlisted members are required to be in enlisted status upon retirement to meet the requirements of 10 USC § 9314, as stated above, but the member may not fill a slot or remain on AD in this status for any longer than required. (T-0). A regular officer may not apply for retirement in enlisted status until the officer first attains enlisted status on AD prior to completing and submitting a retirement application in the member’s new enlisted grade. (T-1). To accomplish this type of retirement, the officer will not be able to take PTDY or terminal leave in enlisted status in conjunction with retirement. (T-1). Approval of the retirement request and inability to use either PTDY or terminal leave may not be construed as a denial of entitlement(s).

4.6.1.2. Refer to the Retirements page on myPers on retirement processing procedures.

4.6.2. Accrued Leave: If an officer separated for the purpose of reentering AD in enlisted status, then 37 USC § 501, Payments for Unused Accrued Leave, and DoD FMR 7000.14-R, Volume 7A, Military Pay Policy – Active Duty and Reserve Pay, Chapter 35, Table 35-2, Rule 2, prohibits payment of accrued leave. If the AF separates an officer for failure of selection to a higher grade and the officer immediately reenters the AC in an enlisted status, then finance regulations allow payment of accrued leave. Officers who, after notification of an impending discharge, resign for the purpose of continuing a military career cannot receive payment for accrued leave (37 USC § 501 and DoD FMR 7000.14-R, Volume 7A, Chapter 35, Table 35-2, Rule 4 and Note 1). (T-1).
4.6.2.1. The officer is not able to take terminal leave, but may, as an exception to policy, request PTDY and ordinary leave in officer status. If approved, the officer may take the PTDY and ordinary leave prior to the officer’s separation as an officer.

4.6.2.2. Members must have retirement orders in hand before the member can out-process and retire. Because orders under paragraph 4.6 are not published before the date of enlistment, it is imperative that officers return to the officer’s unit following PTDY and ordinary leave for final out-processing. (T-1).

4.6.3. When the member in paragraph 4.6.2.1 accumulates 30 years of AD plus service on the retired list, the member will be advanced to the highest grade held satisfactorily on AD as determined by the SecAF, see paragraph 8.5. If there is doubt the officer serves satisfactorily in the officer grade, the RAA must initiate an OGD for the SecAF to consider when deciding whether or not to advance the member at 30 years see paragraph 8.6 (T-1).

4.6.4. In rare cases, the officer’s advanced grade may equate to a lower rate of retired pay than the enlisted retired pay. 10 USC §9345 allows the member three months to turn down the advancement. Example: A Master Sergeant advanced to 2d Lt may receive lower retired pay when advanced to 2d Lt. To turn down the advancement, the member should contact the RAA for instructions.

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

4.7. Immediate Retirement of Members Removed From the Temporary Disability Retired List (TDRL). If the United States Air Force (USAF) PEB finds a member fit for duty and removes the member’s name from the TDRL, and the action renders the member eligible to retire for years of service or age, the member may ask to be retired upon removal from the TDRL (See AFI 36-3212).

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

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

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

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

4.8.1. When notified by the Officer or Enlisted Policy Division (AF/A1P) to suspend AC losses, AFPC announces suspension of retirements.

4.8.2. The RegAF, Reserve, and ANG components determine to what extent the AF will suspend active, reserve, and guard losses.
Table 4.1. Voluntary Retirement.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>RULE</td>
<td>If member is an Active or ARC officer who has at least 20 years active service, including 10 years active commissioned service, and meets the time in grade requirements shown in Table 3.2 and Chapter 8</td>
<td>then authority for retirement is 10 USC § 12731</td>
<td>and approval is at Discretion of the SecAF or designee.</td>
</tr>
<tr>
<td>1</td>
<td>AC officer who has at least 30 years active service as of retirement date</td>
<td>9318, Thirty Years or More: Regular Commissioned Officers</td>
<td>Member’s request.</td>
</tr>
<tr>
<td>2</td>
<td>Active or ARC officer who has at least 40 years active service as of the retirement date</td>
<td>9324, Forty Years or More: Air Force officers</td>
<td>9314</td>
</tr>
<tr>
<td>3</td>
<td>Active or ARC enlisted member who has at least 20 years but less than 30 years active service as of retirement date</td>
<td>9317</td>
<td>Member’s request.</td>
</tr>
<tr>
<td>4</td>
<td>AC enlisted member who has at least 30 years active service as of retirement date</td>
<td>9317</td>
<td>Member’s request.</td>
</tr>
<tr>
<td>5</td>
<td>AFR officer with at least 20 creditable years of qualifying service and meets the time in grade requirement for a Reserve retirement</td>
<td>12731</td>
<td>Discretion of the SecAF or designee.</td>
</tr>
<tr>
<td>6</td>
<td>AFR enlisted member with at least 20 creditable years to qualify for a Reserve retirement</td>
<td>12731</td>
<td>Member’s request</td>
</tr>
<tr>
<td>7</td>
<td>AFR enlisted member who reaches HYT date at age 60 and does not apply for reserve retired pay, he/she will automatically be placed in the retired reserve</td>
<td>12108</td>
<td>Member’s request</td>
</tr>
</tbody>
</table>

Note: Officers with 20 years of active service who request retirement before completing required years of active commissioned service may request retirement in enlisted status. When allowed by law, the SecAF may elect to waive TAFCS to eight years under an existing force management program. See AFI 36-3206, and AFMAN 36-2032, Military Recruiting and Accessions for requesting separation in order to enlist in the RegAF/AFR for the purpose of retirement.
Chapter 5

MANDATORY RETIREMENT

5.1. Applicability. This section outlines mandatory retirement policies for the active and ARCs.

5.2. Mandatory Separation Date (MSD) for Retirement.

5.2.1. Active Component (AC).

5.2.1.1. For AC Officers, Table 5.1 lists the dates set by law and the conditions for approving regular officer retirement requests based on MSD, years of service, age, promotion deferral, board, or other actions approved by the SecAF.

5.2.1.2. AC enlisted members must voluntarily request retirement (10 USC §9314 and § 9317). (T-0). If an enlisted member does not submit a retirement application before the member’s DOS, that member will be separated. (T-1). An ADSC expiring after an enlisted member’s established HYT month will be automatically waived when the member requests to retire the month following HYT. (T-1).

5.2.2. Air Reserve Component (ARC).

5.2.2.1. Effective 1 July 2002, all AFR officers who are separated for MSD or twice deferred for promotion are transferred to the retired reserve, if qualified, unless the member applies to be discharged. Table 5.2 lists the dates set by law and the conditions for approving reserve officer retirement requests based on MSD, years of service, age, promotion deferral, board, or other actions approved by the SecAF.

5.2.2.2. All AFR enlisted members who are separated due to maximum age or service due to HYT are also transferred to the retired reserve, if qualified, or discharged.

5.2.3. SecAF Authority to Delay Retirement.

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

5.2.3.2. To delay a MSD for continuation on AD to complete court-martial action (10 USC § 639), the commander or servicing legal office will notify the appropriate RAA of the circumstances. (T-0). The RAA forwards the request to the SecAF or designee for determination.

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

5.2.3.4. When the court-martial convening authority notifies the officer that the convening authority has initiated court-martial charges and provides the notice within 60 days of the MSD, the commander or servicing legal office requests in writing that the RAA delay the retirement to allow the court-martial convening authority to consider and complete disciplinary action. (T-0). If the court-martial convening authority subsequently decides not to pursue court-martial charges and permits the member to retire, but the original retirement date has passed, the member must retire on the first day
of the month following the month the court-martial convening authority made the decision not to pursue court-martial charges.

5.2.4. If the AF cannot complete a medical evaluation, observation, or treatment to determine entitlement to disability retirement on or before the MSD, the Military Treatment Facility (MTF) sends a request for medical hold to the AFPC Medical Standards Branch. If the officer is released from medical hold, the officer’s original MSD has passed, and the officer is retirement-eligible, the RAA projects the officer to retire the first day of the second month following release from medical hold.

5.2.5. Pursuant to 10 USC § 12308, ARC Airmen who have qualified for non-regular retired pay may, with the Airmen’s consent and by order of the Secretary concerned, be retained on AD, or in service in an ARC and be credited with that service for all purposes (to include points). (T-0).

5.2.5.1. Consent: The member’s consent may be demonstrated by the member’s continued voluntary participation in the ANG and AFR subsequent to qualification for non-regular retirement pay.

5.2.5.2. Secretarial Order: This paragraph is a general directive, which constitutes the Secretarial order required by 10 USC § 12308. ARC members who consent to retention after qualifying for non-regular retirement pay will be retained until removal, separation or retirement pursuant to other authority in policy or statute. (T-1).

5.3. Service for Mandatory Retirement. Law establishes MSDs for regular officers (Table 5.1).

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

5.5. Notification of Mandatory Retirement.

5.5.1. Approximately 12 months before the AC officer’s MSD, the RAA notifies the member to begin retirement processing. In cases where 12 months advance notice is not feasible, the RAA will notify the officer as quickly as possible; however, lack of advance notification will not impact the mandatory separation established by law.

5.5.2. AC enlisted members may reenlist or extend to serve to HYT as outlined in AFI 36-2606, and any ADSC expiring after an enlisted member’s established HYT month will be automatically waived. (T-1). As mentioned in paragraph 5.2.1.2, enlisted members are required to apply for retirement (10 USC § 9314 and § 9317) or will be separated on the member’s DOS. (T-1).

5.5.3. For AFR officers only, ARPC Separations Branch will send a written notification to all AFR officers who are approaching the officer’s MSD or have been twice deferred for promotion. The notification will inform the member that the member will be transferred to the retired reserve if eligible. Those members who do not wish to retire must submit a written tender of resignation or request for discharge. (T-1). Notification will be forwarded to the member’s servicing force support unit. The MSD or twice-deferred notification will be used to transfer the member to the retired reserve. (T-1). For AFRC Unit Program
enlisted members, the servicing force support unit will notify members 14 months before the member’s HYT that the member will be automatically transferred to the retired reserve, if qualified, unless the members apply for separation or are approved for extension of HYT. (T-1).

5.6. Actions Following Notification of Non-Selection for Promotion. Officers notified of non-selection for promotion and an established MSD must indicate whether the officer plans to retire on the MSD or voluntarily retire on an earlier date, if eligible. (T-1).

5.7. Voluntary Retirement on the Mandatory Retirement Date. Officers may request voluntary retirement dates to coincide with the officers’ MSDs, if the officers meet voluntary eligibility under any other provision of law.

5.8. Tenure and Retirement of Permanent US Air Force Academy (USAFA) Professors. The SecAF or designee may retire a permanent professor with more than 30 years of service as a commissioned officer with satisfactory performance or keep the individual as a permanent professor to age 64 (10 USC § 9320). Satisfactory performance as a permanent professor, in most cases, justifies retention to age 64.

5.8.1. The Secretary may make exceptions to this policy.

5.8.2. The Superintendent of the USAFA may recommend that the President retire a permanent professor who has long and distinguished service as a permanent professor and holds a grade below brigadier general at retirement, in the grade of brigadier general (see paragraph 8.4).

5.9. Recall or Retention of AD and Reserve Officers Beyond Mandatory Retirement Date.

5.9.1. The AF may order any retired officer of the RegAF or AFR to AD after mandatory retirement by recall under 10 USC § 688, § 12301(b) or § 12307. However, the AF cannot recall officers retired by selective early retirement board or enhanced selective early retirement board action except during a time of war or national emergency declared by Congress or the President. Similarly, the AF cannot, except during a time of war or national emergency declared by Congress or the President, recall to AD retired officers who, after receiving notification that the AF would consider them for early retirement under 10 USC §638 or 638a, requested retirement before consideration by that board.

5.9.2. A selection board acting under 10 USC §637 may defer only the MSD of regular officers who are serving in or selected for promotion to the Regular grades shown in Table 5.1 See AFI 36-2501, Officer Promotions and Selective Continuation for instructions on the AF’s continuation process.

5.10. Selective Early Retirement. Under the provisions of 10 USC § 638, § 638a, and § 14704 an AF selection board may consider officers for involuntary retirement earlier than the officers’ MSDs (as shown in Table 5.1, Rules 5 through 24). The SecAF uses this authority to select officers for early retirement sparingly in order to manage an officer grade imbalance or strength overage within a competitive category in accordance with DoDI 1332.32, Selective Early Retirement Or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, Or the Reserve Active Status List. The AF does not use this authority for the sole purpose of enhancing promotion opportunity, nor substitute it for disposition of officers the AF should separate for cause. Officers selected for early retirement may be retained on AD beyond the
statutorily-prescribed time limit in 10 USC § 638 and § 638a for no more than 90 days if approved by SecAF. Procedures are outlined in myPers on the AFPC website.

5.11. Retirement for Age. Officers who reach the mandatory age requirement outlined in Table 5.1 are retired due to age rather than length of service, under 10 USC § 1251.

5.12. Suspension of Mandatory Retirement of Regular and Reserve Officers Due to War or National Emergency (Stop Loss). In times of war or national emergency declared by Congress or the President, the President may suspend the operation of laws relating to mandatory retirement of Regular and Reserve officers (10 USC § 123 and § 12305).

5.12.1. The SecAF or the SecAF designated representative exercises this authority sparingly, depending on AF needs and the nature of the emergency, and considers each case on its own merits. Officers retained beyond the officer’s MSD will stay on AD until the SecAF determines the AF no longer needs the officer’s services to support the present emergency. After the AF terminates Stop Loss, officers serving after the officers’ MSDs will have up to 90 days before the officers must retire. (T-1).

5.12.2. AF/A1 provides instructions and notifies AFPC to announce the suspension of mandatory retirements.

Table 5.1. Mandatory Retirement for All Regular Officers.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>R U</td>
<td>L E</td>
<td>If the officer is a</td>
</tr>
<tr>
<td>1</td>
<td>AC General</td>
<td>the first day of the month after the month in which the officer completes 40 years of active commissioned service; unless the President, acting under 10 USC § 637, re-establishes the MSD to allow continuation of AC service</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>the first day of the month after the month in which the officer reaches age 64; unless the President, acting under 10 USC § 637, re-establishes the MSD to allow continuation of AC service</td>
</tr>
</tbody>
</table>

636, Retirement for Years of Service: Regular Officers in Grades Above Brigadier General and Rear Admiral (Lower Half).

