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SECRETARY OF THE AIR FORCE**

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**Personnel**

**VOLUNTARY LIMITED PERIOD OF  
ACTIVE DUTY (VLPAD) FOR AIR  
RESERVE COMPONENT (ARC)  
SERVICE MEMBERS AND THE  
CAREER INTERMISSION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, and is consistent with Title 10 United States Code (USC) Section (§) 710, *Career flexibility to enhance retention of members*, and Department of Defense Instruction (DoDI) 1327.07, *Career Intermission Program for Service Members*. It provides guidance and procedures on the Voluntary Limited Period of Active Duty (VLPAD) and Career Intermission Programs (CIP). This publication applies to the Regular Air Force (RegAF), the United States Space Force (USSF), the Air Force Reserve (AFR), and the Air National Guard (ANG). This instruction requires the collection and or maintenance of information protected by Title 5 United States Code (USC) Section (§) 552a, *Records Maintained on Individuals* (The Privacy Act of 1974) authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Records Notifications (SORNs) F033 ARPC B, *Locator or Personnel Data*, F036 AFPC P, *Separation Case Files*, (officer and enlisted), and F036 AF PC C, *Military Personnel Records System*. (**Note:** F036 AFPC P and F036 AF PC C are being consolidated into the F036 AF PC Q, *Personnel Data System SORN*. Upon approval of F036 AF PC Q, the aforementioned SORNs will be rescinded) are available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information

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

This DAFI has been revised by (1) Updating Air Force Reserve Voluntary Limited Period of Active Duty (VLPAD) roles, responsibilities, and program guidance, (2) aligning DAF policy with legal changes to the Career Intermission Program (CIP) and changes program guidance, and (3) clarifies RegAF, USSF, AFR and ANG roles and responsibilities within the Career Intermission Program.

<b>Chapter 1—OVERVIEW</b>	<b>4</b>
1.1. Overview.....	4
1.2. Roles and Responsibilities.....	4
1.3. Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Members.....	4
1.4. Career Intermission Program (CIP).....	4
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>5</b>
2.1. Voluntary Limited Period of Active Duty (VLPAD) for ARC members.....	5
2.2. Career Intermission Program (CIP).....	6
<b>Chapter 3—VOLUNTARY LIMITED PERIOD OF ACTIVE DUTY (VLPAD) FOR AIR FORCE RESERVE COMPONENT (ARC) MEMBERS</b>	<b>12</b>
3.1. Program Scope.....	12
3.2. Application Procedures and EAD Orders.....	15
Table 3.1. Submitting and processing applications.....	16
Table 3.2. Who Publishes EAD Orders.....	17

<b>Chapter 4—CAREER INTERMISSION PROGRAM (CIP)</b>	<b>19</b>
4.1. Program Scope.....	19
4.2. Applications.....	21
4.3. Provision of Individual Ready Reserve (IRR).....	22
4.4. Return to Regular Air Force (RegAF), Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG).....	25
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>27</b>
<b>Attachment 2—PUBLISHING, ISSUING, CHANGING, AND DISTRIBUTING EAD ORDERS</b>	<b>37</b>
<b>Attachment 3—ADDRESSES</b>	<b>39</b>

## Chapter 1

### OVERVIEW

**1.1. Overview.** This publication addresses programs that allow United States Air Force (USAF) members and United States Space Force (USSF) members to transition within various career stages, units, and components of the DAF based on the needs of the DAF and the individual goals and objectives of the Airmen and Guardians.

**1.2. Roles and Responsibilities.** This publication outlines responsibilities of the Secretary of the Air Force (SecAF), RegAF, USSF, ANG, AFR and other agencies involved with the programs contained within this publication.

**1.3. Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Members.** The VLPAD program provides members of the ANG and AFR the opportunity to temporarily help meet RegAF requirements for trained, career-oriented members in particular grades and skills in accordance with Title 10 United States Code (USC) Sections 12301(d) and 12311, *Active duty agreements*. It does not apply to members applying for active duty (AD) training; volunteering for extended active duty (EAD) in support of contingency or "code-named" operations; AD under 10 USC §§ 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*, 10305, *Air Force Reserve Forces Policy Committee*, 12402, *Army and Air National Guard of the United States: commissioned officers; duty in National Guard Bureau* or 12310, *Reserves: for organizing, administering, etc., reserve components*; AD under 32 USC § 708, *Property and fiscal officers*; or to graduates of the Air Force Reserve Officer Training Corps for the graduate's initial tour of RegAF duty. It does not apply to the USSF.

**1.4. Career Intermission Program (CIP).** CIP provides a one-time, temporary transition from AD to the Individual Ready Reserve (IRR) for officer and enlisted members. The program gives members an opportunity to meet personal needs or professional goals outside the service while providing a mechanism for a seamless return to AD. This program applies to all RegAF, USSF, and Career Active Guard and Reserve (AGR) members.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Voluntary Limited Period of Active Duty (VLPAD) for ARC members.

##### 2.1.1. Headquarters Air Force:

2.1.1.1. Director, Military Force Management Policy (AF/A1P) authorizes, sets eligibility criteria and is the waiver authority for the VLPAD program.

2.1.1.2. The Judge Advocate General (AF/JA) selects and approves ARC judge advocates (lieutenant colonel and below) to fill VLPAD requirements.

2.1.1.3. The Chaplain Corps Personnel Division (AF/HCP) selects and approves ARC chaplains (lieutenant colonel and below) to fill VLPAD requirements. For ANG chaplains selected for VLPAD, AF/HCP will coordinate with HQ AFRC/HCP for managing personnel. **(T-1). Note:** ANG members are managed by the AFR while serving on VLPAD tours.

2.1.1.4. The Colonel Management Office (AF/A1LO) selects and approves ARC colonels to fill VLPAD requirements.

##### 2.1.2. Air Force Personnel Center (AFPC):

2.1.2.1. AFPC Commander (AFPC/CC). The approval or disapproval authority for fully qualified VLPAD applicants, other than judge advocates (see [Table 3.1](#)).

##### 2.1.2.2. Accessions Branch (AFPC/DP3DA):

2.1.2.2.1. As business process owners, provides policy interpretations to higher headquarters and to the field.

2.1.2.2.2. Validates Military Accessions Branch (AFPC/DP2LT) accession verifications and identifies necessary policy changes to AF/A1P.

2.1.2.2.3. Implements AF/A1P approved VLPAD programs.

##### 2.1.2.3. Military Accessions Branch (AFPC/DP2LT):

2.1.2.3.1. Reviews the master personnel records to determine the applicant's eligibility.

2.1.2.3.2. Coordinates with the Reserve Assignment Branch (ARPC/DPAAA) or National Guard Bureau, Force Management Policy (NGB/A1P), as appropriate, for conditional release approval or disapproval of applicants.

2.1.2.4. Logistics and Support Airmen Career Management Division (AFPC/DP2L); Medical and Chaplain Career Management Division (AFPC/DP2N) (Medical only) For chaplains, see [paragraph 2.1.1.3](#); Operations and Special Duty Airmen Career Management Division (AFPC/DP2O):

2.1.2.4.1. Selects officers and enlisted members to fill VLPAD requirements.

- 2.1.2.4.2. Provides assignment instructions to AFPC/DP2LT for officers (lieutenant colonels and below) and enlisted members (senior master sergeant and below) selected for voluntary limited EAD.
  - 2.1.2.4.3. Notifies ineligible applicants and explains why they are ineligible.
  - 2.1.2.4.4. Provides ARPC/DPAAA with copies of initial VLPAD orders and any subsequent VLPAD order amendments.
  - 2.1.2.4.5. Medical and Chaplain Career Management Division (AFPC/DP2N). Selects and assigns Reserve medical service officers to fill VLPAD requirements.
- 2.1.3. Air Reserve Personnel Center (ARPC):
- 2.1.3.1. Processes requests for conditional release approval or disapproval then returns decision to AFPC/DP2LT.
  - 2.1.3.2. Headquarters Readiness and Integration Organization (HQ RIO), Host Aviation Resource Management office (HQ RIO/HARM) suspends any AFR individual reservist officer recalled in a nonrated specialty from flying, in accordance with Air Force Manual (AFMAN) 11-402, *Aviation and Parachutist Service*.
  - 2.1.3.3. Verifies Reserve members in active status meet all readiness requirements and obtains military benefits and entitlements (AF/REP) concurrence that AFR can afford to transfer end strength accountability
  - 2.1.3.4. Obtains Deputy Chief of the Air Force Reserve Command (AFRC/CD) approval or disapproval decision.
- 2.1.4. National Guard Bureau Force Management Policy (NGB/A1P):
- 2.1.4.1. Processes requests for conditional release approval and disapproval then returns decisions to AFPC/DP2LT.
  - 2.1.4.2. Verifies consent of the governor of the state or territory and written indorsement of The Adjutant General (TAG) or Commanding General for each state or territory.
  - 2.1.4.3. Verifies ANG members meet all readiness requirements and the ANG can afford to transfer end-strength accountability.
- 2.2. Career Intermission Program (CIP).**
- 2.2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): Maintains oversight of the program.
  - 2.2.2. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1):
    - 2.2.2.1. Approves eligibility requirements in coordination with the Deputy Chief of Space Operations for Human Capital (SF/S1), Chief, Air Force Reserve (AF/RE) and Director, Air National Guard (NGB/CF).
    - 2.2.2.2. Completes reports to the Secretary of Defense (SecDef) and Congress as required by DoDI 1327.07, *Career Intermission Program (CIP) for Service Members*.
    - 2.2.2.3. Establishes communication and collaborates with the Office of the SecDef and other services regarding CIP process management and lessons learned.

