

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2606**



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Personnel

**REENLISTMENT AND EXTENSION OF
ENLISTMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. Specifically providing guidance on Department of Defense Instruction (DoDI) 1304.02, *Accession Processing Data Collection Forms*; DoDI 1304.31, *Enlisted Bonus Program*; DoD Directive (DoDD) 1332.41, *Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs)*; and Department of Defense (DoD) 7000.14-R, *DoD Financial Management Regulation (DoDFMR) Volume 7A, Military Pay Policy - Active Duty and Reserve Pay, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits*. It provides guidance and procedures for reenlisting and extending enlistments in the Department of the Air Force. This publication applies to Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and the Deputy Chief of Space Operations for Human Capital (SF/S1), develops policy for reenlistment and enlistment in the Department of the Air Force (DAF). This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC), Section 9013, *Secretary of the Air Force*; and Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*. The applicable Systems of Records Notices F036 AF PC C, *Military Personnel Records Systems*, F036 AF PC G, *Selective Reenlistment Consideration*, F036 AFPC D, *Selective Reenlistment Bonus and/or Advance Payment Request* and F036 AFPC L, *Unfavorable Information File (UIF)* are available at: <https://dpcl.d.defense.gov/Privacy/SORNs/.aspx>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF

Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This instruction may be supplemented at any level, but all supplements that directly implement this publication must be routed to Military Force Management Policy Directorate (AF/A1P) for coordination prior to certification and approval. All major command (MAJCOM) or field command (FLDCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Compliance with attachments is mandatory. The authorities to waive wing/garrison/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 Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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 publication OPR for non-tiered compliance items. 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 Management System.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include the addition of the Space Force to convert the AFI to a DAFI. In addition, the enlistment window has been extended to 12 months and the obligated service limit has been extended to 96 months.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). The Assistant Secretary of the Air Force for Manpower and Reserve Affairs serves as an agent of the Secretary and provides guidance, direction and oversight for all matters pertaining to the formulation, review and execution of plans, policies and budgets addressing reenlistments.

1.2. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) [RegAF Only].

1.2.1. Serves as the functional authority and is responsible for policy oversight and advisory services related to the Air Force retention program.

1.2.2. The Chief, Force Management Policy Directorate (AF/A1P) provides functional management of the Air Force retention program and:

1.2.2.1. Develops, coordinates and enforces Air Force retention policy.

1.2.2.2. Issues departmental level program guidance to implement Air Force retention policy.

1.2.2.3. Serves as the decision authority for all reenlistment and extension requests that are not addressed within this instruction.

1.3. Deputy Chief of Space Operations for Human Capital (USSF only).

1.3.1. Serves as the functional authority and is responsible for policy oversight and advisory services related to the Space Force retention program.

1.3.2. The Chief, Force Management Policy Directorate (SF/S1P) provides functional management of the Space Force retention program and:

1.3.2.1. Develops, coordinates and enforces Space Force retention policy.

1.3.2.2. Issues departmental level program guidance to implement Space Force retention policy.

1.3.2.3. Serves as the decision authority for all Space Force reenlistment and extension requests that are not addressed within this instruction.

1.4. Director of Personnel, Office of Air Force Reserve (AF/REP) [AFR Only].

1.4.1. Serves as the functional authority and is responsible for policy oversight and advisory services related to the Air Force Reserve (AFR) retention program:

1.4.2. Develops, coordinates, and enforces the reenlistment policy.

1.4.3. Issues program guidance to implement AFR reenlistment policy.

1.4.4. Decision authority for all reenlistment and extension requests that are not addressed within this instruction.

1.5. Director, Manpower, Personnel and Services (NGB/A1) [ANG Only].

1.5.1. Manages the Air National Guard (ANG) reenlistment program by establishing eligibility criteria and processing requirements for the Selective Reenlistment Program (SRP), reenlistment and extension of enlistment in the ANG.

1.5.2. Establishes qualitative standards and guidelines for program implementation and evaluating the quality of selective reenlistment program decisions.

1.6. Headquarters Air Force Personnel Center (AFPC), Director, Personnel Programs (AFPC/DP3) [RegAF/USSF only]. Manages the Department of the Air Force reenlistment/extension and Selective Retention Bonus (SRB) program on behalf of the Commander (CC), Air Force Personnel Center (AFPC/CC) by establishing eligibility criteria and processing requirements for the Selective Retention Program (SRP), Career Job Reservations (CJR), Selective Retention Bonus (SRB) Program, reenlistments and extension of enlistment. This includes establishing qualitative standards and guidelines for program implementation and evaluating the quality of SRP decisions. In addition, AFPC/DP3:

1.6.1. Interprets Air Force and Space Force policy.

1.6.2. Provides guidance and implementation instructions to Military Personnel Flight (MPF).

1.6.3. Provides operational oversight for standardization and evaluation of the Air Force and Space Force reenlistment program.

1.6.4. Reviews/forwards approved requests for retention that are not addressed within this instruction to the respective service.

1.7. Headquarters Air Force Reserve Command, Chief, Military Personnel Division (AFRC/A1K) (AFR only). Serves as office of primary responsibility (OPR) for retention of Air Force Reserve personnel. AFRC/A1K coordinates with Air Reserve Personnel Center (ARPC) on Active Guard Reserve (AGR) career management matters and with the Headquarters (HQ) Readiness and Integration Organization (RIO) on Individual Reservist (IR) matters. AFRC/A1K:

1.7.1. Interprets AF/A1 policy as it relates to reenlistments and extensions.

1.7.2. Provides guidance and implementation instructions to Military Personnel Flight (MPF).

1.7.3. Provides operational oversight for standardization and evaluation of the AFR Retention Program.

1.7.4. Publishes and analyzes quarterly AFR reenlistment and loss statistics.

1.8. Headquarters Air Reserve Personnel Center (ARPC), Directorate of Personnel and Total Force Services (DPT) [AFR only]. Air Reserve Personnel Center, Sustainment Division (ARPC/DPTS) identifies Individual Reservists (IR) who require SRP consideration or reconsideration. ARPC/DPTS:

1.8.1. Acts as principal advisor to Det/CCs and Individual Reservist (IR) (Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR)) members on all reenlistment issues.

1.8.2. Provides a structured program in compliance with this DAFI.

1.8.3. Coordinates reenlistment and retention issues with appropriate Readiness and Integration Organization (RIO) Det/CCs.

1.8.4. Forwards all retention issues/questions to AFRC/A1K (AFR) as appropriate.

1.9. Military Personnel Management Officer (MPMO) [ANG Only].

1.9.1. Ensures compliance with this directive across all ANG wings within their state/territory.

1.9.2. Reviews and forwards requests for retention that are not addressed within this instruction to the appropriate approval authority for consideration.

1.9.3. Coordinates policy guidance and issues resolution as a liaison between NGB/A1 and wing MPFs and advises wing program managers on issues affecting reenlistment and extension of enlistment.

1.9.4. Processes reenlistment non-selection appeal cases requiring consideration by the Adjutant General (TAG) or Commanding General (CG).

1.9.5. Maintains oversight of ANG wing reenlistment or extension of enlistment programs.

1.10. Commander, Readiness and Integration Organization (RIO/CC), which is inclusive of the IR and share Administrative Control with the Active Component Commander (AFR only).

1.10.1. Administers the Career Retention Program for IRs.

1.10.2. Det/CCs are responsible for developing Career Retention Programs to ensure retention of qualified IR members.

1.10.3. Det/CCs are responsible for implementing the Career Retention Program for all assigned IR members assigned to their detachment.

1.10.4. RegAF CC, Director or equivalent. Initiates (as required), reviews and coordinates on all requests for action and recommends approval/disapproval of reenlistment program actions that are consistent with other qualitative actions.

1.10.4.1. Ensure requests outside established Air Force guidance are thoroughly viewed/considered and such requests are in the best interest of the Air Force.

1.10.4.2. CCs, Directors, or equivalents forward approved requests to the supporting RIO Detachment for processing.

1.11. Major Command (MAJCOM)/Field Command (FLDCOM), Direct Reporting Unit (DRU)/Field Operating Agency (FOA)/Numbered Air Force (NAF)/National Reconnaissance Office (NRO-USSF) A1. Oversees, support and supports the Department of the Air Force reenlistment and extension program. Coordinates on reenlistment/extension issues as required by this instruction.

1.12. Wing/Group Commanders (Unit Program Only) (AFR only). Wing and group CCs work with the MPF to develop and conduct an aggressive and continuous career retention program to ensure organizations are fully staffed.

1.13. Military Personnel Flight (MPF), Career Development Program Manager. The FSS/MPF Career Development Section is the base-level OPR for retention programs. The FSS/MPF assists CC/civilian directors in maintaining mission readiness by affording qualified

service members the opportunity to pursue an Air Force/Space Force career. The servicing MPF identifies service members who require SRP consideration or reconsideration. The MPF:

- 1.13.1. Acts as principal advisor to CCs/civilian directors and service members on all reenlistment, extension, or any retention related issues.
- 1.13.2. Provides a structured program in compliance with this DAFI.
- 1.13.3. Coordinates reenlistment and retention issues with appropriate wing/delta/Garrison personnel.
- 1.13.4. Reviews and forwards approved requests for retention not addressed within this instruction to AFPC Retentions (AFPC/DP3SA) (RegAF/USSF), or the state MPMO (ANG), as outlined in myFSS.
- 1.13.5. **[ANG Only]**. Operates reenlistment programs within National Guard Bureau (NGB)-directed guidelines.
- 1.13.6. **[ANG Only]**. Coordinates reenlistment and extension issues with appropriate state headquarters and/or wing personnel.
- 1.13.7. **[ANG Only]**. Oversees the wing reenlistment and extension of enlistment program. Provides reports to wing leadership and state headquarters as required.
- 1.13.8. Provides training to unit Commander's Support Staff (CSS) on all enlisted retention programs and other retention related issues.
- 1.13.9. Ensures documents are prepared error-free and provided to the Service member/CSS to meet the requested reenlistment/extension date. **Note:** The MPF/CSS shall not impose local barriers, restrictions, or timelines that limit a service member's ability to reenlist; specifically, requiring the service member to select a future reenlistment date.
- 1.13.10. Ensures all retention actions are finalized in the Pay and Personnel Data System (PDS) within 24 hours and makes necessary follow up actions(s) to ensure reenlistment/extension/SRB actions are updated correctly.
- 1.13.11. Forwards all retention issues/questions to AFPC/DP3SA (RegAF/USSF), AFRC/A1K (AFR) or the state MPMO (ANG), as outlined in myFSS Personnel Services Delivery Guides (PSDG).
- 1.13.12. Utilizes the current guidance located in myFSS that provides procedures for operating the reenlistment program; obtains and maintains all applicable Knowledge Artifacts relating to implementation and FSS/MPF management/responsibilities on various reenlistment programs.
- 1.13.13. Produces the monthly SRP roster, sends it to the CC/civilian directors for certification, and processes any required SRP actions in the Military Personnel Data System (MilPDS) to AFPC/DP3SA (RegAF/USSF), AFRC/A1K (AFR) or the state MPMO (ANG), as outlined in myFSS.
- 1.13.14. **[RegAF/USSF only]**. Produces the monthly SRB Roster, sends it to the CC/civilian directors for certification, and processes all SRB termination action(s) the CC/civilian director requires to AFPC/DP3SA as outlined in myFSS.
- 1.13.15. Counsels SRB-entitled service members on all previous SRB entitlements, the career cap cannot exceed the limits outlined in DoDI 1304.31, unless specifically authorized as an

exception by the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD [P&R]).

1.13.16. Notifies all reenlistment-eligible service members no later than 150 days prior to Date of Separation (DOS) of their reenlistment eligibility window. All service members are projected for separation once they are within 120 days of their DOS.

1.13.17. Timely comply with all instructions and actions relating to retentions as directed by AFPC/DP3SA.

1.14. Commander/Civilian Director. Initiates (as required), reviews and coordinates on all requests for action and recommends approval/disapproval of retention program actions that are consistent with other qualitative actions. CC/civilian director:

1.14.1. Ensures appropriate and timely retention decisions and requirements are taken.

1.14.2. Ensures requests that are not addressed within this instruction are thoroughly reviewed and considered in the best interest of the Department of the Air Force. CC/civilian director forwards their approved requests to FSS/MPF for processing.

1.14.3. **[AFR only].** Appoints in writing an appropriate Noncommissioned Officer (NCO) as an additional duty Talent Management Consultant (TMC) to administer the Career Retention Program. Retrainees or Airmen/Guardians in upgrade training are ineligible for appointment. The individual must be knowledgeable about AFR benefits and career opportunities, as well as a respected mentor within the unit. In large units or units with multiple monthly Unit Training Assemblies (UTAs), appoint an assistant TMC.

1.14.4. Reviews the reenlistment eligibility of assigned members each month and annotates SRP rosters accordingly. This roster is returned to the FSS/MPF as suspended.

1.14.5. Completes DAF Form 418, *Selective Reenlistment Program Consideration/Denial of Continued Service for Airmen/Guardians*, to modify reenlistment eligibility from “selected” to “not selected” or, from “not selected” to “selected,” within 7 calendar days as appropriate. **[ANG only:** CCs should issue the DAF Form 418 to members “not selected” for retention on the SRP roster no later than 7 months prior to the member’s ETS.]

1.14.6. Coordinates reenlistment/extension of enlistment actions through the CSS to the FSS/MPF.

1.14.7. Maintains oversight of unit reenlistment/extension of enlistment programs.

1.14.8. Ensures reenlistment ceremonies are held in a dignified manner and in accordance with (IAW) military protocol requirements.

1.14.9. **[RegAF/USSF only].** Certifies eligibility for SRB on the monthly SRB roster and returns the roster (as suspended) to the servicing MPF noting any service members no longer performing SRB duties.

1.15. Commander Support Staff (CSS).

1.15.1. The CSS provides oversight and management of the unit reenlistment, extension, and other retention related programs. Reviews the monthly SRP and SRB rosters for accuracy, eligibility. Identifies service members who are not performing SRB related duties and provides a listing to the CC/civilian director for certification and action. Notifies CC/civilian director

on Service member assignments if they are outside the SRB specialty and make necessary recommendations. The CSS:

1.15.2. Performs quality control of completed retention-related forms ensuring all requirements are complete and reflect accurate data/entitlements/eligibility.

1.15.3. Provides a completed SRP roster along with any required DAF Forms 418 to the FSS/MPF for PDS processing (reenlistment eligibility [RE] code update) and filing.

1.15.4. **[ANG Only]**. Coordinates with the wing Retention Office Manager/Recruiting and Retention Non-Commissioned Officer when reenlistment eligibility changes from “selected” to “not selected” or from “not selected” to “selected.”

1.15.5. Provides a structured program in compliance with this DAFI ensuring all unit personnel are processed through SRP and successfully complete reenlistment or extension of enlistment actions or are separated from service once contract term expires.

1.15.6. Assists CC/civilian directors in maintaining oversight of the unit reenlistment/extension program.

1.15.7. Assists the CC/civilian director by identifying quality control issues affecting SRP consideration.

1.15.8. Advises the CC/civilian director and service members on all reenlistment/extension policy issues.

1.15.9. Reviews/forwards CC/civilian director-approved requests for retention that are not addressed within this instruction to the FSS/MPF.

1.15.10. Assists the MPF with reenlistment/extension of enlistment actions, as required.

1.15.11. Ensures all reenlistment/extension of enlistment documents are error free and processed to the FSS/MPF for final action within 1 duty day.

1.15.12. Complies with any requirements issued by the FSS/MPF related to the reenlistment and extension of enlistment programs.

Chapter 2

SELECTIVE REENLISTMENT PROGRAM (SRP) [REGAF/USSF ONLY]

2.1. SRP Policy. Reenlistment in DAF is not an inherent individual right. It is a privilege and confers an obligation to serve. Service members may be considered for reenlistment or extension if they

- 2.1.1. Meet eligibility requirements;
- 2.1.2. Have qualities essential for continued service; and
- 2.1.3. Can perform duty in a career field in which the Air Force/Space Force has a specific need.

2.2. SRP Program Objective.

- 2.2.1. The SRP objective is to ensure the Air Force/Space Force retains only service members who consistently demonstrate the capability and willingness to maintain high professional standards.
- 2.2.2. The SRP applies to all enlisted personnel.

2.3. SRP Authority.

2.3.1. The service member's Unit CC/civilian director has SRP selection authority when no other factors bar immediate reenlistment exists. **Note:** SRP may be elevated to the next CC in the chain of command when the unit CC/civilian director is incapacitated or otherwise not available to render a decision. CCs/civilian directors may non-select any service member for reenlistment (TOE contract or NCO Career Status Program) or deny a service member in the NCO Career Status Program continued service at any time. Being rendered ineligible to reenlist or being rendered ineligible for continued service can impact a service member's opportunity to be selected for an assignment, promotion, and/or retraining and may impact the service member's future eligibility to be retained. The selection/non-selection decision will not be based on the service member's career intent and will be consistent with other qualitative decisions. **(T-1)** CCs/civilian directors will not use the SRP to deny reenlistment or continued service when involuntary separation is more appropriate. **(T-1)** CCs/civilian directors may reverse their selection/non-selection decision at any time.

2.3.2. Service members serving on an NCO Career Status reenlistment may be denied continued service by the CC/civilian director at any time as outlined in [paragraph 2.3.1](#). Appellate authority as outlined in [Table 2.1](#) applies and is based on years of service calculated from the service member's Total Active Federal Military Service (TAFMS) at the time the CC/civilian director documents the denial of continued service on the DAF Form 418. Service members are not reconsidered for any personnel actions (e.g., promotion consideration) on the basis of the CC's/civilian director's reversed decision.

2.3.2.1. Service members serving on an NCO Career Status reenlistment who are denied reenlistment may be separated or retired, if eligible. **(T-1)** The following conditions apply:

- 2.3.2.1.1. Service members not selected for continued service and who have more than 18 years and less than 20 years of TAFMS, will retire the first day of the month following 20 years of service after the DAF Form 418 has been completed and all

appeals have been exhausted. **(T-1) Note:** Service members must apply for retirement, or they will be separated. **(T-0)**

2.3.2.1.2. Service members with 12 or more and less than 18 years of TAFMS and whose appeal has been denied will be separated NLT the last day of the seventh month after the DAF Form 418 has been completed, or before completing 18 years of service, whichever is sooner. **(T-1)**

2.3.2.1.3. Service members with 20 or more years of TAFMS and whose appeal has been denied will have a DOS established NLT the first day of the seventh month after the DAF Form 418 has been completed. **(T-1)** AFPC Retentions (AFPC/DP3SA) will notify AFPC Separations or Retirements accordingly. **(T-1) Note:** Service members must apply for retirement or will be separated. **(T-0)**

2.3.2.2. Service members serving on a traditional TOE contract who are denied reenlistment may be separated or retired, if eligible. **(T-1)**

2.3.2.2.1. Service members not selected for reenlistment and who have more than 18 years and less than 20 years of TAFMS, will retire NLT the first day of the month following 20 years of service after the DAF Form 418 has been completed and all appeals have been exhausted. **(T-1) Note:** Service members must apply for retirement or will be separated. **(T-0)**

2.3.2.2.2. Service members with 12 or more and less than 18 years of TAFMS and whose appeal has been denied will be separated NLT the last day of the seventh month after the DAF Form 418 has been completed, or before completing 18 years of service, whichever is sooner. **(T-1)**

2.3.2.2.3. Service members with 20 or more years of TAFMS and whose appeal has been denied will be separated on their current DOS, unless they apply for retirement and will then retire on the first day of the seventh month after the DAF Form 418 has been completed. **(T-1)** AFPC Retentions (AFPC/DP3SA) will notify AFPC Separations or Retirements accordingly. **(T-0) Note:** Service members must apply for retirement or will be separated. **(T-1)**

2.3.3. CCs/civilian directors will review and determine a service member's fitness for continued service in the NCO Career Status Program. **(T-1)** CCs/civilian directors may determine the Service member is denied continued service and placed in RE code 2X by completing the DAF Form 418 and stating, "Service member is denied continued service and placed in RE code 2x." The CC's/civilian director's actions in [paragraph 2.6.12](#) also apply and the CC/civilian director must enter the specific reason(s) for the decision on the DAF Form 418. **(T-1)** MPF actions as outlined in [paragraph 2.6.13](#) apply.

2.4. SRP and Service Members Promotion Program Relationship.

2.4.1. The objective of both programs is to ensure the career field consists of highly qualified, professional Service members. SRP non-selection makes service members ineligible for promotion.

2.4.2. SRP non-selection automatically cancels projected promotion line numbers.

2.4.3. Service members non-selected for reenlistment also become ineligible for promotion and may need to request a Reenlistment Eligibility (RE) Code waiver if desired to continue

service in another branch or component of the Department of Defense. Eligibility for RE Code waiver is determined by the component/service the service member is enlisting into.

2.5. SRP Process. The SRP process is standardized. Service members in erroneous RE Codes will require SRP consideration.

2.6. SRP Process in the Department of the Air Force.

2.6.1. The MPF Career Development Section receives a Master SRP roster from the Personnel Systems Manager not later than (NLT) the 1st of each month.

2.6.1.1. This roster identifies First Term Airmen (FTA) and First Term Guardians (FTG) who have completed 33 months (4 year enlistees) or 57 months (6 year enlistees) on current enlistment and Second Term/Career service members within 13 months of expiration term of service (ETS).

2.6.1.2. Two separate Reports on Individual Personnel (RIPs) are also produced: one for the service member and one for the service member's supervisor. The RIPs notify the service member of their SRP/CJR eligibility window and provide instructions on reenlistment. Supervisors use the other RIP to provide a recommendation to the CC/civilian director in order to aid in the selection/non-selection decision.

2.6.2. The MPF sends SRP consideration rosters and RIPs monthly to the respective CC/civilian directors. The roster is used to control/suspense RIPs to supervisors. The SRP roster has the following four parts:

2.6.2.1. Part I - SRP Actions identifies service members requiring SRP consideration or reconsideration. SRP also generates RIPs for service members requiring SRP consideration (except for service members with RE code 3B). The RIPs assist supervisors and CC/civilian directors in evaluating service members for continued service. Supervisors who recommend denial of reenlistment must initiate an DAF Form 418. **(T-1)** CC/civilian directors must take SRP action within 30 calendar days of receiving the SRP roster for service members whose ineligibility condition no longer exists. **(T-1)**

2.6.2.2. Part II - SRP Monitor identifies service members with quality indicators (referral evaluations, an Unfavorable Information File [UIF], etc.), who were already considered under SRP. CC/civilian directors use this product to determine if SRP reconsideration is appropriate. If so, the unit will initiate an DAF Form 418 for selection/non-selection. **(T-1)** CCs/civilian directors may not use SRP or a DAF Form 418 to waive a reenlistment ineligibility condition listed in Tables 5.3, 5.4, and 5.5.

2.6.2.3. Part III - CJR Eligibility identifies eligible FTA/FTG who have not yet applied for a CJR. RIPs advise service members and immediate supervisors of the CJR eligibility criteria and their responsibilities.

2.6.2.4. Part IV – Reenlistment Ineligibility identifies reenlistment-ineligible service members.

2.6.3. CC/civilian directors review the SRP roster to consider whether service members will be denied reenlistment, selected for reenlistment or to reverse previous non-selection. The CC/civilian director only receives DAF Form 418s non-recommending retention from supervisors. The supervisor initiates an DAF Form 418 and completes Section I and II and forwards to the CC/civilian director.

2.6.3.1. If the CC/civilian director agrees with the supervisor's recommendation to non-select, the CC/civilian director completes the DAF Form 418 and forwards to the MPF, along with Part I of the SRP roster.

2.6.3.2. If the CC/civilian director disagrees with the non-selection, then the CC/civilian director marks the form accordingly and files it based on the Air Force Records Disposition Schedule.

2.6.3.3. If the CC/civilian director determines the service member will not be selected for reenlistment, then the CC/civilian director may direct the supervisor to initiate an DAF Form 418, or he/she may initiate an DAF Form 418 and forward to the MPF.