1253(b), Age 64: Regular Commissioned Officers in General and Flag Officer Grades; Exception for Officers Serving in O–9 and O–10 Positions (see Note 1).
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RULE</strong></td>
<td>If the officer is a AC Lieutenant General, then the AF sets the MSD (see <strong>paragraph 5.4</strong> for effective retirement date) as using 10 USC authority, §636.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>the first day of the month after the month in which the officer completes 38 years of active service; unless the President, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service</td>
<td>636.</td>
</tr>
<tr>
<td>4</td>
<td>the first day of the month after the month in which the officer reaches age 64; unless the President, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service</td>
<td>1253(b) (see Note 1).</td>
</tr>
<tr>
<td>5</td>
<td>the first day of the first month after the 5th anniversary of the officer’s appointment to the grade, or on the first day of the month after the month in which the officer completes 35 years of active commissioned service, whichever occurs later; unless the SecAF, acting under 10 USC §637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service</td>
<td>636.</td>
</tr>
<tr>
<td>6</td>
<td>the first day of the month after the month in which the officer reaches age 64 (when the officer has not reached the 5th anniversary of appointment or 35 years of service)</td>
<td>1253(a).</td>
</tr>
<tr>
<td>7</td>
<td>the first day of the first month after the 5th anniversary of the officer’s appointment to the grade, or on the first day of the month after the month in which the officer completes 30 years of active commissioned service, whichever occurs later; unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service</td>
<td>635, Retirement for Years of Service: Regular Brigadier Generals and Rear Admirals (Lower Half).</td>
</tr>
<tr>
<td>8</td>
<td>the first day of the month after the month in which the officer reaches age 64 (when the officer has not reached the 5th anniversary of appointment or 30 years of service)</td>
<td>1253(a).</td>
</tr>
<tr>
<td>9</td>
<td>the first day of the month after the month in which the officer completes 30 years of active commissioned service; unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow</td>
<td>634, Retirement for Years of Service: Regular Colonels and Navy Captains.</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>RULE</td>
<td>If the officer is a then the AF sets the MSD (see <strong>paragraph 5.4</strong> for effective retirement date) as using 10 USC authority, §</td>
<td>continuation of AC service</td>
</tr>
<tr>
<td>10</td>
<td>the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached 30 years active commissioned service)</td>
<td>1251 (see Note 2).</td>
</tr>
<tr>
<td>11</td>
<td>no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF selects the officer for early retirement</td>
<td>638 or 638(a).</td>
</tr>
<tr>
<td>12</td>
<td>AC Lieutenant Colonel the first day of the month after the month in which the officer completes 28 years of active commissioned service; unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service</td>
<td>633, <em>Retirement for Years of Service: Regular Lieutenant Colonels and Commanders.</em></td>
</tr>
<tr>
<td>13</td>
<td>the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached 28 years of active commissioned service)</td>
<td>1251 (see Note 2).</td>
</tr>
<tr>
<td>14</td>
<td>no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the officer has been selected for early retirement</td>
<td>638 or 638(a).</td>
</tr>
<tr>
<td>15</td>
<td>AC Major no later than the first day of the 7th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC § 632(a)(3) for retention to complete 20 years TAFMS, and 10 USC § 637(a) for further retention by selection board action to complete no more than 24 years active commissioned service</td>
<td>632, *Effect of Failure of Selection for Promotion: Captains and Majors of the Army, Air Force, and Marine Corps and Lieutenants and Lieutenant Commanders of the Navy, and 9311, Twenty years or more: regular or</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>RULE</td>
<td>If the officer is a reserve commissioned officer, then the AF sets the MSD (see paragraph 5.4 for effective retirement date) as using 10 USC authority, § reserve commissioned officers.</td>
<td>1251 (see Note 2).</td>
</tr>
<tr>
<td>16</td>
<td>the first day of the month after the month in which the officer reaches age 62</td>
<td>1251 (see Note 2).</td>
<td>1251 (see Note 2).</td>
</tr>
<tr>
<td>17</td>
<td>no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF selected the officer for early retirement</td>
<td>638(a).</td>
<td>638(a).</td>
</tr>
<tr>
<td>18</td>
<td>AC Captain</td>
<td>no later than the first day of the 7th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC § 632(a)(3) for retention to complete 20 years TAFMS, and 10 USC § 637(a) for further retention by selection board action to complete no more than 20 years active commissioned service</td>
<td>632 and 9311.</td>
</tr>
<tr>
<td>19</td>
<td>the first day of the month after the month in which the officer reaches age 62</td>
<td>1251 (see Note 2).</td>
<td>1251 (see Note 2).</td>
</tr>
<tr>
<td>20</td>
<td>no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF selects the officer for early retirement</td>
<td>638(a).</td>
<td>638(a).</td>
</tr>
<tr>
<td>21</td>
<td>AC First Lieutenant</td>
<td>no later than the first day of the 7th calendar month after the President or designee approves the board report when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC § 631(a)(3) for retention to complete 20 years of TAFMS</td>
<td>631, Effect of Failure of Selection for Promotion: First Lieutenants and Lieutenants (Junior Grade) and 9311.</td>
</tr>
<tr>
<td>22</td>
<td>the first day of the month after the month in which the officer reaches age 62</td>
<td>1251 (see Note 2).</td>
<td>1251 (see Note 2).</td>
</tr>
<tr>
<td>23</td>
<td>Permanent Professor or Registrar of the USAFA (AC Officer)</td>
<td>the first day of the month after the month in which the officer reaches age 64</td>
<td>1251.</td>
</tr>
<tr>
<td>24</td>
<td>Superintendent of</td>
<td>upon termination of the detail of an officer to 9321, Mandatory</td>
<td>9321, Mandatory</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>RULE</strong></td>
<td>If the officer is a the USAFA (see Note 3)</td>
<td>then the AF sets the MSD (see paragraph 5.4 for effective retirement date) as using 10 USC authority, §</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent Professor or Registrar of the USAF Academy (AC Officer)</td>
<td>the position of Superintendent of the USAFA unless waived by the SecDef <strong>Retirement:</strong> Superintendent of the United States Air Force Academy; Waiver Authority.</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>the first day of the month after the month in which the officer reaches age 64</td>
<td>1251.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. Under 10 USC §1253(b), the President may defer the retirement age to a date not beyond the first day of the month following the month in which the officer becomes 68 years of age; or the SecDef may defer the retirement age to a date not beyond the first day of the month following the month in which the officer becomes 66 years of age. This note only applies to those officers in the rank of Lieutenant General (O-9) and General (O-10).
2. Under 10 USC § 1251, SecAF may defer Regular medical officers, dental officers, and nurses from retirement until age 68 if, during the period of deferment, the officers perform duties consisting primarily of providing patient care or performing other clinical duties, or duties necessary to meet the needs of the AF. The SecAF may also defer the retirement of an officer, who the AF appointed or designated as a chaplain, until age 68 if it is determined that such a deferral serves the best interest of the AF.
3. Before SecAF can consider an officer for the position of Superintendent of USAFA, the officer will enter into an agreement with the SecAF to signify that the officer will accept retirement upon termination of the detail unless SecAF waives such retirement under 10 USC § 9321(b). (T-0).
Table 5.2. Mandatory Retirement for All Reserve Officers.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Condition</th>
<th>Approval Required</th>
<th>Authority/Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reserve officer serving as the Chief of the ANG or as an Adjutant General</td>
<td>And</td>
<td>10 USC § 14512 (see Notes 1 and 3)</td>
</tr>
<tr>
<td></td>
<td>Attains 66 years of age</td>
<td>last day of the month in which the officer reaches 66 years of age</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Reserve officer in grade of Major General (or above)</td>
<td>Not recommended for promotion to major general</td>
<td>10 USC § 14510 (see Notes 1 and 3)</td>
</tr>
<tr>
<td></td>
<td>Attains 64 years of age</td>
<td>unless transferred to the retired reserve, or discharged at an earlier date, is required to be separated on the last day of the month in which the officer reaches 64</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Reserve officer in grade of Brigadier General</td>
<td>Not recommended for promotion to major general</td>
<td>10 USC § 14509 (see Notes 1 and 3)</td>
</tr>
<tr>
<td></td>
<td>last day of the month in which the officer reaches 62 years of age</td>
<td>10 USC § 14509 (see Notes 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Reserve officer in grades below Brigadier General</td>
<td>Not recommended for promotion to brigadier general</td>
<td>10 USC § 14509 (see Notes 1 and 3)</td>
</tr>
<tr>
<td></td>
<td>last day of the month in which that officer reaches 62 years of age</td>
<td>10 USC § 14509 (see Notes 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Colonel</td>
<td>Completes 30 years of commissioned service</td>
<td>10 USC § 14507(b) (see Notes 1 and 6)</td>
</tr>
<tr>
<td></td>
<td>first day of the month after the month in which the officer completes 30 years of commissioned service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Lieutenant Colonel</td>
<td>Completes 28 years of commissioned service</td>
<td>10 USC § 14507(a) (see Notes 1 and 6)</td>
</tr>
<tr>
<td></td>
<td>first day of the month after the month in which the officer completes 28 years of commissioned service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Major</td>
<td>Is twice deferred</td>
<td>10 USC § 14506 (see Notes 1 and 6)</td>
</tr>
<tr>
<td></td>
<td>the later of (1) the first day of the month after the month in which the officer was commissioned 28 years ago</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the month in which the officer completes 20 years of commissioned service; or (2) the first day of the 7th calendar month after the month in which the President approves the report of the board which considered the officer for the second time</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Captain</td>
<td>Is twice deferred</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>First Lieutenant</td>
<td>Is twice deferred</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Military Technicians (Civil Service Retirement System and Federal Employees Retirement System)</td>
<td>Would otherwise be penalized under a Federal Civil Service retirement program because of an involuntary loss of military affiliation</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Health Professionals / Chaplains</td>
<td>Is a Medical Officer, Dental Officer, Nurse,</td>
<td></td>
</tr>
</tbody>
</table>

- **10 USC § 14505**, (see Note 1)
- **10 USC § 14504** (see Note 1)
- **10 USC §** 14702(a)(2)(b) (see Notes 1 and 4)
- **10 USC § 14703**, (see Notes 1 and 5)
Medical Service Corps Officer, Biomedical Sciences Officer, or Chaplain | a case-by-case basis if SecAF approves. Members who require retainability to meet an O-6 board may submit additional retention requests provided the members remain within limitations of the maximum age provision

**Note:**

1. Service credit: Any person who has qualified for retired pay under 10 USC, Chapter 1223 may be retained in service in the ARC by order of the Secretary concerned, be retained on AD, or in service in the ARC other than service listed in 10 USC § 12732(b). A member so retained shall be automatically credited with that service for all purposes (to include points) in accordance with 10 USC § 12308. (T-0).

2. The retirement of a Reserve officer of the AF in the grade of lieutenant general or general may be deferred (1) by the President, but such a deferment may not extend beyond the first day of the month following the month in which the officer becomes 68 years of age; or (2) by the SecDef, but such a deferment may not extend beyond the first day of the month following the month in which the officer reaches 66 years of age.

3. Retention beyond qualification for retired pay requires consent of the individual and approval by the SecAF. Refer to paragraph 5.2.5 for SecAF approval procedures.

4. The Adjutant General (TAG) or Commanding General (this may be delegated down no further than Assistant Adjutant General) may approve such retention to retain beyond the MSD until the officer qualifies for an immediate, unreduced Civil Service Retirement System annuity, or age 55, whichever is earlier, and for a Federal Employees Retirement System officer who qualifies for an immediate, full (base and supplement) annuity, or age 57, whichever is earlier. A copy of the written approval signed by TAG or Commanding General (this may be delegated down no further than Assistant Adjutant General) will be sent to the National Guard Bureau, Personnel Management Programs (NGB/A1PP) for colonels and below and NGB-SL for GOs. Requests for retention beyond the limits delegated to TAG for colonels and below must be forwarded through NGB/A1PP for NGB/CF approval; requests for retention of GOs beyond the limits delegated to TAG must be forwarded through NGB-SL to the Chief, NGB for approval.

5. Retention of Health Professionals and Chaplains under 10 USC §14703. SecAF may, with the officer’s consent, retain in active status medical and dental officers, AF nurses, chaplains, or individuals designated as biomedical sciences officers or medical service corps officers until age 68. Medical officers, on a case-by-case basis, may serve beyond the age of 68 if SecAF approves. The officer must initiate the request for retention and forward it through command channels to NGB/A1PP (for ANG officers) or Air Force Reserve Commander, Director of
Manpower, Personnel and Services (AFRC/A1) (for AFR Officers). The request must be submitted at least six months prior to the officer becoming eligible for retirement. Refer to paragraph 5.2.5 for submission requirements.

6. 10 USC § 14701(a) allows for reserve officers of the Air Force to be considered for continuation on the reserve active-status list under regulations prescribed by the SecDef. A reserve officer in the grade of major may not be continued for a period which extends beyond the last day of the month in which the officer completes 24 years of commissioned service; a reserve officer in the grade of lieutenant colonel may not be continued for a period which extends beyond the last day of the month in which the officer completes 33 years of commissioned service; a reserve officer in the grade of colonel may not be continued for a period which extends beyond the last day of the month in which the officer completes 35 years of commissioned service. For ANG officers, requests for retention must be forwarded to NGB/A1PP for either Air National Guard Readiness Center Commander (ANGRC/CC) or SAF/MR consideration.
Chapter 6

RETIREMENT MEDICAL EXAMINATION

6.1. Standard Medical Examination for RegAF, AFR, and ANG. All retiring members must take a comprehensive separation history and physical examination (SHPE) unless the members are separating or retiring after being found unfit for continued military service through the disability evaluation process and have completed the exams in that process. (T-1). The application of the requirement for a comprehensive SHPE to AFR personnel is limited to certain criteria as detailed in DAFMAN 48-123, Medical Examinations and Standards, Chapter 7.

6.1.1. The member may elect to have the SHPE accomplished through a DoD MTF or through the Department of Veterans’ Affairs.

6.1.2. The SHPE must be accomplished at least 30 days prior to the scheduled departure date, but no more than 180 days prior to the approved retirement date. (T-1).

6.1.3. The MTF determines the scope of the medical examination and, if necessary, coordinates with the Department of Veterans’ Affairs to ensure all required documentation is recorded in the member’s record prior to departure. Note: The SHPE must be recorded in the member’s record before the MTF will clear the member for departure. (T-1).

6.1.4. The force support unit ensures the member is cleared by the MTF prior to out-processing.

6.2. Waiver of Separation History and Physical Exam. If a previously completed qualifying examination is documented in the member’s record, the service member may complete a DD Form 2697, Report of Medical Assessment, in lieu of the entire SHPE. Waiver of the SHPE requires the consent of the member and concurrence of the unit commander. The waiver is processed through the member’s MTF prior to the MTF clearing the member for departure.

6.3. Medical Service Officers (Other Than GOs). Officers of the Biomedical Sciences Corps, Dental Corps, Medical Corps, Medical Service Corps, Nurse Corps, and Veterinary Corps who require an examination in accordance with paragraph 6.1 may use the officer’s own facility. If the examination results in MEB and PEB action, AFI 36-3212 applies.

6.4. Procedures for Initiating a Medical Hold. Officers may not waive the medical hold because officers serve at the direction of the President. Enlisted members with insufficient service retainability for MEB/PEB processing must agree to and voluntarily extend the member’s enlistment for the hold period. Medical hold is a method of retaining a service member beyond an established retirement or separation date for reason of disability processing in accordance with AFI 36-2606 and AFMAN 41-210. Enlisted members who are within six months of the member’s DOS and refuse to remain on AD for MEB/PEB processing must provide documentation of the member’s waiver of disability evaluation processing when applying for voluntary retirement. (T-1).
Chapter 7

RECOGNITION OF RETIREMENT

7.1. Recognition of RegAF, ARC Members Being Retired.

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

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

7.1.3. Ceremony. In keeping with the customs and traditions of the service, all members are entitled to a ceremony (T-3). However, the member may choose to not have a ceremony at all.

7.1.3.1. If the member chooses to have a ceremony, the commander may include the ceremony as part of a formal military formation, such as a retreat or parade, use the honor guard, band, chaplain, and other federal resources as mission permits. The immediate commander will ensure the retirement ceremony meets the basic intent and traditions of a military function, as spelled out in AFI 1-1, Air Force Standards. (T-1). However, the member has the added flexibility in tailoring the ceremony to meet the member’s individual desires consistent with AFI 1-1. If commanders require further guidance, the commander should contact the local SJA office.

7.1.3.2. The member may request a specific military member or federal civilian employee, active or retired, be the presiding official. The member notifies the immediate commander of the member’s choice to officiate a retirement ceremony.

7.1.3.3. Specific information on the preparation of recognition certificates and letters is contained in myPers on the AFPC website. At the ceremony, the unit presents:

7.1.3.3.1. DD Form 363AF, Certificate of Retirement.

7.1.3.3.2. US Flag. Note: Appropriated local base operation and maintenance funds are authorized for procurement of these flags at no cost to the member. 10 USC § 9251, Presentation of United States Flag Upon Retirement, authorizes the presentation of a US flag for all retiring members.