2.2.3. Deputy Chief of Space Operations for Human Capital (SF/S1):

2.2.3.1. Approves eligibility requirements in coordination with AF/A1.

2.2.3.2. Contributes to the Department of the Air Force report to the SecDef and Congress as required by DoDI 1327.07.

2.2.3.3. Establishes communication and collaborates with the Office of the SecDef and other Services regarding CIP process management and lessons learned.

2.2.4. Air Force Reserve (AFR):

2.2.4.1. Chief, Air Force Reserve (AF/RE):

2.2.4.1.1. Oversees the implementation of CIP for the AFR.

2.2.4.1.2. Defines eligibility requirements for AFR AGR.

2.2.4.2. Air Reserve Personnel Center (ARPC):

2.2.4.2.1. Facilitates personnel-related actions tied directly to ARPC's role in assignment to, and reassignment out of, the IRR. Air Reserve Personnel Center Commander (ARPC/CC) will maintain administrative control over CIP members. (T-1)

2.2.4.2.2. Prepares and forwards Reserve officer appointment scrolls for approval.

2.2.4.2.3. Ensures CIP officer and enlisted member's enrollment in the Defense Enrollment Eligibility Reporting System under the ARC reflects entitlement to RegAF medical and dental care benefits. Ensures base privileges for the officer or enlisted member and his or her eligible dependents for the period of CIP participation.

2.2.4.2.4. Processes administrative and medical discharge actions (if appropriate) and any other individual personnel actions as necessary, in accordance with this program and DAFI 36-3211, *Military Separations*. In coordination with AFPC/CC, AF/RE and NGB/CF, processes administrative discharge actions, medical discharge actions and any other individual personnel actions.

2.2.4.2.5. Ensures the pay date for Active Guard and Reserve (AGR) members is adjusted to reflect time spent in the CIP program upon departing the program.

2.2.4.2.6. Ensures point history records for all CIP participants are updated to reflect time spent in the CIP program

2.2.4.2.7. Serves as CIP manager and maintains oversight of CIP officer or enlisted member's period of service in the IRR, to include, but not limited to:

2.2.4.2.8. Contacting the officer or enlisted member one year prior to scheduled return date to determine status of return date (if period of absence is greater than one year), status of fitness, and remind the officer or enlisted member of their obligation to return within fitness standards.

2.2.4.2.9. Contacting the officer or enlisted member six months prior to scheduled return date to confirm return date and remind them of their responsibility to meet fitness and medical standards.

- 2.2.4.2.10. AFRC Financial Operations Division, Financial Management Directorate will be the pay office of record for CIP members and process all pay transactions through the Air Force Personnel Center-Operating Location (AFPC-OL) Indianapolis as required during participation in CIP. (T-1)
  - 2.2.4.2.11. Considers AFR and AGR CIP requests for early return from or extension of program participation. (T-1)
  - 2.2.4.2.12. Collects and forwards to AF/REP information required for AF/A1 reports to SecDef and Congress.
  - 2.2.4.2.13. Obtains AFR career field manager (CFM) recommendations.
- 2.2.5. Air National Guard (ANG):
- 2.2.5.1. The Adjutant General for each state approves and disapproves ANG AGR applications.
  - 2.2.5.2. Director, National Guard Bureau (NGB/CF):
    - 2.2.5.2.1. Oversees the implementation of CIP for the ANG.
    - 2.2.5.2.2. Defines eligibility requirements for ANG AGRs.
  - 2.2.5.3. National Guard Bureau, Director of Manpower, Personnel and Services (NGB/A1):
    - 2.2.5.3.1. Collects and forwards to AF/A1 information required for reports to SecDef and Congress.
    - 2.2.5.3.2. Considers ANG AGR CIP requests for early return from or extension of program participation.
    - 2.2.5.3.3. Approves and disapproves applications and maintains application process.
    - 2.2.5.3.4. Obtains ANG CFM recommendation.
    - 2.2.5.3.5. Organizes a minimum of three application windows per calendar year.
    - 2.2.5.3.6. Devises application and approval processes as directed by the AF/A1 for targeted groups or Air Force specialty codes (AFSCs).
    - 2.2.5.3.7. Provides an expedited CIP application process for dual military members who receive unsupported joint spouse assignments and any circumstance that would qualify under humanitarian guidelines in accordance with DAFI 36-2110, *Total Force Assignments*.
    - 2.2.5.3.8. Notifies ARPC of members selected to participate in CIP.
    - 2.2.5.3.9. Ensures CIP members are counseled on conditions of release; the officer or enlisted member's active duty service commitment (ADSC) incurred from program participation; procedures and standards during assignment to the IRR; and procedures and standards to return to ANG, to include service date updates and submitting a MyPers (mypers.af.mil) request to update the participant's point history. Maintains CIP continuity files for each CIP officer or enlisted member containing counseling contact and other information.



- 2.2.5.3.10. Serves as CIP manager and maintains oversight of CIP officer or enlisted member's period of service in the IRR, to include, but not limited to:
- 2.2.5.3.10.1. Contacts the officer or enlisted member one year prior to scheduled return date to determine status of return date (if period of absence is greater than one year), status of fitness, and remind the officer or enlisted member of their obligation to return within fitness standards.
  - 2.2.5.3.10.2. Contacts the officer or enlisted member six months prior to scheduled return date to confirm return date and remind them of their responsibility to meet fitness and medical standards.
- 2.2.6. Director, Enterprise Talent Management Office (USSF ETMO/CD)
- 2.2.6.1. Recommends eligibility requirements to SF/S1.
  - 2.2.6.2. Approves and disapproves USSF applications.
  - 2.2.6.3. Appoints a USSF reviewer to provide approval or disapproval recommendations for USSF applicants.
  - 2.2.6.4. Considers CIP requests for early return from or extension of program participation.
- 2.2.7. AFPC/CC, in coordination with AF/RE and NGB/CF (as applicable):
- 2.2.7.1. Recommends eligibility requirements to AF/A1.
  - 2.2.7.2. Approves and disapproves USAF applications and maintains application process. **Note:** For ANG Airmen, the approval/disapproval authority is The Adjutant General (TAG).
  - 2.2.7.3. Appoints an AFPC reviewer to provide approval or disapproval recommendations to the AFPC/CC.
  - 2.2.7.4. Considers CIP requests for early return from or extension of program participation.
- 2.2.8. Air Force Personnel Center (AFPC):
- 2.2.8.1. Obtains RegAF and USSF CFM recommendations.
  - 2.2.8.2. Prepares and forwards RegAF and USSF appointment scrolls for approval.
  - 2.2.8.3. Prepares and forwards SecDef and Congressional reports to AF/A1P or SF/S1P, as appropriate.
  - 2.2.8.4. Devises application and approval processes as directed by the AF/A1 for targeted groups or AFSCs.
  - 2.2.8.5. Provides an expedited CIP application process for dual military members who receive unsupported join spouse assignments and any circumstance that would qualify under humanitarian guidelines in accordance with DAFI 36-2110.
  - 2.2.8.6. Notifies ARPC of members selected to participate in CIP.
  - 2.2.8.7. Ensures CIP members are counseled on conditions of release; the officer or enlisted member's active duty service commitment (ADSC) incurred from program

participation; procedures and standards during assignment to the IRR; and procedures and standards to return to RegAF. Maintain CIP continuity files for each CIP officer or enlisted member containing counseling contact and other information.

2.2.8.8. Serves as CIP manager and maintains oversight of CIP officer or enlisted member's period of service in the IRR, to include, but not limited to:

2.2.8.8.1. Contacting the officer or enlisted member one year prior to scheduled return date to determine status of return date (if period of absence is greater than one year), status of fitness, and remind the officer or enlisted member of their obligation to return within fitness standards.

2.2.8.8.2. Contacting the officer or enlisted member six months prior to scheduled return date to confirm return date and remind them of their responsibility to meet fitness and medical standards.

2.2.9. Air Force Personnel Center-Operating Location (AFPC-OL) Indianapolis.

2.2.9.1. Ensures the officer or enlisted member's pay account is adjusted to meet the pay requirements of this program.

2.2.9.2. Ensures CIP participants, upon entry into the program, are not subject to recoupment. If the individual does not return to RegAF or USSF, the member may be subject to recoupment.