2.6.3.4. Only the CC/civilian director's decision selects or non-selects the service member for continued service. (**Note:** Service members non-selected for reenlistment will separate on their current DOS and will not be extended for any reason other than appeal processing. Therefore, it is incumbent that the CC/civilian directors make timely non-selection decisions). (**T-1**)

2.6.3.5. After 30 days (from date of SRP roster), if the CC/civilian director has not taken action to deny reenlistment (DAF Form 418), then MilPDS automatically updates RE code to allow reenlistment. RE codes update as follows (See [Chapter 5](#) for definitions):

2.6.4. Reenlistment Codes.

2.6.4.1. RE code 3C changes to RE code 1R.

2.6.4.2. RE code 1M changes to RE code 1K or 1P or 1Q. (**Note:** If the Personnel Systems Manager office has not received the Master SRP rosters, confirm that system is configured to handle/distribute this roster. If the Personnel Systems Manager office has verified the configuration and still has not received this roster by the 1st of month, contact the Operations Control Center [DSN 665-5004] to see if there is an issue with delivery/receipt of MilPDS products).

2.6.5. Delaying SRP Actions.

2.6.5.1. When service members require SRP consideration upon arrival to the new duty location, the gaining CC/civilian director may delay SRP consideration for no more than 90 calendar days after date arrived station.

2.6.5.2. If the service member received SRP consideration, the former MPF advises the gaining MPF of the selection or non-selection status and forwards the supporting documentation.

2.6.6. Early SRP Consideration.

2.6.6.1. CC/civilian directors will conduct early SRP consideration for service members who have not previously received formal SRP consideration as specified below. (**T-1**)

2.6.6.2. Service member is otherwise eligible to reenlist (RE code 3C or 1M) and requests voluntary early separation for one of the reasons listed below:

2.6.6.2.1. PALACE CHASE.

2.6.6.2.2. Officer training program (other than Air Force Reserve Officer Training Corps). (Refer to [paragraph 5.12](#) for additional RE code update information).

- 2.6.6.2.3. Early release to further education.
 - 2.6.6.2.4. Sole surviving son or daughter.
 - 2.6.6.2.5. Early release from extension or voluntary separation programs directed by DAF.
 - 2.6.6.2.6. Accepting public office.
 - 2.6.6.2.7. Pregnancy or childbirth.
 - 2.6.6.2.8. End of year early release.
 - 2.6.6.2.9. Miscellaneous reasons.
 - 2.6.6.2.10. Early separation programs directed by DAF. AFPC Separations will announce the program and provide the eligibility criteria and processing instructions. AFPC/DP3SA must work with AFPC Separations once the separation is loaded to change RE code to 3A or 2X for FTA/FTG and verify RE code has been changed to 1J or 2X for Second Term and Career service members. **(T-1)**
- 2.6.7. When to use DAF Form 418.
- 2.6.7.1. The DAF Form 418 documents non-selection/selection for continued service or reconsideration actions and also documents a service members reenlistment ineligibility due to unsatisfactory fitness or removal of the service members ineligibility condition when an unsatisfactory fitness no longer applies.
 - 2.6.7.2. CC/civilian directors use the DAF Form 418 when:
 - 2.6.7.2.1. Denying reenlistment during the SRP process or reenlistment process.
 - 2.6.7.2.2. Service members were initially ineligible for consideration during their SRP window for reasons in **Table 5.3.**, **Table 5.4.** or **Table 5.5** but later become eligible for consideration. CC/civilian director must initiate SRP consideration within 30 calendar days. **(T-1)**
 - 2.6.7.2.3. Service members previously denied reenlistment and CC/civilian director reverses decision.
 - 2.6.7.2.4. Service members require early SRP consideration. **(Note:** When removing negative RE codes [to include RE code 4K] for service members who are not in their SRP window or not eligible for SRP consideration, update RE code 3C or 1M respectively. These service members appear on the SRP roster upon entering their SRP window. If the service member is in their SRP window, then update RE code to 3B and these service members appear on Part I of next month roster for SRP reconsideration).
- 2.6.8. CC/civilian director considerations on SRP. CC/civilian directors will consider the following before making a decision: **(T-1)**
- 2.6.8.1. Enlisted Performance Brief (EPB) and Enlisted Performance Report (EPR) ratings.
 - 2.6.8.2. Unfavorable information from any substantiated source.

2.6.8.3. The service members willingness to comply with the USAF/USF standards (i.e., fitness, dress/appearance, timeliness, etc.).

2.6.8.4. The service members ability (or lack of) to meet required training and duty performance levels.

2.6.8.5. A fit for duty finding by a Physical Evaluation Board does not automatically entitle a service member to reenlist upon completion of their required active service. However, a service member may not be denied reenlistment on the basis of the same condition for which a Physical Evaluation Board found the service member fit for duty.

2.6.9. Derogatory information from a previous enlistment will not be considered as a basis for denial of subsequent reenlistments.

2.6.10. CCs/Civilian Directors may not use SRP or a DAF Form 418 to waive a reenlistment ineligibility condition listed in Tables 5.3 through 5.5.

2.6.11. Non-selection for Reenlistment.

2.6.11.1. The supervisor recommends the service member not be selected for reenlistment by completing DAF Form 418 and forwarding to the CC/civilian director with supporting documentation.

2.6.11.2. The CC/civilian director reviews the DAF Form 418 and SRP RIP, signs the SRP roster and notifies the service member of the non-selection. If the service member does not appeal the decision, the CC/civilian director notifies the service member they will be discharged on their current DOS and sends the SRP roster and DAF Form 418 to the MPF for processing.

2.6.11.3. Service members denied reenlistment and who are pending appeal decision who are not discharged before completing 18 years of service will be continued to 20 years of service and the appeal processing continued.

2.6.11.3.1. If the appeal is approved, reenlistment eligibility is restored and the service member is authorized to reenlist.

2.6.11.3.2. If the appeal is denied, AFPC/DP3SA will take action to establish a DOS to 20 years of service. The service member must execute the DAF Form 1411 and the service member will remain in RE Code 2X until retirement approval.

2.6.11.4. The MPF receives the SRP decision and updates the service members RE code.

2.6.12. CC/civilian director and service member actions on DAF Form 418.

2.6.12.1. The CC/civilian director places an "X" or initials in the appropriate item of the DAF Form 418 and enters the specific reason(s) for non-selection in the remarks area. The CC/civilian director signs and dates the form and attaches any supporting documentation to substantiate the non-selection decision. Supervisor recommendation is optional. (**Note:** When service members are unavailable due to Temporary Duty [TDY], leave, etc. and do not return within 30 days of the decision date, CC/civilian director includes the following statement in the upper margin of the DAF Form 418: "Service member is unavailable due to [TDY, leave, etc.] until [expected return date]").

- 2.6.12.1.1. For service members non-selected under SRP, the CC/civilian director may discuss the non-selection with the service members supervisor before making their final decision. The CC/civilian director (may be designated to First Sergeant) will discuss non-selection with the service member. The items being discussed will include the specific reasons for non-selection, areas needing improvement, promotion ineligibility (to include automatic cancellation of projected promotion line numbers) and the possibility of future reconsideration and selection. **(T-1)**
- 2.6.12.1.2. The CC/civilian director (may be designated to the First Sergeant) informs the service member on appeal eligibility and ensures they understand they must acknowledge receipt of notification immediately, but they have up to 3 calendar days to render an appeal intent. Also see [paragraph 2.6.15](#). **(T-1)**
- 2.6.12.1.2.1. Service members may elect to appeal the denial of reenlistment.
- 2.6.12.1.2.2. Service members may elect not to appeal the denial decision and will be separated or retired, if eligible, on current DOS.
- 2.6.12.1.3. Ensures service member acknowledges receipt of notification of non-selection on the DAF Form 418 during the personal interview. **(T-1)**
- 2.6.12.1.4. Ensures service member renders their appeal intent on the DAF Form 418 within 3 calendar days of acknowledgment, if applicable. **(T-1)**
- 2.6.12.1.5. Provides service member with a copy of the DAF Form 418 and supporting documentation, maintains a copy of the package and sends the original to the MPF for processing. **(T-1)**
- 2.6.12.1.6. If appealing, directs the service member to immediately report to the MPF for counseling on appeal process and requirements. **(T-1)** The service members appeal suspense due date is 10 calendar days from the date they sign the DAF Form 418, Section V.
- 2.6.12.2. For service members reconsidered and selected:
- 2.6.12.2.1. The CC/civilian director places an "X" or initials in the appropriate item of Section II and CC/civilian director signs and dates the form. **(T-1)**
- 2.6.12.2.2. Forwards DAF Form 418 to MPF for update of appropriate RE code.
- 2.6.13. MPF Action with DAF Form 418.
- 2.6.13.1. Upon receipt of the DAF Form 418 from unit, the MPF will quality review and return to unit if incomplete. If the DAF Form 418 is complete, enter the service members current RE code, new RE code (2X, 4J, etc.) and date MilPDS was updated. **(T-1)**
- 2.6.13.2. Update appropriate RE code in MilPDS (2X, 4J, etc.) upon receipt of the DAF Form 418, regardless of appeal intent.
- 2.6.13.3. Review the DAF Form 418 to determine member's intent to appeal. If member does not intend to appeal, forward the form for filing in Automated Records Management System (ARMS) as outlined in myFSS. If member intends to appeal, refer to appeal processing procedures found in [paragraph 2.6.14](#).
- 2.6.13.3.1. Update appeal suspense date in appropriate block.

- 2.6.13.3.2. Counsel the service member on the appeal suspense requirements and appeal process.
- 2.6.13.3.3. Counsel and extend service members as needed to await results of appeal of non-selection. Process new appeal extensions 10 duty days prior to DOS when appeal results have not been received.
- 2.6.14. Processing SRP Non-selection Appeals.
- 2.6.14.1. Service members appeals are due to the MPF no later than 10 calendar days from the date the service member indicates their appeal intent on the DAF Form 418 (section V). (**Note:** CCs/civilian directors/first sergeants are not privy to the member's appeal memorandum). Written extension requests must be submitted on or before the 10th calendar day. Requests for extensions past the 10th calendar day may be approved by the Force Support Squadron (FSS) CC/civilian director if circumstances warrant; early submissions are authorized. FSS CC/civilian directors limit the extension to 5 calendar days and only one extension may be approved. Service members with unique and documented circumstances such as emergency leave, illness or injury may be granted a delay to submit their appeal. In such cases, the service member must immediately advise the MPF of the circumstances and provide the MPF with supporting documentation. CC/civilian director will validate the unique circumstance prior to the service member submitting the request to the MPF. The MPF will forward supporting documentation to AFPC/DP3SA for review and if approved, a new appeal suspense date will be established. Requests submitted after the 10th calendar day will be disapproved, and the service member is considered to have failed to submit the appeal. (**Exception:** If the 10th calendar day falls on a weekend or holiday, a service member may submit an appeal on the following duty day). (**T-1**) The MPF:
- 2.6.14.2. Suspend a copy of the DAF Form 418 pending receipt of the appeal package.
- 2.6.14.2.1. Completes the DAF Form 418 by marking "Service members appeal was not received by the appeal date", dating and signing the block, as applicable, or forward the original for file in the ARMS and return a copy to the service members CC/civilian director.
- 2.6.14.2.2. Completes the DAF Form 418 by marking "Airman's/Guardians appeal was received by appeal date", dating and signing the block, as applicable. Continue appeal processing. (**Note:** CCs/civilian directors/first sergeants are not privy to the member's appeal memorandum).
- 2.6.14.3. The MPF constructs a case file containing the DAF Form 418 (with any attached documentation from the CC/civilian director), appeal documentation submitted by the service member, the last 5 EPBs/EPRs, a copy of DAF Form 1137, *Unfavorable Information File Summary* (if applicable) and any other pertinent information. Legal reviews and the CC/civilian director recommendations are not considered new information, unless either adds new documentation/information. (**Note:** Provide service members 3 calendar days to rebut any new information added to the case file after they submit their appeal.) The MPF will not suspend base legal office or any appeal authority.
- 2.6.14.4. Reviewing officials must return cases to the MPF before forwarding up the chain when new documentation or comments are added to the case file by any reviewing official.

(**Note:** This does not apply to CC/civilian director recommendations based on existing documentation/matters or legal reviews). (T-1)

2.6.14.5. The MPF will provide the service member a copy of the added documentation and suspense the rebuttal. If the service member fails to submit a rebuttal as required, the MPF will indicate the service member failed to submit rebuttal remarks to the documentation dated, (insert date) as required in the remarks and forward the case file to the next reviewing level. (T-1)

2.6.14.5.1. Within 5 workdays, the MPF sends the case file to the servicing legal office for review. The servicing legal office refers the case back to the MPF after legal review. The MPF will not suspense base legal office or any appeal authority.

2.6.14.5.2. Within 5 workdays of receiving the legal review, the MPF forwards the case file to the service members appeal authority as outlined in **Table 2.1**. **RegAF:** All packages are routed through the Airman's group CC when the appeal authority is the wing CC and routed through both the group and wing CCs, and MAJCOM/CCs when the appeal authority is the Secretary of the Air Force (SecAF) or designated authority. **USSF:** All packages are routed through the Guardian's delta/garrison CC and routed through both the delta (or garrison) and field CCs when the appeal authority is the SecAF or designated authority. Any CC in the reviewing chain may approve/disapprove a service members appeal; however, only the appellate authority as indicated in **Table 2.1** has final appeal denial. (**Note:** After the case file has been sent to the appropriate appellate authority and the appeal has been denied or approved, the case file cannot be sent to the next level to have the decision overturned). Counsel and extend service members as needed while undergoing the appeal process IAW **Table 6.2.**, Rule 22. Process new appeal extensions 10 duty days prior to DOS when appeal results have not been received.

2.6.15. When the SecAF (or designated authority) is the appellate authority, any CC in the reviewing chain (wing CC, delta CC (USSF), group CC, or MAJCOM/FLDCOM/DRU/FOA A1/CC or CD (deputy CC), S1/CC or CD (deputy CC)) may approve a service members appeal by completing the DAF Form 418. (**Exception:** SecAF memo constitutes completion of the section). Process the case as follows:

2.6.15.1. After all routing is complete; the MPF maintains a copy of the case file and forwards the original package to the service members parent MAJCOM/FLDCOM/DRU/FOA A1/CD or CC, S1/CV or CC for administrative accuracy and SRP eligibility verification.

2.6.15.2. MAJCOM/FLDCOM/DRU/FOA/NAF A1/S1 sends the case file to MAJCOM/FLDCOM/DRU/FOA legal office for review and the MAJCOM/FLDCOM/DRU/FOA legal office includes legal advisory in case file. If upon receipt of the MAJCOM/FLDCOM/DRU/FOA legal review the MAJCOM/FLDCOM/DRU/FOA/NAF A1/CD or CC, S1/CV or CC approves the appeal, complete the DAF Form 418 and return the case to the servicing MPF. If the MAJCOM/FLDCOM/DRU/FOA/NAF A1/CD or CC, S1/CV or CC recommends disapproval, the MAJCOM/FLDCOM/DRU/FOA/NAF A1/CD or CC, S1/CV or CC includes the MAJCOM/FLDCOM/DRU/FOA legal review and

MAJCOM/FLDCOM/DRU/FOA/NAF A1/CD or CC, S1/CV or CC denial recommendation and forwards the case files to AFPC/DP3SA via myFSS for processing.

2.6.15.3. AFPC/DP3SA will ensure the case file meets all requirements outlined above or coordinate with the MAJCOM/FLDCOM/DRU/FOA/NAF A1/S1 as needed on missing/incomplete documentation before processing to Air Force Personnel Center Legal Office (AFPC/JA). **(T-1)** AFPC/DP3SA send case file to AFPC/JA for legal review. **(T-1)** Upon receipt of AFPC's legal review, AFPC/DP3SA will update and forward the case to the Secretary of the Air Force Personnel Council (SAFPC) for adjudication by the Air Force Personnel Board (AFPB). **(T-1)** AFPB will make a recommendation to the Secretary of the Secretary's delegee for final decision. **(T-1)** After receiving the final decision, AFPC/DP3SA will notify the service members MAJCOM/FLDCOM/DRU/FOA/NAF A1/S1 of the decision and will send a copy of the updated DAF Form 418 or decision memorandum, when appropriate. **(T-1)**

2.6.15.4. Upon receipt of completed appeal case files, the MPF provides a copy to the service members CC/civilian director. The CC/civilian director notifies the service member of the final appeal decision and ensures the service member receives a copy of the DAF Form 418 and acknowledges the appeal decision on the DAF Form 418.

2.6.15.5. Appeal approval at any level restores reenlistment eligibility effective back to the date of the CC/civilian director's disapproval. If the service member was rendered ineligible for certain personnel actions (i.e., promotion consideration, reenlistment), these actions are given reconsideration based upon the date the CC/civilian director signed the DAF Form 418. MPF updates the appropriate RE code, forwards the DAF Form 418 and/or appeal approval memorandum for filing in the ARMS, and maintains the case file IAW AFRIMS RDS.

2.6.15.6. If the appeal is disapproved, the MPF verifies RE code 2X is updated and maintains the case file IAW AFRIMS RDS. The service member is discharged on current DOS.

Table 2.1. Reenlistment Appeal/Denied Continued Service Authority.

If the Airman:	Appeal Authority	See Note:
is an FTA/FTG	Respective Group CC or Delta/Garrison CC	1, 2
has 20 or more years TAFMS on current ETS; or is in the NCO Career Status Program and has 20 or more years TAFMS as of the date the CC/civilian director denied continued service. Also see paragraph 2.3.2.	Respective Group CC or Delta/Garrison CC	1, 2
has fewer than 16 years TAFMS on current ETS; or is in the NCO Career Status Program and has fewer than 16 years TAFMS as of the date the CC/civilian director denied continued service. Also see paragraph 2.3.2.	Respective Wing CC or Delta/Garrison CC	1, 3

has at least 16 years, but fewer than 20 years TAFMS on current ETS; or is in the NCO Career Status Program and has at least 16 but fewer than 20 years TAFMS as of the date the CC/civilian director denied continued service. Also see paragraph 2.3.2.	Secretary of the Air Force or delegated authority	1, 4
is assigned to a joint base construct, the wing or Delta/Garrison CC level denied continued service. Also see paragraph 2.3.2.	Air Force CC above the group level or Space Force FLDCOM	1
<p>Notes:</p> <ol style="list-style-type: none"> 1. After the case file has been considered by the appellate authority, the appeal decision is final and the case cannot be sent to a level above that authority to have the decision overturned. The service member's ETS at the time of denial establishes the appeal level and will not change due to completing additional service. (T-1) 2. These Airmen appeal to the wing CC, if the group CC made the non-selection decision. Guardians appeal to the field CC if the delta or garrison CC made the non-selection decision. 3. These service members appeal to the MAJCOM/FLDCOM/DRU/FOA A1/S1, if the wing or delta/garrison CC made the non-selection decision. 4. Appeal decisions must be rendered, and the service member discharged before completing 18 years of service. (T-1) If appeal and discharge are not executed prior to the service member completing 18 years of service, the appeal processing continues and the reenlistment may be denied; however, the service member will be continued to 20 years of service. (T-1) If the appeal is approved, reenlistment eligibility is restored, and the service member is authorized to reenlist and may serve beyond current HYT if promoted. 5. Service members denied reenlistment/continued service and who are required to PCS due to expedited transfer, etc. will retain appeal processing in the command they were originally denied reenlistment/continued service. 		

Chapter 3

CAREER JOB RESERVATION (CJR) PROGRAM

3.1. CJR Program Eligibility. The CJR program objective is to prevent surpluses and shortages in the career field. AFPC/DP3SA controls first term reenlistments by maintaining a career job requirement file for each Air Force Specialty Code (AFSC) or Space Force Specialty Code (SFSC). The respective Service may constrain (limited) first term reenlistments. When constrained AFSC/SFSC exists, they are posted on myFSS. See paragraphs 3.2-3.5. When AFSCs/SFSCs are not constrained (unlimited) all reenlistment eligible service members are awarded a CJR.

3.1.1. All First Term Airmen (FTA)/First Term Guardians (FTG), regardless of AFSC/SFSC, must have a CJR in order to reenlist. **(T-1)**

3.1.2. If the service member does not receive a CJR during his/her window based on the CJR selection process (constrained AFSC/SFSC only), they will not be awarded a CJR later in their current career and he/she will be required to separate on their DOS unless otherwise directed by DAF policy. **(T-1)**

Table 3.1. CJR Eligibility Window.

ITEM	If the Service member is a:	then the CJR window is	Notes
1	four-year enlistee	first duty day of the month they complete 35 months, but not later than the last duty day of the month they complete 43 months	1, 2, 3
2	six-year enlistee	first duty day of the month they complete 59 months, but not later than the last duty day of the month they complete 67 months	1, 2, 3
<p>Notes:</p> <ol style="list-style-type: none"> 1. CC/civilian directors and supervisors receive monthly computer-generated products identifying CJR-eligible service member who have not received an approval. 2. FTA/FTG who requests a CJR in their secondary AFSC must complete a memorandum requesting a CJR in other than their Control Air Force Specialty Code (CAFSC) or Control Space Force Specialty Code (CSFSC). (T-1) Requests are submitted through the MPF to AFPC/DP3SA as outlined in myFSS. 3. Service members are only eligible for a CJR during their CJR eligibility window as indicated above. (T-1) 			

3.2. CJR. Selection Process. CCs/civilian directors recommend award of CJRs to service members in constrained AFSCs/SFSCs where an allocation has been awarded. Approval of CJRs are made at the group CC level or equivalent. In cases where a CJR was awarded and the service member is approved for retraining or separates, the wing/delta/MAJCOM/FLDCOM/Career Field Manager (CFM) reserves the opportunity to reallocate that quota within the fiscal year (FY).

3.3. CJR Consideration Factors. CCs/civilian directors may recommend FTA/FTG in their command for award of a CJR anytime during the service member’s CJR window as outlined in **Table 3.1**. Airmen/Guardians outside their CJR window are not eligible for award of a CJR.

(**Note:** Service member's EPBs/EPRs must reflect that the member does not have a UIF, lost time, or record of active nonjudicial punishment on their current enlistment in order to be considered for a CJR). (**T-1**)

3.3.1. CCs/Civilian Directors should consider the service member's job performance, demonstrated leadership, how the service member exemplifies DAF core values, and ability to succeed in the AFSC/SFSC. CC/civilian directors should not determine award of a CJR based on the service member's desire to remain in the DAF or to retrain.

3.3.2. CCs/civilian directors are encouraged to immediately advise service members entering their CJR window on their potential for a CJR and when appropriate, encourage retraining.

3.3.3. When constrained AFSCs/SFSCs are implemented, AFPC issues CJR quotas on a FY basis and selection authorities may consider service members by board, nomination packages, etc. **Note:** CCs/civilian directors are encouraged not to award all their quotas at the same time/selection process.

3.3.4. Service members who are on the CJR waiting list and whose AFSC/SFSC is removed from the constrained list will receive a CJR. Service members who are removed from the waiting list prior to the AFSC/SFSC being removed (RE code 3I) do not receive supplemental consideration unless AF/A1 or SF/S1 provides further guidance.

3.4. Processing CJR Selection Requests. If eligible, service members qualify for award of a CJR when an allocation exists, and the service member is in his/her CJR eligibility window as outlined in **Table 3.1**. When the group CC (or equivalent) approves a service member for award of a CJR, AFPC will verify an allocation exists and will reduce the number of remaining CJRs accordingly. (**T-2**) This means if the wing/delta/MAJCOM/FLDCOM was allotted 10 allocations and awarded 2, AFPC/DP3SA will reduce the remaining number of allocation(s) available to the wing/delta/MAJCOM/FLDCOM by the number awarded.

3.4.1. CC/civilian directors may not consider service members for award of a CJR if they have a UIF, lost time on their current enlistment, or an active record of non-judicial punishment on current enlistment, the EPBs/EPRs reflect the service member has not met minimum expectations, or any other reenlistment ineligible condition at the time of selection. **Exception:** Service members under RE code 4K and 2I may be awarded a CJR; however, it will be automatically suspended.