7.1.3.3.3. AF Retired Lapel Button.

7.1.3.3.4. DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the US.

7.1.3.3.5. The Presidential Letter of Appreciation (see paragraph 7.6), if the member has served at least 30 years for retired pay purposes.

7.1.3.3.6. Any awards, decoration, honors, or letters of appreciation.
7.1.3.3.7. AF Form 1344, Certificate of Appreciation (for Spouses/AF Chief of Staff Signature) (see paragraph 7.3), if appropriate.

7.1.3.3.8. [CMSgt only] AF Form 4370, Chief Master Sergeant of the Air Force Retirement Certificate.

7.1.3.3.9. [CMSgt only] AF Form 4369, Chief Master Sergeant of the Air Force Retirement Certificate (Spouse).

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

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

7.1.3.3.10.2. NGB Form 438, Honorable Discharge from the Armed Forces of the United States of America – ANG, and 438a, Honorable Discharge from the Federally Recognized Air National Guard of the United States of America.

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

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

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

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

7.1.3.3.10.7. Certificate of Service with TAG’s/Commanding General’s signature.

7.1.3.4. Member participation in official ceremonies requires proper etiquette and decorum, as well as following accepted protocol procedures. (T-1). While this could result in some qualifications on the honoree’s right of freedom of expression, the right, including religious expression, still exists.

7.1.3.5. If the member chooses not to participate in a ceremony or if leave, hospitalization, or other reason prevents participation, the member’s commander or an officer designated by the commander personally presents the DD Form 363AF, AF Form 1344, retired lapel button, US flag, and any awards or honors that express appreciation for the member’s service. Do not mail the retirement certificate to a retirement address unless all other means of presentation have been exhausted.

7.1.3.6. Non-EAD members who retire or transfer to the retired reserve may request a retirement ceremony.

7.1.3.6.1. Unit assigned members should contact the member’s commander to request a retirement ceremony.

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

7.1.3.6.3. The member pays all expenses incident to travel to and from the place of the ceremony.

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

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

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

7.1.4.2. Do not prepare or present a letter when the member:

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

7.1.4.2.2. Brought discredit to the member’s service and received administrative admonition, punishment, reprimand, and/or evaluations citing mediocre performance.

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

7.2. DD Form 363AF. The commander ensures the member receives a certificate. (T-0). Airmen who complete 20 or more years of active military service or permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. An Airman who is placed on the TDRL is not issued the certificate unless the Airman has completed 20 years of creditable service.

7.2.1. This certificate is given to all retiring AFR members who will be eligible for reserve retired pay.

7.2.2. ARPC prepares all retirement certificates for AFR members.

7.2.3. Each new CSAF authorizes an updated DD Form 363AF when the CSAF takes office. If the effective date of retirement occurs on or after the new CSAF’s appointment date, use certificates with the new CSAF’s signature.

7.2.4. The certificate is completed by ARPC for AFR members not serving on EAD.

7.3. AF Form 1344. If appropriate, the spouse of any Airman who qualifies for retirement from military service, and/or Airmen who are permanently retired for disability from military service, may be issued this certificate. Spouses of Airmen who are placed on the TDRL whose status changes to a permanent retirement, whether for years of service or disability, are issued a spouse certificate.

7.3.1. Do not give certificates to a member’s spouse, if the member:

7.3.1.1. Retires in lieu of demotion or discharge.

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

7.3.1.3. Does not qualify for retired pay.

7.3.2. Award the certificate regardless of whether the member has a retirement ceremony or whether the spouse is present. Present the certificate of appreciation to the member’s spouse in a binder (National Stock Number 7510-00-1348179).
7.3.3. Each new CSAF authorizes changes to the AF Form 1344. If the effective date of retirement occurs on or after the new CSAF’s appointment date, use certificates with the new CSAF’s signature.

7.3.4. The certificate is completed by ARPC for AFR members not serving on EAD.

7.4. **AF Form 1344.** The spouse of a non-EAD AFR member who retires from the selected reserve (that is, those reservists eligible for reserve retired pay and assigned to training category A, B, or D) may be presented AF Form 1344, if appropriate.

7.5. **Presidential Recognition on Retirement from Military Service.** Present a DD Form 2542 to each member of the active and Reserve forces retiring after completing 20 or more years of active military service and Airmen who are permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. At the retirement ceremony, present the certificate along with other documents (see paragraph 7.1). Airmen who are placed on the TDRL, whose status changes to a permanent retirement, whether for years of service or disability, are issued a DD Form 2542.

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

7.5.2. The certificate is completed by ARPC for AFR members not serving on EAD.

7.6. **Letter of Appreciation from the President of the US.** The unit identifies retiring members who qualify for a letter of appreciation. Prepare the letter of appreciation by following the format in DoDI 1348.34, *Presidential Recognition on Retirement from Military Service.* The officiating officer or unit commander presents the letter to:

7.6.1. Any member who retires for length of service and has 30 years of service creditable for retired pay purposes. For an AD retirement, calculate years of service from the member’s 10 USC § 1405 date. For a Reserve retirement, use service completed under 10 USC § 12732.

7.6.2. Medal of Honor recipients.

7.6.3. Former prisoners of war who qualify for or have been awarded the Prisoner of War Medal.

7.6.4. The Chief Master Sergeant of the AF.

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

7.6.6. The Chief of Staff, USAF.
7.7. **AF Form 4370** and, if applicable, **AF Form 4369** are prepared and **In Accordance With AFPAM 36-2870, Chief Master Sergeant of the AF Certificate of Appreciation Upon Retirement.**

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

7.8.1. The commander makes sure members have every award and decoration to which the member is entitled before retirement. (T-3).

7.8.2. Retiring members who are not receiving an award may choose to have a ceremony separate from those who are.
Chapter 8

DETERMINING RETIRED GRADE AND PAY

8.1. General Information. This chapter provides general information about determining active and AFR retired grade and pay, advancement on the retired list, and computation of service under laws now in effect, including those implemented by the Defense Officer Personnel Management Act effective 12 December 1980 (Public Law 96-513, Defense Officer Personnel Management Act). Note: This chapter is not intended to be a complete and authoritative source of reference on these subjects and does not imply any right, benefit or privilege with respect to retirements. Retired pay estimates for disability retirees are in AFI 36-3212.

8.2. General Rules on Retired Grade.

8.2.1. A commissioned officer retiring for other than physical disability, or other than age or service requirements, is retired in the highest grade held satisfactorily as determined by the SecAF or SecAF’s delegate. (T-0). The officer must serve on AD in the grade for not less than six months for an AD retirement, or at least six months as a reserve commissioned officer in an active status, or in a retired status on AD for not less than six months for a reserve retirement under 10 USC §12731. (T-0) As noted below, there are additional TIG requirements for voluntary retirement in any grade higher than O-4 (10 USC §1370). In accordance with DoDI 1320.04, Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval Or Senate Confirmation, the SecDef retains the authority to determine satisfactory or non-satisfactory service for all officers in the grades of O-9 or O-10 who have adverse or reportable information that has been identified since the officer’s first Senate confirmation to the grade in which retirement is requested. (T-0).

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

8.2.3. Once TIG requirements are met or waived, the SecAF or delegate determines if the service was satisfactory in that grade while on AD for AD retirements, or during creditable service for AFR members retiring under 10 USC § 12731, in accordance with the procedures in paragraph 8.6

8.2.4. Officers who do not meet satisfactory service and the minimum TIG requirements for the highest grade held, and who do not gain a TIG waiver, can retire in the next lower grade held satisfactorily for at least six months (see 10 USC §1370(b) and 10 USC §1370(d)), as determined by the SecAF or delegate. (See Notes 5 and 6 following Table 8.1, which outline the impact to the officer’s retired pay; see also paragraph 8.6.2).

8.2.5. Three-Year TIG Requirement for Retirement Above the Grade of Major. To voluntarily retire in any grade higher than major, an officer must have satisfactorily served—as determined by the SecAF or designee—a minimum of three years TIG while on AD for AD retirements or during creditable service for AFR members retiring under 10 USC § 12731, unless granted a SecAF TIG waiver. (T-1).

8.2.5.1. Waiver of three-year TIG Requirement for Retirement Above the Grade of Major. (See corresponding Rules and Notes at Table 3.2).
8.2.5.1.1. When authorized by the SecDef, the SecAF or designee may approve retirement of an officer above the grade of major who does not meet the three-year TIG criteria if the officer has satisfactorily served, as determined by the SecAF or designee, a minimum of two years TIG while on AD for AD retirements or during creditable service for AFR members retiring under 10 USC § 12371. (T-0). Requests must include strong justification and documentation to support that the waiver would satisfy the best interests of the AF. (T-1). See Section 3C.

8.2.5.1.2. In very rare cases, the President may approve an AD retirement of an officer above the grade of major who has less than two years TIG if the officer has at least six months of creditable AD service in that grade. This Presidential authority is used only in cases involving extreme hardship or exceptional or unusual circumstances (10 USC § 1370(a)(2)(D)). (T-0). This Presidential waiver authority cannot be delegated. Requests must include strong justification and documentation to support statutory criteria of “extreme hardship” or “exceptional or unusual circumstances.” (T-1).

8.2.5.2. There are statutory exceptions to the three-year TIG requirement for retirement above the grade of major.

8.2.5.2.1. Officers who apply for AD retirement under 10 USC § 9311, after being told the officer will be released from the AC involuntarily (generally, involving situations where involuntary release is not for cause), retire in the highest grade held on AD satisfactorily, as determined by the SecAF or designee, for at least six months TIG (10 USC §1370 (a)(3)). (T-0).

8.2.5.2.2. Officers who apply for reserve retirement under 10 USC § 12371, may retire in the highest grade held satisfactorily, as determined by the SecAF or designee, for at least six months TIG during creditable reserve service if the officer’s inability to obtain three years TIG is based on non-discretionary or position-specific criteria as specified at 10 USC § 1370d(3)(B) - (F).

8.2.6. If enlisted members of the regular force retire for reasons other than disability, the members retire in the regular grade held on the date of retirement unless entitled to a higher grade under some other provision of law. Reserve enlisted members of the AF who retire under 10 USC §9314, after September 30, 1996, may be entitled to a higher grade held satisfactorily on AD as a Reserve/Guard member (10 USC § 9343). The SecAF or designee determines the retired grade, provided there is no evidence of record to indicate unsatisfactory service in the higher grade. Specifically, this provision applies to Reserve enlisted members serving on AD who have been reduced in grade not as a result of the member’s misconduct, but rather as an administrative reduction.
8.3. Reserve Age and Service Requirements (10 USC § 12731). This section pertains to Reserve members who attain eligibility for reserve retired pay.

8.3.1. Upon verification of retirement eligibility, ARPC Retirements sends a Notification of Eligibility for Retired Pay Letter to each member within one year after the member becomes eligible (10 USC §12731). This notification is commonly known as the 20-year letter. Additionally, the 20-year letter is available by self-service at the vPC–ANG/AFR dashboard. Once the member receives the notification of eligibility letter, this eligibility may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of service performed, unless it resulted directly from the fraud or misrepresentation by the member concerned (10 USC § 12738). As referenced in paragraph 4.4.3.1, members serving on AD who accrue 20 creditable years of service also qualify for a reserve retirement and therefore also receive the 20-year letter from ARPC retirements.

8.3.2. AFPC will update a mandatory DOS in the Military Personnel Data System for AFR personnel on EAD orders who will reach the maximum age of 60. (T-1). When the member reaches age 60, the member will separate from EAD to the AFR then ARPC will retire the member from the AFR. (T-1). The member’s final travel and movement of household goods will be shown on the separation order. (T-1).

8.4. Higher Retired Grade for Regular Commissioned Officers in Special Positions. A permanent professor of USAFA who is in a grade below brigadier general and whose service as such professor has been long and distinguished, may, at the discretion of the President, retire in the grade of brigadier general (10 USC § 9342 and § 1370, and paragraph 5.8). Use the rates for the grade held on the last day of AD to compute retired pay. Air Staff agencies preparing retirement orders should address the member as “Colonel” and indicate “Colonel” in the “Highest Grade Held on AD” space under the “Pay Grade” portion of the order. The “Retired In” space of the “Pay Grade” portion should reflect “Brigadier General.” The following statement should be placed in the “Remarks” portion of the order: “Retired in the grade of Brigadier General under the provision of 10 USC § 9342.” These remarks will indicate to Defense Finance and Accounting Service (DFAS) that this retired grade is a title change and does not result in a pay change. (T-0).

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

8.5.1. When Regular enlisted members’ and certain reserve enlisted members’ active service plus service on the retired list totals 30 years, the members may be advanced on the retired list to the highest grade served on AD satisfactorily and receive retired pay in that grade, as determined by the SecAF or designee under 10 USC § 9344, (see myPers website for processing procedures). See paragraph 8.7 for re-computation of retired pay after advancement.

8.5.2. Indicators that service was not satisfactory:

8.5.2.1. The member held the highest grade for less than six months.

8.5.2.2. The highest grade held was terminated for cause.

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

8.5.2.4. New evidence exists about misconduct during past service.
8.5.3. If a member’s retired grade is two or more grades lower than the highest grade held, SecAF or designee may advance the member to whichever grade is the highest served on AD satisfactorily. When adjudicating cases involving retirements at a lower grade due to punishment of a court-martial, deference may be given to the sentence and must be weighed against the interests of justice, equity, and fairness. In such cases, the SecAF or designee has broad discretion to determine what constitutes satisfactory service in any intermediate grade.

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

8.5.5. Restoration of Former Grade. Retired enlisted members who have been advanced on the retired list to a higher commissioned grade may be restored to the member’s former retired enlisted status if approved by the SecAF or designee (refer to paragraph 4.6.4).

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

8.5.5.2. An election to return to a former grade is not reversible (29 Comptroller General 179; 10 USC § 9345).

8.6. OGD in Conjunction with Retirement (10 USC § 1370 and 10 USC § 12771). An officer is not automatically entitled to retire in the highest grade held. Instead, an officer is retired in the highest grade in which the officer served satisfactorily (with sufficient TIG or a waiver) as determined by the SecAF or delegate. The SecAF or delegate will normally seek the review and recommendation of the SAFPC prior to making a determination of satisfactory service for an OGD in the case of any officer in the grade of O-6 or below who is seeking to retire.

8.6.1. An OGD is performed to determine whether an officer’s service in the current grade was satisfactory, and if not, to determine the next highest grade in which service was satisfactory. Once an OGD is initiated, the officer’s retirement is suspended until the OGD is completed or the officer reaches a MSD. See paragraph 8.6.5.2 for guidance on processing retirements when the OGD is not finalized prior to the officer’s MSD. In rare cases, OGDs may be performed post-retirement, such as the following circumstances:

8.6.1.1. If the retirement and/or accompanying grade determination was procured by fraud.

8.6.1.2. If substantial new evidence is discovered following retirement which could have resulted in a lower grade determination had it been known or reasonably could have been known by competent authority at the time of retirement. For example, if an officer is later discovered to have engaged in misconduct, which occurred prior to the effective retirement date that was not discoverable through due diligence, prior to the effective retirement date, and such misconduct is of a nature to warrant reconsideration of the appropriateness of the approved retirement grade, a new grade determination may be completed.

8.6.1.3. If a mistake of law or mistake of fact (e.g., a mathematical miscalculation) led to an improper retirement or grade determination.
8.6.2. The determination of “satisfactory” or “creditable” service in a particular grade is a matter of SecAF discretion.