2.2.10. Unit Commander:

2.2.10.1. Commanders are required to recommend approval or disapproval and provide an assessment of the officer or enlisted member based on their military personnel record review and instructions in [Chapter 4](#). For AFR personnel, approval or disapproval must be obtained from Deputy Commander of the Headquarters Air Force Reserve Command (AFRC/CD) (or Deputy to the Chief of Air Force Reserve [AF/RE-D] for HQ level personnel) prior to forwarding to AFPC for final disposition. **(T-1)**

2.2.10.2. Commanders are required to continue to monitor the performance and standards of members selected for CIP participation. Should the propriety of a CIP selection become questionable for which approval would not be in the best interest of the USAF, or any condition exists that may render the applicant ineligible, the commander must notify the AFPC CIP manager within five duty days. **(T-1)**

2.2.11. Career Field Manager (CFM). CFMs are required to provide a recommendation to the applicant's respective assignment officer within 10 duty days. Recommendation should be based on the health of the career field. **(T-1)**

2.2.12. CIP members will:

2.2.12.1. Maintain physical fitness requirements in accordance with DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*. **(T-1)** Upon return to RegAF, USSF, the SelRes, or ANG, members will be tested for fitness within 42 days of the date they arrive on station. **(T-1)**

2.2.12.2. Maintain professional certifications or credentials based on USAF specialty or USSF career field guidance. **(T-1)**

2.2.12.3. Adhere to all DoD standards of conduct in accordance with DoD Directive (DoDD) 5500.07, *Standards of Conduct*. **(T-0)**

2.2.12.4. Notify CIP manager immediately of:

2.2.12.4.1. Any address change. **(T-1)**

2.2.12.4.2. Any serious injury or a diagnosis of a medical condition that could result in being unfit to perform duties in accordance with DAFMAN 48-123, *Medical Evaluations and Standards*, or ineligible for RegAF, USSF, or Reserve appointment. **(T-1)**

2.2.12.4.3. Intent to or scheduling of any elective surgeries or medical procedures. **(T-1)** **Note:** The HQ ARPC/CC serves as the members' commander while in the CIP program and is the approval authority for any elective surgeries or medical procedures. The CIP manager will forward member requests to the HQ ARPC/CC, through the HQ ARPC section commander, for review and final decision. **(T-2)**

2.2.12.4.4. Any change in marital status or dependent data in order to make necessary Defense Enrollment Eligibility Reporting System or TRICARE changes. **(T-1)** When notified, the CIP Manager will forward a MyPers (mypers.af.mil) ticket to the HQ ARPC Defense Enrollment Eligibility Reporting System manager system updates on behalf of the member. **(T-2)**

2.2.12.4.5. Any civil actions or civilian criminal arrests or convictions. **(T-1)**

2.2.12.5. Participate in monthly and any other required CIP reporting requirements. **(T-1)**

2.2.12.6. Return to RegAF, the SelRes, or the ANG in same AFSC, or return to USSF in same career field, unless released by appropriate functional authority. **(T-1)**

2.2.13. Force Support Squadron, Military Personnel Flights will:

2.2.13.1. Ensure widest dissemination of CIP eligibility and application procedures to the flight's servicing population. **(T-1)**

2.2.13.2. Ensure members are briefed that transition to the IRR under CIP is a separation from RegAF or USSF. Upon separation, the officer or enlisted member receives separation orders and a Department of Defense Form (DD Form) 214, *Certificate of Uniformed Service*. **(T-0)**

2.2.13.3. Ensure selected CIP participants are briefed that they are not required to attend the Transition Assistance Program (TAP). **(T-1)**

2.2.13.4. Prepares enlistment contracts for CIP participants returning to respective component in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions* and provides a copy to CIP participants. **(T-1)**

## Chapter 3

### VOLUNTARY LIMITED PERIOD OF ACTIVE DUTY (VLPAD) FOR AIR FORCE RESERVE COMPONENT (ARC) MEMBERS

#### 3.1. Program Scope.

3.1.1. Voluntary Limited Period of Active Duty (VLPAD). Allows USAF ARC members trained in specific AFSCs the opportunity to volunteer for EAD for three years and one day to fill vacant funded AD authorizations. This program is intended to minimize mission impact due to shortages in constrained AFSCs while aiding RegAF end strength. **Note:** The VLPAD program is not applicable to the USSF.

3.1.1.1. Members are limited to one VLPAD tour per career. **Note:** Personnel separated prior to completing the VLPAD tour are ineligible for another VLPAD tour.

3.1.1.2. Members must be from the Selected Reserve of the AFR or ANG. **(T-0). Note:** Members of the ANG must transition to the Ready Reserve to participate in VLPAD.

3.1.1.3. Members must have a conditional release from the ARC before the application will be processed. **(T-1) Note:** Requests must be coordinated with the appropriate career field AFRC CFM/MFM, AF/REP, and approved by the AFRC/CD for AFR members.

3.1.1.4. Permanent changes of station are not allowed. **Exception:** Permanent changes of station are allowed on initial EAD and date of separation.

3.1.1.5. Tour extensions beyond three years and one day are considered on a case-by-case basis and approved by the VLPAD Review Board. **Note:** VLPAD orders are AD for operational support orders and therefore limited to not more than five years in accordance with 10 USC § 12311.

3.1.1.5.1. A second conditional release from the ARC is required for extensions. **Note:** Requests must be coordinated with the appropriate career field AFRC CFM and MAJCOM Function Manager (MFM), HAF/REP and approved by the AFRC/CD for AFR members.

3.1.1.5.2. Units should requisition for a replacement and actively work with the CFM to request an AD fill within the three years to avoid the need for an extension.

3.1.1.6. Curtailments are considered on a case-by-case basis. Curtailments are not allowed solely for the purpose of retirement.

3.1.1.7. ARC members completing a VLPAD tour are not guaranteed return rights to the ARC position the member left. Members who wish to transfer to an ARC position upon completion of the ARC member's VLPAD tour must contact an in-service recruiter to apply for ARC assignment consideration. **(T-1)** Members without an approved application prior to the member's date of separation will be transferred to the IRR. **(T-1)**

3.1.1.8. Retired members (regardless of component) are ineligible for participation in VLPAD.

3.1.1.9. Members are not allowed to attend in-residence professional military education or participate in any additional USAF programs that remove the member from primary VLPAD duties. **Note:** Reserve members may apply for in-residence Professional Military Education (PME) through the Reserve Developmental Education Designation Board if their VLPAD tour will end prior to the start date of the proposed course.

3.1.1.10. Members may not permanent change of assignment (PCA) without coordination with respective assignment team and the VLPAD, business process owners (AFPC/DP3DA). **(T-1)**

3.1.1.11. Air National Guard members must provide federal recognition scroll or be gained into the Air Force Reserve prior to a VLPAD tour.

3.1.1.12. Officers removed from duty for misconduct, may be subject to reassignment (PCA/PCS). If they decline reassignment, they will be separated from active duty and the separation will be considered voluntary and the officer will not be entitled to compensation provided for in 10 USC § 12312(b).

3.1.1.13. The Air Force Colonels Group (AF/A1LO) will determine if Officers who are selected for promotion to Colonel, will be reassigned (PCS) to a Colonel's position, reassigned (PCA) within the current owning command/organization, or remain in place. If the officer declines reassignment, they will be separated from active duty unless they request voluntary delay of promotion in accordance with AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, for the remainder of their tour. If separated, the separation will be considered voluntary, and the officer will not be entitled to compensation provided for in 10 USC § 12312(b).

3.1.2. Eligibility Criteria. To apply for VLPAD, an officer applicant must:

3.1.2.1. Be an ARC officer and meet eligibility requirements as outlined by AF/A1P. **(T-1)**

3.1.2.2. In accordance with DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, ARC officers will not be placed on an AD list, regardless of duration of the AD. **(T-0)** ARC officers are required to remain on the Reserve Active Status List and compete for promotion with other ARC officers. **(T-0)**

3.1.2.3. Hold the minimum investigation required in accordance with DoDI 5200.02, *DoD Personnel Security Program (PSP)* and DoD 5200.02M\_AFMAN 16-1405, *Air Force Personnel Security Program*. **(T-0)**

3.1.2.4. Hold a VLPAD eligible AFSC in accordance with the Air Force Officer Classification Directory. **(T-1)**

3.1.2.5. Agree to serve the required period of EAD. **(T-1)** Indicate agreement in the appropriate block under item 14 of AF Form 125, *Application for Extended Active Duty with the United States Air Force*.

3.1.2.6. Not be in a deferred promotion status. **(T-1)**

3.1.2.7. Not have separated from AD with any branch of service for any of the following reasons:

3.1.2.7.1. At the discretion of the service Secretary. **(T-1)**

3.1.2.7.2. Non-selection for promotion. **(T-1) Exception:** Does not apply to officers subsequently promoted by an ARC promotion board.

3.1.2.7.3. Not further continued on AD. **(T-1)**

3.1.2.7.4. Strength reduction under 10 USC §§ 1174, *Separation pay upon involuntary discharge or release from active duty*, 1174A, *Special separation benefits programs*, 1175, *Voluntary separation incentive*, and 1175A, *Voluntary separation pay and benefits*. **(T-0) Note:** A member who, after having received all or part of voluntary separation pay, voluntarily returns to AD for a period greater than 180 days may be required to repay the total amount of voluntary separation pay received.

3.1.2.7.5. Termination of active status. **(T-1)**

3.1.2.7.6. After sentence to dismissal from a court-martial. **(T-1)**

3.1.2.8. Not be an ARC member on AD training attending undergraduate pilot or navigator training. **(T-1)**

3.1.2.9. Members must have fewer than 18 years of total active federal military service at the end of the VLPAD tour.

3.1.3. EAD Restrictions. ARC officers serving specified tours of duty may not be ordered to voluntary EAD until they complete that service unless the proper authority waives this requirement. Send waiver requests:

3.1.3.1. For ANG officers to the Officer Programs and Policy Branch (NGB/A1PO).

3.1.3.2. For AFR officers to the Directorate of Assignments (ARPC/DPA).

3.1.3.3. For IMAs to the HQ RIO for forwarding to AF/RE-D.

3.1.4. Grade for EAD Entry. ARC members are ordered to EAD in the member's Reserve grade.

3.1.5. Members are required to meet the medical retention standards per the Medical Standards Directory provided in DAFMAN 48-123, *Medical Examinations and Standards*. AFPC Medical Retention Standards Office will determine if the ARC member is medically eligible for EAD with the RegAF. **(T-1)**

3.1.6. Eligibility Criteria. To apply for VLPAD an enlisted applicant must:

3.1.6.1. Be a master sergeant and below. Chief master sergeant and senior master sergeant are considered on a case by case basis with the Accession and Training Division (AF/AIPT) for approval.