3.4.2. In cases where there are two or more units competing in the same AFSC/SFSC for award of the CJR, group CCs (or equivalent) may establish when CJR selections are held and outline how they are conducted (nomination package, board, AF Form 1206, *Nomination for Award*; etc.)

3.4.3. In cases where only one unit with the same AFSC/SFSC is eligible, the CC/civilian director will process CJR selection request to the group CC (or equivalent) for approval. (**T-2**) Units include in the case file:

3.4.3.1. An endorsement from the CC/civilian director.

3.4.3.2. Copies of all EPBs/EPRs.

3.4.3.3. Current Single Uniform Report Format (SURF) (AAD005-Active Ann Reenlistment SURF).

3.4.3.4. Any other supporting documentation to be considered. (Example: Copy of approved decoration citations or additional awards the service member has received (if applicable); Below-the-Zone, promotion to SSgt, Stripes for Exceptional Performers promotions, 12 Outstanding Airman/Guardian of the Year, Airman/Guardian of the Year, Professional Military Education awards, etc.).

3.4.4. The Chief, MPF or designated representative will receive approved CJR case files from the respective group CC (or equivalent) for review. The MPF returns a CC's/civilian director's request to the originating unit if the service member's record reflects their EPBs/EPRs does meet not met the Minimum Expectation, if they have a UIF, lost time, or record of active nonjudicial punishment on their current enlistment and notifies the respective group CC (or equivalent) of the ineligibility condition.

3.4.5. The group CC (or equivalent) reviews the case file and indicates his/her decision. If the group CC (or equivalent) disapproves the request, the case file is returned to the MPF who notifies the service member's CC/civilian director of the disapproval.

3.4.6. If the group CC (or equivalent) recommends approval, the CC indicates his/her approval and returns the case file to the MPF. The MPF forwards approved case files to AFPC/DP3SA in accordance myFSS. The MPF notifies the unit CC/civilian director of award of the CJR.

3.4.7. AFPC/DP3SA will:

3.4.7.1. Review request and ensure all requirements are met and award the CJR. **(T-1)**

3.4.7.2. Updates CJR code "C" in MilPDS. **(T-1)**

3.4.7.3. Notifies MPF of update. **(T-1)**

3.4.7.4. Reduce the number of remaining allocations accordingly. **(T-1)**

3.5. Actions on Receipt of Approved CJRs. Approved CJRs do not expire until the service member's DOS. If a service member extends his/her enlistment, the MPF submits a request to AFPC/DP3SA to update CJR expiration to match the new DOS as outlined in myFSS. Service members can have an approved CJR on file and an approved separation on file at the same time. MPF notifies service members who receive approved CJRs while in TDY or patient status.

3.6. Actions Involving Retraining and Special Duty CJRs. Eligible FTA/FTG may apply for FTA/FTG Retraining even if they have an approved CJR in their current skill or are on the CJR waiting list.

3.6.1. MPF must notify AFPC/DP3SA IAW myFSS (prior to reenlistment/extension) when individuals are selected for retraining. **(T-1)** Once notified, AFPC/DP3SA updates CJRs as follows:

3.6.1.1. AFPC/DP3SA issues CJR in the retraining AFSC/SFSC (reenlistment availability code "B") when the service member can satisfy the retraining retainability requirement by extending. B-quota service members are not eligible to reenlist in the retraining AFSC/SFSC until completion of technical training and must meet the criteria in [paragraph 5.11.1](#). If the service member received an approved Base of Preference (BOP) in conjunction with retraining, the service member cannot reenlist in the retraining-in AFSC/SFSC until successful completion of technical training. **(Note:** Eligible service members may reenlist in lieu of extending for retraining. See [paragraph 4.7](#)). If the

service member received an approved BOP in conjunction with retraining, the service member must reenlist IAW DAFI 36-2110, *Total Force Assignments*. Also see [paragraph 4.6. \(T-1\)](#)

3.6.1.2. AFPC/DP3SA issues retraining CJR in the current AFSC/SFSC (reenlistment availability code "K") when the service member cannot satisfy the retraining retainability requirement by extending their enlistment. K-quota service member must reenlist within 45 days of CJR being issued and are not eligible to extend for the retainability. See [paragraph 4.6](#) for SRB eligibility. **(T-1)**

3.6.2. Service members who apply and are approved for a special duty assignment and who do not have a CJR, may apply for a CJR in the special duty or Reporting Identifier (RI) (8XXXX or 9F, 9L, 9R or 9S only). If approved, the AFPC/DP3SA updates the CJR in the special duty/Reporting Identifier AFSC/SFSC.

3.7. Reallocation of Constrained CJR. When service members who were awarded a CJR under the CJR Selection process and who are later retrained or separated, the wing/delta/MAJCOM/FLDCOM may have that quota re-allocated within the wing/delta/MAJCOM/FLDCOM once the retraining has occurred or separation completed. CC/civilian directors should request through their respective group CC (or equivalent) the CJR be re-allocated via memorandum by outlining who the previous CJR was awarded to and reason (retraining completed or service member separated) to AFPC/DP3SA via their MPF. The MPF will forward the requests to AFPC for review, determination and update as applicable. **Note:** For retrainees, the service member must have been awarded the 3-level in the retraining in AFSC/SFSC; for service members separating, they must have separated before the request is considered.

3.8. Allocation of CJRs. When AFSCs/SFSCs are constrained, AFPC/DP3SA in concert with the respective CFMs will determine where/how the Fiscal Year quotas are allocated. **(T-1)**

Chapter 4

SELECTIVE RETENTION BONUS (SRB) PROGRAM [REGAF/USSF ONLY]

4.1. Purpose and Application. SRB is a monetary incentive paid to service members serving in certain selected critical military skills who reenlist for additional obligated service. The bonus is intended to encourage the reenlistment of sufficient numbers of qualified enlisted personnel in military skills with either demonstrated retention shortfalls or high training costs. Service members can expect to serve in the SRB specialty for the entire enlistment for which the bonus was paid. The SRB program set forth in this Chapter implements DoDI 1304.31. The SRB received during a career cannot exceed limits outlined in DoDI 1304.31, unless specifically authorized as an exception by the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD [P&R]). SRB payments made under 37 USC § 308, *Special Pay: Reenlistment Bonus*, will be computed towards the career cap established in DoDI 1304.31. **Note:** SRB contracts may not exceed the total years of active service as indicated in DoDI 1304.31, unless otherwise directed by AF/A1 or SF/S1.

4.1.1. Service members do not qualify for the SRB if the service member reenlists or extends enlistments for any purpose other than continued service in the SRB skill. MPF Career Development will verify the service member meets all eligibility requirements, to include assignment selection AFSC/SFSC is in the SRB AFSC/SFSC before documenting any bonus election on the DAF Form 901, *Reenlistment Eligibility Annex to DD Form 4*, DAF Form 1411, *Extension of Enlistment in the Department of the Air Force (T-1)*

4.1.2. To qualify for a SRB, service members must reenlist IAW [Table 5.1](#) for at least 3 years; or extend IAW [Table 6.2](#), Rules 12, 13, 14, 16 and 29 (in one increment) in the RegAF/USSF for at least 36 months. SRBs may be designated by AFSC/SFSC, zone (see [Table 4.1](#)), skill-level, grade, unit, or to meet other condition(s) as determined by the SecAF. When a zone is used as part of the SRB criteria, the zone is determined by the service members TAFMS at the time of reenlistment or date when they enter the extension. **(T-1)**

4.1.3. Service members reenlisting/extending in zone E or F authorized SRB program implemented by AF/A1 or SF/S1 will incur an Active Duty Service Commitment (ADSC) for a period equal to the term for which the SRB is paid. **(T-1)** Reference [Table 4.1](#).

4.1.4. The SRB multiple indicates the severity of the retention shortfall and the level of pay authorized to deal with the problem.

4.1.5. Eligible service members may receive an SRB in each zone, but only one SRB per zone. The maximum SRB payable is determined by the Secretary concerned (or delegated authority) within limits prescribed in DoDI 1304.31. Eligible service members may receive more than one zone at the same time. (Example: A service member who reenlists and receives a zone A SRB then reenlists again prior to the zone A SRB expiring and is eligible for a zone B SRB, the service member would receive both payments until they receive the last zone A authorization) unless otherwise directed by AF/A1 or SF/S1 and as outlined in the program guidance on myFSS.

4.2. SRB-Eligible AFSC/SFSCs. AF/A1P and SF/S1P reviews each AFSC/SFSC in their respective service for award or adjustment of the SRB at least once per year. **(Note:** Reenlistments or extensions of any length executed prior to the effective date of AF/A1 or SF/S1 announcement

message are valid and are not to be cancelled or declared void for the purpose of qualifying for a SRB). Service members who executed a three-year or more reenlistment or extended under [Table 6.2.](#), Rules 12, 13, 14, 16 and 29 the same day as the effective date are eligible for the SRB, provided the service member meets all requirements. **(T-1)**

4.2.1. AF/A1 and SF/S1 may use one or more of the following criteria to designate SRB skills:

4.2.1.1. Shortfalls in meeting current and projected retention objectives (retention rates and size of specific year groups, as well as adjacent year groups).

4.2.1.2. Shortages in current and projected Noncommissioned Officer (NCO) (E5-E7) manning.

4.2.1.3. High training investment and replacement cost for the skill.

4.2.1.4. Expected improvement in retention resulting from designation as a SRB skill.

4.2.2. AF/A1 and SF/S1 announce SRB changes (increases, decreases, additions and deletions). The effective date of any changes will be outlined in the releasing program message outlined in guidance on myFSS.

4.3. General Eligibility Criteria.

4.3.1. Service members qualify for the SRB if they meet all the following:

4.3.1.1. Are serving in the grade of E3 or higher.

4.3.1.2. Are qualified and serving in a SRB skill in the appropriate zone and reflected on the current SRB authorized listing. Both CASFC/CSFSC and Duty Air Force and Space Force Specialty Control must match SRB AFSC/SFSC and Special Experience Identifier (SEI) when identified on the SRB roster. **(T-1)** See [Table 4.2](#) and [paragraph 4.8](#) (**Note:** The service member must be performing [DAFSC/DSFSC] in the SRB AFSC/SFSC and maintain a CAFSC in the SRB-AFSC/SFSC.) **(T-1)**

4.3.1.3. Service members on their initial enlistment contract who require retainability to PCS to their career field three-level awarding training course may have their additional retainability/service obligation obtained for the PCS waived for immediate reenlistment within 30 days of class graduation.

4.3.1.4. Are eligible to reenlist or extend.

4.3.1.5. Reenlist for at least 3 years or extend their enlistments for at least 36 months (in one increment under [Table 6.2.](#), Rules 12, 13, 14, 16, and 29) in the RegAF/USSF, without a break in service of more than 24 hours.

4.3.1.6. Extensions qualifying for a SRB begin payment on the day the extension is entered, and SRB eligibility is based on the following:

4.3.1.6.1. Zone is determined by the date the service member enters the extension.

4.3.1.6.2. AFSCs/SFSCs and multiples in effect (by zone) on the date the extension is signed by the service member determines SRB eligibility. Future changes to SRB skills list do not affect the service members SRB entitlements. (Example: If a service member extends while serving in the zone A window but will be in the zone B window on the day the extension is entered, the service member receives a zone B bonus, if a

zone B SRB is authorized. Likewise, if a service member extends while serving in zone A, but will be in zone B, and there is no zone B authorization, the service member would not qualify for a SRB).

4.3.1.6.3. Have not previously received severance pay or separation pay.

4.3.1.7. Service members on NCO Career Status Program (CSP) are eligible for the SRB upon reaching zone eligibility, provided there are no RE ineligibility conditions. NCO CSP service members in RE code 4K may request a waiver IAW [Table 5.6.](#), Note 2.

4.3.2. Former officers may receive the SRB if they reenlist in the RegAF/USSF within 3 months after release from active component as officers, as long as they served as enlisted service members just before serving as officers. They must meet all other eligibility criteria. **(T-1)** If authorized, the entitlement is included on their enlistment contract executed at the point of accession.

4.4. SRBs When Applying for Commission. Service members are not eligible for a SRB if they reenlist or enter an extension in order to get required retainability for a commissioning program after the selection date. Service members may be eligible for a SRB if they reenlist or enter an extension before the selection date.

4.4.1. Service members selected for a commissioning program and need retainability are not authorized the SRB.

4.4.2. Service members who have not served 50% of their SRB contract on current enlistment may apply for a commissioning program and no further waivers are required. Service members selected and who depart prior to serving 50% of the SRB contract, will have the unearned portion of the SRB (up to the 50% point) recouped. Contract completion length is determined from their DOE to the day prior to departure date. Service members departing the SRB skill will have their SRB remaining payments terminated (if applicable, effective one day prior to class start date of commissioning program.).

4.4.3. Service members who have received a SRB and served 50% of their contract upon their departure date will have their remaining payments (if any) terminated effective one day prior to class start date of commissioning program.

4.4.4. MPF career development will immediately notify AFPC/DP3SA of all SRB service members departing for a commissioning program as outlined in myFSS. The case will include the permanent change of station (PCS) orders and any other supporting documentation. **(T-1)**

4.4.4.1. AFPC/DP3SA takes action to suspend/terminate future SRB installments and/or recoup unearned portions of previous SRB payments as outlined in myFSS.

4.4.4.2. Air Force Personnel Center Operating Location (AFPC OL) Indianapolis terminates payments effective the date of commissioning IAW DoD 7000.14-R, Financial Management Regulation, Volume 7A, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits, and reinstates payments when commissioning does not occur and the service member returns to duty in the SRB skills, minus unserved days.

4.4.5. AFPC/DP3SA notifies AFPC OL and directs appropriate course of action to timely terminate or recoup as required SRB payments.

4.4.6. Service members serving in SRB AFSCs/SFSCs who have applied (or are within 12 months of applying) for a commissioning program or are awaiting selection results and do not have sufficient retainability to await the outcome of their selection board may request an extension IAW **Table 6.2.**, Rule 28d of this DAFI. AFPC/DP3SA will outline the number of extension months needed to reach the outcome of the selection board and the service member must execute the DAF Form 1411. The extension cannot exceed 4 months after the board convenes and maximum total extension period is 12 months. **(T-1)** The MPF will:

4.4.6.1. Provide a memorandum from the service member and approved by the CC/civilian director. **(Note:** Include the board convening date.) **(T-1)**

4.4.6.2. Complete DAF Form 1411, *Extension of Enlistment in the Department of the Air Force*, citing “To await Officer Training School results” in the remarks. **(T-1)**

4.4.6.3. Counsel service members that exercising this option may affect future SRB zone eligibility. **(T-1)**

Table 4.1. SRB Eligibility Zones.

ITEM	If the service member has	then the authorized zone is	Notes:
1	at least 17 months continuous active service (other than ADT as a reservist) but no more than six years, 00 months and 00 days TAFMS	A	1, 2, 3, 4, 7
2	at least six years but no more than 10 years, 00 months and 00 days TAFMS	B	1, 2, 3, 4, 5, 7, 12
3	at least 10 years but no more than 14 years, 00 months and 00 days TAFMS	C	1, 2, 3, 4, 6, 7, 8, 12
4	at least 18 years but no more than 20 years, 00 months and 00 days TAFMS	E	1, 2, 3, 4, 6, 7, 8, 12
5	At least 20 years but no more than 25 years, 00 months and 00 days TAFMS	F	1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12,

Notes:

1. Service members must meet requirements per **paragraph 4.3. (T-1)**
2. Reenlist for at least three years or extend enlistments (in one increment) in the RegAF/USSF for at least 36 months.
3. Have not previously received an SRB in this zone.
4. Eligibility is based on discharge date. The discharge date is the day prior to the reenlistment or day prior to entering an enlistment. Also see **paragraphs 4.1.1 and 4.6.**
5. Including current enlistment and periods while serving in the RegAF/USSF, including ADT as a reservist on the discharge date (for reenlistment the day prior to the reenlistment or for extensions the day prior to entering an extension).
6. Service members reenlisting/extending in zones E and F will incur an ADSC, documented on DAF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgment Statement*, DAF Form 901 or SRB Agreement equal to the period for which the SRB is paid. **(T-1)** The only ADSC waiver for retirement that is applicable is for “hardship” as stated in DAFI 36-3203. **Note:** AFPC/DP3SA will not release the payment until the Service member acknowledges the ADSC via the DAF Form 63.
7. There are no waivers or exceptions outside the zone years of service.
8. Includes service members on a NCO Career Status reenlistment in identified AFSCs/SFSCs. See **paragraph 4.19.**
9. Zone F SRB Payments (Flat Rate): SRB contract terms and payments will be addressed in an implementation message.
10. MSGts and SMSgts who accept the bonus at 20 years TAFMS or more may have their HYT adjusted up to the 25 and 27 TAFMS points, respectively, when required.
11. Service member must have a service directed reason IAW **Table 6.2** to extend, the extension must be for 36 months or more, service members may not extend for a partial year (i.e., if service members extend for 35 months or less, they are not eligible for the bonus. Likewise, if service members extend for 37 months, the entitlement will be paid for 36 months only). Service members may elect to extend for a longer period IAW **Table 6.2**, Rules 12, 13, 14, and 29, even though less retainability is required.
12. Service members receiving a bonus from a previous contract may not have the remaining obligated service waived or receive a new SRB entitlement for the same period of time.

4.5. Special Conditions.

4.5.1. Service members with exactly 6 years of active duty on the date of reenlistment or beginning of an extension of enlistment are paid a zone A bonus, if otherwise eligible and if they have not previously received a zone A bonus. If they have received a zone A bonus or no zone A bonus is designated, they may be paid a zone B bonus if otherwise eligible. Service members with exactly 10 years of active duty on the date of reenlistment or beginning of an enlistment are paid a zone B bonus if otherwise eligible and they have not received a zone B bonus. If they have received a zone B bonus or no zone B bonus is designated, they may be paid a zone C bonus if otherwise eligible.

4.5.2. Service members who are in a special duty and who have an assignment back into their CAFSC/CSFSC may reenlist in the CAFSC/CSFSC and receive the SRB. See **paragraph 4.7.**

4.5.3. Service members who are in SRB authorized AFSCs/SFSCs and are obtaining retainability for duties into any AFSC/SFSC or special duty outside their SRB-AFSC/SFSC are not authorized to reenlist in the SRB AFSC/SFSC. These service members reenlist in the

special duty AFSC without SRB entitlement, if additional retainability is required or he/she may extend their enlistment to meet retainability requirements. Service members must complete at least 50% of their enlistment before being considered/applying for release from the SRB AFSC/SFSC. **(T-1)** Service members departing from SRB-AFSCs/SFSC will have their remaining SRB payments terminated/recouped IAW DoD 7000.14-R. Also see [paragraph 4.12](#). **(T-1)**

4.6. Eligibility for Retrainees (Voluntarily/Involuntarily) of SRB Skills and Developmental Special Duty. Service members attain SRB eligibility when they qualify for and serve in a SRB-designated skill. When service members are selected for retraining and must reenlist IAW [paragraph 3.6.1.2](#). or Second Term/Career service members reenlist to obtain retraining retainability, their CAFSCs and retraining-in CAFSCs/CSFSCs determine SRB eligibility and the multiple as indicated in [Table 4.1](#).

4.6.1. Voluntary Retraining. Service members receiving a SRB may volunteer to retrain if the service member is within the month of completing at least 50% of the SRB contract of current enlistment, at the time of request. No other requests will be considered. If approved for retraining, all unearned portions of the bonus will be recouped, and all future/anniversary payments will be terminated effective one day prior to class start date. AFPC Retraining will notify AFPC/DP3SA as outlined in myFSS of affected service members in order to initiate termination/recoument actions through AFPC OL. **(T-1)**

4.6.2. Involuntary Retraining. AFPC Retraining will make every effort to prevent involuntary retraining for service members receiving a SRB. Service members who are involuntarily retrained as a result of the Noncommissioned Officer Retraining Program (NCORP) are not required to repay unearned portions of a SRB. However, they will not receive any future/anniversary payments. AFPC Retraining will notify AFPC/DP3SA as outlined in myFSS of affected service members in order to initiate termination of future payments through AFPC OL. **(T-1)**

4.6.3. Developmental Special Duty. Service members receiving a SRB must have completed 50% of their current enlistment.

4.6.3.1. Service members in zone A will sign a memorandum waiving the remaining payment portion of the SRB to be considered for a Developmental Special Duty position.

4.6.3.2. Service members who are selected for Developmental Special Duty will have their SRB terminated IAW DoD 7000.14-R and Developmental Special Duty guidance. AFPC Assignments will notify AFPC/DP3SA as outlined in myFSS of affected Service members in order to initiate termination of future payments through AFPC OL. **(Exception:** Service members who are selected for a Developmental Special Duty position within their career field retain future SRB payments). **(T-1)**

4.6.4. Also see [paragraph 4.11.2](#).

Table 4.2. SRB Eligibility for Retrainees (Voluntary/Involuntary), Developmental Special Duty and Duties Outside the CAFSC/CSFSC.

ITEM	If the service member is:	and	Then the service member is:	Notes:
1	obtaining retainability for retraining before class start date	is retraining from a SRB skill to another SRB skill with an equal multiple	eligible for the SRB at the same multiple	1, 2, 3
2	obtaining retainability for retraining before class start date	is retraining from a SRB skill to another SRB skill with a higher or lower multiple	eligible for the SRB at the multiple for the current skill, or the retraining-in skill, whichever is lower	1, 2, 3
3	obtaining retainability for retraining from a non-SRB skill to an SRB skill or from an SRB skill to a non-SRB skill		not eligible for the SRB	
4	a Second Term/Career service member obtaining retainability for retraining before class start date	is retraining from the basic SRB skill into a shredded SRB skill. For example, 3P0X1 to 3P011A.	eligible for the SRB at the multiple for the current skill or the retraining-in skill, whichever is lower	1, 2, 3
5	obtaining retainability after class graduation date from retraining IAW this instruction	Reenlisting after class graduation date. Exception: FTA/FTG who are not reenlistment eligible IAW paragraph 5.11.1 and Table 5.1 may submit an ETP to have the request granted and must do so within 90 calendar days of becoming reenlistment eligible.	Eligible for the SRB in any zone and multiplier in effect at the time of retraining approval, or the SRB in any zone and multiplier in effect on current listing. The date the service member reenlist determines the zone. See paragraph 4.7.4 .	1, 2, 3
6	selected for a Developmental Special Duty assignment or selected for any other duty outside of the CAFSC/CSFSC	is currently in an SRB skill/zone	not eligible for SRB	

Note:

1. Service members approved for retraining or in a retraining status are authorized the SRB multiple in effect at the time of approved retraining and based on the zone at the time of reenlistment after award of the 3-level. Service members whose SRB was reduced or terminated since approval for retraining must reenlist/extend (if authorized) within 30 calendar days. **(T-1)** Service members must be awarded the 3-skill level and enter upgrade training for the next higher skill level to qualify for the SRB multiple level in effect when the member received final approval and based on the service members current TAFMS as outlined in **Table 4.1. (T-1)** Failure to reenlist within the prescribed time period will result in loss of eligibility for the SRB at the previous multiple. **(T-1)** The service member must get retraining approval before the specialty termination or multiple reduction effective date. **(T-1)**
2. Service members will not be authorized to retrain out of the skill until the service member has completed the contract period for which the bonus is received. **(T-1)**
3. Service members who received an SRB are identified by Assignment Limitation Code – O.

4.7. Eligibility for service members in Additionally Awarded SRB Skills (Including Continental United States (CONUS)/Overseas Imbalanced SRB Skill into an Awarded SRB Skill).