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

8.6.2.2. In considering whether an officer has provided satisfactory or creditable service, the SecAF or delegate will consider the following: the nature and length of the officer’s improper conduct, the impact the conduct had on military effectiveness, the quality and length of the officer’s service in each grade at issue, past cases involving similar conduct, and the recommendations of the officer’s chain of command. In some cases, a single incident of misconduct can render service in a grade unsatisfactory despite a substantial period of otherwise exemplary service. (T-0).

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

8.6.3. Initiating an OGD. The unit commander or other appropriate authority must initiate an OGD when:

8.6.3.1. The officer has applied for retirement in lieu of a judicial or administrative separation action (see Table 3.2, Rules 3 through 5). (T-0). In this case, the SecAF makes an OGD in conjunction with the SecAF’s decision to permit or not permit the officer to retire.

8.6.3.2. The officer has a court-martial conviction. (T-0).

8.6.3.3. The officer has a civil court conviction, or entered a plea of guilty or no contest, for misconduct which, did (or would) result in a mandatory comment and referral in the member’s next officer performance report, training report, or promotion recommendation form, in accordance with AFI 36-2406, Officer and Enlisted Evaluations Systems. (T-0).

8.6.3.4. The officer received nonjudicial punishment pursuant to Article 15, UCMJ or a letter of reprimand, since the officer’s last promotion. (T-0). If the nonjudicial punishment or letter of reprimand has been set aside, removed or withdrawn, then an OGD is not required under this paragraph unless the nonjudicial punishment or letter of reprimand resulted from a substantiated adverse finding or conclusion as set forth in paragraph 8.6.3.5 Note: The following documents do not require the initiation of an OGD under this paragraph: a letter of counseling, a letter of admonition, a record of individual counseling, and/or a referral officer performance report. Similarly, removal from command, not based on a substantiated adverse finding or conclusion as set forth in paragraph 8.6.3.5, does not require the initiation of an OGD under this paragraph.

8.6.3.5. The officer, since the last promotion, has been the subject of any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities (except minor traffic infractions), regardless of the command action taken against the officer (if any). (T-0). Examples of officially documented investigations, proceedings, or inquiries
include, but are not limited to: command-directed investigations (CDIs); Inspector General (IG) investigations; and Equal Opportunity investigations.

8.6.3.6. In any other case in which the commander or other appropriate authority believes an OGD is appropriate. (T-1) When an OGD is initiated under this paragraph only, the commander or appropriate authority who initiated the OGD may terminate it, if it is not determined to be necessary. In such cases, the initiating commander or appropriate authority must provide a signed memorandum to the RAA explaining the basis for terminating the OGD. (T-1).

8.6.4. Commanders or other appropriate authorities shall initiate OGDs in the following manner:

8.6.4.1. Check for adverse information. To determine whether adverse information exists, commanders should send a formal request for a records review to the following offices/personnel: inspector general, judge advocate, and military personnel flight. (T-1). Additionally, commanders must review the member’s personal information file (if any) and contact previous commanders when appropriate. (T-1).

8.6.4.2. Coordinate with appropriate officer management offices. In determining whether an OGD should be accomplished, confer with (T-1):

8.6.4.2.1. RegAF: AF/A1LG for general officers, AF/A1LO for colonels, and AFPC/DP2SSR, Air Force Personnel Center Retirements Section, for lieutenant colonels and below. (T-1).

8.6.4.2.2. AFR: AF/REG for general officers and colonels, and Air Reserve Personnel Center, Directorate of Total Force Services (ARPC/DPT) for lieutenant colonels and below. (T-1).

8.6.4.2.3. ANG: NGB-SL for general officers. (T-1).

8.6.4.3. Notify the member. If an OGD is required, the subject officer must be notified of the reason(s) for initiating the OGD and afforded an opportunity to respond in accordance with the timelines and rights identified in the notification memorandum (see Figure 8.1). (T-1). All information relevant and material to the determination of satisfactory service in each grade at issue must be forwarded to the subject officer to provide the officer an opportunity to respond. (T-1).

8.6.4.4. Following established procedures, forward the OGD package through the officer’s chain of command to obtain recommendations prior to SAFPC consideration. Include the following in all OGD packages submitted to SAFPC:

8.6.4.4.1. The final disposition of court-martial charges providing the basis for the OGD, if applicable, as memorialized on a report of results of trial or statement of trial results, and on the Court-Martial Order or entry of judgment, whichever is applicable.

8.6.4.4.2. The record of civil court conviction, guilty plea, or nolo contendere (no contest) plea providing the basis for the OGD, if applicable, and any related relevant and material documents.
8.6.4.4.3. The record of nonjudicial punishment or the reprimand providing the basis for the OGD, if applicable, together with all underlying evidence, reports of investigation, and the subject officer’s responses thereto.

8.6.4.4.4. A complete copy of the official documented investigation, proceeding or inquiry that resulted in the substantiated adverse finding(s) or conclusion(s) providing the basis for the OGD, if applicable. Examples of officially documented investigations, proceedings or inquiries include, but are not limited to: command-directed investigations (CDIs); Inspector General (IG) investigations; and Equal Opportunity Investigations.

8.6.4.4.5. Complete copies of the subject officer’s officer performance reports for the grade(s) under consideration for satisfactory service.

8.6.4.4.6. Complete copies of any awards and decorations earned by the subject officer in the grade(s) under consideration for satisfactory service.

8.6.4.4.7. The officer’s response to the OGD.

8.6.4.4.8. Recommendations of the chain of command, with detailed rationales for recommending retirement at a certain grade.

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

8.6.5.1. If information not included in the original notification (other than that in the officer's personnel records) is considered or added at any stage that was not included in the original notification, the officer must be provided notice and a copy of relevant information together with an opportunity to respond. (T-1).

8.6.5.2. Processing of an OGD will not suspend an officer’s mandatory retirement. (T-1). In any case where the mandatory retirement date comes to pass before the completion of a mandated OGD, the officer shall be retired in the next grade lower than the officer’s current grade on the mandatory retirement date and the officer’s final retirement grade shall be determined by the SecAF or designee (or office of SecDef, as required, for GOs), but not later than 12 months after the mandatory retirement date. (T-1).

8.6.6. If an officer submits a request to retire in lieu of an administrative or judicial action which placed a restriction on the officer’s retirement in accordance with Table 3.2, Rules 3-5, the officer shall be considered on notice that the officer is subject to an OGD based on that administrative or judicial action. (T-1).

8.6.6.1. The officer is required to submit with the retirement request a signed and dated statement acknowledging the administrative or judicial action placing a restriction on the officer’s retirement, including the date the officer was notified of the administrative or judicial action. (T-1). It shall also include the officer’s acknowledgement of understanding that by submitting the retirement request, the officer is subject to an OGD based on the underlying administrative or judicial action; that the officer has a right to consult counsel and submit written matters; and whether or not the officer attached written matters relevant to the grade determination. (T-1).
8.6.6.2. The officer’s commander is not required to separately notify the officer of the OGD unless the commander intends to add or consider evidence that was not already provided to the officer during the underlying administrative or judicial action. If any commander finds that additional evidence should be considered in the OGD action, the officer shall be appropriately notified. (T-1). See paragraph 8.6.5.1

8.6.6.3. After the officer submits the officer’s acknowledgement and matters, if any, the commander provides a written recommendation for the appropriate retirement grade. (T-1). The commander should state the matters considered in making the grade recommendation, which shall be based on relevant information previously provided to the officer or otherwise available to the officer in the officer’s official personnel record. (T-1).

8.6.6.4. Subsequent legal reviews and command recommendations shall be provided by the offices reviewing the request to retire in lieu of the administrative or judicial action. (T-1). OGD legal reviews and recommendations may be included within the reviews and recommendations of the officer’s request to retire in lieu of the administrative or judicial action.

8.6.7. AF/A1LG serves as the focal point for all GO OGDs for AC retirements. Contact AF/A1LG, for specific processing procedures. AF/REG or NGB-SL processes GO OGDs associated with applications for transfer to the retired reserve.

8.6.7.1. In all GO cases in which a GO requesting retirement would be subject to an OGD in accordance with paragraph 8.6.3, the officer’s MAJCOM commander (MAJCOM/CC) (or equivalent) shall notify the GO that the GO’s case will result in the SecAF’s determination of the member’s highest grade satisfactorily held for purposes of retirement. The member will be notified that the SecAF, before making the final determination, may direct a formal OGD Board, or consider the GO’s case without referring it to a formal OGD Board, based on the specific incidents which mandate an OGD. The notification shall inform the member of the specific reason for the OGD and that the member may submit any matters the member wishes for the SecAF and/or OGD Board (if directed) to consider before the SecAF’s final grade determination is made. After the officer submits the officer’s acknowledgement and matters, if any, the MAJCOM/CC (or equivalent) shall provide a written recommendation to SecAF as to the retirement grade. In all cases where the recommended retirement grade is the current grade, the MAJCOM/CC (or equivalent) shall also recommend that the SecAF either retire with or without referral to a formal OGD Board. In all cases where the recommended retirement grade is in a lower grade, the MAJCOM/CC (or equivalent) shall also recommend that the SecAF either retire with or without referral to a formal OGD Board. The MAJCOM/CC provides a recommendation in these cases and forwards the case to AF/A1LG for final processing.

8.6.7.2. The SecAF reviews each GO retirement application to determine whether SecAF will retire the officer with or without referral to a formal OGD Board.

8.6.7.3. The SecAF maintains sole discretion for determining the disposition of a GO OGD, with or without the advice and recommendation of SAFPC.
8.6.8. AFPC (or AF/A1LO for colonels and colonel-selects) serves as the focal point for all other OGDs for AC retirements. See myPers for specific processing procedures for lieutenant colonels and below. Contact AF/A1LO for specific processing procedures for colonels and colonel-selects. AF/REG or NGB/A1 processes OGDs associated with applications for transfer to the retired reserve.

**Figure 8.1. Sample OGD Notification Memorandum to Officer.**

<table>
<thead>
<tr>
<th>MEMORANDUM FOR MEMBER</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: COMMANDER</td>
<td></td>
</tr>
<tr>
<td>SUBJECT: Officer Grade Determination Notification</td>
<td></td>
</tr>
</tbody>
</table>

The purpose of this memorandum is to inform you that the Secretary of the Air Force, or delegate, will decide the grade in which you will be retired based upon a determination of your satisfactory service in accordance with 10 USC § 1370. As indicated in AFI 36-3203, Chapter 8, paragraph 8.2, if a commissioned officer is retiring for other than physical disability, or other than age or service requirements, the SecAF will determine if the officer will retire in the highest grade held on AD satisfactorily for not less than six months.

Your (misconduct) (substandard performance) (other) resulting in (see note 1) has prompted this action. The SecAF, or delegate, will base the decision on a review of your record of service in your current grade, as well as any previously held grade in which misconduct or substandard performance is alleged (see note 2). The SecAF, or delegate, will also consider: the nature and length of the improper conduct or substandard performance; the impact the conduct had on military effectiveness; the quality and length of your service in each grade at issue; past cases involving similar conduct; the recommendations of your command chain; and any response you wish to provide.

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

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

Commander's Signature/Signature Block

Attachments:
(Supporting Documentation)

1st Ind,

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

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

8.7. General Information on Retired Pay Computation. DFAS computes retired pay under the provisions of the DoD Financial Management Regulation Volume 7B, Military Retired Pay Manual. Questions or concerns regarding retired pay computation can be sent to DFAS, US Military Retired Pay, 8899 E. 56th Street, Indianapolis, IN 46249-1200. Table 8.1 and Table 8.2 provide some general rules for estimating retired pay of members.

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

8.7.2. Refer to the DoD Military Compensation website for AD retired pay calculators. Refer to the vPC website for ARC component retired pay calculators.

8.7.3. Converting AD Retired Pay to Reserve Retired Pay. Retired AC members who complete two years of AFR creditable service (minus AD days) after completion of 20 years of TAFMS may convert the member’s AD retired pay to AFR retired pay (normally at age 60) (10 USC § 12741). Eligible members may apply by contacting ARPC Retirements.

8.7.4. AFR Officer Retention Beyond Eligibility to Receive Retirement Pay.

8.7.4.1. Pursuant to 10 USC § 12308 ARC, Airmen who have qualified for non-regular retired pay with the Airman’s consent and by order of the Secretary concerned, may be retained on AD or in service in a ARC and be credited with that service for all purposes (to include points).

8.7.4.2. Consent: The member’s consent may be demonstrated by the member’s continued voluntary participation in the ANG and AFR subsequent to qualification for non-regular retirement pay.

8.7.4.3. Secretarial Order: This paragraph is a general directive which constitutes the Secretarial order required by 10 USC § 12308. ARC members who consent to retention after qualifying for non-regular retirement pay will be retained until removal, separation or retirement pursuant to other authority in policy or statute. (T-0).
8.7.4.4. Unless retired, transferred to the retired reserve, or discharged at an earlier date, an officer who received SecAF approval for retention beyond retirement eligibility will be separated from service under 10 USC § 14515 on the last day of the month in which the officer was approved for continuance. (T-0).

8.8. Re-computation of Retired Pay To Show Advancement on the Retired List. An enlisted member of the AF who is advanced to a higher grade in accordance with paragraph 8.4 is entitled to have retired pay re-computed on that advancement (10 USC § 9362).

8.9. Re-computation of Retired Pay To Show Later AD. If a retired member later serves on AD (other than for training), the member is entitled to have the retired pay re-computed to include the recall period upon release from that duty (see 10 USC § 1402, Recomputation of Retired or Retainer Pay to Reflect Later Active Duty of Members Who First Became Members Before September 8, 1980, and § 1402a, Recomputation of Retired or Retainer Pay to Reflect Later Active Duty of Members Who First Became Members After September 8, 1980).

8.10. AD Pay Increase. If a member voluntarily retires on the date an AD pay increase goes into effect, the member is entitled to the new rates for the member’s retired pay (10 USC § 9361, Computation of Retired Pay, and DoD Financial Management Regulation). The only exceptions to this provision are:

8.10.1. Officers meeting retirement eligibility (20 years TAFMS) anytime during the preceding month of the effective date of retirement may use the new rates in computing the officer’s retired pay.

8.10.2. Officers who apply for and are approved for a voluntary retirement on the officer’s post-Defense Officer Personnel Management Act mandatory retirement date that falls on the date of an AD pay increase may use the new rates to estimate the officer’s retired pay.

8.11. Retired Pay Increase Due to Extraordinary Heroism (Enlisted Only). AC enlisted members who had deeds of extraordinary heroism may be entitled to receive 10 percent additional retired pay if a member retires under 10 USC § 9314 (10 USC § 9361). For ARC enlisted members, payments for acts or deeds begin 1 October 2002, (10 USC § 12739, Computation of Retired Pay 10 USC § 12741, Retirement for Service in an Active Status Performed in the Selected Reserve of the Ready Reserve After Eligibility for Regular Retirement) although the act or deed may have occurred prior to this date.

8.11.1. Since regulations require extraordinary heroism as the criterion for award of the Medal of Honor, Air Force Cross, or equivalent Army or Navy decorations, these awards provide automatic entitlement to the additional 10 percent retirement pay (not to exceed 75 of the member's AD basic pay at the time of retirement) for enlisted members. If heroism is involved in the award of any other medal to an enlisted member, SecAF will determine, coincident to awarding the medal, whether or not the additional 10 percent retirement pay will be authorized. (T-1).