3.1.6.2. Be current and qualified in an AFSC listed on the VLPAD AFSC Eligible List for that year. **(T-1) Exception:** Certain special duty AFSCs are considered on a case-by-case basis.

3.1.6.3. Special Warfare Airmen must be worldwide-qualified. **(T-2)**

3.1.6.4. Have not separated from AD for strength reduction with or without voluntary separation incentive, special separations benefit, or voluntary separation pay. **(T-1) Note:** A member who, after having received all or part of voluntary separation pay, voluntarily returns to AD for a period greater than 180 days may be required to repay the total amount of voluntary separation pay received.

3.1.6.5. Submit the last three enlisted performance reports (EPR) (or last three EPRs applicable performance report cycles) with the application to AFPC/DP2LT. **(T-2)** If a referral EPR exists within those last three reports or if a USAF EPR is not available, AFPC/DP3DA will determine the member's eligibility. **(T-2)**

3.1.6.6. Have fewer than 18 years of total active federal military service at the end of the limited period of AD tour. **(T-1) Note:** Exceptions may be permitted on a case-by-case basis for some AFSCs and grades.

3.1.7. Applicants will not be eligible for AD promotion consideration under the Weighted Airman Promotion System or senior noncommissioned officer board process. **(T-0)**

3.1.8. EAD Restrictions. Enlisted ARC members serving specified tours of duty may not be ordered to voluntary EAD until they complete that service unless the proper authority waives this requirement. Send waiver requests to:

3.1.8.1. **(For ANG enlisted)** The Enlisted Programs Branch (NGB/A1PP).

3.1.8.2. **(For AFR enlisted)** The Directorate of Assignments (ARPC/DPA).

3.1.8.3. **(For IMAs)** The HQ RIO for forwarding to AF/RE-D.

3.1.9. Grade for EAD Entry. ARC members are ordered to EAD in the member's Reserve grades.

3.1.10. Member is required to meet medical retention standards per the Medical Standards Directory in accordance with DAFMAN 48-123. AFPC retention standards office determines if ARC is medically eligible for EAD with the RegAF.

3.1.11. Additional guidelines for ARC officers and enlisted:

3.1.11.1. ANG members must not be ordered to RegAF without the consent of the governor of the state or territory and written indorsement of TAG or Commanding General. **(T-0)**

3.1.11.2. A member of the ANG approved for VLPAD must be transferred to the IRR one day prior to EAD date. **(T-0)**

## **3.2. Application Procedures and EAD Orders.**

3.2.1. Voluntary Applications.

3.2.1.1. All Applicants. Complete an AF Form 125 and attach all application documents as indicated in the VLPAD advertisement.

3.2.1.2. Chaplains. Forward a letter to AF/HCP from the appropriate ecclesiastical endorsing agency approving entry to EAD. ANG and AFR chaplains forward a letter to

HQ AFRC/HCP from the appropriate ecclesiastical endorsing agency approving entry to EAD.

3.2.1.3. Submitting and Processing Applications. **Table 3.1** provides rules for submitting and processing applications. The AF Form 125 is maintained in the military personnel record.

**Table 3.1. Submitting and processing applications.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the applicant is</b>	<b>Applying for</b>	<b>Applicant submits the application to</b>	<b>Who will</b>
<b>1</b>	AFR Line of the AF, a Health Profession Officer, or enlisted member	VLPAD under <b>paragraph 3.1</b>	AF/A1LO (colonels), AFPC/DP2LT (lieutenant colonel and below) and enlisted members	Process for approval or disapproval.
<b>2</b>	ANG Line of the AF, a Health Profession officer, or enlisted member	VLPAD under <b>paragraph 3.1</b>	TAG of the state, through channels, for consideration	Recommend approval or disapproval and send to AF/A1LO (colonels); AFPC/DP2LT (lieutenant colonels and below and enlisted members) to process for approval or disapproval. Applications may be disapproved by any level and returned through channels to NGB/A1P.
<b>3</b>	AFR Chaplain	VLPAD under <b>paragraph 3.1</b>	AF/HCP for (lieutenant colonel and below). AF/A1LO for colonels and above.	Approve or disapprove.
<b>4</b>	ANG Chaplain	VLPAD under <b>paragraph 3.1</b>	To TAG of the state, through channels, for consideration	Recommend approval or disapproval and send to AF/HCP for approval or disapproval. Applications may be disapproved by any level and returned through channels to NGB/A1P.



5	AFR Judge Advocate	VLPAD under <b>paragraph 3.1</b>	Professional Development Directorate, Office of The Judge Advocate General (AF/JAX) for (lieutenant colonel and below). AF/A1LO for colonels and above in coordination with AF/JAX.	Approve or disapprove.
6	ANG Judge Advocate	VLPAD under <b>paragraph 3.1</b>	To TAG of the state, through channels, for consideration	Recommend approval or disapproval and send to AF/JAX for approval or disapproval. Applications may be disapproved by any level and returned through channels to NBG/A1P.
<p><b>Note:</b> For AFR members, approval or disapproval is obtained from AFRC/CD for AFRC unit members and, AF/RE-D for all others, before forwarding to AFPC for final disposition.</p>				

**Table 3.2. Who Publishes EAD Orders.**

<b>R U L E</b>	<b>A</b> <b>If the officer is</b>	<b>B</b> <b>then orders are published by</b>
<b>1</b>	a line of the Air Force officer, a Health Professions officer, or an enlisted member (ANG or AFR)	AFPC/DP2LT (lieutenant colonels and below and enlisted members); AF/A1LO (colonels).
<b>2</b>	a Chaplain (ANG or AFR)	AF/HCP.
<b>3</b>	a JA (ANG or AFR)	AF/JAX.

3.2.2. Withdrawing From, Declining, or Postponing EAD.

3.2.2.1. Declining EAD. If an applicant volunteers for EAD, the applicant can decline EAD without penalty any time before approval, if the applicant is not obligated to serve on EAD.

3.2.2.1.1. Declining During the Grace Period. An applicant has seven calendar days (grace period) after selection for EAD to accept or decline it. If the applicant declines during that period, there is no penalty, however, the applicant may be denied EAD for one year from that date.

3.2.2.1.2. Declining or Withdrawing for Other Reasons. If the applicant did not decline during the seven-day grace period (see [paragraph 3.2.2.1.1](#)), the applicant may not withdraw the application subsequently except for personal hardship that did not exist during the 7-day grace period. If the approving authority determines the hardship is valid, the approving authority may postpone or cancel the EAD. **Note:** If an applicant attempts to withdraw from EAD and cannot prove personal hardship, the applicant may be discharged under DAFI 36-3211. Service members serving for a period of 180 continuous days or more on active duty, pursuant to 10 USC § 1142 (a)(4)(C), *Preseparation counseling; transmittal of certain records to Department of Veterans Affairs*, must meet TAP requirements in accordance with DoDI 1332.35\_AFI 36-3037, *Transition Assistance Program (TAP) for Military Personnel*.

3.2.2.2. Postponing EAD. An applicant can defer EAD entry date or withdraw an application without penalty if the applicant is on an approved promotion list with an effective date of promotion after the scheduled EAD date. In accordance with DAFI 36-2501, *Officer Promotions and Selective Continuation*, officers selected for promotion on a mandatory promotion board are still permitted to enter EAD and maintain the projected date of rank (DOR). An officer selected for promotion on a position vacancy promotion board must promote prior to entering EAD or forfeit the promotion. **(T-0)**

## Chapter 4

### CAREER INTERMISSION PROGRAM (CIP)

#### 4.1. Program Scope.

4.1.1. Career Intermission Program. Allows officers and enlisted members to transition from RegAF, USSF, or career AGRs (ARC members who have served over 6 years on AGR status) into the IRR. This period shall be for a minimum of one year. **(T-1)** Participation in the program may not exceed three years. **(T-0)**. All CIP officer or enlisted members are obligated to return to RegAF, USSF, or AD status in the AFR or ANG at the end of their period of IRR participation.

4.1.1.1. Allow the DAF to adjust the DOR of members upon return to the RegAF, USSF, or AD status in the AFR or ANG.

4.1.1.2. Allow the DAF to terminate participation in CIP and order members to return to RegAF, USSF, or AD status in the AFR or ANG in case of national emergency, critical mission needs or state of emergency.

4.1.1.3. Exclude CIP members from promotion consideration while participating in the program.

4.1.1.4. Provide military medical and dental care benefits for CIP members and the officer or enlisted member's eligible dependents as if they were on AD for a period of more than 30 consecutive days under the provisions of 10 USC Chapter 55, *Medical and dental care*.

4.1.1.5. Provide Disability Evaluation System processing and compensation as if the officer or enlisted member were on AD for a period of more than 30 consecutive days under the provisions of 10 USC Chapter 61, *Retirement or separation for physical disability*.

4.1.1.6. Provide CIP member a monthly stipend in the amount equal to two-thirtieths of the officer or enlisted member's basic pay based on grade and years of service at the time of release from RegAF or USSF (or Career AGR) to participate in CIP.