4.7.1. Service members with an assignment into an awarded SRB AFSC/SFSC (other than their current CAFSC/CSFSC); or service members who are in a special duty and who have an assignment back into their SRB-CAFSC/CSFSC may reenlist in the SRB skill provided:

4.7.1.1. Meet all reenlistment eligibility criteria.

4.7.1.2. Receive official notification of an assignment into the SRB AFSC/SFSC.

4.7.1.3. Reenlist within 90 days of their departure date on PCS or permanent change of assignment (PCA) into the SRB skill. If they reenlist more than 90 days prior to departure, they will reenlist in their current CAFSC/CSFSC and receive the corresponding SRB and multiplier (if applicable). **(T-1) Note:** Service members returning to their SRB-AFSC/SFSC and whose DOS expires before reaching 90-days prior to PCS departure date may request and extension of enlistment, if eligible to meet SRB eligibility requirements in this paragraph.

4.7.2. Service members may be eligible to delay obtaining required PCS or PCA retainability in order to qualify for the SRB IAW **Table 6.2.**, Rule 12, if they have a DOS prior to 90 days before the PCS or PCA projected departure date and are otherwise eligible. Also see DAFI 36-2110.

4.7.3. Service members can expect to serve in the SRB skills for the entire period of the enlistment.

4.7.4. Service members request reenlistment from a special duty back into their CAFSC/CSFSC. MPF processes requests according to the guidance located in myFSS. MPF also advises service members regarding eligibility, estimated bonus amount, bonus recoupment if not fulfilling the term of enlistment (TOE) or if not maintaining technical qualification, and the possibility of changes to SRB skills and multiples throughout the year.

4.8. Use of SRB Service Members. SRB recipients may not perform duty outside their SRB specialty for more than 90 consecutive days in a 360 day period or a combined total of 90 days within a 360 day period. (**Note:** This does not apply to deployment taskings. Service members in SRB skills may be tasked to deploy/fill non-SRB duties without SRB interruption.)

4.8.1. Service members may not be re-assigned/selected (voluntarily or involuntarily) to duties outside the SRB skill prior to completing at least 50% of their reenlistment/extension. Duties in the SRB skill are defined IAW the Department of the Air Force Enlisted Classification Directory (DAFECD). If selected for duties outside the SRB skill after completing 50%, the CC/civilian director will notify the MPF, and the SRB will be terminated/recouped IAW DoD 7000.14-R. The MPF initiates a case as outlined in myFSS to AFPC/DP3SA, requesting the SRB be terminated and recouped. AFPC/DP3SA reviews the case and requests AFPC OL take appropriate action. Supporting documentation (i.e., DAF Form 2096, *Classification/On-the-Job Training Action*; etc.) is required. **(T-1)**

4.8.2. SRB service members may perform additional duties as directed by their CC/civilian director. Additional duties are those duties performed in addition to the Airman's/Guardians primary skill/duty and will not result in a change of AFSC/SFSC or duty title.

4.9. Computing SRB Awards.

4.9.1. Unless otherwise noted in AF/A1 or SF/S1 message, compute all SRB award amounts using one month's base pay, times the years extending/reenlisting, times the SRB multiplier. The service member's base pay on date of discharge is used to calculate the SRB. Therefore, if SSgt/Sgt Jones was promoted on 1 May 2018 and reenlisted on 1 May 2018, the SRB would be calculated on his/her base pay for the rank of SrA/Spc4. When directed, SRBs may be paid on a flat entitlement based on years of additional service obligation as outlined in AF/A1 or SF/S1 message.

4.9.2. The MPF will verify the service member's SRB data (number of days to be paid, SRB multiple and zone) is correct in the Master Military Pay Account within 10 calendar days after update and take all necessary actions to correct the SRB data. The MPF will compute the approximate SRB entitlement and consult with their local finance office as needed. If entitlement is over/underpaid, process the necessary case to AFPC/DP3SA for action as outlined in myFSS. **(T-1)**

4.9.3. SRB entitlement over a career is limited by law. In cases where the career cap would be exceeded, the entitlement will be reduced as required not to exceed total authorized payments established by law.

4.10. Method of Payment.

4.10.1. 50% Lump Sum Payment with Annual Installments Option. Unless otherwise stated by AF/A1 or SF/S1, service members receive 50% of their SRB at reenlistment and the remainder in equal anniversary payments as noted in **Table 4.3**.

4.10.2. When offered by AF/A1 or SF/S1 in the announcement message, service members receive up to 100% lump sum payment option with the remainder as outlined in the program announcement message.

4.10.3. Service members with a break in service (prior service) of more than 24 hours do not receive payment until 30 days after arrival at the first permanent duty station following

reenlistment. Payments, if authorized, are documented on the service member's agreement documents processed at the point of accession.

4.10.4. Initial payment: Service members receive the percentage designated (per the releasing message/as outlined in myFSS) of the total amount (less applicable taxes) on the reenlistment date or the day they enter an extension. Service members receive the remaining percentage of the SRB amount (less applicable taxes) in equal annual amounts on each anniversary of the initial payment for the term of the reenlistment or extension as listed in the announcement message/Personnel Service Delivery Guide.

Table 4.3. SRB TOE.

TOE in whole years:	then initial payment is:	Number Anniversary/Installment Payments
6	50%	5
5	50%	4
4	50%	3
3	50%	2

4.10.5. Accelerated installment payments are not authorized.

4.11. SRB Reduction or Termination Actions.

4.11.1. Service members serving in SRB skills announced for a SRB reduction or termination must extend or reenlist, if eligible before the effective date of change in order to receive the bonus. **(T-1)** **(Note:** Service members must have a service-directed reason to extend under **Table 6.2.**, Rules 12, 13, 14, 16 and 29, or have a reason to reenlist IAW **Table 5.1.**)

4.11.2. Service members approved for retraining or who are in a retraining status are only authorized the SRB multiple in effect at the time of approved retraining. Service members whose SRB was reduced or terminated since approval for retraining must reenlist/extend (if authorized) on or after the effective date outlined in the SRB announcement message. They must be awarded the 3-skill level and enter upgrade training for the next higher skill level to qualify for the SRB multiple level in effect when he/she received final approval for retraining. **(T-1)** Failure to reenlist within the prescribed time period results in loss of eligibility for the SRB at the previous multiple. **(Note:** The service members must get retraining approval before the specialty termination or multiple reduction effective date and be in the same SRB zone on the date of reenlistment). **(T-1)**

4.11.3. AF/A1 or SF/S1 announces SRB reduction or termination actions.

4.11.4. MPF contacts the service members when the following situation(s) apply: Contact all service members that have projected reenlistment with an effective date on or after the effective date of the SRB listing, verify the SRB multiple against the new listing to see if the SRB has changed. **(T-1)**

4.11.4.1. For each AFSC/SFSC where the SRB is terminated or decreased, the MPF will contact all service members who are projected for reenlistment and inform the service member of the changes and the member's options. **(T-1)** The MPF will correct the service member's DAF Form 901, to remove the SRB authorization, when applicable. **(T-1)**

4.11.4.2. For each AFSC/SFSC where the SRB has increased or a SRB has been added and the reenlistment (3-years or more) or extension (**Table 6.2.**, Rules 12, 13, 14, 16 and 29) is executed on or after the increase effective date, the MPF notifies the service member and corrects the DAF Form 901/1411 to reflect the correct SRB multiple.

4.11.4.3. If the SRB has changed, the SRB authorization currently on file in MilPDS must be deleted and a new authorization requested. **(T-3)**

4.11.4.4. If a reenlistment/extension transaction has been accomplished in MilPDS, process a change transaction in MilPDS to amend the projection on AFPC OL files after the SRB authorization has been changed in MilPDS. **(T-3)**

4.11.4.5. If the service member's reenlistment completed on AFPC OL files with an incorrect SRB entitlement, process the correction to AFPC/DP3SA via current processing procedure. **(T-3)**

4.12. Termination/Recoupment/Repayment of SRB. SRB termination also requires recoupment of the percentage representing the unserved part of the additional obligated service. CC/civilian directors cannot authorize termination without recoupment. Service members must remain technically qualified for effective performance in the SRB skill and complete the full TOE or extension of enlistment in the SRB skill. **(T-1)** Failure to do so may result in termination and recoupment. Service members identified for termination/recoupment will be processed to AFPC OL for action. Service members submit remission or waiver of debt process through the Financial Services Office. SRB termination, recoupment, and repayment is processed as outlined in DoD 7000.14-R, Volume 7A, Chapter 2. Chief Force Management policy division (for RegAF personnel) or the Chief military compensation and benefits policy (for USSF personnel) are delegated the authority to make recoupment determinations. Recoupment determinations will be made on a case-by-case basis consistent with the criteria set forth in DoD 7000.14-R, Volume 7A, Chapter 2 for service members paid a bonus under this instruction. Forward decisions to AFPC/DP3SA for processing, update the service member's personnel/pay data and filing in ARMS.

4.13. SRB AFSC/SFSC Disqualification. Service members disqualified from SRB-authorized AFSCs/SFSCs have their future payments terminated and recouped, if applicable, IAW DoD 7000.14-R, Volume 7A, Chapter 2. **(T-0)**

4.13.1. AFPC Classification refers all AFSC/SFSC disqualification cases (AFMAN 36-2100, *Military Utilization and Classification*) to AFPC/DP3SA for review/action.

4.13.2. AFPC/DP3SA will review all cases and refer those with SRB-authorized AFSCs/SFSCs to AFPC OL for termination and recoupment, if applicable IAW DoD 7000.14-R, Volume 7A, Chapter 2 **(T-0)** AFPC/DP3SA refers cases back to AFPC Classifications when complete or if no SRB termination/recoupment action applies. AFPC Classifications office determines the AFSC/SFSC disqualification effective date. This date also establishes the SRB termination/recoupment effective dates for SRB purposes.

4.14. Combat Zone Tax Exclusion. SRB payments (initial payment and annual installments) are not taxable for service members who reenlist or extend (36 or up to 48 months) in a month during which they qualify for combat zone tax exclusion. They must either reenlist or extend in the designated combat zone, or at another location during the same month in which they served in the designated combat zone. If the service member sells leave in conjunction with

reenlistment/extension, only leave days earned while in the deployed location are tax excluded. (T-0)

4.15. Assignment Limitation Code - O and SRBs. Service members serving in SRB skills must have a SRB updated in MilPDS prior to reenlisting. (T-1) Assignment Limitation Code - O does not update on Second Term or Career service members unless the SRB is updated prior to the reenlistment being updated. Refer to the guidance located in myFSS for update procedures. (Note: If this code is not updated, future actions such as retraining, commissioning programs and approval into special duties are affected.)

4.16. SRBs and Service Members Approved for Special Duty/Reporting Identifiers. Service members are not eligible for a SRB if they reenlist or enter an extension in order to get required retainability for a special duty or reporting identifier. (Note: Service members in SRB AFSCs/SFSCs with approved special duty/reporting identifier will reenlist in the CAFSC/CSFSC of the special duty/reporting identifier AFSC/SFSC.) (T-1) See [paragraph 4.7](#) (Note: This paragraph does not apply to Reporting Identifier 9S000.)

4.17. Eligible for SRB and Electing not to Accept an SRB. Service members eligible for an SRB on their current enlistment or eligible extension may elect not to accept the SRB designated for that reenlistment/extension. Service members who elect not to accept the SRB must complete the applicable Section of the DAF Form 901 or DAF Form 1411. The decision not to accept the SRB is irrevocable once the DAF Form 901 or DAF Form 1411 has been approved by the CC/civilian director and accepted for reenlistment/extension of enlistment by the MPF representative. No exceptions will be considered. (T-1)

4.18. SRB Roster. The MPF Career Development Section receives a SRB roster from the Personnel Systems Manager NLT the 1st of each month. This roster identifies service members who have an Assignment Limitation Code - O in-system and are receiving a SRB and notifies the CC/civilian director of those service members who must be performing SRB-related duties.

4.18.1. The MPF sends SRB rosters monthly to the respective CSS for review/validation and unit CC/civilian director review/signature.

4.18.2. CC/civilian director reviews the SRB roster to consider whether service members are performing SRB-related duties. See [paragraph 4.8.1](#). If a service member is determined to not be performing SRB duties, the unit will forward the necessary documentation to the MPF for SRB termination and recoupment actions, if necessary. (T-1) CC/civilian director returns the SRB roster to the MPF as suspended.

4.18.3. The MPF will review the SRB roster and take action as required. (T-1)

4.19. Documenting SRB. Authorized SRBs are documented on the DAF Form 901 or the DAF Form 1411. Service members serving in the NCO Career Status Program who later become eligible for any SRB will document the SRB via a SRB Agreement and have an ADSC established equal to the bonus length (years) requested in not less than 3 and not more than 8 whole years. (T-1) Service members in a NCO Career Status contract may not receive an additional SRB for any period in which the member is currently receiving an SRB. Service member may request the successive bonus (if eligible) once the member is within 30 calendar days of the previous bonus expiration date.

4.19.1. CCs/civilian directors approve or disapprove the SRB when service members are serving in the NCO Career Status Program and will document their decision via a SRB Agreement. CCs/Civilian Directors may deny the SRB when situations warrant, and service members may appeal their SRB denial. Service members will have 3 calendar days to submit their appeal back to AFPC/DP3SA. AFPC/DP3SA will create the case file and submit to the MPF for processing through the group/wing. The SRB appeal will be routed through the service members respective chain of command. Any reviewing CC may approve the appeal. SRB denial resides with the first O6 or above in the chain of command. approve/disapprove the service member's appeal.

4.19.2. The MPF will notify AFPC/DP3SA within 3 duty days of the decision.

4.19.3. AFPC/DP3SA will ensure the CC/civilian director and service member are briefed on the final decision is approved and process payment requests to AFPC OL after securing the ADSC update. If the SRB is denied, the case is filed in ARMS.

4.20. MPF Responsibility on SRBs. The MPF personnel are accountable for improper SRB payments that should not have been made. These include ineligible recipient (payee not entitled), ineligible goods or services not permitted under contract, law or regulation, payment made in the wrong amount or a duplicate payment. Refer to 10 USC § 2773a and DoD FMR Vol 5, 050305A. Any documents submitted with an unauthorized/erroneous SRB will require reenlistment/extension documents to be re-accomplished. Any erroneously awarded SRB payments will be terminated and recouped. Service members not serving in the SRB skill are not entitled to future SRB payments. This includes service members departing the AFSC/SFSC on education programs. **(T-1)**

4.20.1. The MPF will counsel SRB-entitled service members on previous/current SRB entitlements and on the career cap as outlined in DoDI 1304.31, unless specifically authorized as an exception by the PDUSD [P&R]. Additionally, the MPF will inform service member on their career cap and the impact to their current bonus entitlement, as applicable. **(T-1)**

Chapter 5

REENLISTMENTS [REGAF/USSF ONLY]

5.1. General Instructions. Reenlistment in the RegAF/USSF is a command prerogative and is not an inherent right of any individual. Service members not selected for reenlistment via SRP will not be reenlisted but may qualify for extension of enlistment.

5.2. SRP Reconsideration. SRP reconsiderations are accomplished by unit CC/civilian directors prior to a member's DOS. CC/civilian director may not conduct SRP (to select or deny eligibility) once the service member has been separated.

5.2.1. Reenlistment may be limited based on the needs of the service.

5.2.2. The MPF will:

5.2.2.1. Ensure all service members receive a Uniform Code of Military Justice (UCMJ)/reenlistment briefing from the legal office within 30 days of reenlistment. **(T-1)**

5.2.2.2. Ensure all reenlistment contracts contain DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*; DAF Form 901; all approved/denied reenlistment waiver memos; and DAF Form 1089, *Leave Settlement Option* (**Note:** As needed when service members elects a change after completing the DAF Form 901 and prior to date of reenlistment). **(T-1)**

5.2.2.2.1. If the CC/civilian director denies the waiver, submit the DAF Form 418 denying the service member reenlistment citing the reason(s) for the waiver denial and any other reason(s) for the denial of reenlistment per [paragraph 2.6.8](#).

5.2.2.3. Service members select their reenlistment dates. Under no circumstances will the MPF establish any procedures that restrict the reenlistment requested.

5.3. Reenlistment Ceremony. CC/civilian directors ensure ceremonies are conducted in a dignified and professional manner, appropriate for an official act in a place that provides reverence to the oath being taken; safety of all participants should also be paramount.

5.3.1. IAW Title 10 USC § 502, *Enlistment oath: who may administer*, service members will request any commissioned officer (RegAF, USSF, AFR, ANG or retired) in the US Armed Forces to perform the ceremony and may invite guests. **(T-0)** Reenlistments can be conducted on any day of the year. The reenlistee and the officer administering the oath have traditionally had the US flag forming a backdrop for the oath.

5.3.2. The reenlistee and reenlisting officer must wear an authorized uniform for the ceremony. **(T-2)** (**Exception:** The uniform requirement is optional for retired officers.) Service members and reenlisting officials may not conduct a reenlistment in the Air Force or Space Force physical training uniform.

5.4. Who May Administer the Oath of Enlistment. The oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. RegAF, USSF, AFR, ANG or retired commissioned officers of the US Armed Forces may administer the oath. Officers who resigned their commissions and transferred to the Obligated Reserve Section or the Nonaffiliated

Reserve Section may not administer the oath. (**Exception:** Commissioned warrant officers (CW) in the grade of CW2, CW3 and CW4 may also administer the oath.)

5.5. Processing and Place of Reenlistment. Service members must reenlist at their home station unless they are absent due to deployment, hospitalization or are in a pipeline status (school, overseas returnee, etc.). **(T-1)**

5.5.1. Service members must be present for duty and cannot reenlist while on leave, while in a separation status or after departing their unit of assignment on terminal leave. **(T-1)** (Example: If SSgt/Sgt Smith is reenlisting on 15 Feb 2024, he must not be in a leave status on 15 Feb 2024.) (**Note:** Service members returning from a leave status may not reenlist the next day following their leave.) Service members who have been determined to be in a leave status at the time of reenlistment must execute a new reenlistment/contract when not on leave. **(T-1)**

5.5.2. Service members must have sufficient retainability for the deployment prior to departure. Intent to reenlist (or extend) in the deployed location to meet deployed retainability requirements will not be considered. **(T-1)**

5.6. Reenlistment of Non-US Citizens . Non-US citizens, enlisting on or after 1 November 1982, must become US citizens during their initial enlistment before they are eligible to reenlist. **(T-1)** Service members may be eligible to extend under [paragraph 6.6.5.4](#) (Applies to RegAF, USSF, and AFR only). Citizens of Micronesia and Palau may be eligible for reenlistment even if they do not have their citizenship. These cases will be worked through AFPC/DP3SA to Air Staff or Space Staff for approval.

5.7. Informed Decision Program and Transaction Reporting and Control (TRAC) Program. The wing Development Advisors (DA) at every installation will publicize and conduct an Informed Decision Seminar. **(T-2)** This seminar is an educational experience specifically designed to enhance one's knowledge of Air Force/Space Force benefits, highlight program requirements and processes. All RegAF/USSF First Term and Second Term service members are required to attend unless pending involuntary separation. **(T-2)** See DAFI 36-2670, *Total Force Development*.

5.8. Reenlistment of Sole Surviving Sons or Daughters. Service members who qualify as sole surviving sons or daughters waive any right to claim discharge or assignment limitations as sole surviving sons or daughters upon their reenlistment. They may request reinstatement of their sole survivor status through assignments at any time. If approved, they may again qualify for assignment limitation, but not for discharge or release from active duty.

5.9. Erroneous Enlistment/Reenlistment Documents Returned for Correction. There are two types of erroneous reenlistment documents. The first consists of contractual errors made in violation of this publication, such as the reenlistment of ineligible service members or service members not issued a CJR. The second is administrative, involving typographical errors, strikeovers, misspellings, erroneous computation of required retainability or SRB, etc.

5.9.1. Contractual Errors. Service members not authorized to reenlist or in violation of this DAFI (no CJR, not meeting time in service or time in grade, ineligible RE code, etc.) will have their contract voided. AFPC/DP3SA, directs the MPF to void the contract and takes action as needed to remove any documentation from all systems of record. **(T-1)** The service member must reenlist/extend (if eligible) as established by AFPC/DP3SA. If not, AFPC/DP3SA will

take actions as needed to cover any gaps of service (if required) and establish an immediate DOS as needed.

5.9.2. Administrative Errors. MPF will not correct administrative errors discovered in items 2, 5, 8, 18b, 19b and 19f of the DD Form 4. **(T-1)** Administrative errors in these items will necessitate the deletion and re-creation of the DD Form 4. **(Note:** Administrative correction in these section(s) will take actions as needed to cover any gaps of service and establish an immediate DAO when service members refuse to correct/sign the correct DD Form 4). Also see [paragraph 5.9.4.3.1](#). Administrative errors may be corrected on the DAF Form 901, if the service member and the Department of the Air Force agree. However, any unauthorized/erroneous SRB necessitates re-accomplishment of the document(s) and are terminated and recouped. If the corrections were made on the forms, stamp “CORRECTED COPY” in the upper margin of the corrected pages, ensure the service member initials the corrected area(s), and make a photocopy of the corrected forms for the service member. The MPF corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and distributes the documents IAW [Table 5.8](#).

5.9.3. AFPC/DP3SA will direct the DAF Form 901 be corrected to reflect the authorized SRB in cases where an SRB was not properly documented on the contract or direct an unauthorized SRB entitlement be removed from the DAF Form 901. The service member is notified of the required correction and initials the contract accordingly. If the service member refuses to initial the correction, place the following in the remarks section of the DAF Form 901 “(Grade, name, DoD ID number of service members has refused to sign this document acknowledging and confirming his or her ineligibility for the bonus.)” and process the correction to AFPC/DP3SA as outlined in myFSS. **(T-1)**

5.9.4. Documents Returned to MPF for Correction(s). AFPC/DP3SA returns reenlistment contracts to servicing MPFs for correction. (Example: Missing signatures, incomplete contracts, missing pages, or incomplete forms, etc.) The MPF makes appropriate corrections to the contract(s) and returns the contracts to AFPC/DP3SA by the established suspense as outlined in myFSS. Also see [paragraph 5.9.2](#).

5.9.4.1. The service member must initial each correction. **(T-1)** Stamp “CORRECTED COPY” in the upper margin of the corrected pages. Make a photocopy of the corrected forms and comply with the disposition instructions in [Table 5.8](#).

5.9.4.2. Do not make corrections to the form stamped “DO NOT CORRECT THIS COPY” unless there is no ARMS copy, and the service member does not have a copy. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages. Make a photocopy of the corrected forms and comply with the disposition instructions in [Table 5.8](#).

5.9.4.3. Re-accomplish the DD Form 4 and DAF Form 901 if there is no ARMS copy or if the service member does not have a copy. **(Note:** The service members current CC or civilian director holding the position will sign the corrected form(s) and the current date is used.) **(T-1)**

5.9.4.3.1. If the missing contract is re-accomplished, the MPF must cite “Reconstructed Reenlistment” in Section 8b Remarks of the DD Form 4. **(T-1)** If the “Reconstructed Reenlistment” contract is a NCO Career Status Contract, the MPF must

cite “Unspecified Contract” in Section 8b Remarks on the DD Form 4. **(T-1)** The forms are dated using the current date and signed by the service members current CC/civilian director. The MPF must make a photocopy of the reconstructed forms and comply with the disposition instructions in [Table 5.8](#). **(T-1) Note:** CCs or civilian directors will re-accomplish these documents or deny reenlistment. **(T-1)** If the service member does not have a copy of the missing contract, it will be immediately re-accomplished. If the service member refuses to complete the “Reconstructed Reenlistment” contract, AFPC/DP3SA will take actions as needed to cover and gaps of service and establish an immediate DOS. **(T-1)**

5.9.4.3.2. The MPF sends the original documents to AFPC/DP3SA for review as outlined in [Table 5.8](#) and corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and as outlined in myFSS.

5.10. Oath of Enlistment.

5.10.1. All service members enlisting or reenlisting must take the oath of enlistment: **(T-0)** “I, (State your full name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.”

5.10.2. All service members have the choice to make the words “So help me God” optional in the enlistment oaths (both orally and written). Service members who make a choice to “affirm” the oath of office/oath of enlistment and/or omit the words “So help me God” may also line through the words “swear” and/or the words “So help me God.”