8.11.2. Because the law is not restrictive with regard to the types of decorations that may qualify an individual for this increase in retired pay, the SecAF has the authority to evaluate the heroic actions that have earned the Silver Star, Distinguished Flying Cross (noncombat), and the Airman’s Medal to determine if extraordinary heroism was involved, which would entitle the recipient to the increase in retired pay. (T-1).
8.11.3. Since 1969, enlisted members who have been awarded the Silver Star, the Distinguished Flying Cross for heroism in a non-combat action, or the Airman's Medal have been automatically considered for the additional 10 percent retired pay increase. If a member was approved for the additional 10 percent increase in retirement pay, the member’s special order approving the decoration will include a statement to that fact. *(T-1)*. If an enlisted member believes consideration was not made at the time the medal was awarded, the member may ask for a Secretarial decision through the Air Force Board for Correction of Military Records process.

8.11.4. Even though the enlisted member qualifies for the 10 percent increase, finance regulations limit the total amount of retired pay to no more than 75 percent of the member's AD basic pay at the time of retirement.

**Table 8.1. General Rules for Estimating Retired Pay of Members.**

<table>
<thead>
<tr>
<th>Retirement Plan</th>
<th>Eligible (Note 1)</th>
<th>Pay Formula (Notes 2, 3, and 4)</th>
<th>Cost of Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Basic Pay</td>
<td>Entered Service prior to 8 September 1980</td>
<td>2.5% times the years of service times basic pay (see Note 5)</td>
<td>Full inflation protection based on Consumer Price Index.</td>
</tr>
<tr>
<td>High-3</td>
<td>Entered service between 8 September 1980 and 31 July 1986</td>
<td>2.5% times the years of service times the average of the highest 36 months of base pay (see Notes 6, 7 and 8)</td>
<td></td>
</tr>
<tr>
<td>High-3 or $30K Career Status Bonus (CSB) or REDUX</td>
<td>Entered the service between 1 August 1986 and 31 December 2017</td>
<td>2.5% times the years of service times the average of the highest 36 months of base pay; CSB or REDUX option: Each of the first 20 years of service is worth 2% toward the retirement multiplier. Each year after the 20th is worth 3.5%. A 30-year career is computed by 2% times 3.5% for the 10 years beyond 20, resulting in a maximum of 75%. The multiplier is applied to the average of the member’s highest 36 months of basic pay (see High-3: Full inflation protection based on Consumer Price Index. CSB or REDUX option: Annual cost of living adjustments of Consumer Price Index minus 1% are given based upon the Consumer Price Index of the High-3. Retired pay is recomputed at age 62 so that REDUX and High-3 retirement salaries are equal but REDUX cost of living adjustments for later years will continue to be Consumer Price Index minus 1%.</td>
<td></td>
</tr>
</tbody>
</table>
Notes 6, 7 and 8)

| BRS | Entered the service on or after 1 January 2018 (See Notes 9, 10, 11, 12, and 13) | 2.0% times the years of service times the average of the highest 36 months of base pay (see Notes 6, 7, and 8) | Full inflation protection based on Consumer Price Index. |

**Note:**

1. “Date entered service” means the date the person is enlisted, inducted, or appointed with the Armed Forces. This includes persons in the Delayed Entry Program, cadets at Service Academies, officer candidates in Officer Training School, students enrolled in a ARC in senior Reserve Officer Training Corps programs or other financial assistance programs, students in the Uniformed Services University of the Health Sciences, and persons in the Armed Forces Health Professions Scholarship program. By using “date entered service,” AC members have been “grandfathered” under the plan in effect at the time when the member initially entered the service.

2. The maximum multiplier for 30 years TAFMS is 75% times the retired pay base; however, members who serve beyond 30 years earn an additional 2.5% each additional year and can max out at 100%.

3. The Uniformed Services Former Spouses Protection Act allows state courts to consider retired pay as divisible property in divorce settlements. The law does not direct state courts to divide retired pay; it simply permits them to do so.

4. Retired pay stops upon the death of the retiree.

5. Officers who retire and do not meet the requirements to retire in the officer’s highest grade (10 USC § 1370) will be paid based on the retired grade (10 USC § 1407f). (T-0). Officers retiring in an enlisted grade will have the member’s pay calculated as determined by DFAS. (T-0).

6. Officers who retire and do not meet the requirements to retire in the officer’s highest grade (10 USC § 1370) will be paid based on the last 36-month average of the time served in the higher grade and the time served in the lower grade. (T-0). Exception: Does not apply to officers who did not serve satisfactorily in the highest grade and such determination is the result of conduct occurring after 30 October 2000 (See Note 5).

7. Enlisted members demoted to a lower grade within three years and retired in that grade will not be paid based on the high 36-month average in the higher grades. (T-0). The member’s retired pay will be calculated using the multiplier percentage determined by the applicable retirement plan (High-3, REDUX or BRS) and the retirement pay base will be calculated under Final Basic pay rate for the lower grade. When an enlisted member’s active service added to retired list service totals 30 years, the member may be advanced (on the retired list) and receive retired pay in the highest grade satisfactorily held on AD, as determined by the SecAF or
designee (10 USC § 9344).

8. Officers who resign officer commissions and retire in enlisted status will have retired pay calculated in accordance with 10 USC § 1407e. (T-0). DFAS is required to calculate the high-36 month average as if the member held the retired grade for the last 36 months of active service.

9. Members entering the service prior to 1 January 2018, who have less than 12 years of service (calculated from the pay date) or less than 4,320 retirement points (for ARC members) as of 31 December 2017, may enroll in the BRS.

10. Members in the Delayed Entry Program, cadets at Service Academies, officer candidates in Officer Training School, students enrolled in a ARC in senior Reserve Officer Training Corps programs, entering the service prior to 1 January 2018, may enroll in the BRS following commissioning/accession into AD. Members commissioned or accessed AD after 2 December 2018 have 30 days from commissioning/entry into AD to enroll in the BRS.

11. Members with breaks in service reentering AD or the selected reserve on or after 1 January 2019, who originally entered the service prior to 1 January 2018, and have less than 12 years of service (calculated from the pay date) or less than 4,320 retirement points for ARC members as of reentry, may enroll in the BRS within 30 days of reentry.

12. Members enrolled in the BRS will have a Thrift Savings Plan established that includes automatic and matching government contributions. (T-0). DoD begins an automatic contribution of one percent of base pay after 60 days of service (calculated from pay date). DoD begins matching contributions up to an additional four percent of base pay after 2 years of service (calculated from pay date). Automatic and matching contributions continue until the member separates, retires or completes 26 years of service (calculated from pay date). For members enrolling in BRS as outlined in Notes 9 through 11, government contributions begin the pay period following enrollment.

13. Airmen retiring under the BRS are eligible to elect a lump sum payment of a portion of the Airman’s retirement pay. Requests for the lump sum election are documented on the DD Form 2656, Data for Payment of Retired Personnel, and must be submitted to the retirement approval authority no later than 90 days prior to the Airman’s retirement effective date for regular retirement or the date upon which the Airman first becomes eligible to receive retired pay under the non-regular retirement program. (T-1). The retirement approval authority will notify the Airman of the lump sum election at the time of retirement application or 90 days prior to the Airman’s eligibility to receive retired pay. (T-1). Airmen have the option of receiving the lump sum payment in up to four annual installments. Acceptance of the lump sum payment does not impact an Airman’s eligibility to elect Survivor Benefit Plan (SBP); however, there may be required offsets or other considerations related to disability pay and other benefits from the Department of Veterans’ Affairs. Airmen should seek counseling from the Airman and Family Readiness Center (A&FRC) prior to election.
Table 8.2. Computing Years of Service and Retired Pay of Reserve Members Retiring Under 10 USC § 12731.

<table>
<thead>
<tr>
<th>STEP</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To compute</td>
<td>Take these steps</td>
</tr>
<tr>
<td>1</td>
<td>Years of service and any fraction of a year</td>
<td>Add each day of AD, including active duty for training prior to 1 July 1949.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Add each year before 1 July 1949 at the rate of 50 calendar days per year and proportionately for each fraction of a year. Exclude AD credited in step 1. Credit service in a ARC of an armed force, in the Army, or the AF without component, or in any other category covered in 10 USC § 12732(a)(1), (3), and (4). (To obtain proportionate year point totals, add the periods, day for day, and divide the product by 7.3.).</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>After 1 July 1949, add AD points, points for inactive duty training and membership points in accordance with AFMAN 36-2136. Credit inactive duty points up to a maximum of 60 points in any year including membership. For retention/retirement years closing out on or after September 23, 1996, but before 30 October 2000, credit up to a maximum of 75 inactive duty points which includes membership points, and credit up to a maximum of 90 inactive duty points which includes membership points for retention/retirement years closing on or after 30 October 2000, but before 30 October 2007. Credit up to a maximum of 130 points for retention/retirement years closing on or after 30 October 2007.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Divide the sum of steps 1, 2, and 3 above by 360; carry the quotient to three decimal places; and round off to two decimal places. Example: 4734 divided by 360 = 13.150 or 13.15.</td>
</tr>
<tr>
<td>5</td>
<td>Retired pay</td>
<td>Multiply the result of step 4 by 2.5% (.025); round off the product to four decimal places. Example: 13.15 x .025 = .32875 or .3288.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>For members who have a Date of Initial Entry Into Military Service (DIEMS)/Date Initial Entry Uniformed</td>
</tr>
<tr>
<td>Service (DIEUS) date prior to 8 September 1980, use current AD basic pay charts at the time granted such pay, determine the monthly AD basic pay in effect that the member would receive if serving in the AC in the member's highest temporary or permanent grade satisfactorily held during the entire period of service. Multiply by the product of step 5 to determine monthly retired pay. Example: Basic pay $885.00 x .3288 = $290.99, rounded down to $290. (All gross pay is rounded down to the nearest dollar amount).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chapter 9

TRANSFER OR ASSIGNMENT OF ARC MEMBERS TO THE RETIRED RESERVE

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

9.2. Ordering to AD Members in the Retired Reserve. Anytime the AF finds a valid requirement for the member’s service, the AF may order to AD (with member’s consent) a member transferred or assigned to the retired reserve, or retain a member on AD. The SecAF, with the approval of the SecDef, may order a member to involuntary AD service who has completed 20 years active military service and retired under 10 USC § 9311 or § 9314 if leadership decides that insufficient reservists remain available in an active status with the needed skills (10 USC § 12301, § 12302, § 12305, § 12306, and § 688).

9.3. Former Members. A former member is an individual who qualified for retirement but elected not to transfer to the retired reserve and was subsequently discharged for physical disqualification, misconduct, upon expiration of the member’s contract, or resigned the officer’s commission. These members have no military status but are authorized certain entitlements and benefits in accordance with AFI 36-3026V1_IP, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel.


9.4.1. AFR officers who are retired for service under 10 USC § 9311, 20 years or more regular or reserve commissioned officers.

9.4.2. AFR members retired for disability under 10 USC Chapter 61.

9.4.3. AFR enlisted members who are retired for service under 10 USC § 9314, 20 to 30 years enlisted members.

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

9.4.5. Officers being separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC Chapter 1223 and AC members retired under 10 USC Chapter 941.

9.4.6. Effective 1 July 2002, per 10 USC § 14514, all AFR officers who must be separated for MSD or twice deferred for promotion will be transferred to the retired reserve, if qualified, unless the member applies to be discharged. (T-0). All AFR enlisted members who must be separated due to maximum age or service due to HYT will also be transferred to the retired reserve, if qualified, or discharged per 10 USC § 12108. (T-0).
9.4.7. For AFR Officers Only. ARPC Separations Branch will send a written notification to all AFR officers who are approaching MSD or have been twice deferred for promotion. (T-0). The notification will inform the member that the member will be transferred to the retired reserve, if eligible. (T-0). Those members who do not wish to retire must submit a written tender of resignation or request for discharge. (T-0). Notification will be forwarded to the member’s servicing force support unit. (T-0). The MSD or twice-deferred notification will be used to transfer the member to the retired reserve. (Per 10 USC § 14514). (T-0).

9.4.8. For Enlisted Individual Reservists Managed by ARPC. ARPC Separations Branch owns this process and will send written notification to all enlisted individual reservists who must separate due to maximum age or maximum service due to HYT. A copy of the notification will be sent to the RIO Detachment/CC, if applicable. (Per 10 USC § 12108). (T-0).

9.4.9. For AFRC Unit Program Enlisted Members Only. The servicing force support unit will notify members 14 months before the member’s HYT date that the member will be automatically transferred to the retired reserve, if qualified, unless the member applies for separation or is approved for extension of HYT. (T-1). HYT does not apply to ANG enlisted members.

9.4.10. Transfer to the retired reserve is not automatic. The following members must apply online through vPC unless ineligible per paragraph 9.6.4

9.4.10.1. AFR members who meet retirement eligibility requirements of 10 USC § 12731 except for attainment of age 60. (T-1).

9.4.10.2. AFR members not on EAD who have been found physically disqualified are transferred to the retired reserve if the members apply and meet the requirements outlined in 10 USC § 12731. Effective date will be 30 days from the date of application. (T-1).

9.4.10.3. AFR members whose selective early removal from the RASL as directed by SecAF. (T-1).

9.5. Categories of Personnel Who Are Not Eligible for Transfer to the Retired Reserve.

9.5.1. Members who were administratively discharged for cause. Note: Administrative discharge of any member who is otherwise eligible for retirement under any provision of law requires approval of SecAF or designee. Note: Former members must apply to receive retired pay. (T-1).

9.5.2. Personnel who elected discharge or resigned the individual’s commission in lieu of transfer to the retired reserve (former members).

9.5.3. AFR members who have been found physically disqualified and placed on the TDRL or permanent disability retired list are not eligible for transfer to the retired reserve.
9.6. Use of the Virtual Personnel Center for Guard and Reserve Retirement Applications.

9.6.1. Most ARC members will utilize the virtual retirement application found on the vPC website. The effective date of retirement must not be prior to an unfulfilled service commitment. (T-1). Individuals who desire an effective date of retirement that is prior to an unfulfilled service commitment, must receive approval for a waiver. (T-1). The member is required to work directly with the servicing commander support staff to accomplish this waiver request. Commander(s) recommending approval of the retirement application constitute a waiver of the service commitment. (T-1). No participation is authorized in the selected reserve on or after the effective date of retirement. (T-1). Members will not receive pay or points for participation after the approved effective date of retirement. (T-1). No waivers or exceptions to this policy will be accepted. Application procedures are available online in vPC. See Table 9.1, Table 9.2 and Table 9.3 for further guidance.

9.6.2. AF Form 131 must be used by GOs to apply for the retired reserve or reserve retired pay. (T-1).

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

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

9.6.4.1. AFR members who submitted an application for transfer to the retired reserve while under a restriction requiring Secretarial action. If the restriction is based on an application in lieu of further processing of administrative discharge for cause action, is accepted by the discharge authority and forwarded for SecAF approval before the retirement application is submitted to ARPC Retirements. An OGD must be included in the case file submitted on officers to SecAF. (T-1). If an enlisted member has previously served in a higher grade, a highest grade held determination should be requested as part of the package to SecAF for enlisted members who submit retirement in lieu of discharge for cause. The effective date of transfer to the retired reserve will be the same date the SecAF or designee approves the member’s application for transfer to the retired reserve. (T-1).

9.6.4.2. Retirement while under a restriction on retirement covered in Section 3C. Members who are requesting retirement subject to a restriction must use the hard copy of AF Form 131 as part of the administrative package. (T-1).

9.6.4.3. Personnel medically disqualified for continued service and who have completed 15 or more years of creditable service in accordance with 10 USC § 12731b. Note: The online application process can be used if medically disqualifying documentation is attached to the application.