4.1.2. Criteria. Participation in the program shall be for a minimum of one year. **(T-1)** Participation in the program may not exceed three years. **(T-0)** Members will indicate the length of time desired to participate in the program at the time of application. **(T-0)** The approved period of time for participation and the date by which the officer or enlisted member must return to RegAF or USSF (or career AGR) will be contained in the final CIP agreement. **(T-1)** Requests to return to RegAF or USSF (or Career AGR) early or extend the original agreed upon period, not to exceed three years of total participation, will be considered on a case-by-case basis. **(T-1)**

4.1.2.1. Selection Criteria.

4.1.2.1.1. The application is based on the whole-person concept to assess all factors in the officer or enlisted member's military personnel record that bear on the officer or enlisted member's potential to serve the USAF or USSF in the future. This includes leadership and duty performance, professional qualities and development, depth and breadth of experience, and achievements. Meeting the minimum eligibility criteria does not guarantee approval.

- 4.1.2.1.2. Each application must include the member's CFM recommendation. **(T-1)**  
**Note:** CFMs should base recommendations on health of the career field.
- 4.1.2.1.3. Additional criteria are approved by AF/A1 or SF/S1, as appropriate, in coordination with AF/RE and NGB/CF and announced prior to the application submission.
- 4.1.2.2. Ineligibility Criteria. Officer or enlisted members are not eligible for the program if any of the following apply:
- 4.1.2.2.1. **(USAF only)** Officer or enlisted members who have not completed at least three years of service required under an agreement upon entry of the officer or enlisted member on AD. **(USSF only)** Officer or enlisted members who have not completed at least three years of total active federal commissioned service (officer) or total active federal military service (enlisted).
- 4.1.2.2.2. Members currently receiving a selective retention bonus (SRB), officer retention bonus (ORB), aviation bonus (AvB), health professions bonus, and/or fulfilling an ADSC based on acceptance of a bonus under 37 USC §§ 331, *General bonus authority for enlisted members*, 332, *General bonus authority for officers*, 334(a), *Special aviation incentive pay and bonus authorities for officers*, *Aviation Incentive Pay*, 335, *Special bonus and incentive pay authorities for officers in health professions* or 355, *Special pay: retention incentives for members qualified in critical military skills or assigned to high priority units*. **(T-1) Exception:** Members in receipt of a SRB, ORB, AvB, health professions bonus, or fulfilling an ADSC based on acceptance of a bonus, in accordance with the above laws, may apply if application is based on an unanticipated hardship.
- 4.1.2.2.3. Members who cannot complete the CIP service commitment prior to reaching high year of tenure, mandatory retirement or separation for age and years of service.
- 4.1.2.2.4. Officers in a deferred promotion status.
- 4.1.2.2.5. Enlisted members whose skill level is not commensurate with grade.
- 4.1.2.2.6. Members who do not currently meet physical fitness standards. **Exception:** Officer or enlisted member has a commander's composite exemption in accordance with DAFMAN 36-2905.
- 4.1.2.2.7. Members who have pending punishment, pending court-martial or civilian criminal conviction. Members will have no record of disciplinary action (civil conviction, unfavorable information file, non-judicial punishment, or court-martial) within the last three years prior to requesting participation in the program and during the period between acceptance into the program and participation in the program. **(T-1)** Medical Corps personnel must not have pending adverse privileging actions. **(T-1)**
- 4.1.2.2.8. Members pending Medical Evaluation Board, Physical Evaluation Board proceedings or have an assignment limitation code C2 or C3.
- 4.1.2.2.9. Members with a projected or approved separation or retirement date. **Note:** Members who submit a CIP application may not apply for separation under another provision until notified of selection or nonselection.

- 4.1.2.2.10. Members who have more than 12 months remaining on an ADSC for medical special pay, health professions loan, or long-term formal medical education (i.e., a program 12 months or longer in duration).
  - 4.1.2.2.11. Members who are ineligible based on additional limitations approved by AF/A1 or SF/S1, as appropriate, in coordination with AF/RE and NGB/CF.
  - 4.1.2.2.12. Enlisted members who are ineligible for reenlistment.
- 4.1.3. ADSC or Reserve Service Commitment. Before release from AD, each CIP officer or enlisted member will enter into a signed agreement under which he or she agrees to return to AD in the component from which he or she separated. **(T-0)** The member will agree to serve on AD for a period of one month for every one month of CIP participation. **(T-0)** Members who separated into the program prior to 27 December 2021 must serve on AD for a period of two months for every one month of CIP participation. **(T-0)** The CIP ADSC or Reserve Service Commitment will be in addition and will run consecutively to the remaining period of any service commitment required of the officer or enlisted member upon entry to CIP. **(T-0) Note:** Enlisted members who enter CIP with ADSCs totaling less than 12 months, as of their date of separation DOS, will be required to reenlist for a minimum of two years upon return to AD, in accordance with 10 USC § 505(d). **(T-0)**

## 4.2. Applications.

- 4.2.1. Submission. To apply for CIP, go to the Air Force Personnel Services website (<https://myPers.af.mil>) and type “Career Intermission Program” in the search tab. The CIP application and the required documents for submission are located under the heading, Application Procedures. The required documents include:
- 4.2.1.1. CIP Separation Application Memorandum. Application should include:
    - 4.2.1.1.1. Contact information (full name, email address and phone numbers).
    - 4.2.1.1.2. Current address and projected home of selection address during CIP.
    - 4.2.1.1.3. Length of program participation requested and requested date of transition into the IRR.
  - 4.2.1.2. Unit commander (or equivalent) must review the officer or enlisted member’s military personnel record to assess all factors that bear on the officer or enlisted member’s potential to serve and continue to develop and contribute to the USAF or USSF upon their return. **(T-1)** Such factors include leadership and duty performance (officer and enlisted performance reports, professional qualities, and training reports); professional development (appropriate level of professional military education); depth and breadth of experience (level of responsibility and duty completed outside core AFSC or USSF career field, achievements (awards, distinguished graduate); and fitness standards. Unit commander recommendation must be endorsed through the Wing or Delta commander.
  - 4.2.1.3. Wing or Delta commander (or equivalent) must recommend approval or disapproval and provide an assessment of the officer or enlisted member based on the commander's review of the officer or enlisted member’s military record (comments are required for approval and disapproval recommendations). **(T-1)** If recommending approval but disagree with the requested separation date, commander must provide justification (e.g., deployment, temporary duty [TDY]) with a recommended separation date. **(T-1)** The

commander's recommendation must not reference the officer or enlisted member's intended use of CIP, as it is not a selection criterion. **(T-1)**. See [paragraph 2.2.4](#) for AFR approval or disapproval process or [paragraph 2.2.5](#) for ANG approval or disapproval process. **(T-1)**

- 4.2.1.3.1. Recommendation is required to certify that the officer or enlisted member is not pending Medical Evaluation Board or Physical Evaluation Board proceedings; is not pending investigation, non-judicial punishment, court-martial or civilian conviction or proceedings; and the member has no record of disciplinary action (civil conviction, unfavorable information file, non-judicial punishment, or court-martial) within the last three years of the application date.
- 4.2.1.3.2. For Medical Corps applicants, the recommendation is required to certify that the officer or enlisted member is not pending adverse privileging actions.
- 4.2.1.4. Intended Use of the CIP Memorandum. Memorandum stating intended use of CIP. **Note:** this information is not a selection criterion; it is maintained for program utilization purposes only.
- 4.2.1.5. Intended Use of the CIP Memorandum.
- 4.2.1.6. CIP Individual Ready Reserve (IRR) Agreement.

### **4.3. Provision of Individual Ready Reserve (IRR).**

#### 4.3.1. IRR Status.

- 4.3.1.1. **(RegAF and USSF only)** Upon release from RegAF or USSF, CIP members are appointed (officer) or transferred (enlisted) to the IRR. Officers will not be released from RegAF until approved for Reserve appointment. **(T-1) Note:** AFR and ANG members do not require scrolling to enter the CIP.
- 4.3.1.2. Time spent in the IRR will not count towards:
  - 4.3.1.2.1. Eligibility for retirement or transfer to the Ready Reserve under 10 USC Chapter 1223, *Retired pay for non-regular service*.
  - 4.3.1.2.2. Computation of retired or retainer pay under 10 USC Chapter 1223 or Chapter 71, *Computation of retired pay*.
  - 4.3.1.2.3. Computation of an officer's total years of service pursuant to 10 USC § 14706(a), *Computation of total years of service*.
  - 4.3.1.2.4. Years of aviation service in accordance with DAFMAN 11-401, *Aviation Management*.
  - 4.3.1.2.5. Satisfying eligibility requirements for Post-9/11 GI Bill benefits or the ADSC associated with the transfer of eligibility of Post-9/11 GI Bill benefits to dependents in accordance with DAFI 36-2670, *Total Force Development*.
- 4.3.1.3. Program participants are precluded from applying for or participating in any other program while in the IRR. **(T-0)** This includes, but is not limited to, applications for officer commission, Air Force Reserve Officer Training Corps membership, or participation in activities which would otherwise result in award of points creditable for military retirement or retired pay.

4.3.2. Promotion Eligibility. CIP members shall be ineligible for promotion consideration from the date of release from RegAF, USSF, or AD status in the AFR or ANG through the period of participation in the program, until return to RegAF, USSF, or AD status in the AFR or ANG. **(T-0)**

4.3.2.1. Officers on an approved promotion list whose line number has not incremented before being released from RegAF, USSF, or AD status in the AFR or ANG shall, upon return to AD, have the officer's original AD pin-on date adjusted forward one day for every day of CIP participation. **(T-1) Note:** Does not apply to the ANG.