5.11. Reenlistment Actions. Once a service member has taken the oath of enlistment, the DD Form 4 must be signed by the service member and the reenlisting officer. The preferred means of signing retention documents is the Command Access Card (CAC). In cases where the forms cannot be CAC signed; sign in blue, black, or blue-black reproducible ink. The CAC and biometric signatures are the only authorized method of digital signature. **Note:** Pen and ink corrections are not acceptable on CAC-signed DD4s. **(T-0)**

5.11.1. Eligibility.

5.11.1.1. Service members may be eligible to reenlist if they meet all of the requirements: **(T-0)**

5.11.1.2. Are eligible for immediate reenlistment according to [Table 5.2](#) and meet a condition in [Table 5.1](#).

5.11.1.3. Can fill a specific requirement in their skill or another skill through retraining.

5.11.1.4. Are selected by their CC/civilian director under the SRP (refer to [paragraph 2.6](#)).

5.11.1.5. To qualify for an SRB is not a reason to reenlist.

5.11.2. In addition to the above basic eligibility criteria, FTA/FTG may reenlist if they have an approved CJR, have met the grade/TIG requirements IAW [Table 5.1](#).

Table 5.1. Conditions Authorizing Reenlistments.

Rule	A	B
	If the service member is eligible to reenlist according to Table 5.2 and is a	the service member may reenlist
1	First Term, four-year enlistee	after completing 36 consecutive months on the current enlistment if the Airman/Guardian has an approved CJR. A prior service member is considered an FTA/FTG when the prior active service is less than 24 months. (See notes 1, 2, 3, 4, 5, 6, and 7)
2	First Term, six-year enlistee	after completing 60 consecutive months on the current enlistment if the Airman/Guardian has an approved CJR. (See notes 1, 2, 3, 4, 5, 6, and 7).
3	Second Term or Career service members	to obtain retainability for promotion to E-7, E-8, or E-9 (upon announcement of promotion increment number, service members must secure the necessary retainability from their promotion effective date). (See notes 1, 2, 3, and 5).
4		to get required retainability for service schools.
5		to obtain required retainability for PCS, PCA or TDY assignment, to include deployments. (See notes 1, 2, 3, and 5),
6		to obtain required retainability for Post 9/11 GI Bill or Continuation Pay under the Blended Retirement System. (See notes 1, 2, 3, 4, 5, and 7).
7		to obtain required retainability for completion of an extension to an overseas tour or provide 12 months service retainability after arrival of command-sponsored family members at an overseas location. (See notes 1, 2, 3, 4, 5, 6 and 7).
8		within the one year period before ETS (See notes 1, 2, 3, 4, 5, 6 and 7).
9		within the 15-month period before an established (or requested) Date Eligible to Return from Overseas if the service member requires additional retainability. (See notes 1, 2, 3, 4, 5, 6, and 7).
10		within the 15-month period before DOS if the service member has elected (or is maintaining) an indefinite Date Eligible to Return from Overseas. (See notes 1, 2, 3, 4, 5, 6, and 7).
Notes:		
1. The MPF must ensure the authorized and requested term if reenlistment must be sufficient to assume any period of authorized obligated service owed as a result of prior contracts. (T-1)		

2. Cash settlement for accrued leave is authorized any time a service member reenlists not to exceed a total of 60 days throughout the service member's career.
3. Current HYT rules apply per **paragraph 5.11.11**.
4. Service members must project reenlistments with their servicing MPF NLT 120 days prior to their DOS or they are projected for Separation. **(T-1)**
5. The MPF will project all reenlistments in-system upon receipt of approved DAF Form 901, or no later than 120 days before DOS, whichever comes first. Service members notifying the MPF during Informed Decision or Transaction Reporting and Control Briefing on their intent to reenlist will have their dates projected in MilPDS. **(T-1)** Failure to project reenlistments automatically causes MilPDS to project the service member for separation, and cancels other personnel actions. The MPF will refer to the guidance located in myFSS for procedures for projecting reenlistments and requesting CJR/SRB authorizations and canceling a projected separation (when required) **(T-1)** (**Note:** AFR and ANG personnel are not authorized to enlist, reenlist, or extend under this section unless recalled to Extended Active Duty under 10 USC § 12301 voluntary or involuntary recall. Enlisted personnel who wish to apply under 10 USC § 12301(d), voluntary recall, must apply through AFPC Enlisted Accessions. **(T-1)** Extended Active Duty orders indicate recall authority. Contact AFPC Enlisted Accessions for guidance and instructions or refer to DAFMAN 36-2032, *Military Recruiting and Accessions*).
6. Placement on Assignment Availability Code(s) is not an authorized reenlistment reason.
7. Early reenlistments are not authorized or considered except as identified in **paragraph 5.11.9.1**.

5.11.3. Term of Enlistment (TOE). 10 USC § 505, *Regular Components: Qualifications, Term, Grade*, outlines the minimum and maximum TOE. The minimum TOE for RegAF and USSF service members is four years unless the service member is restricted by obligated service or HYT. The maximum TOE is six years. Under no circumstances can the reenlistment, along with combined obligated service, exceed 96 months or the service members HYT plus one month. **Table 5.1** outlines the whole years service members may reenlist based on the service member's obligated service. (T-0) All RegAF and USSF service members with at least 12 years TAFMS (on date of discharge), will reenlist for an indefinite period of service under the NCO Career Status Program. (T-0) See **paragraph 5.11.17** for more information on the NCO Career Status Program.

5.11.3.1. Service members/MPFs do not have the option to add additional months or reduce obligated service to the reenlistment contract (refer to **Table 5.7.**, Terms of Reenlistment). Regardless of the number of years authorized, a reenlistee's new DOS must exceed the previous DOS. **(T-1)** (**Note:** A service member may only reenlist for 6 years if they have 24 months, or less, of obligated service. Similarly, service members can reenlist for 5 years only if they have 36 months, or less, of obligated service).

5.11.3.1.1. If a service member has between 25 and 36 months of remaining obligated service, they can reenlist for 3 years plus obligated service.

5.11.3.1.2. Service members reenlisting who are HYT restricted may not exceed their HYT plus 1 month. These service members will be separated on their HYT date as indicated in MilPDS and do not serve the reenlistment period beyond their HYT date. For service members who are eligible for an SRB, their SRB will be calculated based

only on TOE years (a minimum of 3 years). If the TOE is less than 3 years, the service member is ineligible for an SRB. MPFs may not reduce obligated service months to qualify for SRB. (T-2) Also see [Table 5.7](#).

5.11.3.2. Annotate the TOE on the DD Form 4, Section 8, to reflect the term on enlistment in years and months. (T-1) Annotate the number of months (obligated service) to satisfy the full enlistment.

5.11.3.3. Obligated service. Include remaining obligated service (in excess of 29 calendar days) into the reenlistment. (T-1)

5.11.3.3.1. Obligated service is that time in excess of 29 calendar days from the DOE to the DOS. Any partial month of 29 calendar days or less is not considered in the total obligated service. Obligated service will be listed on the contract in the months of the TOE. Therefore, if a service member has 1 year and 2 months of obligated service, the DD Form 4 will reflect 14 months of obligated service in Section 8 of the DD Form 4.

5.11.3.3.2. Service members who cannot reenlist to their HYT may be eligible to extend under [Table 6.2.](#), Rule 27. These service members will be separated on their HYT date as indicated in MilPDS and do not serve the extension period beyond their HYT date.

5.11.3.4. Constructive Reenlistment. Reenlistment approved by the AFPC/DP3SA due to the service members inability to meet retainability requirements (reenlistment or extension) due to limitation set by law or policy.

5.11.3.4.1. AFPC/DP3SA approves constructive reenlistments only when service members are ineligible to reenlist IAW [Table 5.1](#) and are also ineligible to extend for a service requirement due to limitations of 10 USC § 509. Air Force Personnel Center has delegated authority by Assistant Secretary of Air Force, Manpower and Reserve Affairs to approve a constructive reenlistment when determined a constructive reenlistment is appropriate (i.e., for service members to reach their HYT) under the authority of 10 USC § 1552 (a) (2) without consideration by the Air Force Board for Correction of Military Records. (DoDD 1332.41)

5.11.3.4.2. Service members submit these requests through their CC/civilian director to their MPF for processing to AFPC/DP3SA for review and further processing as outlined in myFSS. MPF will not submit any request for consideration if the service members can extend or reenlist to meet service requirements. AFPC/DP3SA returns any request without action when this occurs.

5.11.3.4.3. For example: I request a constructive reenlistment to obtain 13 months retainability to retire at my HYT. I am ineligible to reenlist based on HYT and I cannot extend since I have already extended 42 months of the 48-month maximum.

5.11.3.4.4. Service members undergoing SRP appeal/processing and who have reached their maximum number of extensions, a constructive reenlistment will be requested as outlined in [paragraph 5.11.3.4.4.1](#). The Service member will:

5.11.3.4.4.1. Submit requests IAW [paragraph 5.11.3.4.4.2](#) through their CC/civilian director to their MPF for processing to AFPC/DP3SA as outlined in myFSS. MPF will not submit any request for consideration if the Service members

has extended 45 months or less. AFPC/DP3SA returns any request without action when this occurs.

5.11.3.4.4.2. “I request a constructive reenlistment to remain on active duty while awaiting my denial/appeal decision. I understand this constructive reenlistment does not negate my current denial decision initiated by my CC/civilian director. I also understand AFPC Retentions (AFPC/DP3SA) will approve a constructive reenlistment date that will incorporate actions and /or incidents that contributed to the CC/civilian director non-recommendation. I further understand that this constructive reenlistment is approved for the sole purpose of remaining on active duty to await appeal decision, since I am no longer eligible to extend due to the 48-month maximum established by law.”

5.11.3.5. When approved, the MPF will take action(s) as outlined in AFPC memorandum and cite “Constructive Reenlistment” in Section 8b Remarks on the DD Form 4. **(T-1)** A copy of the approval memorandum will be attached to the DD Form 4. **(T-1)**

5.11.3.6. First Term service members scheduled for reenlistment within 7 calendar days of their DOS must complete the following statement during reenlistment processing **(T-1)**: “I intend to reenlist immediately after separation. I hereby authorize my retention in service for a period not to exceed 7 calendar days beyond my DOS, to complete separation processing, should I, immediately before or after separation, and before reenlistment, decline to reenlist.” Retain this statement with the reenlistment package until reenlistment occurs. Service members may not request reenlistment once they enter the 7 calendar day extension period; this extension is for separation processing only. Do not complete DAF Form 1411 for this extension, and do not complete this statement for service members scheduled to reenlist more than 7 calendar days before their DOS.

5.11.4. FTA/FTG/NCORP Retrainees. Service members who retrained under FTA/FTG Retraining/NCORP may request cancellation of an extension obtained for retraining that has not been entered contingent upon immediate reenlistment. Service members must be reenlistment eligible IAW [paragraph 5.11.1](#). All other extensions will be considered as obligated service, see [paragraph 5.11.1](#) and [Table 5.1](#) for reenlistment eligibility. (Note: Extension cancellation and reenlistment must occur the same date.) **(T-1)** **Exception:** FTA/FTG who are not reenlistment eligible IAW [paragraph 5.11.1](#) and [Table 5.1](#) may submit an ETP to have their request granted and must do so within 90 days of becoming reenlistment eligible. Upon approval, the service member must reenlist within the next 30 days. All other extensions will be considered as obligated service, see [paragraph 5.11.1](#) and [Table 5.1](#) for reenlistment eligibility. (**Note:** Extension cancellation and reenlistment must occur the same date.) **(T-1)** The MPF will:

5.11.4.1. Ensure extension has not been entered and the cancellation is within 30 days after class graduation or that the exception in [paragraph 5.11.4](#) applies. **(T-1)**

5.11.4.2. Ensure only the extension authorized for retraining is cancelled. **(T-1)** (Example 1: Service member extends 23 months for retraining; all 23 months may be forgiven if not entered.) (Example 2: Service member extends 7 months for an assignment and 16 months for retraining, only the 16 months for retraining could be forgiven if not entered.)

5.11.4.3. Complete the DAF Form 1411-1, *Cancellation of Extensions of Enlistment in the Air Force*. **(T-1)**

5.11.4.4. Project the reenlistment in MilPDS and cancel the extension upon receipt of completed reenlistment documents. **(T-1)**

5.11.4.5. Extensions obtained for retraining that have been entered will not be forgiven and will be considered as obligated service. **(T-1)** Service members will reenlist based on the criteria set forth in this instruction as stated in **Chapter 5**. **(T-1)**

5.11.4.6. Service members on their initial enlistment contract (4-year enlistees only) who require retainability to PCS to their career field three-level awarding training course may have their additional retainability/service obligation obtained for the PCS waived for immediate reenlistment within 30 days of class graduation.

5.11.5. Reenlistment Documents. Service members executing/signing the forms listed in **paragraph 5.2.2.2** formally document a reenlistment and those documents represent a legally binding obligation to serve between the Air Force/Space Force and reenlistee. The MPF completes the DD Form 4 IAW DoDI 1304.02, this instruction, and the guidance located in myFSS. The MPF completes the DAF Form 901 and will be completed IAW the guidance located in myFSS. Incomplete or inaccurate documents are returned to the service member's servicing MPF for corrections and can result in an erroneous reenlistment agreement, possible loss of payment of SRB entitlement, etc. Any documents submitted with an unauthorized or erroneous SRB will require the reenlistment/extension documents to be re-accomplished or corrected as directed. Any erroneously awarded SRB payments will be terminated and recouped.

5.11.5.1. Special care must be taken to ensure all items are completed correctly without errors. White-out or correction tape or fluid will not be used on these forms. Corrections in items 2, 5, 8, 18b, 19b and 19f require a new DD Form 4 to be accomplished. **(T-1)**

5.11.5.2. The forms can only be signed in black, blue, or blue-black ink when completed manually (non-digitally signed) and as outlined in myFSS.

5.11.5.3. Only the service members home station unit CC/civilian director completes the DAF Form 901. **(Exception:** Section CCs on G-series orders may also sign.)

5.11.6. Reenlistment Agreements. The MPF documents only approved/authorized Air Force/Space Force reenlistment agreements on DAF Form 901. **(Note:** All reenlistment agreements are identified on the DAF Form 901. If the service member has no reenlistment agreement(s), the MPF will mark the block indicating no reenlistment agreement(s). **(T-1)** The MPF must authorize only the following guarantees on DAF Form 901:

5.11.6.1. Approved retraining. **(T-1)**

5.11.6.2. Approved service member for training program that leads to an Air Force/Space Force commission. **(T-1)**

5.11.6.3. Approved BOP or in-place BOP (for FTA/FTG only). **(T-1)**

5.11.6.4. Other approved agreements authorized by AF/A1 or SF/S1. **(Note:** The MPF will specify the approved agreement in the area provided.) **(T-1)**

5.11.7. Discharge for the Purpose of Immediate Reenlistment. Discharge always occurs before service members reenlist. The discharge will not remain in effect if the service member does not reenlist within 24 hours. **(T-1)** Do not use the DAF Form 901 for prior service enlistments or for former officer entering the Air Force/Space Force in enlisted status. **(Note:** CCs or civilian directors holding the position may not refuse to sign DAF Form 901, and then permit service members to remain otherwise eligible for reenlistment. In such cases CC/civilian directors will immediately notify the MPF of the specific circumstances in writing and submit the required documentation (DAF Form 418, etc.) within 7 calendar days). **(T-1)**

5.11.7.1. The DAF Form 901 documents the CC's/civilian director's approval or denial to reenlist and also documents discharge for the purpose of immediate reenlistment. **(Note:** Service member must reenlist within 60 days from the CC/civilian director's approval or a new DAF Form 901 will be required).

5.11.7.2. The Chief, MPF or designated Service representative authenticates the DAF Form 901. **(T-1)** The designated representatives must be a E6, General Schedule (GS)-06, or above and assigned to the MPF or geographically separated unit (GSU) personnel function to act as the service representative for the reenlistment and validate/confirm eligibility/entitlements. Personnel assigned to the AFPC/DP3SA function and in the grade of E6, GS-6 or above may authenticate. **(T-1)**

5.11.7.3. MPF ensures the CC or civilian director holding the position documents certification on DAF Form 901. Service members will not be provided the DD Form 4 without an approved/signed DAF Form 901 from the CC/civilian director. **(Note:** DD Form 256AF is not issued to service members who will be discharged for the purpose of immediate reenlistment within 24 hours.) **(T-1)**

5.11.7.4. Eligible for SRB and Electing not to Accept an SRB. Service members eligible for an SRB on their current reenlistment may elect not to accept the SRB designated for that reenlistment. Service members who elect not to accept the SRB must complete the applicable Section of the DAF Form 901. The decision not to accept the SRB is irrevocable once the DAF Form 901 has been approved by the commander/civilian leader and accepted for reenlistment/extension of enlistment by the MPF representative. No exceptions will be considered. **(T-1)**

5.11.8. Leave Settlement. Service members may sell a maximum of 60 days accrued leave during a career. Accrued leave may be sold and paid upon reenlistment to include subsequent reenlistments. Service members reenlisting under the NCO Career Status Program may sell accrued leave in conjunction with their reenlistment. **Note:** This will be the last opportunity to sell leave in conjunction with a retention action until separation or retirement and service members should plan accordingly. MPF refers to DAFI 36-3003, *Military Leave Program*, and the guidance located in myFSS for Defense Joint Military Pay System-Active Component update instructions, as applicable. Service members reenlisting can change the leave settlement provided it is changed before the reenlistment occurs. The service member must document the change on the DAF Form 1089. **(T-0)** All service members are counseled prior to reenlistment on leave matters.

5.11.9. Service members reenlisting for the purpose of obtaining an Air Force/Space Force commission. Publications governing selection for a program leading to an Air Force/Space Force commission take precedence over reenlistment restrictions imposed by this publication.

5.11.9.1. Service members may reenlist to obtain service retainability required for the particular commissioning program. FTA/FTG who have not completed 36 months TAFMS on their current enlistment (60 months for 6-year enlistees) are granted an exception to [Table 5.1.](#), Item 1 and 2. **Note:** The MPF should contact AFPC/DP3SA for assistance.

5.11.9.2. MPF updates RE code 3A for FTA/FTG selected for Air Force commissioning programs who have not reached the SRP consideration point. MPF updates RE code 1J for all other Airmen/Guardians selected for commissioning programs. (**Note:** MPF cannot update RE code 1J or 3A until the Airman/Guardian is projected for separation).

5.11.9.3. Refer to [paragraph 4.4](#) for restrictions pertaining to service members serving in SRB skills.

5.11.10. Identifying and Notifying Reenlistment-Ineligible service members. MPF uses the SRP roster to identify all service members ineligible to reenlist. MPF sends the CC/civilian director a monthly list of ineligible service members for informational purposes only.

5.11.11. HYT and Age 62 Restrictions. The reenlistment terms outlined in [Table 5.1](#) prevent service members from violating the HYT and age 62 restrictions discussed below. Requests for HYT adjustments, waivers or corrections will be sent to AFPC Retirements or AFPC Separations as outlined in myFSS. (**Note:** Under no circumstances will any reenlistment or extension exceed the month following the service members HYT or age 62, whichever occurs first.)

5.11.11.1. Service members may not reenlist or extend their enlistment if the new DOS exceeds the month following their 62nd birthday. If approved, the reenlistment or extension period may not exceed the month following the HYT for the service members grade, or age 62, whichever occurs first. (**Exception:** Service members may reenlist for a period that permits them to serve at least 20 years TAFMS, but they may not exceed the age 62 restriction.)

5.11.11.2. First Term service members may not reenlist if the new DOS will exceed their HYT plus 1 month. Also see [paragraph 5.11.11.3](#). However, they may qualify for an extension of enlistment to establish a DOS at HYT (refer to [paragraph 6.6.9](#) and [Table 6.2](#)).

5.11.11.3. Reenlistment eligible FTA (4-year enlistees) in SRB skills authorized to receive a zone A SRB, may reenlist for periods exceeding their HYT date, provided the reenlistment occurs before they complete 6 years TAFMS and do not establish a DOS exceeding 10 years TAFMS. See [Table 4.1.](#), Item 1 for additional eligibility criteria.

5.11.11.4. Service members with at DOS that exceeds HYT due to HYT reduction, demotion, etc. will have their DOS adjusted to match their new HYT date. MPFs will process the necessary documentation to AFPC/DP3SA for adjustment to both Personnel and Pay Data Systems as outlined in myFSS. Before beginning any separation package, consult DAFI 36-3211. The separation authority may withhold execution of a separation for any reason in the best interest of the Air Force or Space Force. **(T-1)**

5.11.12. Reduction to HYT grades:

5.11.12.1. Service members subsequently promoted or whose HYT has been extended will execute a new contract to meet future retainability requirements. The previous contract will not be re-instated.

5.11.12.2. Service members receiving an SRB will receive their full entitlement, provided they have executed a new reenlistment/extension and serve in the same SRB skill.

5.11.13. Reenlistment of Non-US Citizens. Non-US citizens who obtain US citizenship will be assigned an RE code and must have SRP consideration completed to remove the RE code and reenlist. **(T-0)** Non-US citizens who fail to obtain US citizenship during their initial enlistment will separate with the applicable RE code. **(T-0)**

5.11.14. Air Force/Space Force Fitness Program, service members Medically Disqualified and service members in RI 9A000/9A100/9A200/9A300. CC/civilian directors may review and determine reenlistment eligibility for service members who have a first time fitness failure and will review and determine reenlistment eligibility for all service members who remain in the Unsatisfactory category after two or more tests within 24 months (IAW DAFI 36-2905, *Department of the Air Force Physical Fitness Program*). CCs/civilian directors will place service members in the Unsatisfactory category in reenlistment eligibility 4J by completing the DAF Form 418 and stating “Service member in Unsatisfactory fitness category, is reenlistment ineligible and placed in RE code 4J.” **(T-1)**

5.11.14.1. Successfully reaching a satisfactory or excellent fitness category does not automatically restore reenlistment eligibility. The CC/civilian director may remove the reenlistment ineligibility condition by completing an DAF Form 418 after the service member successfully transitions to a satisfactory or excellent fitness category, or the CC/civilian director may choose to continue the reenlistment ineligibility until after the service member receives a second consecutive satisfactory or excellent fitness assessment score at which time an DAF Form 418 will be completed removing the service member’s 4J – Fitness Failure reenlistment ineligibly code. An ineligible service member (RE code 4J) requiring retainability to reach the satisfactory or excellent fitness category may request an extension of enlistment according to **Table 6.2.**, Rule 18. If eligibility for extension is denied, service member will be placed in RE Code 2X and is not eligible to extend or reenlist (except to appeal the non-selection). If the service member is later made reenlistment eligible, then the CC/civilian director will complete an DAF Form 418 and the MPF updates the RE code to a more applicable code. **(T-1)** Refer to DAFMAN 36-2905 for additional information.

5.11.14.2. Service members in RE code 4K may not reenlist when pending evaluation by a Medical Evaluation Board or Physical Evaluation Board unless waiver is approved. See **Table 5.6.**, Note 2. Service members in RE code 4K may voluntarily extend their enlistment under **Table 6.2.**, Rule 9 of this DAFI. Limit extensions to a period outlined by AFPC Medical Standards, not to exceed a maximum 24 months. See **Chapter 6**.

5.11.14.3. All service members disqualified from their AFSC/SFSC and in RI of 9A000, 9A100, 9A200 or 9A300 are updated to RE code 4G. CC/civilian directors may not waive service members in RE code 4G to permit reenlistment unless the service member has been

selected and approved for retraining or Special Duty. In these cases, the CC/civilian director takes action as outlined in paragraph 2.6.7 through 2.6.12.

5.11.14.3.1. Service members disqualified and in RI 9A000 or 9A100 may execute a one-time extension in order to remain on active duty for a total period of 12 months to qualify/compete for retraining/Special Duty. Under no circumstances can the extension period combined with the remaining obligated service exceed 12 months. The length of the extension, if any is based on the date of the formal disqualification approval not to exceed 12 months. Service members will extend IAW **Table 6.2.**, Rule 28d of this DAFI. **(T-1)** If the service member is not approved for retraining or Special Duty during this period, they will separate on their DOS.