9.6.4.4. AFR officers separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC § 1223 or who must be separated for MSD will be automatically transferred to the retired reserve, if qualified, unless the member applies to be discharged. (T-0). All AFR enlisted members who must be separated due to maximum age or HYT will also be automatically transferred to the retired reserve, if qualified, or discharged. (T-1).
9.6.4.5. AFR officers who are removed from active status under 10 USC § 14903, who are eligible for transfer to the retired reserve and who have completed the years of service required for retired pay under 10 USC § 1223 (per 10 USC § 14905). ANG officers whose separation provisions apply in accordance with 32 USC § 323(b) and 10 USC § 14907(b). These cases, to include OGDs, require Secretarial action.

9.6.4.6. Former members who elected not to transfer to the retired reserve and were discharged for physical disqualification, misconduct, upon expiration of contract, or who resigned the member’s commission.

9.6.4.7. AFR members serving on AD eligible for an AD retirement. Note: The online application does not remove the member’s responsibility to inform the member’s chain of command of any intent to retire.

9.7. Approval and Disapproval Authority. The SecAF and/or designees, to include SAFPC special assistants at ARPC, have the authority to approve or disapprove applications for transfer or assignment to the retired reserve per Table 9.2 and Table 9.3.

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

9.9. Grade in the Retired Reserve. Officers promoted under the Reserve Officer Personnel Management Act must meet specific TIG requirements. (T-1).

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

9.9.2. Officers who met a promotion board on or after 1 October 1996, and were on a recommended list for promotion to the grades of lieutenant colonel and above, must serve satisfactorily in grade for three years to retire in that grade. (T-0). TIG requirement is reduced to six months if the officer is involuntarily separated from active status due to age or years of service. TIG starts from the grade permanent effective date (pin on date) and not the date of rank. The six month rule does not apply to members retiring under 10 USC § 12731b.

9.9.3. Officers who met a promotion board on or after 1 October 1996, and were on a recommended list for promotion to the grades of major and below, must serve satisfactorily in grade for a minimum of six months to retire in that grade. (T-1).

9.9.4. Officers selected for promotion to the grades of major and below prior to 1 October 1996, regardless of when the officers pin on, are not required to serve a minimum TIG to retire in that grade. Therefore, for members entitled to retired pay under 10 USC § 12731, retirement grade is based on the highest grade held satisfactorily by the member at any time (one day) in the Armed Forces. This determination will be made by the SecAF or designee (ARPC) per 10 USC § 12771. (T-1).
9.9.5. A commander must notify an officer in writing when an OGD is being initiated and why (see paragraph 8.6.3). (T-0). The officer is normally given 10 calendar days to submit comments on the officer’s behalf. Upon receipt of the officer’s comments (if provided), the commander will make a recommendation, in writing, regarding the officer’s retirement grade. (T-1). The retirement application, officer’s comments (if provided), commander’s retirement grade recommendation, and supporting documentation (i.e., court-martial package, civil court conviction package, Article 15) are processed through command channels to SecAF for retirement grade decision. For ANG officers, after SAFPC makes the final determination, the SAF instrument is sent to NGB/A1PP, and NGB/A1PP sends the instrument to the state’s Military Personnel Management Officer (MPMO) and Military Personnel Management Assistant (MPMA) at Joint Force Headquarters (JFHQ) to ensure it is included in the retirement package sent to ARPC for execution.

9.9.6. Enlisted Retired Grades. Enlisted members who retire with a reserve retirement, other than for physical disability, retire in the highest grade held satisfactorily. This applies to members who, at the time of retirement, are actively serving in a grade lower than the member’s highest enlisted grade held and were previously administratively-reduced in grade not as a result of the member’s own misconduct. The SecAF is required to approve any grade lower than the highest grade held. (T-1).

9.10. Entitlements and Benefits.

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

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

9.10.2.1. Appropriate Armed Forces of the US Identification Card, per AFI 36-3026V1_IP. Note: Eligible family members are entitled to an ID card. (T-0).

9.10.2.2. Unlimited Commissary privileges. (T-0).

9.10.2.3. Base Exchange privileges. (T-0).

9.10.2.4. Other base privileges, including Information, Ticket & Tours programs and theater. (T-0).


9.10.2.6. Authorization to wear the uniform on special occasions. (T-0).

9.10.2.7. Some travel entitlements as advised by the Transportation Management Office. (T-0).
9.10.2.8. Full-time coverage under Veterans’ Group Life Insurance when elected. **Note:** Members are covered with Service members' Group Life Insurance for 120 days at no cost upon transfer to the retired reserve. During the initial 120 days, retired members may apply for Veterans' Group Life Insurance coverage to the Office of Service members' Group Life Insurance, PO Box 41618, Philadelphia, PA 19176-9913, without a physical, by completing the appropriate form and providing a copy of the retirement order. A member has up to one year after the expiration of the initial 120 day period to apply for coverage; however, a physical may be required. Members must make all premium payments to the Office of Service members' Group Life Insurance in Newark, NJ, to keep coverage in force. **(T-0).**

9.10.2.9. TRICARE Retired Reserve. **(T-0).**

9.10.2.10. Federal Employees Dental and Vision Insurance Program (FEDVIP). **(T-0).**

9.11. **Assignment from the Retired Reserve.**

9.11.1. Involuntary Assignment of Members from the Retired Reserve. The AF may order to EAD a member transferred or assigned to the retired reserve at any time there is a valid need for the member’s service. The AF may order a member of the retired reserve to AD involuntarily, if the SecDef decides that not enough qualified reserves in an active status are readily available (10 USC § 12301(a), § 12301(d), § 12307, and § 688).

9.11.2. Voluntary Assignment of Members from the Retired Reserve.

9.11.2.1. AFR Retired List (awaiting pay) (Personnel Accounting Symbol Code ZA). A member may request an assignment by processing an AF Form 1288, *Application for Ready Reserve Assignment*, through the normal assignment processing channels. All requirements for an assignment must be met. **(T-1).** Additional requirements to be considered for removal from the retired reserve are: length of service (Reserve Officer Personnel Act and Reserve Officer Personnel Management Act), age, MSD, physical qualifications, whether twice deferred for promotion and availability of like resources. Once the assignment application has been approved by the gaining organization, the gaining unit or the recruiter that the member is working with will forward the case involving the unit program to the Air Reserve Personnel Center, Directorate of Assignments (ARPC/DPA) through NGB/A1PO for ANG or Air Force Reserve Command, Military Personnel Division (AFRC/A1K) for AFR unit members and RIO for the Individual Reserve Program. **(T-1).** All requests should be forwarded to ARPC/DPT, who is the approval authority for the transfer of any member from the retired reserve. **(T-1).** For further information on assignment procedures, refer to AFI 36-2110.

9.11.2.2. Reassignments for officer personnel require approval from SecAF, based on member’s indispensability. **(T-1).**
Table 9.1. Forwarding Application for Transfer to the Retired Reserve.

<table>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>an AFR member</td>
<td>yes</td>
<td>and</td>
<td>and</td>
<td>then send application to ARPC Retirements through AC unit commander. (T-1).</td>
</tr>
<tr>
<td>2</td>
<td>an ANG member</td>
<td>no</td>
<td>a GO</td>
<td></td>
<td>NGB-SL through the commander to the ARPC Retirements. (IG check is required for all GOs; see Table 9.4).</td>
</tr>
<tr>
<td>3</td>
<td>an ANG member</td>
<td>no</td>
<td>all other grades</td>
<td></td>
<td>ARPC through the vPC.</td>
</tr>
<tr>
<td>4</td>
<td>an AFR Unit member</td>
<td>no</td>
<td>is unit assigned</td>
<td>a GO</td>
<td>AF/REG through the commander to the ARPC Retirements. (IG check is required for all GOs; see, Table 9.4).</td>
</tr>
<tr>
<td>5</td>
<td>an AFR Unit member</td>
<td>no</td>
<td>is unit assigned</td>
<td>all other grades</td>
<td>ARPC through the virtual Personnel Center.</td>
</tr>
<tr>
<td>6</td>
<td>an IMA</td>
<td>no</td>
<td>a GO</td>
<td></td>
<td>AF/REG through the RIO Det/CC and AC commander to ARPC Retirements (IG Check is required for all GOs; see Table 9.4).</td>
</tr>
<tr>
<td>7</td>
<td>an IMA</td>
<td>no</td>
<td>all other grades</td>
<td></td>
<td>ARPC through the vPC.</td>
</tr>
<tr>
<td>8</td>
<td>an Individual Reservist</td>
<td>no</td>
<td>not unit assigned</td>
<td>all grades</td>
<td>ARPC through the virtual Personnel Center. (IG check is required for all GOs; see Table 9.4).</td>
</tr>
</tbody>
</table>
Table 9.2. Approval/Disapproval Authority for Transfer or Assignment to the Retired Reserve (SecAF retains authority to act in all cases).

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If the individual is a ARC applicant who</td>
<td>and is</td>
<td>then SecAF or ARPC may</td>
</tr>
<tr>
<td>1</td>
<td>is not under a restriction on retirement based on Table 3.1 or Table 3.2</td>
<td>eligible under criteria in paragraph 9.4 and no information indicates that the applicant should not be retained, appointed, or enlisted as a Reserve of the AF</td>
<td>Approve application for transfer or assignment to the retired reserve. See Table 9.3. A recommendation for disapproval must be forwarded to SAFPC for final action.</td>
</tr>
<tr>
<td>2</td>
<td>is under a restriction on retirement based on Table 3.1 or Table 3.2</td>
<td>and is eligible under criteria in paragraph 9.4</td>
<td>Disapprove application for transfer to the retired reserve under Table 3.1. An application restricted under Table 3.2 must be forwarded to SecAF Personnel Council for final action.</td>
</tr>
</tbody>
</table>
Table 9.3. ARPC Action on Application for Transfer to the Retired Reserve.

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If the approval authority then ARPC</td>
<td>Publishes Reserve orders announcing transfer or assignment and placement on the Reserve Retired List (see Notes 1, 2, and 3).</td>
</tr>
<tr>
<td>2</td>
<td>Determines the individual is not eligible</td>
<td>Notifies member and cancels retirement projection in the Military Personnel Data System.</td>
</tr>
</tbody>
</table>

Note:
1. AFRC Reservists (Includes IMA) – ARPC Contact Center will send orders, certificates, flag and retirement pin to the member.
2. ANG Members – ARPC Contact Center will send the orders, certificates, and retirement pin to the member. The US Flag and/or State/Territory flag will be provided by the commander support staff.
3. Individual Reservists – ARPC Contact Center will send the orders, certificates, retirement pin, and flag to the member or designated point of contact.
Table 9.4. ANG/AFR General Officers Procedures for Applying for Reserve Retirement.

<table>
<thead>
<tr>
<th>STEP</th>
<th>UNIT</th>
<th>IMA</th>
<th>Non-participating (S7)</th>
<th>ANG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GO</td>
<td>GO completes AF Form 131, Sections I, II, and III.</td>
<td>GO completes AF Form 131, Sections I, II, and III.</td>
<td>GO completes AF Form 131, Sections I, II, and III.</td>
</tr>
<tr>
<td>2</td>
<td>Obtain Numbered AF/CC’s recommendation, if applicable, on AF Form 131, Section IV.</td>
<td>Obtain MAJCOM/CC’s or Agency Head’s (or designee’s) recommendation on AF Form 131, Section IV (Suggested).</td>
<td>Obtain ARPC/CC’s recommendation on AF Form 131, Section IV.</td>
<td>Obtain State TAG’s recommendation on AF Form 131, Section IV. (AF Form 131, Section V-OPTIONAL)</td>
</tr>
<tr>
<td>3</td>
<td>Forward original AF Form 131 to AF/REG, with copy to AFRC/DPMO.</td>
<td>Forward original AF Form 131 to AF/REG.</td>
<td>Forward original AF Form 131 to AF/REG.</td>
<td>Forward original AF Form 131 to NGB-SL.</td>
</tr>
<tr>
<td>4</td>
<td>AF/REG conducts IG files check.</td>
<td>AF/REG conducts IG files check.</td>
<td>AF/REG conducts IG files check.</td>
<td>NGB-SL requests IG files check.</td>
</tr>
<tr>
<td>5</td>
<td>If IG files check is negative, AF/REG annotates the Remarks section on AF Form 131. Go To Step 9.</td>
<td>If IG files check is negative, AF/REG annotates the Remarks section on AF Form 131. Go To Step 9.</td>
<td>If IG files check is negative, AF/REG annotates the Remarks section on AF Form 131. Go To Step 9.</td>
<td>If IG files check is negative, NGB/SL annotates Remarks section &amp; forwards AF Form 131 to ARPC Contact Center. Go To Step 10.</td>
</tr>
<tr>
<td>6</td>
<td>If IG files check indicates ongoing investigations or pending allegations, AFRC/CD and AF/RE will be advised and GO may be transferred to Inactive Status on the requested retirement date.</td>
<td>If IG files check indicates ongoing investigations or pending allegations, MAJCOM/CC or Agency Head and AF/RE will be advised and GO will be transferred to Inactive Status on the requested retirement date.</td>
<td>If IG files check indicates ongoing investigations or pending allegations, ARPC/CC and AF/RE will be advised and GO will remain in Inactive Status, pending resolution of the investigation.</td>
<td>If IG files check indicates ongoing investigations or pending allegations, State TAG will be advised and GO will be transferred to Inactive Status List Reserve Section on the requested retirement date.</td>
</tr>
<tr>
<td>7</td>
<td>If investigation substantiates allegations, appropriate action will be taken.</td>
<td>If investigation substantiates allegations, appropriate action will be taken.</td>
<td>If investigation substantiates allegations, appropriate action will be taken.</td>
<td>If investigation substantiates allegations, appropriate action will be taken.</td>
</tr>
<tr>
<td></td>
<td>If investigation does not substantiate allegations, AF/REG annotates Remarks section on AF Form 131.</td>
<td>If investigation does not substantiate allegations, AF/REG annotates Remarks section on AF Form 131.</td>
<td>If investigation does not substantiate allegations, AF/REG annotates Remarks section on AF Form 131.</td>
<td>If investigation does not substantiate allegations, NGB-SL annotates Remarks section on AF Form 131 and forwards to ARPC Contact Center.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>8</td>
<td>Obtain AF/RE’s recommendation/approval on AF Form 131, Section V and forward to ARPC.</td>
<td>Obtain AF/RE’s recommendation/approval on AF Form 131, Section V and forward to ARPC.</td>
<td>Obtain AF/RE’s recommendation/approval on AF Form 131, Section V and forward to ARPC.</td>
<td>(RESERVED)</td>
</tr>
</tbody>
</table>

**Note:** For ANG GO’s the State will process the ANG Separation Order and forward to NGB-SL.
Chapter 10

DROPPING RETIRED MILITARY PERSONNEL FROM THE ROLLS OF THE AF

10.1. Presidential Authority. Per 10 USC § 1161(b), Commissioned Officers: Limitations on Dismissal, and 5 USC § 8319, Removal of Members of the Uniformed Services From Rolls; Restoration; Reappointment, the President may drop from the rolls 1) a commissioned officer who has been absent without authority for at least three months or is serving a specified amount of confinement on a final sentence from a military or civilian court or 2) a member of a uniformed service who is deprived of retirement pay under 5 USC, Chapter 83, Subchapter 2, Conviction of Certain Offenses.

10.2. Forfeiture of Pay. Retired military members forfeit retired pay when convicted of an offense listed in 5 USC § 8312, Conviction of Certain Offenses. Normally, AF retired members who are no longer entitled to retirement pay under 5 USC Chapter 83, Subchapter 2 are dropped from rolls.

10.2.1. Under 5 USC § 8312, retirement approval authority will process forfeitures of retired pay with DFAS once the conviction is final. (T-0).