4.3.2.2. Reserve Active Status List officers on an approved promotion list whose promotion effective date has not consummated prior to release from AGR status shall, upon return to AGR status, have the officer's original promotion effective date adjusted forward one day for every day of CIP participation. **(T-1)**

4.3.2.3. Enlisted members on an approved promotion list, whose line number has not incremented before being released from RegAF or USSF shall, upon return to AD, have the member's DOR for the projected promotion adjusted forward one day for every day of CIP participation. **(T-1)**

4.3.3. Accountability Reporting. CIP members will be required to report to the CIP manager monthly with the officer or enlisted member's health and wellness status. **(T-1)** A CIP officer or enlisted member will immediately notify the CIP manager of any address change; any change in marital status; and any serious injury or diagnosis of a medical condition that could result in the officer or enlisted member being medically unfit for AD service or ineligible for RegAF or USSF appointment or enlistment. **(T-1)**

4.3.4. Failure to Comply. A CIP officer or enlisted member who fails to comply with the terms and conditions of the program will be subject to termination from the program and either immediately returned to the RegAF, USSF, or AD status in the AFR or ANG or be subject to administrative discharge. **(T-1)**

4.3.5. Pre-trained individual manpower screening requirements. CIP members are exempt from IRR annual musters during program participation.

4.3.6. Medical and Dental Benefits.

4.3.6.1. CIP officer or enlisted members who develop a medical condition or incur an injury that renders them unfit for duty will be entitled to retirement or physical disability processing under the provisions of 10 USC Chapter 61. **(T-0)**

4.3.6.2. CIP officer or enlisted members and their eligible dependents are entitled to the same medical and dental care as those members in RegAF or USSF, under the provisions of 10 USC Chapter 55, for a period of more than 30 consecutive days.

4.3.7. Pay and Allowances.

4.3.7.1. Monthly Pay. CIP members will receive basic pay in the amount equal to two-thirtieths of the officer or enlisted member's monthly basic pay based on grade and years of service at the time of transfer into the IRR. **(T-0)**

4.3.7.2. Special or Incentive Pays. CIP members shall not receive or accrue any special or incentive pay or bonus under 37 USC Chapter 5, *Special and Incentive Pays*, to which they would otherwise be entitled for such period. **(T-0)** See [paragraph 4.4.5](#).

4.3.7.3. Leave. Members entering CIP may retain a leave balance of no more than 60 days. CIP members may sell back accrued leave in accordance with DAFI 36-3003, *Military Leave Program*. Accrued leave sold back under this provision counts against an officer or enlisted member's career limit of 60 days.

4.3.7.4. Travel and Transportation. Under 37 USC § 474, *Travel and Transportation Allowances: General*, and in accordance with Joint Travel Regulation (JTR), CIP members are authorized travel and transportation allowances. Travel and transportation allowances include: travel to one home of selection within the US, designated as the officer or enlisted member's residence during the period of CIP participation; and travel from the officer or enlisted member's home of selection to the officer or enlisted member's follow-on assignment upon return to RegAF, USSF, or AD status in the AFR or ANG. CIP members shall be responsible for any travel costs incurred for any administrative or medical processing required while participating in CIP and for return to RegAF, USSF, or AD status in the AFR or ANG. **(T-0)**

4.3.8. Education Benefits. CIP members are not eligible for tuition assistance benefits while in the IRR. However, any veterans' affairs (VA) educational benefit the officer or enlisted member and the officer or enlisted member's dependents are eligible for may be used while in the IRR. CIP members are not eligible to transfer Post-9/11 GI Bill benefits while in the IRR. The VA makes final determination of benefits eligibility. Interested members must work with the VA in order to fully understand the officer or enlisted member's eligibility for and implications of using the officer or enlisted member's GI Bill benefits during CIP. **(T-0)**

4.3.8.1. CIP members enrolled in distance learning programs offered through the Air University's Global College (Squadron Officer School, Air Command and Staff College, Air War College, Online Master's Program, and any Enlisted Professional Military Education programs) are eligible to remain and progress through those programs according to the applicable Air University Catalog and GCPME Handbooks.

4.3.8.2. CIP members must ensure their contact information in their Arizona State University profile remains current. Any exceptions to this policy must be routed through their respective CIP Manager to the Air University point of contact (POC), GCPME/Academic Affairs.

4.3.9. Servicemembers' Group Life Insurance. Program participants shall not be eligible for Servicemembers' Group Life Insurance but can purchase Veterans' Group Life Insurance. **(T-0)**

4.3.10. Licensed or Certified Professionals. CIP members must maintain professional certifications or credentials based on AFSC or USSF career field guidance. **(T-1)** The USAF will not compensate members for required licensing, continuing education credit, liability, or malpractice insurance while participating in the program. **(T-1)**

4.3.11. Deployment. Members currently deployed or projected for deployment may apply for CIP participation provided they are otherwise eligible. If approved, deployment dates will not be adjusted, and the entire deployment period must be completed prior to transition to the IRR.



(T-1) Members with a pending CIP application will remain available for deployment consideration. (T-1)

4.3.12. Transition Benefits. Members selected to participate in CIP are not eligible for permissive TDY under DAFI 36-3003.

4.3.13. Assignments. Airmen and Guardians who have accepted a PCS assignment may apply for CIP participation, provided they are otherwise eligible. If selected for CIP, transition to the IRR for CIP participation will be contingent upon PCS assignment cancellation.

#### **4.4. Return to Regular Air Force (RegAF), Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG).**

4.4.1. CIP members must satisfy all appropriate appointment or enlistment requirements in order to return to RegAF, USSF, or Career AGR status. (T-1). Prior to return to AD, CIP members must provide current credential materials based on AFSC or USSF career field guidance. (T-1). Retention standards are applied per guidance in DAFMAN 48-123 when determining medical qualification for return to RegAF, USSF, or Career AGR status. If an officer or enlisted member's retirement or physical disability processing under 10 USC Chapter 61 is not completed prior to the term of the CIP participation agreement, the officer or enlisted member must return to RegAF, USSF, or Career AGR status to finalize the process. (T-0) Enlisted members must enlist for the remaining period of any service commitment upon separation, in addition to the CIP ADSC or Reserve Service Commitment, which runs consecutively. (T-0)

4.4.2. If the CIP officer or enlisted member, for any reason within the officer or enlisted member's control, does not return to AD in accordance with the terms of the CIP participation agreement, then the CIP officer or enlisted member will be in breach of the agreement for failing to fulfill the obligations due according to the agreement. (T-0) The CIP officer or enlisted member may be responsible, to the extent permitted by law and policy, for reimbursing the government for all costs incurred due to the officer or enlisted member's participation in CIP.

4.4.3. Officer and enlisted DOR Adjustment. Upon return to AD, an officer and enlisted member's DOR is adjusted by the number of days of participation in CIP, In accordance with DOD 7000.14-R Volume 7A, *Military Pay Policy - Active Duty and Reserve Pay*.

4.4.4. Pay and Allowances. Upon return to AD, the effective date of the AD pay and allowances will be the officer or enlisted member's EAD date for RegAF, USSF members, AGR or AD orders date for ARC members. (T-1) **Note:** Regardless of component, CIP participation is non-creditable for pay (as well as service) and the pay date must be adjusted for the break in service upon return to RegAF, USSF, or AD status in the AFR or ANG.

4.4.5. Special or Incentive Pays. Upon return to AD, CIP members shall be entitled to reinstatement of 37 USC Chapter 5 special or incentive pays or bonuses to which they were entitled and receiving before release from AD, provided they are still qualified for the special or incentive pay or bonus and the special or incentive pay or bonus is still authorized at the time of return. (T-0). If the CIP officer or enlisted member is no longer eligible for special or incentive pay or bonus, the terms of the applicable agreement of the officer or enlisted member under 37 USC Chapter 5 must be reviewed to determine whether the officer or enlisted member is subject to the requirements for repayment of any portion of such pay or bonus. (T-0)

4.4.6. Qualification and Proficiency in AFSC upon return to AD. As appropriate, AFPC, ARPC or ANG determines an individual's assignment along with qualification and proficiency requirements for return to AD.

4.4.7. Officer Developmental Education (DE) designation. If an officer was formally designated to attend a particular DE program via the annual DE designation board prior to separation to participate in CIP, the officer will be re-designated to that same program (or equivalent) upon return to AD. CIP is not a deferment from DE and will not require documentation as required by the annual published Intermediate Developmental Education (IDE)/Senior Developmental Education (SDE) results personnel services delivery memorandum (PSDM). Officers who are not formally designated to a DE program will retain their remaining DE looks upon their return and will compete for DE during the annual call for nominations.