5.11.14.3.2. Service members in RI 9A200/9A300 remain in RE code 4G and separate on DOS unless the CC/civilian director initiates early separation or subsequently completes retention versus separation package and retain the service member.

5.11.15. Waiver of Reenlistment Ineligibility Conditions (Lost Time and Civilian Criminal Court Convictions). (Applies to AFR and ANG members when in an active status.) Service members may request waivers to reenlist to their unit CC/civilian director because they have 5 or more days lost time or have a civil court conviction (**Table 5.5** item 5 or 13). (**Note:** Civilian criminal court convictions automatically render service members ineligible for the length of the maximum allowable Manual for Courts Martial confinement period for the same or most closely related offenses. The MPF must contact the servicing legal office to determine the Manual for Courts Martial confinement period.) **(T-1)**

5.11.15.1. Service members must have an approved waiver to reenlist from their CC/civilian director. The MPF will send the DAF Form 901 (documents the waiver reason/authority on the DAF Form 901) to the CC/civilian director for consideration. The CC/civilian director will approve the waiver in writing via a separate memorandum. **(T-1)**

5.11.15.1.1. If the waiver is approved, the CC/civilian director signs the DAF Form 901 and attaches the approved waiver memorandum and then sends both documents to the MPF for processing. The MPF updates RE code 1A (can only be updated immediately before service member reenlists), documents the waiver reason/authority on the DAF Form 901, and attaches the waiver to the contract for file in ARMS.

5.11.15.1.2. When service members receive approved waivers and reenlist, the reenlistment ineligibility condition no longer applies.

5.11.15.1.3. When service members elect separation after receiving approved waivers, the MPF re-updates the ineligibility condition, unless a higher priority code applies.

5.11.15.2. If the CC/civilian director denies the waiver, the MPF ensures the CC/civilian director submits the DAF Form 418 denying the service member reenlistment citing the reason(s) for the waiver denial and any other reason(s) for the denial of reenlistment.

5.11.16. Return to Duty Program. Service members eligible are: 1) an enlisted service member sentenced by court-martial to a dishonorable or bad conduct punitive discharge, with or without adjudged confinement, whose discharge has not been executed, or 2) an enlisted service member sentenced by court-martial to a period of confinement, with or without adjudged dishonorable or bad conduct punitive discharge. Service members in either of these

examples who have otherwise met the requirements in AFI 31-105, *AF Corrections System*, may present a request to return to active status as specified in AFI 31-105. The Air Force Clemency and Parole Board, using the criteria outlined in AFI 31-105, will decide if post trial enlisted service members have been rehabilitated. In every case, the needs of the service will govern the return-to-duty of these service members. **(T-1)**

5.11.16.1. Service members sentenced to a punitive discharge (with or without) confinement which was upgraded by the Air Force Clemency and Parole Board to an honorable discharge are separated with the new discharge characterization and eligible to reenlist under RE code "1S." service members become eligible for reentry to service as determined by AFI 36-2101.

5.11.16.2. Service members sentenced to confinement without a punitive discharge may be returned-to-duty by the Air Force Clemency and Parole Board with an RE code "2D" which prevents reenlistment until service member has served at least 6 months after release from confinement and, are otherwise eligible, and their unit CC/civilian directors select them for reenlistment under the SRP or approve reenlistment waivers.

5.11.17. NCO Career Status Program. All RegAF and USSF service members with at least 12 years TAFMS on date of discharge will reenlist for an unspecified period and have the reenlistment term extended and aligned with the HYT. **(T-1)** Also, see [paragraph 5.11.8](#).

5.11.17.1. Eligibility. Career service members who have been selected for continued service by the CC/civilian director (to include those with approved waivers) and have at least 12 years TAFMS on date of discharge (day prior to reenlistment) will be reenlisted for an indefinite period. **(T-1)** These service members may serve up to the HYT based on current grade, projected grade, if promoted, unless sooner separated by USAF/USSF policy or law. Annotate DD Form 4, Section 8, to reflect the TOE in years as "Unspecified."

5.11.17.2. DD Form 4, Section B. Agreement 8(b) Remarks include "I understand that this reenlistment is for an indefinite period, and I will be allowed to serve up to my HYT for my current rank. My current HYT is DDMMYYYY. I also understand that if I am selected for promotion, promoted, reduced in rank, or if I become ineligible for continued service, I may be further retained, separated, or retired IAW current DAF policies in effect at the time as prescribed by the Secretary of the Air Force or applicable law."

5.11.17.3. Denial of Continued Service. Service members serving in the NCO Career Status Programs may be denied continued service by the CC/civilian director at any time as outlined in [paragraph 2.3.1](#). Service members serving on a NCO Career Status reenlistment who are denied continued service are separated, or if eligible, may request to retire. Appellate authority as outlined in [Table 2.1](#) applies and is based on the years of service calculated from the service member's TAFMS date at the time the CC/civilian director documents the denial of continued service on the DAF Form 418. All appeal actions and suspense's outlined in this DAFI, [paragraphs 2.6.14](#) through [2.6.15.6](#) apply.

5.12. Reenlistment Eligibility (RE) Codes. RE codes determine whether or not service members may reenlist or enlist in a military service at a later time. They are annotated on military discharge documents and document the service members RE code at the time of discharge. Accurate RE codes are vital to ensure the Air Force/Space Force retains and reenlists only those service members selected for continued service and prevents ineligible service members from

continued service. The MPF will update, monitor, and maintain accurate RE codes in MilPDS. Incorrect codes can prevent or allow the selection of service members for reenlistment, promotion, separation, retirement and reassignment. **(T-1)** The MPF will:

- 5.12.1. Update RE codes in MilPDS using the following hierarchy: 2“letter,” 4“letter,” 3“letter,” and 1“letter.” **(T-1)** (**Note:** No RE code takes precedence over RE codes in 2“letter,” to include pending Medical Evaluation Board / Physical Evaluation Board. MPF will re-update RE code to 2“letter” in such cases.) **(T-1)**
- 5.12.2. Update the appropriate RE code according to the hierarchy in [paragraph 5.12.1.](#) in MilPDS when two or more RE codes apply. **(T-1)**
- 5.12.3. Update the appropriate RE code with the longest duration in MilPDS when two or more RE codes in the same series apply. **(T-1)**
- 5.12.4. Leave RE code 2X in MilPDS unless selective reenlistment program selection occurs or RE code 2X is being replaced by a higher priority code. **(T-1)**
- 5.12.5. Verify RE codes in MilPDS for all service members separating NLT 60 days prior to their separation date. Incorrect or inappropriate RE codes are corrected as needed. Refer requests for corrections to AFPC/DP3SA as outlined in myFSS. (**Note:** See Tables [5.2](#) through [5.5.](#)).

Table 5.2. Applicants Eligible for Immediate Reenlistment (RE-1 Series).

ITEM	A	B
	A service member is eligible for immediate reenlistment (within 24 hours after separation) and eligible for prior service enlistment under any of the following conditions, provided the service member is otherwise eligible.	RE status code entry in MilPDS is:
1	Ineligible to reenlist, but condition waived. (Do not separate service members with this RE code. Remove this code from MilPDS when a service member elects to separate. Update the appropriate RE code from Table 5.3, Table 5.4, or Table 5.5 before the Service member separates. Refer to paragraph 5.11 and Table 5.6, Note 1 and 4).	1A
2	Eligible to reenlist but elects separation. (Service members selected under the SRP and elect separation are given RE code 1J) (See notes .)	1J
3	Career service members selected by the CC/civilian director under the SRP and 13 months or less remain before completing 20 years TAFMS. (Do not separate service members with this RE code.)	1K
4	Eligible to reenlist, Second Term or Career service members not yet considered under the SRP. (Do not separate service members with this RE code.)	1M
5	Eligible to reenlist, Second Term or Career service members with less than 19 years TAFMS selected by the CC/civilian director under the SRP and either 13 months or less remain before original expiration of service, or service members serving on an extension of enlistment. (Do not separate service members with this RE code.)	1P

6	Eligible to reenlist, Career service members with more than 20 years TAFMS selected by the CC/civilian director under the SRP and either 13 months or less remain before original expiration of service, or service members serving on an extension of enlistment. (Do not separate Service members with this RE code.)	1Q
7	First Term Airmen/Guardian selected for reenlistment under the SRP. (See notes) (Do not separate service members with this RE code.) (See Note 2)	1R
8	ANG and AFR service members serving on voluntary or involuntary extended active duty. (These service members are eligible to request enlistment in the RegAF/USSF only and apply IAW DAFMAN 36-2032. Enlistment requests come through AFPC Enlisted Accessions for approval.)	1T
9	ANG/AFR service members serving on a STAT Tour – Eligible IAW ANG/AFR program only (ANG Stat Tour)	1S
<p>Notes:</p> <ol style="list-style-type: none"> 1. Refer to paragraph 5.11.9 to determine applicable RE code for FTA/FTG selected for programs leading to an Air Force commission. 2. Refer to paragraph 2.6.6 and Table 5.4 for service members who receive early SRP consideration for separation. 3. RE code 1A will not be updated on FTA/FTG. 		

Table 5.3. Conditions Barring Immediate Reenlistment (RE-2 Series).

ITEM	A	B
	A service member is ineligible to reenlist in the RegAF/USSF and, unless specifically authorized by paragraph 6.6.5 or Table 6.2, not authorized to extend enlistment under any of the following conditions:	RE status code entry in MilPDS is
1	AFPC denied reenlistment. (Reserved for AFPC use only.)	2A
2	Separated with a general or under-other-than-honorable-conditions discharge.	2B
3	Involuntarily separated with an honorable discharge; or entry level separation without characterization of service.	2C
4	Returned prisoner with less than six months of service since return to duty. See Note 1 .	2D
5	Serving a period of probation and rehabilitation. See Note 1 .	2E
6	Undergoing, or separated while undergoing rehabilitation in a DoD regional confinement facility under the direction of AFSFC/SFSC. See Note 1 .	2F
7	Participating in or failed the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program for drugs or has failed to complete the ADAPT program. This code remains valid until the service member completes the program or the CC/civilian director removes the ineligibility condition for a service member in the aftercare program.	2G

8	Participating in the ADAPT program for alcohol or has failed to complete the program. This code remains valid until the service member completes the program or the CC/civilian director removes the ineligibility condition for a service member in the aftercare program. Do not assign this code for self-identified service members unless the member fails the program.	2H
9	Non-US citizen serving on initial enlistment. Refer to paragraph 5.11.13 .	2I
10	Under investigation by military or civilian authority, in which the outcome may result in discharge or court-martial. Do not separate service members with this RE code. See Note 1 .	2J
11	Has been formally notified by the CC/civilian director of initiation of involuntary separation action. See Notes 1 and 2 .	2K
12	Civilian criminal court charges pending for an offense for which the Manual for Courts-Martial authorizes confinement for the same or most closely related offense, or court-martial charges have been preferred, or court-martial action is under appellate review.	2L
13	Serving a sentence or suspended sentence of court-martial; or separated while serving a sentence or suspended sentence of court-martial.	2M
14	Conscientious Objector whose religious convictions preclude unrestricted assignment. Update this RE code when the service member requests separation or is discharged for this reason. See Note 1 .	2N
15	Absent without leave; deserter or dropped from rolls.	2P
16	Personnel medically retired or discharged.	2Q
17	Service member is within 23 months of 62nd birthday, completed at least 18 years, one month of TAFMS, and 13 months or less remain until DOS. See Notes 1 and 2 .	2R
18	Service member is within 23 months of 62nd birthday, completed at least 18 years, one month of TAFMS, and more than 13 months remain until DOS. See Notes 1 and 2 .	2S
19	Service member possesses an HYT date of at least 20 years TAFMS, is within 23 months of HYT date, and 13 months or less remain until DOS. See Notes 1 and 2 .	2T
20	Service member possesses an HYT date of at least 20 years TAFMS, is within 23 months of HYT date, and more than 13 months remaining until DOS. See Notes 1 and 2 .	2U
21	Applied for retirement or retirement has been approved.	2V
22	Retired and recalled to RegAF/USSF.	2W
23	Service member non-selected for reenlistment (See Note 1); or service members in the NCO Career Status Program non-selected for continued service. See Note 3 .	2X

Notes:

1. Refer to **Table 6.2** to determine the service member's eligibility to request an extension of the current enlistment.

<p>2. MPF must initiate a request via current processing procedure to AFPC Classifications. (T-1) Include all pertinent documentation in the case file.</p> <p>3. Service members denied continued service are separated no later than the last day of the month in which the service member's current HYT falls, unless demoted; or if eligible, may request to retire.</p>

Table 5.4. Conditions Barring Immediate Reenlistment (RE-3 Series).

ITEM	A	B
	A service member is ineligible for immediate reenlistment (within 24 hours after separation), but eligible for prior service enlistment with an approved waiver (provided the service member is otherwise qualified) under any of the following conditions (See Notes).	RE status code entry in MilPDS is
1	FTA/FTG who separates before completing 36 months (60 months for a 6-year enlistee) on current enlistment and who has no known disqualifying factors or ineligibility conditions except grade, skill level, and insufficient TAFMS (Refer to paragraph 2.6).	3A
2	First Term, non-prior service, female service members who enlisted into the Air Force/Space Force and it was later discovered they were pregnant before their enlistment and were immediately discharged.	
3	First Term service members "involuntarily separated" (entry-level) for inability to satisfactorily progress in a required training program without characterization of service; or a First-Term service member "involuntarily separated" for failure to progress in military training required to be qualified for service with the Air Force/Space Force or for performance of primary duties; or Prior service members involuntarily separated for failure to progress in military training required to be qualified for service with the Air Force/Space Force or for performance of primary duties. (See Note 3)	
4	First Term service members in technical training for Air Force/Space Force specialties that have a self-initiated elimination (SIE) option, who withdraw their volunteer status or who are physically unable to pass a component of training during their initial course of entry (COIE).	
5	First Term, Second Term or Career service members who was ineligible to reenlist (Table 5.3, Table 5.4, or Table 5.5), the ineligibility condition no longer exists, and the service member requires SRP consideration or reconsideration. (DAF Form 418 is completed.) (Do not separate service members with this RE code.)	3B
6	FTA/FTG not yet considered under the SRP. Remove this code from MilPDS when service members are selected or non-selected for reenlistment or become ineligible for reenlistment). (Do not separate service members with this RE code.)	3C
7	Second Term or Career service members who refused to get PCS or TDY assignment retainability, to include declining retainability for a deployment.	3D

8	Second Term or Career service members who refused to get retainability for training or retraining, or who declined to attend training or retraining.	3E
9	Service members selected for non-retention by Air Force or Space Force Enlisted Retention Board.	3F
10	FTA/FTG selected under SRP, but not awarded/selected for CJR and removed from eligibility.	3I
11	Reserved for use by AFPC or the Air Force Board for Correction of Military Records when no other reenlistment eligibility code applies or is appropriate.	3K
12	Service members selected for non-retention by Air Force or Space Force Quality Force Review Board.	3Q
13	Separated with Special Separation Benefit.	3S
14	Separated with Voluntary Separation Incentive or separated under Enlisted Voluntary Separation Pay Program.	3V
<p>Notes:</p> <ol style="list-style-type: none"> 1. Unless specifically authorized by paragraph 6.6.5, or Table 6.2, Service members serving in these RE codes cannot extend their enlistments. 2. Service members who does not possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D cannot extend under rules 11, 13, and 14. 3. Service members who are discharged due to a medical injury occurring in Basic Military/Technical Training who are unable to continue in a training program due to those injuries may be considered under this RE code, provided no other condition applies. 		

Table 5.5. Conditions Barring Immediate Reenlistment (RE-4 Series).

ITEM	A	B
	A service member is ineligible to reenlist in the Air Force/Space Force and, unless specifically authorized by paragraph 6.5 or Table 6.2 , is not authorized to reenlist under any of the following conditions:	RE status code entry in MilPDS is
1	Separated for hardship or dependency reasons. (See Note 1)	4A
2	Separated for concealment of juvenile records, minority, failure to meet physical standards for enlistment, failure to attain a 9.0 reading grade level as measured by the Air Force/Space Force Reading Abilities Test, or void enlistments.	4C
3	Grade is E-4, completed at least 9 years TAFMS, but fewer than 16 years TAFMS and is not currently selected for promotion to E-5.	4D
4	4 year enlistee and grade is E-3 (with less than 12 months' time in grade) or below and service members completed 31 or more months, if a FTA/FTG; or 6 year Enlistee and grade is below E-4 and has completed 55 or more months, if a FTA/FTG; or Second Term/Career service member and grade is E-3 or below and has less than 16 years of TAFMS. (See Notes 2, 3, and 4)	4E
5	Five or more days lost time during current enlistment. (Service members with 5 or more calendar days lost time are not eligible to	4F

	reenlist unless they receive an approved waiver according to Table 5.6 . (See Notes 2 and 3)	
6	<p>No AFSC/SFSC skill level commensurate with grade (See Notes 3 and 5).</p> <p>Update this code on First Term service members upon completing 31 months (4-year enlistee) or 55 months (6-year enlistee) on current enlistment who does not possess a skill level commensurate with grade in an awarded AFSC/SFSC (CAFSC/CSFSC, 2AFSC/2SFSC, 3AFSC/3SFSC or 4AFSC/4SFSC). First Term service members must possess an AFSC/SFSC at the 3-skill level. (T-1)</p> <p>Second Term and Career service members serving in the grade of E-4 or E-5 must possess an AFSC/SFSC at the 5-skill level (3-skill level when no 5-skill level exists). (T-1)</p> <p>Second Term and Career service members serving in the grade of E-6 or E-7 must possess an AFSC/SFSC at the 7-skill level. Second Term and Career service members serving in the grade of E-8 or E-9 must possess an AFSC/SFSC with at least a 9-skill level. Service members serving in Reporting Identifiers (except 9A000, 9A100, 9A200, 9A300, 9A400, 9A500, 9JXXX, or 9TXXX) or Special Duty Identifiers are considered to possess an AFSC/SFSC skill level commensurate with grade. (T-1)</p>	4G
7	Serving suspended punishment pursuant to Article 15, UCMJ. (See Note 3)	4H
8	Serving on the Control Roster (See Note 3)	4I
9	Received Unsatisfactory fitness assessment (Reference DAFMAN 36-2905 and see Note 3 .)	4J
10	Service member is pending evaluation by Medical Evaluation Board / Physical Evaluation Board. (Refer to paragraph 5.11.14.2)	4K
11	Separated commissioning program eliminee Officer Training School, Airman Education and Commissioning Program and so on.	4L
12	Air Force or Space Force breach of enlistment/reenlistment agreement.	4M
13	Convicted by civilian authorities. (Service member remains ineligible for length of the maximum allowable Manual for Courts Martial confinement for the same or most closely related offense.)	4N
<p>Notes:</p> <ol style="list-style-type: none"> 1. This code does not apply to service members separated for the sole reason of pregnancy. 2. Service members who do not possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D cannot extend under Table 6.2, Rules 11, 12, and 13. 3. Service members may be eligible to request an extension of enlistment. 		

<p>4. Update this code on FTA/FTG (4-year enlistee) who has completed 31 months on current enlistment, is serving in the grade of E-3 and has less than 12 months' time in grade (refer to paragraph 5.11.1) and no other higher priority ineligibility factor exists. Update this code on FTA/FTG (6-year enlistee) who has completed 55 months on current enlistment and does not hold the grade of E-4.</p> <p>5. Update this code on FTA/FTG upon completing 31 months (4-year enlistee) or 55 months (6-year enlistee) on current enlistment who does not possess a skill level commensurate with grade in an awarded AFSC/SFSC (CAFSC/CSFSC, 2AFSC/2SFSC, 3AFSC/3SFSC or 4AFSC/4SFSC). FTA/FTG must possess an AFSC/SFSC at the 3-skill level. (T-1) Second Term and Career service members serving in the grade of E-4 or E-5 must possess an AFSC/SFSC at the 5-skill level (3-skill level when no 5-skill level exists). (T-1) Second Term and Career service members serving in the grade of E-6 or E-7 must possess an AFSC/SFSC at the 7-skill level. (T-1) Second Term and Career service members serving in the grade of E-8 or E-9 must possess an AFSC/SFSC with at least a 9-skill level. (T-1) Service members serving in RI (except 9A000, 9A100, 9A200, 9A300, 9JXXX, or 9TXXX) or Special Duty Identifiers are considered to possess an AFSC/SFSC skill level commensurate with grade. (T-1)</p>

Table 5.6. Conditions Requiring a Waiver to Reenlist.

ITEM	A	B
	If the service member is ineligible to reenlist due to:	The service member may request a waiver from the CC/civilian director (except for rule 6) to reenlist provided the service member is otherwise eligible and is:
1	five or more days lost during current enlistment (Table 5.5 item 5);	not using this waiver provision for the purpose of separation (See Notes 1, 2, 3, 4 and refer to paragraph 5.11.16).
2	pending Medical Evaluation Board / Physical Evaluation Board	<p>A service member in an SRB AFSC/SFSC (to include service members on a NCO CSP contract requesting a SRB) may request a waiver through their CC/civilian director. AF/A1 or SF/S1 is final approval. Service members may initiate the request 6 months prior to DOS (See Notes 1, 2, 3, and 5).</p> <p>A service member in a non-SRB AFSC/SFSC may request waiver through their CC/civilian director. (See Notes 1, 2, and 3).</p>
3	receiving a PCS assignment that requires the service member to reenlist immediately following completion of technical school retraining;	a FTA/FTG who is unable to extend to qualify for the assignment. (The CC, MPF at the technical training location is the approval authority for this waiver [See Note 2].)
4	civilian criminal court conviction (Table 5.5 item 13);	a First Term, Second Term, or Career service member (See Notes 1, 2, 3, 4 , and refer to paragraph 5.11.16).

5	Service members disqualified from their AFSC/SFSC and in RI 9A000, 9A100, 9A200 or 9A300 and previously held RE code of 4G;	selected and approved for retraining or special duty (See Notes 1, 2, 3 , and refer to paragraph 5.11.14.3)
6	insufficient grade/ time in grade as a First Term service member and in RE code 4E	The CC/civilian director may request a waiver to extend the service member to meet grade/time in grade requirements to reenlist through their respective group/delta/Garrison CC (or equivalent) to AFPC/DP3SA. Submit these requests as outlined in myFSS. When approved by the group CC, AFPC/DP3SA will outline the number of months these service members are extended to meet reenlistment eligibility. (See Note 6.)

Notes:

1. The MPF documents the waiver requirement on the DAF Form 901. CC/civilian director must submit written approval of the waiver condition to the MPF and sign the DAF Form 901 when waivers are approved. Update RE code 1A in MilPDS before executing the reenlistment. RE code 1A is only applicable to FTA/USSF FTG who previously had an approved CJR and the CJR was later suspended. RegAF FTA/USSF FTG who did not receive an approved CJR during their CJR window are ineligible to request a CJR while holding RE code 1A and, therefore, cannot reenlist. Remove RE code 1A from MilPDS immediately following update of the extension or immediately following the Airman's/Guardian's reenlistment (refer to **paragraph 4.16**) and update to a more applicable RE code. **(T-1)**
2. Service members must meet all other eligibility requirements for reenlistment. **(T-1)**
3. All reenlistment ineligibility conditions must be waived by the CC/civilian director in order to allow a service member to reenlist. The CC/civilian director may waive two or more ineligibility conditions concurrently on the same form. **(T-1)** However, if there is an ineligibility condition for which there is no waiver provision, the CC/civilian director cannot grant a waiver.
4. A service member who has lost time or has been in confinement is not eligible to reenlist until their lost time has been computed and corrected.
5. To qualify, the service member must be currently performing in the SRB skills (C/DAFSC or C/DSFSC), not be assigned in a patient status (9P000), medical condition is stable as determined by medical authorities and otherwise be eligible to reenlist. The service member/CC/civilian director will submit the following documents to the MPF: **(T-1)**
 - a. CC/civilian director recommendation: Certifying the service member is performing duties within the AFSC/SFSC and specify any duties the service member is unable to perform (if applicable).
 - b. Primary Care Manager: Assess the service members capabilities and limitations with respect to performing core task within his/her AFSC/SFSC, state whether the service member's condition is stable and prognosis for continued improvement.
 - c. Provide Business Case Analysis: Describe how the service members utilization within

the AFSC/SFSC fills valid Unit Manning Document requirement and benefits the overall community.

d. Waiver processing procedures: Only for service members pending Medical Evaluation/Physical Evaluation Boards and Selective Retention Bonus entitled service members, the MPF will review the case file for completeness and return all incomplete requests to the unit. **(T-1)** Complete case files will be forwarded to AFPC/DP3SA via current processing procedures. AFPC/DP3SA will review for completeness and forwards to AF/A1 or SF/S1. **(T-1)** AF/A1 or SF/S1 will obtain Functional Manager and Career Field Manager recommendation and obtain AF/A1 or SF/S1 review and final determination. AF/A1 or SF/S1 notifies appropriate parties of the final decision. The MPF will advise the unit CC/civilian director on the final decision. **(T-3)** If approved to reenlist through the waiver process, the RE code 4K will be temporarily removed to allow update of the reenlistment, but the MPF will re-update the RE code to 4K once the reenlistment updates. **(T-1) (Note:** In all cases, service members will retain the RE code 4K until medically cleared for duty.)