10.2.2. AFPC processes actions to drop retired members from the rolls of the AF. The member must be notified of the action and be given an opportunity to respond. (T-1). The package must include:

- 10.2.2.1. A statement (including documentary evidence) explaining why the officer may be dropped from the rolls of the AF. (T-1).
- 10.2.2.2. When appropriate, a certified copy of the court order of conviction of an offense listed in 5 USC § 8312. (T-1).
- 10.2.2.3. The member’s response, if any. (T-1).

10.2.3. AFPC forwards the case file to Headquarters Air Force Investigations, Inquiries, and Relief (AF/JAJI) for legal review, prior to submission to the SAF/MRB for review by the SAFPC. SAFPC will make a recommendation to the SecAF. (T-1).

10.2.4. The SecAF will forward the case file and recommendation to the SecDef for coordination in accordance with the requirements outlined in DoDI 1320.04, as a personnel action that requires Presidential approval. (T-0).

10.3. Processing Orders. For retired members dropped from the rolls of the AF by the President, AFPC publishes the orders. A member dropped from the rolls of the AF does not receive any type of military certification of separation, discharge, or retirement.

JOHN A. FEDRIGO
Acting Assistant Secretary for Manpower and Reserve Affairs
ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
Public Law 96-513, Defense Officer Personnel Management Act, 12 December 1980
Executive Order 9397, Numbering Systems for Federal Accounts Relating to Individual Persons
Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers
SORN F033 ARPC B, Locator or Personnel Data
SORN F036 AFPC C, Military Personnel Records System
SORN F036 AFPC P, Separation Case Files, (Officer and Airman)
5 USC Chapter 83, Retirement
5 USC Chapter 83, Subchapter 2, Forfeiture of Annuities and Retired Pay
5 USC § 8301, Uniform Retirement Date
5 USC § 8312, Conviction of Certain Offenses
5 USC § 8319, Removal of Members of the Uniformed Services From Rolls; Restoration; Reappointment
10 USC Chapter 36, Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List
10 USC Chapter 61, Retirement or Separation for Physical Disability
10 USC Chapter 63, Retirement for Age
10 USC § 101(a)(13)(B), Definitions
10 USC § 123, Authority to Suspend Officer Personnel Laws During War or National Emergency
10 USC § 620, Active-Duty Lists
10 USC § 621, Competitive Categories for Promotion
10 USC § 631, Effect of Failure of Selection for Promotion: First Lieutenants and Lieutenants (Junior Grade)
10 USC § 632, Effect of Failure of Selection for Promotion: Captains and Majors of the Army, Air Force, and Marine Corps and Lieutenants and Lieutenant Commanders of the Navy
10 USC § 633, Retirement for Years of Service: Regular Lieutenant Colonels and Commanders
10 USC § 634, Retirement for Years of Service: Regular Colonels and Navy Captains
10 USC § 635, Retirement for Years of Service: Regular Brigadier Generals and Rear Admirals (Lower Half)
10 USC § 636, Retirement for Years of Service: Regular Officers in Grades Above Brigadier General and Rear Admiral (Lower Half)

10 USC § 637, Selection of Regular Officers for Continuation on Active Duty

10 USC § 637a, Continuation on Active Duty: Officers in Certain Military Specialties and Career Tracks

10 USC § 638, Selective Early Retirement

10 USC § 638a, Modification to Rules for Continuation on Active Duty: Enhanced Authority for Selective Early Retirement and Early Discharges

10 USC § 639, Continuation on Active Duty to Complete Disciplinary Action

10 USC § 640, Deferment of Retirement or Separation for Medical Reasons

10 USC § 651, Members: Required Service

10 USC § 688, Retired Members: Authority to Order to Active Duty; Duties

10 USC Chapter 941, Retirement for Length of Service

10 USC § 1161(b), Commissioned Officers: Limitations on Dismissal

10 USC § 1169, Regular Enlisted Members: Limitations on Discharge

10 USC § 1186, Officer Considered for Removal: Voluntary Retirement or Discharge

10 USC Chapter 1223, Retired Pay for Non-regular Service

10 USC § 1251, Age 62: Regular Commissioned Officers in Grades Below General and Flag Officer Grades; Exceptions

10 USC § 1253(a), Age 64: Regular Commissioned Officers in General and Flag Officer Grades; General Rule

10 USC § 1253(b), Age 64: Regular Commissioned Officers in General and Flag Officer Grades; Exception for Officers Serving in O–9 and O–10 Positions

10 USC § 1293, Twenty Years or More: Warrant Officers

10 USC § 1370, Commissioned Officers: General Rule; Exceptions

10 USC § 1370(a), Commissioned Officers: General Rule; Exceptions; Rule for Retirement in Highest Grade Held Satisfactorily

10 USC § 1370(d), Commissioned Officers: General Rule; Exceptions; Reserve Officers

10 USC § 1402, Recomputation of Retired or Retainer Pay to Reflect Later Active Duty of Members Who First Became Members Before September 8, 1980

10 USC § 1402a, Recomputation of Retired or Retainer Pay to Reflect Later Active Duty of Members Who First Became Members After September 8, 1980

10 USC § 1405, Years of service

10 USC § 1407(f), Retired Pay Base for Members Who First Became Members After September 7, 1980: High-36 Month Average, Exception for Enlisted Members Reduced in Grade and Officers Who Do Not Serve Satisfactorily in Highest Grade Held
10 USC § 1734, *Career Development*
10 USC § 3038, *Office of Army Reserve: Appointment of Chief*
10 USC § 3911, *Twenty Years or More: Regular or Reserve Commissioned Officers*
10 USC § 3914, *Twenty to Thirty Years: Enlisted Members*
10 USC § 5143, *Office of Navy Reserve: Appointment of Chief*
10 USC § 5144, *Office of Marine Forces Reserve: Appointment of Commander*
10 USC § 6323, *Officers: 20 years*
10 USC § 8038, *Director for Expeditionary Warfare*
10 USC § 9251, *Presentation of United States Flag Upon Retirement*
10 USC § 9311, *Twenty years or more: regular or reserve commissioned officers*
10 USC § 9314, *Twenty to Thirty Years: Enlisted Members*
10 USC § 9317, *Thirty Years or More: Regular Enlisted Members*
10 USC § 9318, *Thirty Years or More: Regular Commissioned Officers*
10 USC § 9320, *More Than Thirty Years: Permanent Professors and the Director of Admissions of the United States Air Force Academy*
10 USC § 9321, *Mandatory Retirement: Superintendent of the United States Air Force Academy; Waiver Authority*
10 USC § 9324, *Forty Years or More: Air Force officers*
10 USC § 9342, *Higher Grade for Service in Special Positions*
10 USC § 9343, *Highest Grade Held Satisfactorily: Reserve Enlisted Members Reduced in Grade Not as a Result of the Member’s Misconduct*
10 USC § 9344, *Higher Grade After 30 Years of Service: Warrant Officers and Enlisted Members*
10 USC § 9345, *Restoration to Former Grade: Retired Warrant Officers and Enlisted Members*
10 USC § 9346, *Retired lists*
10 USC § 9361, *Computation of Retired Pay*
10 USC § 9362, *Recomputation of Retired Pay to Reflect Advancement on Retired List*
10 USC § 10147(a)(1), *Ready Reserve: Training Requirements*
10 USC § 10154, *Retired Reserve*
10 USC § 10209, *Regular and Reserve Components: Discrimination Prohibited*
10 USC § 10211, *Policies and Regulations: Participation of Reserve Officers in Preparation and Administration*
10 USC § 10301, *Reserve Forces Policy Board*
10 USC § 10303, *Navy Reserve Forces Policy Board*
10 USC § 10304, Marine Corps Reserve Forces Policy Board
10 USC § 10305, Air Force Reserve Forces Policy Committee
10 USC § 10502, Chief of the National Guard Bureau: Appointment; Adviser on National Guard Matters; Grade; Succession
10 USC § 10505, Vice Chief of the National Guard Bureau
10 USC § 10507, National Guard Bureau: Assignment of Officers of Regular or Reserve Components
10 USC § 12108, Enlisted Members: Discharge or Retirement for Years of Service or for Age
10 USC § 12301, Reserve Components Generally
10 USC § 12301(a), Reserve Components Generally
10 USC § 12301(d), Reserve Components Generally
10 USC § 12302, Ready Reserve
10 USC § 12304(b), Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency
10 USC § 12305, Authority of President to Suspend Certain Laws Relating to Promotion, Retirement, and Separation
10 USC § 12307, Retired Reserve
10 USC § 12308, Retention After Becoming Qualified for Retired Pay
10 USC § 12310, Reserves: For Organizing, Administering, etc., Reserve Components
10 USC § 12402, Army and Air National Guard of the United States: Commissioned Officers; Duty in National Guard Bureau,
10 USC § 12646(e), Commissioned Officers: Retention of After Completing 18 or More, But Less Than 20, Years of Service
10 USC § 12686(a), Reserves on Active Duty Within Two Years of Retirement Eligibility: Limitation on Release From Active Duty; Limitations
10 USC § 12731, Age and service requirements
10 USC § 12731b, Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty
10 USC § 12732, Entitlement to Retired Pay: Computation of Years of Service
10 USC § 12738, Limitations on Revocation of Retired Pay
10 USC § 12739, Computation of Retired Pay
10 USC § 12741, Retirement for Service in an Active Status Performed in the Selected Reserve of the Ready Reserve After Eligibility for Regular Retirement
10 USC § 12771, Reserve Officers: Grade on Transfer to Retired Reserve
10 USC § 14005, Competitive Categories
10 USC § 14504, Effect of Failure of Selection for Promotion: Reserve First Lieutenants of the Army, Air Force, and Marine Corps and Reserve Lieutenants (Junior Grade) of the Navy

10 USC § 14505, Effect of Failure of Selection for Promotion: Reserve Captains of the Army, Air Force, and Marine Corps and Reserve Lieutenant Commanders of the Navy

10 USC § 14506, Effect of Failure of Selection for Promotion: Reserve Majors of the Army, Air Force, and Marine Corps and Reserve Lieutenant Commanders of the Navy

10 USC § 14507, Removal From the Reserve Active-Status list for Years of Service: Reserve Lieutenant Colonels and Colonels of the Army, Air Force, and Marine Corps and Reserve Commanders and Captains of the Navy

10 USC § 14509, Separation at Age 62: Reserve Officers in Grades Below Brigadier General or Rear Admiral (Lower Half)

10 USC § 14510, Separation at Age 62: Brigadier Generals and Rear Admirals Lower Half)

10 USC § 14511, Separation at Age 64: Officers in Grade of Major General or Rear Admiral and Above

10 USC § 14512, Separation at Age 66: Officers Holding Certain Offices

10 USC § 14514, Discharge or Retirement For Years of Service or After Selection For Early Removal

10 USC § 14515, Discharge or Retirement for Age

10 USC § 14701(a), Selection of Officers for Continuation on the Reserve Active-Status List

10 USC § 14702, Retention on Reserve Active-Status List of Certain Officers in the Grade of Major, Lieutenant Colonel, Colonel, or Brigadier General

10 USC § 14703, Authority to Retain Chaplains and Officers in Medical Specialties Until Specified Age

10 USC § 14704, Selective Early Removal From the Reserve Active-Status List

10 USC § 14903, Boards of Inquiry

10 USC § 14905, Officer Considered for Removal: Retirement or Discharge

10 USC § 14907(b), Army National Guard of the United States and Air National Guard of the United States: discharge and withdrawal of Federal recognition of officers absent without leave; Discharge From Reserve Appointment

31 USC § 3702(b), Authority to Settle Claims

32 USC § 323(b), Withdrawal of Federal Recognition

32 USC § 502(a), Required Drills and Field Exercises

32 USC § 708, Property and Fiscal Officers

37 USC § 501, Payments for Unused Accrued Leave

38 USC § 101, Definitions
DoDI 1200.15, Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status, 7 November 2019
DoDI 1215.06, Uniform Reserve, Training, and Retirement Categories for the Reserve Components, 11 March 2014
DoDI 1215.07, Service Credit for Non-Regular Retirement, 30 July 2019
DoDI 1320.04, Military Officer Actions Requiring Presidential, Secretary of Defense, Or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation, 3 January 2014
DoDI 1332.14, Enlisted Administrative Separations, 27 January 2014
DoDI 1332.32, Selective Early Retirement Or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, Or the Reserve Active Status List, 2 May 2014
DoDI 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019
DoDI 1348.34, Presidential Recognition on Retirement from Military Service, 1 September 2011
DoDI 5400.11, DoD Privacy and Civil Liberties Programs, 29 January 2019
DoD FMR 7000.14-R, Department of Defense Financial Management Regulations (FMR), May 2019
AFPD 36-32, Military Retirements and Separations, 30 August 2018
AFPD 36-35, United States Air Force Academy, 14 March 2018
DAFI 33-360, Publications and Forms Management, 1 December 2015
DAFMAN 48-123, Medical Examinations and Standards, 8 December 2020
AFI 33-322, Records Management and Information Governance Program, 23 March 2020
AFI 33-332, Air Force Privacy and Civil Liberties Programs, 10 March 2020
AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility, 16 April 2019
AFI 36-2110, Total Force Assignments, 5 October 2018
AFI 36-2131, Administration of Sanctuary in the Air Reserve Components, 27 July 2011
AFI 36-2406, Officer and Enlisted Evaluations Systems, 14 November 2019
AFI 36-2501, Officer Promotions and Selective Continuation, 16 July 2004
AFI 36-2502, Promotion/Demotion Programs, 12 December 2014
AFI 36-2606, Reenlistment and Extension of Enlistment in the United States Air Force, 20 September 2019
AFI 36-3003, Military Leave Program, 24 August 2020
AFI 36-3026V1_IP, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 4 August 2017
AFI 36-3206, Administrative Discharge Procedures for Commissioned Officers, 9 June 2004
AFI 36-3208, Administrative Separation of Airmen, 9 July 2004
AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation, 15 July 2019
AFI 51-201, Administration of Military Justice, 18 January 2019
AFMAN 36-2032, Military Recruiting and Accessions, 27 September 2019
AFMAN 36-2136, Reserve Personnel Participation, 6 September 2019
AFMAN 41-210, Tricare Operations and Patient Administration, 10 September 2019
AFPAM 36-2870, Chief Master Sergeant of the Air Force Certificate of Appreciation Upon Retirement, 28 August 2019
ANGI 36-101, The Active Guard Reserve (AGR) Program, 3 June 2010
Article 15, UCMJ, Commanding Officer’s Non-Judicial Punishment
Government Accounting Office Comptroller General Decision 52 Comp Gen 769 - 1973
Joint Travel Regulations, 1 October 2020

Prescribed Forms
AF Form 131, Application for Transfer to the Retired Reserve
AF Form 1344, Certificate of Appreciation (for Spouses/AF Chief of Staff Signature)
AF Form 1160, Military Retirements Actions

Adopted Forms
AF Form 847, Recommendation for Change of Publication
AF Form 964, PCS, TDY, Deployment, or Training Declination Statement
AF Form 1288, Application for Ready Reserve Assignment
AF Form 4369, Chief Master Sergeant of the Air Force Retirement Certificate (Spouse)
AF Form 4370, Chief Master Sergeant of the Air Force Retirement Certificate
DD Form 214, Certificate of Release or Discharge from Active Duty
DD Form 256AF, Honorable Discharge Certificate,
DD Form 363AF, Certificate of Retirement
DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the United States
DD Form 2656, Data for Payment of Retired Personnel
DD Form 2697, Report of Medical Assessment
DD Form 2905, *Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver*

NGB Form 438, *Honorable Discharge from the Armed Forces of the United States of America – ANG*

NGB Form 438a, *Honorable Discharge from the Federally Recognized Air National Guard of the United States of America*

*Abbreviations and Acronyms*

AC—Active Component

AD—Active Duty

ADSC—Active Duty Service Commitment

AF—Air Force

**AF Form**—Air Force Form

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AGR—Active Guard and Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

AFC—Air Reserve Component

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technician

**BRS**—Blended Retirement System

CC—Commander

CMSgt (E-9)—Chief Master Sergeant

CONUS—Continental United States

CSAF—Chief of Staff, United States Air Force

**DAFI**—Department of the Air Force Instruction

**DD Form**—Department of Defense Form

**DEROS**—Date Eligible for Return from Overseas

DES—Disability Evaluation System
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOS—Date of Separation
EAD—Extended Active Duty
ETS—Expiration of Term of Service
FMR—Financial Management Regulation
GO—General Officer
HQ—Headquarters
RIO—Headquarters Readiness and Integration Organization
HYT—High Year of Tenure
IMAs—Individual Mobilization Augmentee
MAJCOM—Major Command
MEB—Medical Evaluation Board
MSD—Mandatory Separation Date
MTF—Military Treatment Facility
NGB—National Guard Bureau
OGD—Officer Grade Determination
PEB—Physical Evaluation Board
PTDY—Permissive Temporary Duty
RAA—Retirement Approval Authority
RASL—Reserve Active Status List
RC—Reserve Component
RegAF—Regular Air Force
RIO Detachments (Dets)—Readiness and Integration Office Detachments
SAF—Assistant Secretary of the Air Force
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SHPE—Separation History and Physical Examination
SJA—Staff Judge Advocate
TAFCS—Total Active Federal Commissioned Service
Terms

Absent Without Authority—Consider a member absent without authority if he or she is voluntarily absent without leave for more than 24 hours, or was voluntarily absent from a scheduled duty or formation, or was under restriction or arrest. Scheduled duty or formation means doing a specified task at a specified time and place for a specified purpose. It is not the same as regularly scheduled duty. Consider the member absent without authority if not excused and absent from duty in civil confinement for more than 24 hours. The term absent without authority is the same as unauthorized absence.