JOHN A. FEDRIGO  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

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

- 5 USC § 552a, *Records Maintained on Individuals* (Privacy Act of 1974)
- 10 USC Chapter 55, *Medical and dental care*
- 10 USC Chapter 61, *Retirement or separation for physical disability*
- 10 USC Chapter 71, *Computation of retired pay*
- 10 USC Chapter 1223, *Retired pay for non-regular service*
- 10 USC § 505, *Regular components: qualifications, term, grade*
- 10 USC § 603, *Appointments in time of war or national emergency*
- 10 USC § 710, *Career flexibility to enhance retention of members*
- 10 USC § 1142, *Preseparation counseling; transmittal of certain records to Department of Veterans Affairs*
- 10 USC § 1169, *Regular enlisted members: limitations on discharge*
- 10 USC § 1174, *Separation pay upon involuntary discharge or release from active duty*
- 10 USC § 1174A, *Special separation benefits programs*
- 10 USC § 1175, *Voluntary separation incentive*
- 10 USC § 1175A, *Voluntary separation pay and benefits*
- 10 USC § 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*
- 10 USC § 10305, *Air Force Reserve Forces Policy Committee*
- 10 USC § 12301 and 12301 (d), *Reserve components generally*
- 10 USC Section 12302, *Ready Reserve*
- 10 USC Section 12310, *Reserves: for organizing, administering, etc., reserve components*
- 10 USC § 12311, *Active duty agreements*
- 10 USC § 12312, *Active duty agreements: release from duty*
- 10 USC § 12402, *Army and Air National Guard of the United States: commissioned officers; duty in National Guard Bureau*
- 10 USC § 12686, *Reserves on active duty within two years of retirement eligibility: limitation on release from active duty*
- 10 USC § 14706(a), *Computation of total years of service*
- 32 USC § 708, *Property and fiscal officers*
- 37 USC Chapter 5, *Special and incentive pays*

37 USC § 331, *General bonus authority for enlisted members*

37 USC § 332, *General bonus authority for officers*

37 USC § 334(a), *Special aviation incentive pay and bonus authorities for officers, Aviation Incentive Pay*

37 USC § 335, *Special bonus and incentive pay authorities for officers in health professions*

37 USC § 355, *Special pay: retention incentives for members qualified in critical military skills or assigned to high priority units*

37 USC § 474, *Travel and transportation allowances: general*

38 USC, *Veterans' Benefits*

DoDD 1200.7, *Screening of the Ready Reserve*, 18 November 1999

DoDD 5500.07, *Standards of Conduct*, 29 November 2007

DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 5 June 2020

DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, 11 March 2014

DoDI 1327.07, *Career Intermission Program (CIP) for Service Members*, 18 October 2018

DoDI 5200.02, *DoD Personnel Security Program (PSP)*, 21 March 2014

DoD 5200.02M\_AFMAN 16-1405, *Air Force Personnel Security Program*, 1 August 2018

Joint Travel Regulation, 1 October 2020

DoDI 1332.35\_AFI 36-3037, *Transition Assistance Program (TAP) for Military Personnel*, 4 December 2020

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

AFPD 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, 19 February 2019

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-2110, *Total Force Assignments*, 2 August 2021

DAFI 36-2501, *Officer Promotions and Selective Continuation*, 16 July 2004

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

DAFI 36-2670, *Total Force Development*, 26 June 2020

DAFI 36-3003, *Military Leave Program*, 24 August 2020

DAFI 36-3211, *Military Separations*, 24 June 2022

AFI 65-601V1, *Budget Guidance and Procedures*, 24 October 2018

DAFMAN 11-401, *Aviation Management*, 27 October 2020

AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019

DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

### ***Prescribed Forms***

AF Form 125, *Application for Extended Active Duty with the United States Air Force*

### ***Adopted Forms***

DD Form 214, *Certificate of Uniformed Service*

AF Form 766, *Extended Active-Duty Order*

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

DAF Form 847, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**AD**—Active Duty

**ADSC**—Active Duty Service Commitment

**ADOS**—Active Duty Operational Support

**AF**—Air Force

**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

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard and Reserve

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**ARPC**—Air Reserve Personnel Center

**AvB**—Aviation Bonus

**CC**—Commander

**CIP**—Career Intermission Program

**CFM**—Career Field Manager

**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DAFPD**—Department of the Air Force Policy Directive  
**DD Form**—Department of Defense Form  
**DE**—Developmental Education  
**DEROS**—Date Eligible for Return from Overseas  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DOR**—Date of Rank  
**EAD**—Extended Active Duty  
**EPR**—Enlisted Performance Report  
**IDE**—Intermediate Developmental Education  
**IRR**—Individual Ready Reserve  
**JA**—Judge Advocate  
**JTR**—Joint Travel Regulation  
**MAJCOM**—Major Command  
**MFM**—MAJCOM Functional Manager  
**NGB**—National Guard Bureau  
**ORB**—Officer Retention Bonus  
**PSDM**—Personnel Services Delivery Memorandum  
**POC**—Point of Contact  
**RegAF**—Regular Air Force  
**SDE**—Senior Developmental Education  
**SecAF**—Secretary of the Air Force  
**SecDef**—Secretary of Defense  
**SelRes**—Selected Reserve  
**SORN**—System of Records Notification  
**SRB**—Selective Retention Bonus  
**TAG**—The Adjutant General  
**TDY**—Temporary Duty  
**USAF**—United States Air Force  
**USSF**—United States Space Force

**USC**—United States Code

**VA**—Department of Veterans' Affairs

**VLPAD**—Voluntary Limited Period of Active Duty Program

*Office Symbols*

**AF/A1**—Deputy Chief of Staff, Manpower Personnel and Services

**AF/A1LO**—Colonel Management Office

**AF/A1P**—Directorate of Military Force Management Policy

**AF/HCP**—Chaplain Corps Personnel Division

**AF/JA**—The Office of The Judge Advocate General

**AF/JAX**—Professional Development Directorate, Office of the Judge Advocate General

**AF/RE**—Chief, Air Force Reserve

**AF/RE-D**—Deputy to the Chief of Air Force Reserve

**AF/REP**—Military Benefits and Entitlements

**AFPC/CC**—Commander, Air Force Personnel Center

**AFPC/DP2L**—Logistics and Support Airmen Career Management Division

**AFPC/DP2LT**—Military Accessions Branch

**AFPC/DP2N**—Chaplain Career Management Division

**AFPC/DP2O**—Special Duty Airmen Career Management Division

**AFPC/DP3DA**—Accessions Branch

**AFPC-OL**—Air Force Personnel Center - Operating Location

**AFRC/CD**—Deputy Commander, Air Force Reserve Command

**ARPC/CC**—Air Reserve Personnel Center Commander

**ARPC/DPAAA**—Reserve Assignment Branch

**HQ AFRC/HCP**—Chaplain Corps Personnel Division

**HQ RIO**—Readiness and Integration Office

**HQ RIO/HARM**—Host Aviation Resource Management

**NGB/A1**—National Guard Bureau, Director of Manpower, Personnel, and Services

**NGB/A1P**—National Guard Bureau, Force Management Policy

**NGB/A1PO**—Officer Programs and Policy Branch

**NGB/A1PP**—The Enlisted Programs Branch

**NGB/CF**—Director, Air National Guard

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

**SF/S1**—Deputy Chief of Space Operations for Human Capital

**SF/S1P**—Military Policy and Management

### *Terms*

**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, active duty also applies to Air National Guard members on full-time National Guard duty.

**Active Duty Service Commitment (ADSC)**—A period of active duty an officer or enlisted member will serve before becoming eligible for voluntary separation or retirement (includes minimum term of service).

**Active Guard and Reserve**—Members on Active Guard and Reserve duty, serving on full time active duty that support the National Guard and Reserve, performing organize, train, and equip responsibilities.

**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.

Synonymous with member.

**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)**—The Air Force Reserve is a reserve component of the Air Force to provide a reserve for active duty. It consists of the members of the officers' section of the Air Force Reserve and of the enlisted section of the Air Force Reserve. It includes all Reserves of the Air Force who are not members of the Air National Guard of the United States.

**Air National Guard of the United States (ANG)**—A reserve component 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 their 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 (ARC)**—The reserve components of the armed forces are: the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve.

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

**Career Active Guard Reserve (AGR)**—A member on AGR status for more than 6 years. In accordance with DoDI 1205.18, *Full-time Support (FTS) to the Reserve Components*, continuation



beyond the initial probationary period, or service in AGR status for more than 6 years constitutes retention and will require subsequent management under a career program. AGR personnel are managed holistically to optimize the workforce talent pool and ensure continuity between operational and national-level headquarters assignments. They are administered throughout their careers through intentional lifecycle processes, which enable assignments between tactical, operational, and strategic levels, to ensure professional development of the AGR workforce resulting in an agile and adaptive force in accordance with DoDI 1205.18.

**Commander**—A commissioned officer who, by virtue of grade 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 and USSF units authorized to be led by a commander except the USAFA, which is commanded by a superintendent, and school or academic units, which may be commanded by commandants.

**Commander’s Composite Exemption**—A complete exemption from the Fitness Assessment that is granted by the unit commander.

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

**Curtailment**—Termination of an OS tour before completion of the prescribed length, including any extensions (except cancelation of a voluntary extension). Terminal leave taken before date eligible for return from overseas (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.

**Date of separation (DOS)**—A date established in accordance with law or policy for separation from active military service. Separation is effective at 2400 hours on the date of separation.

**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 service member's ability to adequately perform the service member's duties.

**Disability Evaluation System**—The DoD mechanism for determining return to duty, separation, or retirement of members because of disability in accordance with 10 USC Chapter 61, Service members will proceed through one of two disability evaluation system processes: the Legacy Disability Evaluation System or the Integrated Disability Evaluation System (IDES), which Service member may be expedited through either one if required.

**Discharge**—Complete severance from the active military service. The discharge includes a reason and characterization of service.

**Electronic Unit Personnel Record Group**—Electronic documents that are maintained within the MPerRGp. These documents are considered to be the member's UPRG. Is located in the Automated Records System/Personnel Records Display Application (PRDA).