6. AFPC/DP3SA will approve/outline the number of months required to meet grade/time in grade requirements plus 30 days. Service members in RE code approved by their respective group, delta, Garrison CC (or equivalent) are not reenlisted and will remain in RE code 4E until that condition no longer exists at which time they may reenlist, if eligible.

Table 5.7. Terms of Reenlistment.

R U L E	If the service member is eligible to reenlist IAW paragraph 5.11.1 and has: (See all notes below)	And has the following remaining obligated service	And can reenlist with the remaining obligated service without exceeding HYT plus 30 days for	Then the authorized Term of Reenlistment in whole years is
1	less than 12 years of service on date of discharge.	24 months or less	four, five, or six years	four, five, or six plus the remaining obligated service months. See Notes 1-5.
		25 – 48 months	four or five years	four or five plus the remaining obligated service months. See Notes 1-5.
2	at least 12 years of service on discharge date are reenlisted to the HYT	N/A	N/A	Unspecified.

Notes:

1. Service members must meet conditions authorizing reenlistment in **paragraph 5.11.1** and **Table 5.2.** **(T-1)**

<p>2. Current obligated service determines how many years the service member is authorized to reenlist. Obligated service is added to the number of years reenlisting. The combination cannot exceed eight years (96 months).</p> <p>3. Current HYT rules apply. If the service member is HYT restricted, then the service member must reenlist for two or three years, whichever is higher, plus remaining obligated service.</p> <p>4. All service members reenlist IAW rules 1-2 above and may later extend as needed to reach HYT plus one month per Table 6.2, Rule 27 (separation) or Table 6.2, Rule 4 (retirement). Paragraph 5.11.3 applies.</p> <p>5. Service members must reenlist the minimum number of years allowed (plus the obligated service); not to exceed HYT plus one month. (T-1)</p>

Table 5.8. Disposition of Reenlistment/Extension Documents.

ITEM	A	B	C
	Form or Document	Total Number of Copies	Disposition
1	DD Form 4	3	Original--forward within 5 days of reenlistment date (Block 5) to AFPC/DP3SA as outlined in myFSS. Note: Remove all extraneous documents except waiver memorandums. 1st copy—service member’s copy. 2nd copy--MPF copy.
2	DAF Form 901	3	Attach to the corresponding copies of the DD Form 4 and follow the instructions outlined in item 1.
3	Correspondence concerning waiver or special authorization to reenlist	3	Attach to the corresponding copies of the new DD Form 4 and follow the disposition instructions outlined in item 1.
4	Statement authorizing retention on active duty for the purpose of medical examination	1	Destroy after the service member reenlists. (as directed by the RDS)
5	DAF Form 418	3	Original--forward within 5 days to AFPC/DP3SA as outlined in myFSS: 1st copy--CC/civilian director’s copy. 2nd copy—Service members copy

			(as directed by the RDS)
6	Approved correspondence authorizing CJR, Table 3.1, Note 2.	2	Original--MPF copy. Destroy when the service member reenlists
7	DAF Form 1089, if applicable	2	Original--Attach to the corresponding copies of the DD Form 4 or DAF Form 1411, if first extension of enlistment and follow the instructions outlined in item 1. See paragraph 6.3. 1st copy--MPF copy. 2nd copy—Service members copy.
8	DAF Form 1411	3	Original--forward within 5 days of extension date (Section X, Section VX, or Section V1, if required) to AFPC/DP3SA as outlined in myFSS: 1st copy--MPF copy. 2nd copy—Service members copy.
9	DAF Form 1411-1		Original – forward within 5 days of extension cancellation (Section II, or Section IIIX, or Section XV, if required) to AFPC/DP3SA as outlined in myFSS: 1st copy – MPF copy 2nd copy – Service members copy

Chapter 6

EXTENSIONS OF ENLISTMENT [REGAF/USSF ONLY]

6.1. General Information. Under certain circumstances, a service member's current enlistment period may be voluntarily extended when requested by the service member. The service member chooses their retainability method (extension or reenlistment) when eligible. CCs/civilian directors may not deny an extension of enlistment authorized in [Table 6.2](#) in favor of or direct a reenlistment in-lieu of extending. This chapter outlines the policies and procedures that affect extension of enlistment for all RegAF Airmen and USSF Guardians.

6.2. Extension Limitations.

6.2.1. The MPF will limit extensions to the minimum number of months needed to achieve the intended purpose. Service members extend in whole month periods only. Only service members in SRB AFSCs/SFSCs may extend for 36 or up to 48 months in one increment to qualify for an authorized SRB even though less retainability is required as outlined in [paragraph 6.6.4.1](#) or when authorized by Air Force/Space Force Policy. When enlistments or reenlistments begin on the first day of a month, the extended DOS is always the last day of the month. (Example: If a service member's DOE is 1 May, and the DOS is 30 April, then a 1-month extension would result in a 31 May DOS.) **(T-1)**

6.2.2. Voluntary extensions for all service members are limited to a maximum of 48 months per enlistment (10 USC § 509). This cannot be waived. **(T-0)**

6.3. Leave Settlement. Service members may sell leave only upon entry into the first voluntary extension of their current enlistment.

6.3.1. Leave is sold once service member enters the extension. If the service member enters the extension in a different Fiscal Year from when they signed the form, ensure the service member understands leave may be lost. Service members cannot sell leave if they have already sold 60 days in their career or are entering a second or subsequent extension of enlistment. The service members base pay on ETS determines the payment. Service members document their election on the DAF Form 1411. Service members may change their leave settlement elections at any time prior to the 10 day calendar period of the effective date of entry into the extension of enlistment on an DAF Form 1089. MPF refers to the guidance located in myFSS for Defense Joint Military Pay System-Active Component update instructions.

6.3.2. The MPF must verify the service members SRB eligibility and leave election as documented on the DAF Form 1411 or DAF Form 1089, if applicable before processing/reporting the extension transaction. **(T-1)**

6.4. Erroneous Extension Documents. Also refer to [paragraph 5.9](#) as this applies to this section as well. This paragraph applies to the DAF Form 1411 and DAF Form 1411-1. Only AFPC/DP3SA can authorize correction of contractual errors.

6.4.1. Contractual Errors. Service members not authorized to extend or in violation of this DAFI (no CJR [when in constrained skills], ineligible RE code, etc.) will have their contract voided. The service member must reenlist/extend (if eligible) as established by AFPC/DP3SA. If not, AFPC/DP3SA will take actions as needed to cover any gaps of service (if required) and establish an immediate DOS as needed.

6.4.2. Administrative Errors. MPF may correct administrative errors discovered on the DAF Form 1411 or DAF Form 1411-1, if the service member and the Air Force/Space Force agree. However, any documents submitted with an unauthorized/erroneous SRB will require the document(s) to be reaccomplished. (**Note:** When a service member refuses to initial/sign the corrected DAF Form 1411, removing the SRB in the event it is deleted from the list, the MPF will document the DAF Form 1411 by entering the following statement on the reverse: “(Grade, name, DoD ID number of service member) has refused to sign this document acknowledging and confirming his or her ineligibility for the bonus.”) (**T-1**) Any erroneously awarded bonus will be terminated and recouped. If corrections were made on the forms, stamp “CORRECTED COPY” in the upper margin of the corrected pages and make a photocopy of the corrected forms for the service member. The MPF corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and distributes the documents IAW [Table 5.8](#). Only AFPC Retentions can authorize correction of administrative errors of extension months.

6.4.2.1. AFPC/DP3SA will direct the DAF Form 1411 be corrected to reflect the authorized SRB in cases where an SRB was not properly documented on the contract and the service members executed a qualifying extension or direct an unauthorized SRB entitlement be removed from the DAF Form 1411. (**T-1**) See [paragraph 6.4.2](#). **Note:** Administrative correction in these section(s) will not constitute a new extension of enlistment of SRB entitlement. AFPC/DP3SA will take actions as needed to cover any gaps of service and establish an immediate DOS when service members refuse to correct, sign the corrected DAF Form 1411.

6.4.2.2. The service members initial each correction. When correcting the ARMS copy of the DAF Form 1411/1411-1, type “Corrected Copy” in the upper margin of the DAF Form 1411/1411-1, make a photocopy of the corrected DAF Form 1411/1411-1 and comply with the disposition instructions in [Table 5.8](#) and the RDS located in the AFRIMS.

6.4.3. Correcting administrative errors on contracts returned for correction: The MPF retrieves the ARMS copy and makes appropriate corrections to the form.

6.4.4. The service member initials each correction. Type “CORRECTED COPY” in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [Table 5.8](#).

6.4.5. Do not make corrections to the form stamped “DO NOT CORRECT THIS COPY” unless there is no ARMS copy, and the service member does not have a copy.

6.4.6. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [Table 5.8](#).

6.4.7. Do not reaccomplish the DAF Form 1411/1411-1 unless there is no ARMS copy, and the service member does not have a copy.

6.4.8. If the missing contract is reaccomplished, cite “Reconstructed Extension” in Remarks section XIV of the DAF Form 1411. The form is dated using the current date and signed by the service member’s current CC/civilian director. Make a photocopy of the reconstructed extension and comply with the disposition instructions in [Table 5.8](#). **Note:** CCs or civilian directors may not refuse to re-accomplish these documents or deny reenlistment. (**T-1**) If the

service member refuses to complete the “Reconstructed Extension” contract, AFPC/DP3SA will take actions as needed to cover any gaps of service and establish an immediate DOS. (T-1)

6.4.9. The MPF sends the corrected/reconstructed copy IAW [Table 5.8](#), corrects MilPDS, verifies AFPC OL files and takes appropriate action if needed, and Defense Joint Military Pay System-Active Component as appropriate.

6.5. Extension Cancellation.

6.5.1. Use DAF Form 1411-1 to document all authorized cancellations of extensions. Other reasons may preclude cancellation of an extension and are processed according to paragraph [6.5.1.1 – 6.5.1.1.6](#) (**Note:** RE code 4K Airmen/Guardians later cleared may cancel if not entered or reenlist immediately with obligated service waived, if entered.)

6.5.1.1. Extensions may not be cancelled if:

6.5.1.1.1. The service member has entered the extension.

6.5.1.1.2. The service member extended under [Table 6.2.](#), Rule 23, 25, 28b, 28c, 28d or 29 (**Exception:** If the service member extended as a nominee for the 12 Outstanding Airmen/Guardian of the Year and not selected [Rule 28b]).

6.5.1.1.3. The service member extended for elective surgery.

6.5.1.1.4. The duration of the obligation is changed by the Air Force or Space Force. (Example: Service member extended for a 4 year controlled tour and after arrival, the controlled tour is changed to a 3 year tour.)

6.5.1.1.5. The service member extended for an assignment, or the service member extended for an assignment and departed for that (or any other) location (to include to accept retraining or a special duty).

6.5.1.1.6. This does not preclude early separation if service member applies for voluntary separation or is involuntarily discharged.

6.5.2. The CC/civilian director may within 30 calendar days request extension cancellation if a reenlistment ineligibility condition in [Table 5.3](#) and/or [Table 5.5](#) causes cancellation of the reasons for which a service member extended. Requests for extension cancellation after the 30 calendar day period are denied by the MPF and are not to be forwarded to AFPC/DP3SA for consideration. (**Note:** CCs/civilian directors cannot request extension cancellation if the affected service member is a lengthy-service service member [refer to [paragraph 6.6.3](#)], the extension reasons were fulfilled or still exist, or the service member extended according to [Table 6.2.](#), Rules 17 through 24.)

6.5.2.1. The CC/civilian director notifies the service member, in writing, of their intent to request extension cancellation, and advises the service member they may submit a statement on their own behalf within 5 workdays of acknowledgment. The CC completes DAF Form 1411-1, attaches their intent letter and the service members statement, and sends the documents to the Chief, MPF for approval or disapproval.

6.5.2.2. If the Chief, MPF or designated Service representative approves the extension cancellation, and completes DAF Form 1411-1:

6.5.2.2.1. The MPF attaches any supporting documentation to the ARMS copy of DAF Form 1411-1, deletes the extensions from MilPDS once finalized, and verifies AFPC OL files (take appropriate action if needed). The MPF then sends the service member copies of the DAF Form 1411-1 and the initial notification letter to the CC.

6.5.2.2.2. The CC/civilian director ensures service member indorses the initial notification letter, acknowledging receipt of the decision and that an appeal may be submitted IAW [paragraph 6.6.11](#) and disposes of the forms according to [Table 5.8](#). The CC/civilian director ensures the service members documents appeal intent before returning the letter to the MPF for processing according to [paragraph 6.6.11](#).

6.5.2.3. The Chief, MPF disapproves extension cancellation request by completing DAF Form 1411-1 and enters their rationale in the remarks section:

6.5.2.3.1. The MPF sends the service members copy of the DAF Form 1411-1 and the initial notification letter to the CC/civilian director and suspense's the remaining copies of the forms pending receipt of the service members acknowledgment.

6.5.2.3.2. The CC/civilian director ensures the service member endorses the initial notification letter, acknowledging receipt of the decision, and returns the letter to the MPF.

6.5.2.3.3. The MPF attaches the letter to the ARMS copy of DAF Form 1411-1 and disposes of the forms according to [Table 5.8](#).

6.5.3. Service members may request extension cancellation to immediately reenlist due to unusual circumstances, other reasons for cancellation were inappropriate, and fulfilling the extension would result in an injustice. The service members may request extension cancellation under this provision only when the extension has not been executed. The service member will submit a written request outlining the unusual circumstances, or other reasons for cancellation, with a recommendation from the CC/civilian director to the MPF for processing to AFPC/DP3SA determination. When approved by AFPC/DP3SA, the MPF and member's CC/civilian director ensures the extension cancellation and reenlistment occur on the same day. (**Note:** Non-receipt of a Retention Bonus is not an injustice.)

6.5.3.1. The MPF assists the service member in completing DAF Form 1411-1, Section II and suspense's the form pending final action, when approved. Refer to [paragraph 6.6.8](#) for general processing instructions. Chief, MPF may disapprove the request, but AFPC/DP3SA (for RegAF Airmen and USSF Guardians) is the approval authority.

6.5.3.2. The MPF completes DAF Form 1411-1 to document approval or disapproval, attaches copies of the correspondence to each copy of the DAF Form 1411-1, and disposes of the form according to [Table 5.8](#). MPF deletes extension from MilPDS as appropriate.

6.5.4. The service members may request cancellation of extensions initiated according to [Table 6.2.](#), Rules 12 through 16, if the reason for the extension was cancelled, or no longer exist. Service members must request cancellation no later than 30 calendar days following notification that the original reason for the extension was cancelled or no longer exists. CC/civilian director coordination is not required. The USAF/USSF considers failure to cancel the extensions within this time period as willingness on the part of the service member to serve out the extension. (Example: A service member extended to qualify for a CONUS PCS

assignment but was notified of assignment cancellation before entry into the extension. The service member must submit the cancellation request within 30 calendar days of assignment cancellation notification.) **(T-1)** **(Note:** Requests for extension cancellation after the 30 calendar day period are denied by the MPF and are not to be forwarded to AFPC/DP3SA for consideration; however, the service member may petition the Air Force Board for Correction of Military Records for relief). **Exception:** Service members on their initial enlistment contract who require retainability to PCS to their career field three-level awarding training course may have their additional retainability/service obligation obtained for the PCS waived for immediate reenlistment within 30 days of class graduation.

6.5.4.1. The MPF enters the authority for cancellation and a brief explanation in the remarks section of the DAF Form 1411-1 as follows: "Assignment cancelled per AFPC Assignment Notification, dated 15 Jun 2015."

6.5.4.2. When service members request extension cancellation IAW [paragraph 6.6.5.4](#), the MPF will complete the DAF Form 1411-1 without referral to the CC. **(T-1)**

6.5.5. When an existing extension (not yet entered) is subject to cancellation according to paragraphs [6.6.5.2](#) or [6.6.5.3](#) and is to be replaced by an extension of a shorter duration, MPF administratively corrects the contract after coordination with AFPC/DP3SA.

6.5.6. FTA/FTG/NCORP retrainees may request cancellation IAW [paragraph 5.11.4](#) of this DAFI.

6.6. Extension Approval Authority. Service members must be eligible and have a service-directed reason as outlined in [Table 6.2](#) in order to extend. **(T-0)** **Note:** Extending for the sole purpose to participate in the Skillbridge program is not allowed. AFPC/DP3SA reserves the authority approve extensions of enlistment under [Table 6.2.](#), Rule 28d. Service members requesting to extend per paragraphs [4.4.6](#) or [5.11.14.3.1](#) may be approved by AFPC/DP3SA, or AFPC/DP3SA may approve an extension when circumstances warrant approval (e.g., out processing) under [Table 6.2.](#), Rule 28d. See [paragraph 6.6.8](#). Otherwise, MPF officials will resolve all extension and extension cancellation requests. **(T-1)** An extension is considered executed once the service member has been approved and both the service member and CC/civilian director sign the DAF Form 1411.

6.6.1. The Chief, MPF or their designated Service representatives approve or disapprove extension or extension cancellation requests (DAF Form 1411/1411-1). Designated representatives must be an E6, GS-06 or above and assigned to the MPF or GSU personnel function. Personnel assigned to the AFPC/DP3SA function and in the grade of E6, GS-06 or above may authenticate. The MPF ensures the CC on G-series orders or civilian director documents their recommendation on the DAF Form 1411. **(T-2)**

6.6.1.1. Personnel specified in [paragraph 6.6.1](#) will review extensions executed and act as the service representative for the extension of enlistment and validate/confirm eligibility/entitlements. **(T-1)**

6.6.1.2. If deployment occurs, MPF updates these extensions in MilPDS and distributes the forms according to [Table 5.8](#). If deployment does not occur, MPF destroys the DAF Form 1411 (as directed in the RDS). **(Note:** Do not update extensions in MilPDS produced for the sole purpose of a base exercise.)

6.6.2. Extension Limitations.

6.6.2.1. In the event AFSCs/SFSCs are constrained, AF/A1 or SF/S1 may limit FTA/FTG extensions to a specified period (10 USC § 509). (**Note:** Otherwise, there is no limit to the number of valid extensions, provided the combined total number of extension months do not exceed 48 months per enlistment. Involuntary extensions [for example, extensions for Stop-Loss and administrative/disciplinary hold] do not count towards the maximum number of months a service member can extend.) See [paragraph 6.6.12.1](#).

6.6.2.2. Refer to [paragraph 6.6.9](#) for information on HYT and age 62 extension restrictions.

6.6.2.3. The MPF will not authorize service members to cancel a previously approved extension for the purpose of combining it with additional extensions, to reenlist rather than extend, or to enhance SRB entitlements. Likewise, the MPF will not combine extensions to qualify service members for an SRB. **(T-1)**

6.6.3. Extensions for Lengthy-Service service members. [Attachment 1](#) contains the definition of lengthy-service service member. Refer to 10 USC § 1176(a) for background information.

6.6.3.1. The extension approval authorities specified in [paragraph 6.6.1](#) will not deny extensions requested by lengthy-service service members if the extension period does not exceed 20 years, 1 month of TAFMS, and the service member is otherwise eligible for the extension. This restriction applies even if the requested DOS does not permit the service member to complete 20 years TAFMS. (Example: If a lengthy-service service member will complete 18 years, 6 months on DOS, and requests a 4-month extension to obtain a passing fitness score, approval authorities cannot deny the extension request.) **(T-1)**

6.6.3.2. CCs/civilian directors may not request extension cancellation if the affected service member is a lengthy-service service member (refer to [paragraph 6.5.1](#)). The MPF returns request to CC/civilian director without taking further action.

6.6.4. Extensions for Service-Directed Requirements. Service members may, if otherwise eligible, reenlist according to [Table 5.1](#), [5.2](#), and [5.7](#) or extend their enlistments according to [Table 6.2](#) for the minimum number of months required. Eligible service members serving in SRB skills, who hold a 3-skill level or higher in the SRB skill, may extend their enlistments in one increment for a minimum period of 36 months up to, and including, a maximum period of 48 months. Service members may use this provision only if they are extending according to [Table 6.2](#), Rules 12, 13, 14 and 29 and have not already extended for a total period of 12 or more months. Service members may use this extension option even if they require less retainability.

6.6.4.1. Service members qualify for an SRB entitlement on the day they sign the extension but do not receive the SRB payment until the day they enter the extension provided they remain qualified.

6.6.4.2. The MPF will review the current respective AF/USSF SRB skills list to ensure service members are serving in SRB skills (CAFSC/CSFSC and DAFSC/DSFSC) or when requesting extensions. **(T-3)** The day the service member enters an extension determines the SRB zone. (Example: If a service member extends while serving in the zone A

window, but will be in the zone B window on the day the extension is entered, the service member receives a zone B bonus if eligible according to **Table 4.1., Note 2.** The day the service member signs the extension determines the SRB multiple level. Future changes to the SRB skills list do not affect SRB entitlements.) (**Note:** The MPF must accurately review the current SRB authorization listing and accurately calculate the service members TAFMS to determine the SRB zone the service member will be in upon entering the zone.) **(T-1)**

6.6.4.3. Eligible for SRB and Electing not to Accept an SRB. The MPF will document SRB eligibility on the applicants DAF Form 1411. Service members eligible for an SRB on their eligible extension may elect not to accept the SRB designated for that reenlistment/extension. Service members who elect not to accept the SRB must complete the DAF Form 1411. The decision not to accept the SRB is irrevocable DAF Form 1411 has been approved by the CC/civilian director and accepted for reenlistment/extension of enlistment by the MPF representative. No exceptions will be considered. **(T-1)**

6.6.5. Extensions for Reenlistment-Ineligible service members. The MPF may approve extensions for reenlistment-ineligible service members as indicated below. (**Note:** MPF will not permit service members to extend while SRP reconsideration [RE code 3B] is pending.) **(T-1)** CCs must conduct SRP consideration within 30 days when the ineligibility condition no longer exists. **(T-1)** See Chapter 2 and 2.6.

6.6.5.1. Career service members ineligible to reenlist who hold RE codes 2R through 2U may request extensions provided they have not refused to obtain service-directed retainability or cancelled an extension for the purpose of separation.

6.6.5.2. FTA/FTG who have the RE code 3C who require additional retainability may request extensions if otherwise qualified. FTA/FTG do not need approved CJRs in order to extend, unless the AFSC/SFSC is constrained and prohibited from extending or if the USAF/USSF denied the service members a CJR IAW **paragraph 3.6.2.**

6.6.5.3. Reenlistment ineligible service members may only request extensions if ineligibility conditions allow for an extension in **Table 6.2.** For example, service members may not extend to obtain retainability for promotion under **Table 6.2,** rule 1, if RE code is 4J.