Active Duty (AD)—Full-time duty in the active military services of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. For purposes of this instruction, AD also applies to Air National Guard members on full-time National Guard duty.

Active Duty for Training—A tour of AD that is used for training members of the RCs 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 member is under orders that provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

Active duty list—A single list for the Air Force, required by 10 USC § 620 that contains the names of all Regular and Reserve officers on AD except those described in 10 USC § 641 (10 USC § 641 includes Air Force Reserve and ANG officers serving on AD under 10 USC § 3038, § 5143, § 5144, § 8038, § 10211, § 10301, § 10303, § 10304, § 10305, § 10502, § 10505, § 10507, or § 12402, of this title or 32 USC § 708. Reserve and ANG officers recalled or mobilized normally are not placed on the AD list. Retired officers on AD also are excluded).

Active Duty Service Commitment (ADSC)—A period of AD an Airman will serve before becoming eligible for voluntary separation or retirement (includes minimum term of service).
Active Guard and Reserve—Airmen on Active Guard and Reserve duty, serving on AD that support the National Guard and Reserve.

Active Military Service—See 38 USC § 101.

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

Administrative Separation—Discharge or release in the manner prescribed by the Secretary of the Air Force or by law. Excludes discharge by sentence of court-martial.

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under 10 USC §12301(d) to perform duties as described in 10 USC §101, 10211, and 12310. The Secretary of the Air Force may order a member of the Air Force Reserve to active duty at any time, or retain him/her on active duty, with the consent of that member, to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve components.

Airman or Airmen—A member or members of the US Air Force, both officer and enlisted.

Air Force Specialty Code (AFSC)—An alphanumeric code used by the United States Air Force to identify an Air Force specialty.

Air Force Reserve (AFR)—All Reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States.

Air National Guard (ANG)—A RC of the USAF consisting of all federally recognized units, organizations, and members of the ANG of the several states, the District of Columbia, and Commonwealth of Puerto Rico, who, in addition to status as ANG members, are Reserves of the Air Force in the same grades in which enlisted or appointed and federally recognized. Membership in the ANG is acquired by the enlistment or appointment in the federally recognized ANG of a state and concurrent enlistment or appointment as a Reserve of the Air Force in the same grade.

Air Reserve Component (AFC)—An over-arching term when used when referring to both the Air Force Reserve and Air National Guard.

Assignment—The permanent change of an Airman’s duty station from one location to another. Also refers to duties performed. (Used alternately with the term “reassignment.”)

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” This designation is used in all Air Force units authorized to be led by a commander except the USAFA, which is commanded by a superintendent, and school/academic units, which may be commanded by commandants.

Competitive Category—(also referred to as Developmental Category) —A grouping of officers who compete among themselves for promotion. The Secretary of the Air Force establishes categories, as required, to manage the career development and promotion of certain groups of officers. In relation to the requirements of these officer categories, the categories’ specialized education, training, or experience, and often relatively narrow career field utilization, make separate career management desirable. (References 10 USC § 621 (RegAF) and § 14005, and DoDI 1320.14).
Competent, Competency—The member’s mental ability to make rational decisions based on factual understanding of matters including, but not limited to, pay, records, and disability processing. Competency is a presumption that may be rebutted by medical evidence at an evidentiary hearing.

Competency Board—A board consisting of at least 3 medical officers or physicians (including one psychiatrist) convened to determine whether a member is competent.

Component—All units, organizations, and members of the USAF, ANG and the AFR (see 10 USC § 261).

Counsel—Refers to military counsel or the civilian equivalent.

Creditable Service—Military service that can be used in determining the disposition of a case, entitlement to benefits, etc.

Critical Skills Retention Bonus—A financial incentive paid to enlisted Airmen and officers who reenlist or agree to continue serving on AD for at least one additional year in a military skill designated as critical by the OSD.

Curtailment—Termination of an overseas tour before completion of the prescribed length, including any extensions (except cancelation of a voluntary extension). Terminal leave taken before DEROS is not a tour curtailment and is not a DEROS change. Ordinary leave begins and ends in the local area; therefore, it is not a DEROS change or curtailment.

Disability—A physical or mental impairment that limits a person’s movements, senses, or activities. Any impairment due to disease or injury, regardless of degree, that reduces or prevents an individual’s actual or presumed ability to engage in gainful employment or normal activity. The term “disability” or “physical disability” includes mental disease, but not such inherent defects as behavioral disorders, adjustment disorders (except Chronic Adjustment Disorder), personality disorders, and primary mental deficiencies. A medical impairment, mental disease, or physical defect standing alone does not constitute a disability. To constitute a disability, the medical impairment, mental disease, or physical defect must be severe enough to interfere with the SM’s ability to adequately perform the member’s duties.

Discharge Authority—An official authorized to take final action with respect to specified types of discharges and entry level separations.

Discharge for Cause—Separations that are processed under Chapter 5, sections A (substandard performance of duty) and 5B (misconduct, moral or professional dereliction, or in the interest of national security). Also, includes resignation instead of undergoing further administrative discharge proceedings and resignations for the good of the service (when the member’s conduct renders a member triable by courts-martial).

Drop from the Rolls—An administrative action that may be taken in limited circumstances that terminates a commissioned officer’s military status along with any rights, benefits, and pay to which he or she may have otherwise been entitled because of that status. Drop from the rolls is distinguished from dropping from the unit rolls, which is an administrative procedure used by the Military Services to remove a Service member from the unit of assignment but does not end the member’s military status.

Extended Active Duty (EAD)—A tour of AD for a regular component member or tour duty performed by a member of the AFR when activated/mobilized under certain sections of law i.e.,
Enlisted Member—A person in an enlisted grade within the USAF.

Family Members—Includes the spouse, children, father, mother, brothers, sisters, any person who has stood in loco parentis to the Airman before entry into the service, and members of the immediate family of the Airman’s spouse.

Force Support Units—Examples include Force Support Squadron (FSS), Military Personnel Flight, and RIO Detachment.

Headquarters Air Reserve Personnel Center (ARPC)—A MAJCOM direct-reporting unit of HQ Air Force Reserve Command.

Honorable Discharge Certificate—The type of discharge certificate received by a member whose separation is characterized as honorable; a DD Form 256AF, Honorable Discharge Certificate.

High Year of Tenure—A year point at which the Air Force determines an enlisted Airman is ineligible for reenlistment and extension of enlistment due to grade and length of service. See Chapter 9 of this publication.

Inactive Duty Training—Authorized training performed by a member of a RC not on AD or active duty for Training and consisting of regularly scheduled Unit Training Assemblies (UTA), additional training assemblies, periods of appropriate duty or equivalent training and any special additional duties authorized for RC personnel by the Secretary concerned and performed by the member in connection with the prescribed activities of the organization in which the member is assigned with or without pay.

Individual Mobilization Augmentee (IMA)—An Air Force Ready Reservist assigned to a specific position within an AD unit that is essential during wartime, and would assume upon mobilization.

Individual Reservist—Refers to an IMA or participating IRR (Cat B or E) reservist and does not include Cat A or “traditional reservists.

Judge Advocate—An officer of the Judge Advocate General’s Corps of the Army, Navy, or Air Force; an officer of the Marine Corps who is designated as a judge advocate; or an officer of the Coast Guard who is designated as a law specialist.

Lengthy Service Probation—Suspension of an approved administrative discharge to give an Airman a chance to acquire minimum eligibility for service retirement.

Limited Assignment Status (LAS)—Permits an unfit member to be voluntarily retained on AD and AFR to perform specific duty with certain limits on the member’s assignability.

Member—Enlisted or officer personnel of a military service.

Medical officer—Includes officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Biomedical Sciences Corps.
Medical/Physical Evaluation Board—Processes to determine medical fitness for continued duty.

Military Counsel—A lawyer within the meaning of Article 27(b), UCMJ.

Military Duty(ies)—The duties of a member's office and grade as determined by the Secretary concerned, and not necessarily the specialty skill or special qualification held by the member prior to incurring or aggravating an injury, illness or disease in the line of duty.

Military record—The military record includes documentation of all aspects of the officer's behavior, including duty performance during the current period of service personal conduct while on-duty and off-duty.

Military service obligation (MSO)—The period of time that a member must serve in a regular or RC of the armed forces as required by the Military Selective Service Act of 1967 or 10 USC § 651, as amended.

Misconduct—Intentional conduct that is wrongful or improper. Also, willful neglect or gross negligence.

Nonjudicial Punishment—A punishment imposed by a commander and accepted by the member in accordance with Article 15, UCMJ or state military code. Usually involves a minor infraction of discipline.

Officer—A commissioned officer of any component.

Participating Individual Ready Reserve—That portion of the Ready Reserve consisting of members assigned to Category E positions (must accumulate 50 points per year for a good retirement year, non-pay).

Ready Reserve—Units and individual reservists liable for AD as outlined in 10 USC §§ 12301 (Full Mobilization) and 12302 (Partial Mobilization). This includes members of units, members of the Active Guard Reserve Program, Individual Mobilization Augmentees, Individual Ready Reserve, and the Inactive National Guard.

Recall—The voluntary entry on EAD of AFR members who have previously served on EAD.

REDUX—Optional retirement plan for AD members with an initial date of entry into service after 31 July 1986, but before 1 January 2018. Eligibility to elect the Career Status Bonus ended as of 31 December 2017.

Regular officer—A commissioned officer in the Regular Air Force. The term "regular" refers to appointment, grade, or office in a regular component of an armed force. A Regular officer is either on AD, retired, or on the temporary disability retired list. All officers on the AD List are Regular Officers.

Release—Separation from a void enlistment or induction that does not involve a regular discharge. A DD Form 214, Certificate of Release or Discharge from Active Duty is issued but not a discharge certificate.

Release from active duty—End of AD status. This term applies to Airmen of the Regular Air Force who are transferred to a RC to complete the Airmen’s military service obligations (MSO) and to Airmen of RC who revert to inactive status in the Airmen’s Reserve organizations.
Reserve Active Status List (RASL)—A list of all Reserve of the AF officers in an active status, not on the AD List, and in the order of seniority of the grade in which the officers are serving. Officers serving in the same grade are carried in the order of the officer’s rank in that grade. The RASL for the AF includes officers in the ANG and AFR. Except as otherwise provided by law, an officer must be on the RASL to be eligible for consideration for selection for promotion, continuation, or early removal as a member of the Reserve of the AF.

Reserve Member—A member of the United States Air Force Reserve.

Reserve officer—A commissioned officer in a RC. The term "Reserve" refers to appointment, grade, or office held as a Reserve of an armed force.

Retired Reserve—All reserve members who receive retirement pay on the basis of the member’s AD and/or reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve.

Secretary of the Air Force (SecAF)—Includes the Secretary.

Selected Reserve—As defined in DoDD 1200.7 (Screening of the Ready Reserve) para E2.1.7. Selected Reserve. A category of the ready reserve in each of the ARCs. The selected reserve consists of units, and, as designated by the Secretary concerned, of individual reserve members, trained as prescribed in 10 USC § 10147(a)(1); Ready Reserve: Training Requirements, or 32 USC § 502(a), Required Drills and Field Exercises, as appropriate.

Separation—A general term that includes administrative discharge, resignation, release from AD, release from custody and control of the Armed Forces, dropping from the rolls of the Air Force, retirement, transfer to a ARC, and dismissal. Often used synonymously with “discharge.” See also discharge.

Seven Day Option (7DO)—A requirement for eligible career Airmen to separate or retire in lieu of operational or rotational Permanent Change of Station, formal education, a training course (regardless if it involves a Permanent Change of Station) or Temporary Duty (TDY) (Enlisted only) except when the event office of primary responsibility allows declination (with or without prejudice).

State or States—This term includes all 50 states and territories; Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

Substandard Performance—This is the same as unsatisfactory performance listed in DoDI 1332.14, Enlisted Administrative Separations.

Temporary Duty (TDY) Airman—Personnel who are temporarily assigned to perform duty at a location other than the member’s permanent duty station in support of contingency operations, exercise, training, manning assistance as described, and for administrative duties further defined in AFI 36-2110, for assignment-related information.

TRICARE—A health benefit plan for military members and their dependents.

United States Air Force Reserve (AFR)—All reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States.
**Unit Commander**—This is normally the commander of the unit to which the member is assigned. For IMAs, this may be the official in charge of the training unit. This could be the unit commander or RIO/Det CC, or for members not assigned to a participating Reserve position, the ARPC Commander. For actions involving personnel in the delayed enlistment program, this is the recruiting squadron commander.

**Addresses**—AF/A1LG (General Officer Management Office)
AF/A1LO (Colonel Officer Management Office)
AF/A1LE (CMSgt Management Office)
1670 Air Force Pentagon
Washington DC 20330-1670

AF/JAJI (Judge Advocate Investigations, Inquiries, and Relief Directorate)
1500 W Perimeter Rd
JB Andrews MD 20762

AF/REP
1150 Air Force Pentagon
Washington DC 20330-1150

AF/REG (AFR Senior Leader Management)
1150 Air Force Pentagon
Washington DC 20330-1150

AFPC/DP3SA (Airmen Support and Transition Branch)
AFPC/DPFFF (Airman and Family Sustainment Branch)
AFPC/DPFD (Air Force Disability Division)
AFPC/DP2SSR (Retirements Section)
550 C Street West
JBSA Randolph TX 78150-4706

ARPC/DPA
RIO
1840 E. Silver Creek Ave, Bldg 390,
Buckley Air Force Base, CO 80011

NGB/A1P
3500 Fetchet Ave
JB Andrews MD 20762-5157

Secretary of the Air Force Personnel Council (SAFPC)
1500 W. Perimeter Drive, Suite 3700
JB Andrews MD 20762-6604