**Enlisted Member**—A person in an enlisted grade within the USAF or USSF.

**Extended Active Duty (EAD)**—A tour of active duty (normally for more than 90 days) performed by a member of the ARC. Members of the Air National Guard or Air Force Reserve in a full-time active duty status with the RegAF other than active duty for training or temporary tours of active duty; strength accountability for persons changes from the ARC to the RegAF when the tour is greater than three years. The period of time an officer has agreed to serve on active duty, usually a contract.

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

**Health Professions Officer**—Includes all Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, and Biomedical Sciences Corps officers.

**High Year of Tenure**—A year point at which the Air Force or USSF determines an enlisted member is ineligible for reenlistment and extension of enlistment due to grade and length of service.

**Individual Mobilization Augmentee (IMA)**—An individual reservist attending drills who receives training and is preassigned to an Active Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a parttime basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year.

**Individual Ready Reserve (IRR)**—A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve and may have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay.

**Judge Advocate**—An officer designated as a judge advocate by The Judge Advocate General (AF/JA).

**Member**—An officer or enlisted person of a military service.

**Medical or Physical Evaluation Board**—Processes to determine medical fitness for continued 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.

**Muster**—A routine process that allows ARPC to look at the activation process, not to initiate activation, for IRRs. Annually, ARPC orders IRRs to report to an Air Force base, usually within 150 miles of their residence to update their records and receive a basic medical screening and several briefings.

**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**—The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (10 USC §§ 10142, 12301, and 12302, *Ready Reserve*).

**Release**—Separation from a void enlistment or induction that does not involve a regular discharge. A DD Form 214 is issued but not a discharge certificate.

**Release from active duty**—End of active duty status. This term applies to members of the RegAF or USSF who are transferred to a Reserve component to complete the member's military service obligations and to members of Reserve components who revert to inactive status in the member's Reserve organizations.

**Reserve Active Status List**—A list of all Reserve of the USAF officers in an active status, not on the AD List, and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of the officer's rank in that grade. The Reserve Active Status List for the USAF includes officers in the ANG and AFR. Except as otherwise provided by law, an officer must be on the Reserve Active Status List to be eligible for consideration for selection for promotion, continuation, or early removal as a member of the Reserve of the AF.

**Reserve Component**—Reserve Components of the Armed Forces of the United States are: a. the Army National Guard of the United States; b. the Army Reserve; c. the Naval Reserve; d. the Marine Corps Reserve; e. the Air National Guard of the United States; f. the Air Force Reserve; and g. the Coast Guard Reserve.

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

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

**Scroll**—Nomination list for original appointment or promotion of commissioned officers.

**Secretary of the Air Force (SecAF)**—Includes the Secretary, and the Assistant Secretaries of the Air Force.

**Selected Reserve**—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. Selected Reservists actively participate in a Reserve Component training program. The Selected Reserve also includes persons performing initial active duty for training.

**Separation**—A general term that includes administrative discharge, resignation, release from active duty, release from custody and control of the Armed Forces, dropping from the rolls of the Air Force or USSF, retirement, transfer to a reserve component, and dismissal. Often used synonymously with "discharge." See also discharge.

**Separation Pay**—Half or full separation pay payable to Regular or Reserve officers if qualified under 10 USC § 1174 and Volume 7, Part A, of the DoD Financial Management Regulation.

**Special Warfare Airmen**—Members in highly specialized skill career fields: Combat Controller, Pararescue, Special Reconnaissance, Tactical Air Control Party, Combat Rescue Officer, Air Liaison Officer, and Special Tactics Officer.

**The Adjutant General (TAG)**—The senior military officer of the national guard of a state. TAG is responsible for performing the duties prescribed by the laws of that state and the day-to-day peacetime management and training of the state National Guard (Army and Air).

**TRICARE**—Triple Option Benefit Plan for Military Families.

**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, special program manager, or HQ RIO/CC, or for members not assigned to a participating Reserve position, the commander, ARPC. For actions involving personnel in the DEP, this is the recruiting squadron commander.

**Voluntary Limited Period of Active Duty**—A limited tour of EAD to allow an ARC officer with unique experience to fill a RegAF billet when the position cannot be filled by a qualified RegAF officer.

**Voluntary Limited Period of Active Duty Review Board**—The VLPAD review board reviews all VLPAD extensions and exceptions to policy for approval or disapproval. The VLPAD review board consists of a representative from A1PT, A1PP, A1M, AF/JA, AFR, NGB and A1LO.

**Years of Aviation Service**—Years of aviation service is determined from the beginning of aviation service and is computed by the Aviation Service Date.

## Attachment 2

### PUBLISHING, ISSUING, CHANGING, AND DISTRIBUTING EAD ORDERS

#### A2.1. Publishing Orders.

A2.1.1. Before publishing EAD orders, review the officer's military personnel record to ensure they meet eligibility criteria ([paragraph 3.1.2](#)). Give the officers at least 30 days advance notice unless they waive the requirement on an Air Force Form 125.

A2.1.2. Arrange each fiscal year's orders chronologically starting with number one (1). Number in a single series, for example: (AGA)-01.

A2.1.3. Authenticate orders, then copy and distribute them.

**A2.2. Writing and Issuing Orders.** Issue the Air Force Form 766, *Extended Active Duty Order*, or write out an order to announce the call to active duty.

A2.2.1. Enter the following statements on all active duty orders:

A2.2.1.1. "Permanent change of station. Travel as directed is necessary in the military service."

A2.2.1.2. "Pursuant to AFI 32-6000, *Housing Management*, you will report to the Base Housing Referral Office serving your new duty station before entering into any rental, lease, or purchase agreement for off-base housing. This order cannot be amended to change the place from which you are ordered to extended active duty (EAD) after the indicated effective date of duty. Therefore, if it becomes necessary to change your present location and address before your effective date of duty, notify (insert orders issuing activity/address), in writing, so that amended orders can be published and forwarded to your new address."

A2.2.1.3. "Non-temporary storage and/or shipment of household goods is authorized as soon as the member receives this order."

A2.2.1.4. "By direction of the President."

A2.2.2. Include these items:

A2.2.2.1. Grade, name, and SSN

A2.2.2.2. Component: AFR, ANG, RegAF

A2.2.2.3. Aeronautical rating or designation, as authorized by AFMAN 11-402.

A2.2.2.4. Flying status.

A2.2.2.5. Effective date of Reserve appointment.

A2.2.2.6. Home of record as determined from the Joint Travel Regulations (JTR) (located at <https://www.defensetravel.dod.mil/site/travelreg.cfm>).

A2.2.2.7. Place from which the member is ordered to active duty as determined from the JTR, volume 1, appendix J.

A2.2.2.8. Indicate the primary or additional Air Force specialty code (AFSC) that the individual must acquire before entering EAD if the individual's first assignment

(Temporary Duty [TDY] enroute to EAD) is training. State: "Duration of course is (number) weeks; (course title and number, as applicable)." If the school or course of instruction does not have a course title and number, state: "This is a course of instruction."

A2.2.2.9. A statement that the officer "is ordered to EAD voluntarily," according to 10 USC § 12301(d). Include the duration of tour in months. If the tour is for a specified period, indicate how long. Otherwise, state that the tour is "indefinite" "unless sooner relieved."

A2.2.2.10. Appointment to temporary grade, if authorized according to 10 USC § 603.

A2.2.2.11. AFR or ANG unit, major command, and address of the unit from which the member is relieved, and termination of AFR or ANG attachment, if appropriate.

A2.2.2.12. Unit, major command, address, and Personnel Accounting Symbol (PAS) of the unit to which the member is assigned. Give purpose of assignment if other than for duty (for example, for attending a course of instruction).

A2.2.2.13. Duty station, if different from station of assignment.

A2.2.2.14. Information on any TDY en route, including number of days, location, and purpose.

If TDY en route is involved, reporting hours and dates to TDY locations.

A2.2.2.15. Unit and station, if officer is being attached to a unit, and give specific purpose of attachment.

A2.2.2.16. Effective date of duty.

A2.2.2.17. A statement directing the member to proceed to his or her duty station or TDY station on effective date of duty. When the member is assigned within the Continental United States (CONUS), indicate a reporting date no later than the date the member is to report to the commander of the unit of assignment.

A2.2.2.18. The security clearance and investigative basis (type and date completed) when available; for example, "SECRET, National Agency Check, January 1989."

A2.2.2.19. For authority, assignment action number.

A2.2.2.20. Accession and non-temporary storage accounting classification; transportation account code and customer identification code, when applicable in accordance with AFI 65-601, Volume 1, *Budget Guidance and Procedures*. Just after the accession accounting classification, insert M for member, D for dependent, or H for HHG (GB/L). Include the proper accounting classification for TDY travel, if necessary.

A2.2.2.21. Mode of transportation, if directed. If travel by privately owned conveyance is permitted, indicate the number of days authorized for travel. Compute travel time by privately owned vehicle (POV) to first duty station, according to the JTR paragraph 050205.

**Attachment 3**

**ADDRESSES**

AF/A1LO (Colonel Officer Management Office)  
1670 Air Force Pentagon  
Washington DC 20330-1670

AF/JAX  
1420 Air Force Pentagon  
Washington DC 20330-1420

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

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

AFPC/DP2LT (Military Accessions Branch)  
AFPC/DP2N (Medical and Chaplain Career Management Division)  
550 C Street West Suite 25  
Joint Base San Antonio TX 78150-4723

ARPC/DPA  
HQ RIO  
1840 E. Silver Creek Ave, Bldg 390,  
Buckley AFB CO 80011

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