6.6.5.4. First term non-US citizens (RE code 2I) may request extensions to attain citizenship, provided they have already applied for citizenship and are within 120 days of their DOS. The requested extension period may not exceed their projected swear-in date plus 30 days, or 6 months, whichever is sooner. The MPF may authorize additional 6-month extensions as needed (not to exceed 48 months total). If citizenship is not granted prior to the end of the service members 48 cumulative extension months, waivers are not to be granted and the service members separates on their DOS.

6.6.5.5. Service members who appeal SRP non-selection (RE code 2X) may request extensions of enlistment to await the outcome. When the appeal authority is at the wing or below, the MPF approves extensions in one-month increments until the service members appeal is finalized. When the appeal authority is the SecAF (or designated representative), the MPF approves extensions in three-month increments until the service members appeal is finalized.

6.6.5.5.1. MPF must contact AFPC/DP3SA three months prior to expiration of service, if appeal is still being processed and member has already extended at least 45 months on current enlistment. **(T-1)**

6.6.5.5.2. Service members who have not entered the extension may request cancellation. The Airmen/Guardian must submit the cancellation request within 30 days of the appeal decision. **(T-1)**

6.6.5.6. Lengthy-service service members who are non-selected under the SRP may request extension of enlistment in order to obtain minimum retirement eligibility.

6.6.5.7. Service members ineligible due to 10 USC § 509 and ineligible to reenlist due to **Table 5.7**. Refer to **paragraph 5.11.3.4** for Constructive Reenlistment procedures.

6.6.6. Extensions for service members Medically Disqualified (Medical Hold). AFPC Medical Standards is the sole approval authority for Assignment Limitation Code - C, Medical Hold and non-emergent elective surgery during a RegAF/USSF service member's final six months of service. Medical Hold is a method of retaining a service member beyond an established retirement or separation date for reason of disability processing, for conditions when presumption of fitness does not apply. It is not used for the purpose of evaluating or treating chronic conditions, performing diagnostic studies, elective treatment of medical defects, non-emergent elective surgery or its subsequent convalescence. Extensions approved under this paragraph are subject to age, HYT and the maximum length limitations/restrictions. **(Note: CCs/civilian directors may not disapprove.)** See **paragraph 6.6.10.1**.

6.6.6.1. The MPF will:

6.6.6.1.1. Receive verification from AFPC Medical Standards outlining the number of months of the approved medical hold extension. **(T-1)**

6.6.6.1.2. Process the extension IAW current Air Force/Space Force procedures.

6.6.6.1.3. Service members cannot be forced to remain in service beyond their ETS. They must agree in writing to a medical hold and execute the DAF Form 1411. **(T-1)**

6.6.6.1.4. Service members extending under this rule may immediately reenlist once medically cleared and obligated service (Medical Hold portion) is waived.

6.6.6.1.5. Service members who have not entered the extension may request cancellation. The service member must submit the cancellation request within 30 days of the Medical Evaluation Board / Physical Evaluation Board return to duty adjudication. **(T-1)**

6.6.6.1.6. Service members extending under this rule and later removed from medical hold or who declines continued medical hold or Medical Evaluation Board / Physical Evaluation Board in writing have their DOS established by AFPC/DP3SA.

6.6.6.2. Service members in RE code 4K may voluntarily extend their enlistment under this DAFI when additional retainability is needed for promotion. **(Note: In all cases, service members will retain the RE code 4K until medically cleared for duty.) (T-1)** Limit extension period to a maximum of 24 months.

6.6.6.3. Limit pregnancy extensions (service member or spouse) to the minimum number of months required to establish a DOS of delivery date plus two months.

6.6.7. Extension Reasons. **Table 6.2** lists the approval conditions for voluntary extensions of enlistment.

6.6.7.1. MPF will not approve extensions requested for the purpose of:

6.6.7.1.1. Personal convenience or monetary advantage, except as specified under **Table 6.2.**, Rule 28b-d. **(T-1)**

6.6.7.1.2. Increasing bonus entitlement (not applicable to **paragraph 6.6.4.1**). **(T-1)**

6.6.7.1.3. Providing additional time to make a career decision or deferring separation to coincide with civilian plans. **(T-1)**

6.6.7.1.4. Applying for a CJR or requesting retraining consideration. **(T-1)**

6.6.8. How to Complete and Process Extension of Enlistment or Cancellation(s) of Extension of Enlistment Requests: The MPF uses DAF Form 1411 to document all extension and DAF Form 1411-1 to document extension cancellation requests.

6.6.8.1. The MPF verifies RE codes by MilPDS inquiry before initiating DAF Form 1411 and enters all appropriate data elements. The MPF ensures the requests comply with all general limitations and requirements.

6.6.8.2. The CC/civilian director makes recommendations by approving or denying and entering disapproval rationale in the appropriate section of the DAF Form 1411 or on a separate sheet and sends the form and any attachments to the MPF.

6.6.8.3. The MPF personnel identified in **paragraph 6.6.1** will take the following actions: **(T-1)**

6.6.8.3.1. The CC recommends approval of the extension by indicating their approval on the appropriate section of the DAF Form 1411. Refer to **paragraph 6.6.3** for restrictions concerning lengthy-service service members. The extension is approved/disapproved once the extension action has been updated in MilPDS. Update approved extensions in MilPDS (refer to the guidance located in myFSS), verify AFPC OL file (take appropriate action if needed), and comply with the disposition instructions in **Table 5.8** and refer to AFRIMS RDS Table 36-13 and Table 36-14 for disposition instructions.

6.6.8.3.2. When the CC recommends disapproval, the MPF will immediately notify the service member of extension disapproval and obtain the service members acknowledgement and appeal intent. **(Note:** Chief, MPF will approve request for lengthy service members as outlined by **paragraph 6.6.3**) **(T-1)**

6.6.8.3.3. Refer to **paragraph 6.6.11** for disapproved extension requests and comply with the disposition instructions in **Table 5.8**. Refer to AFRIMS RDS Table 36-13 and Table 36-14 for additional disposition guidance.

6.6.9. HYT and Age 62 Restrictions. The restrictions outlined in paragraph **5.11.11** and **5.11.11.1** also apply to extensions. Request for HYT adjustments, corrections, and/or waivers are sent to AFPC Retirements or AFPC Separations as outlined in myFSS. **(Note:** Under no circumstances can any reenlistment or extension exceed the service member's HYT plus 1 month, unless otherwise provided.)

6.6.9.1. Service members may extend to establish a DOS at their HYT plus 1 month or age 62, provided they are otherwise eligible and are within 2 years of their HYT plus 1 month or age 62 ([Table 6.2](#), rules 3 and 27).

6.6.9.2. Service members in the grade of E-6 who wish to serve 6 months' time-in-grade before HYT retirement may qualify for extensions according to [Table 6.2](#), rule 1.

6.6.9.3. First Term service members (4-year enlistees) extending under [paragraph 6.6.4](#) may extend their enlistments beyond their HYT plus 1 month if authorized to receive a zone A SRB and their new DOS will not exceed the last day of the month during which they complete 10 years TAFMS. See [paragraph 4.5](#) for additional eligibility criteria.

6.6.9.4. Service members with DOS that exceeds HYT due to demotion, etc. will have their DOS adjusted to match their new HYT date. Before beginning any separation package, consult DAFI 36-3211. The separation authority will withhold execution of a separation for any reason in the best interest of the Air Force/Space Force. **(T-1)**

6.6.10. Extension Counseling Requirements. Service members must initial or MPF mark the applicable statements on the DAF Form 1411. **(T-1)** Counselors must be assigned to the MPF or GSU personnel function. **(T-1)** Counselors explain each applicable item to the service member and complete the appropriate section of the DAF Form 1411. The Chief, MPF or designated Service representative authenticates the DAF Form 1411. **(T-1)**. The designated representatives must be a E6, GS-06, or above and assigned to the MPF or Geographically Separated Unit (GSU) personnel function to act as the service representative for the extension and validate/confirm eligibility/entitlements. Personnel assigned to the AFPC/DP3SA function and in the grade of E6, GS-6 or above may authenticate. **(T-2)**

6.6.10.1. Extension approval may be elevated to the next CC in the chain of command when the unit CC/civilian director is incapacitated or otherwise not available to render a decision or fails to render a decision.

6.6.11. Extension Appeal Processing. This paragraph applies to extensions and cancellation of extensions of enlistment (except extensions approved/disapproved by AFPC/DP3SA [Table 6.2, rule 28d]) which are disapproved or cancelled according to [paragraph 6.5](#).

6.6.11.1. The service members will acknowledge receipt of the disapproval of cancellation recommendation within 1 workday following receipt of the DAF Form 1411-1. **(T-1)** Service members also acknowledge that a written appeal may be submitted to the MPF within 5 workdays of the acknowledgment date.

6.6.11.2. When a service member does not elect to appeal, the MPF forwards the DAF Form 1411-1 to ARMS for filing. When the service member elects to appeal, the MPF places the DAF Form 1411/1411-1 (as appropriate) into suspense, pending receipt of the appeal. If the service member does not submit an appeal within the proper time frame, the MPF annotates the DAF Form 1411-1 or DAF Form 1411 as appropriate and disposes of the case according to [Table 5.8](#).

6.6.11.3. When service members submit a written appeal: The MPF sends the appeal and a photocopy of all pertinent documentation (DAF Form 1411/1411-1, attachments, etc.) to the servicing legal office for review. MPF includes the legal advisory in the case file then sends the case file to the group CC within 5 workdays. Legal advisories are not considered new information; and CC recommendations are not considered new information, unless the CC adds new documentation/information. (**Note:** Give service members 3 workdays to rebut any new information added to the case file after the appeal is submitted.)

6.6.11.3.1. When the group/delta/Garrison CC is the appeal authority, they will approve or disapprove the appeal and return it to the MPF. (**T-1**) If approved, reference [paragraph 6.6.11.4](#). If disapproved, reference [paragraph 6.6.11.5](#).

6.6.11.3.2. When the SecAF (or designated authority) is the appeal authority, the case must process through both the group and wing CC (delta/Garrison CC for USSF). (**T-1**) The group CC may approve the appeal or recommend disapproval and return it to the MPF. If the group CC approves, see [paragraph 6.6.11.4](#). If the group CC disapproves the appeal, package is sent to the wing/delta CC.

6.6.11.3.3. If the wing/delta/Garrison CC approves appeal, see [paragraph 6.6.11.4](#). If the wing/delta/Garrison CC disapproves the appeal, the wing CC returns package to the MPF. The MPF makes a copy for their records and forwards the original package to AFPC/DP3SA for processing to the SecAF or designated authority.

6.6.11.3.4. If the wing/delta/Garrison CC denied the extension request, the appeal authority is their parent MAJCOM, FLDCOM, DRU or FOA Director of Personnel (A1).

6.6.11.4. When the appeal is approved, the appeal authority completes the DAF Form 1411 or DAF Form 1411-1. The MPF officials will notify the service member/CC and make the appropriate updates in MilPDS using normal processing procedures and forward the case file to ARMS for filing. (**T-1**)

6.6.11.5. When the appeal is disapproved, MPF ensures the service member acknowledges receipt of the disapproval. The MPF attaches the statement and disapproval correspondence to the DAF Form 1411/1411-1. (**Note:** MPF gives the service member a copy of the documentation upon request). Ensure a copy of the case file is sent to ARMS for filing in the service members electronic records.

Table 6.1. Extension Appeal Authority.

If the Service member is a:	Appeal Authority	See Note:
First Term service members	Respective group/delta/Garrison CC	1, 2
Career service members who complete 20 or more years total service on current ETS	Respective group/delta/Garrison CC	1, 2
Second Term and Career service members who complete fewer than 16 years total service on current ETS	Respective wing/delta/Garrison CC	1, 3
Career service members who complete	SecAF or designee	1

at least 16 years, but fewer than 20 years total service on current ETS		
any service members assigned in a joint base construct, the wing CC level for appeal purposes	Air Force/Space Force CC above the group level	1
Notes: 1. Once the case file has been considered by the approval authority, the decision is final and the case cannot be sent to a level above that authority to have the decision overturned. 2. These service members appeal to their wing CC, if the group CC made the SRP non-selection decision (USSF Only: These Guardians appeal to their delta/Garrison CC if their squadron or equivalent CC made the SRP non-selection decision). 3. These service members appeal to their MAJCOM/FLDCOM/DRU/FOA A1/S1, if the wing/delta/Garrison CC made the SRP non-selection decision.		

6.6.12. Involuntary Extensions. These include Air Force/Space Force initiated extensions that do not consider the member's desire and may be executed due to Stop-Loss and/or administrative/legal holds for investigation and disciplinary reasons (this does not include Medical Hold extensions unless the member is incapacitated and unable to submit a voluntary statement). Involuntary extensions do not count as obligated service on the next reenlistment and do not count towards the maximum number of months authorized as outlined in [paragraph 6.2.2](#).

6.6.12.1. Forward administrative/legal hold memorandums for investigation extensions to AFPC Separations or AFPC Retirements as outlined in myFSS.

6.6.12.1.1. Service members awaiting disposition of criminal proceedings by a foreign jurisdiction may request voluntary extension of their enlistment.

6.6.12.2. Extensions executed for Stop-Loss are annotated "Stop Loss" in the remarks section of the DAF Form 1411. Service members identified for Stop Loss are considered involuntary extensions and their signature is not required.

6.6.13. Extensions for Air Force/Space Force Fitness Program. See [paragraph 5.11.14.1](#).

6.6.14. Extensions for service members in Reporting Identifier (RI) 9A000/9A100/9A200/9A300. See [paragraph 5.11.14.3.1](#).

6.6.15. Forward extension requests due to the service members incapacitation or inability to submit a voluntary retention action (hospitalization, serious injury or illness, etc.) to AFPC Retentions from the commander/civilian director. An extension under this paragraph does not require the service member signature. These service members are extended under [Table 6.2.](#), Rule 10 as approved by AFPC Retentions.

Table 6.2. Reasons for Extensions of Enlistment.

Rule	A	B	C	D
	If a service member requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in MilPDS is
PROMOTION				
1	obtain retainability for promotion to the grade of E-7, E-8, or E-9 (promotion sequence number has been released for the upcoming month)	the service member requires retainability to assume the new grade. This rule also applies to service members selected for promotion, but who do not have an announced promotion effective date. These service members may not establish a DOS beyond the last day of the promotion cycle. E-6's may also use this rule to serve six months' time-in-grade before retirement at HYT. Service members may extend under this rule if the service members are ineligible to reenlist because of HYT or age 62.		A
2	Reserved for Future Use			8
RETIREMENT				
3	retire the first day of the month following HYT date, adjusted HYT date, or age 62	the service member is within two years of HYT date or age 62. (Service members must establish a DOS of at least the last day of the service members HYT month. (T-1) Service members may not extend under this rule if the service members refused to obtain service-		B

		directed retainability.)		
4	retire not later than the first day of the month following completion of 20 years TAFMS (for reasons other than HYT)	the service member is ineligible to reenlist due to age 62; or the service members was non-selected under the SRP. This rule applies to service members who are within two years of attaining minimum retirement eligibility. Service members may not extend if they refused to obtain service-directed retainability.		C
5		the service member elected retirement instead of PCS, training, or retraining and has completed at least 19 years TAFMS, but fewer than 20 years TAFMS, on notification date. Extension may not exceed a total of 12 months		C

6		<p>and the service member is ineligible to reenlist and rules four and five do not apply. (This rule applies to service members who are within two years of attaining minimum retirement eligibility. Service members may not extend if the service member refused to obtain service-directed retainability.) (Exception: See DAFI 36-2670, <i>Total Force Development</i>)</p>	C
7	retire in lieu of a PCS assignment	<p>the service member elects retirement on or before the first day of the seventh month following assignment notification. (Do not use this rule for service members assigned overseas or serving on maximum CONUS stabilized tours.)</p>	D
8	retire during a requested extension period	<p>the service member has at least 19 years TAFMS, is eligible to apply for retirement, and the requested extension period does not exceed a total of 12 months. (Do not use this rule for service members who possess a reenlistment eligibility code in the 2 (except 2V), 3, or 4 series, or for service members notified of an assignment, training, or retraining but have not accepted or refused the assignment, training, or retraining. This rule also does not apply to disability</p>	E

		retirements.)		
MEDICAL CARE				
9	remain in the RegAF/USSF pending completion of Medical Evaluation Board / Physical Evaluation Board, medical hold or Limited Assignment Status (RE code 4K). Also see Table 5.6 .	the service member has memorandum from AFPC Medical Standards which outlines the recommended extension length. Limit extensions to a period outlined in the memorandum, not to exceed a 24-month period.		7 (Note: CCs may not disapprove.)
10	to permit government medical care due to pregnancy (Service member or spouse) or serious injury or illness	the service member will not complete 20 years TAFMS on current enlistment. (T-1) Reenlistment ineligible service members may execute extensions under this rule. For pregnancy extensions, limit extensions to delivery date plus two months.		H
11	Reserved for Future Use			8
ASSIGNMENT				
12	obtain retainability for a CONUS or overseas PCS, PCA, or TDY assignment, (to include deployment); or to qualify for an SRB in conjunction with an assignment according to paragraph 4.7 . Note: Placement on Assignment Availability Code(s) is not an authorized extension reason.	the service member requires retainability. Limit extensions submitted according to paragraph 6.6.5 to the minimum number of months required for the service member to establish a DOS within 90 days of projected departure date. Establish a post		I (See Note)

		deployment DOS. Service members may extend not more than 2 months from return month. (If service member has sold leave, any remaining leave that cannot be sold is added to the 60 days).		
13	obtain retainability for command sponsorship at an overseas location	the service members requires retainability.		J (See Note)
14	obtain retainability for an overseas tour extension or to maintain indefinite Date Eligible to Return from Overseas	the service member requires retainability. Service members must extend in minimum increments of three or more months in order to maintain an indefinite Date Eligible to Return from Overseas. (T-1) See DAFI 36-2110, for indefinite Date Eligible to Return from Overseas requirements.		L (See Note)
TRAINING OR RETRAINING				
15	participate in a program leading to commission, approved education program or to qualify for Professional Military Education	the service member is a selectee and requires retainability.		M
16a	obtain retainability for training or formal school	the service member requires retainability. Includes service members in RI 9A000 and 9A100 in RE code 4G.Or the service member (4-year initial enlistee) requires retainability for award of 3-skill level, to include PCS to training/3 skill-level awarding school or course Note: Service members on their initial enlistment contract who require retainability to PCS to their career field three-level awarding training course may have		N

		their additional retainability/service obligation obtained for the PCS waived for immediate reenlistment within 30 days of class grad date. Also see paragraph 5.11.14.3.1.		
16b	Obtain retainability for approved retraining or On-the-Job Training	The service member requires retainability. Includes service members in RI 9A000 and 9A1000 in RE code 4G. Also see paragraph 5.11.14.3.1.		N
OBSERVATION, PUNISHMENT, PROBATION AND REHABILITATION				
17	complete the Control Roster Observation	limit extension to minimum number of months to complete observation period plus 30 days.		O
18	attain a passing fitness score and the service member is coded IAW Table 5.5 Item 9.	Service members in the poor fitness category may extend for the minimum number of months needed to meet standards. (See DAFMAN 36-2905, <i>Department of the Air Force Physical Fitness Program</i> for extension periods) or until the CC removes the reenlistment ineligibility. Limit extensions to four or seven months.		P

19	complete ADAPT Program	the CC has not yet removed the Reenlistments ineligibility factor during aftercare. (Limit extensions to the minimum number of months needed to complete aftercare. Do not extend service members who have failed the ADAPT Program.)		Q
20	complete period of probation and rehabilitation. See DAFI 36-3211	the service member requires an extension of 12 months or less to complete probation and rehabilitation.		R
21	complete suspended punishment pursuant to Article 15, UCMJ	limit extension to minimum number of months to complete the suspended punishment period plus 30 days.		S
22	complete an investigation by military or civilian authorities, or await disposition of civilian criminal court charges, or await the outcome of an involuntary separation action, or complete disposition of criminal proceedings by a Foreign Jurisdiction	the service member requested extension to await the outcome. Limit to minimum number of months as authorized by the base legal office . The service member requested extension to await disposition of criminal proceedings by a foreign jurisdiction. Limit to minimum number of months as authorized by the base legal office.		T
APPEALS				

23	process a SRP appeal, lengthy service member determinations, await decision of Air Force Clemency and Parole Board IAW AFMAN 31-115V1, <i>Department of the Air Force Corrections System</i> or await SecAF decision	the service member has submitted an appeal or has rendered intent to appeal or request to SecAF has been submitted. Limit extensions to one- month increments when appeal authority is at the wing level or below. Limit extensions to three-month increments when the appeal authority is the SecAF. (Refer to paragraph 6.6.5.5.) the Airman/Guardian requested extension to await disposition of criminal proceedings by a foreign jurisdiction. Limit to minimum number of months as authorized by the Judge Advocate General.		U (Note: CCs may not disapprove.)
24	process an extension of enlistment appeal (cancellation or disapproval)	the service member has submitted an appeal or has rendered intent to appeal. (Limit extensions to one-month increments. Refer to paragraph 6.6.11. (Exception: Initial extension for appeals where the SecAF is the approving authority may be completed for three months [additional extensions are in three-month increments].)		V (Note: CCs may not disapprove.)
CITIZENSHIP/SECURITY CLEARANCE				

25	attain US citizenship or to extend to meet retainability requirement for Security Clearance IAW Department of Defense Manual (DoDM) 5200.02 AFMAN 16-1405, <i>Air Force Personnel Security Program</i>	the service member applied for citizenship. (Extension may not be for more than six month increments or the projected swear-in date plus one month, whichever is sooner. Refer to paragraph 6.6.5.4.) Extension period combined with the service members remaining obligated service will not exceed the minimum period to meet DAFI requirements.		W
DEMOTION				
26	process for separation following demotion	is a second term or career service member serving in the grade of E-3 or below (to include those demoted). (The extension may not exceed the last day of the fourth month following the service members new date of rank).		X
SEPARATION AT HYT DATE				

27	separate on date which HYT occurs. Note: Service members do not serve the entire extension period and will be separated on the HYT date as listed in MilPDS. (T-1)	as a first term, second term or career service member serving in the grade of E-3, E-4, or E-5 and is within two years of HYT date. (Service members may not extend under this rule if the service member refused to obtain service-directed retainability). (Refer to paragraph 6.6.9.3). Limit extension to HYT plus one month.		Y
28a	Reserved for Future Use			8
12 OUTSTANDING SERVICE MEMBER OF THE YEAR				
28b	obtain retainability for 12 Outstanding Service member of the Year	Service member is nominated for 12 Outstanding Service Member of the Year. (Note: Extension may be cancelled if service member is not selected).		8
PERSONAL CONVENIENCE				
28c	obtain retainability for any reason. Note: Service members may not use their personal convenience extension when a service directed retainability requirement already exists. (Example: TSgt Jones received an assignment (Assignment Selection Date of 17 Feb 2024) and is only eligible to secure retainability for the assignment and not eligible to extend under this Rule while that requirement exists)	First term service members with approved CJRs and in RE code 1R: May request a one-time 12-month extension under this rule (for any reason) if it is the first extension. No exceptions to the number of months will be considered. Exceptions: FTA/FTG who previously extended under Rules 9, 12, 13, or 14 are authorized to extend under this rule. Paragraph 6.2.2 applies. or Second Term/Career service members: Reenlistment eligible service members may		8

		request a one-time extension under this rule for a period not to exceed 24 months. Only one extension under this rule is permitted per enlistment. (Waivers to exceed 24 months or multiple extensions under this rule during the same enlistment are not considered.) Note: This rule may be suspended for reenlistment eligible second term/career service members to meet any force management program.		
RESERVED FOR AFPC USE ONLY				
28d	Reserved for AFPC Use Only			8
GI BILL OR CONTINUATION PAY				
29	qualify for transfer of benefits under the Post-9/11 GI Bill	the service member has served at least 6 years TAFMS and has eligible dependents in Defense Enrollment Eligibility Reporting System.		9
	qualify for Continuation Pay under the Blended Retirement System	the service member has served at least 8 years TAFMS and not more than 12 years TAFMS.		
Note: Service members are ineligible to extend under rules 12, 13, and 14 unless the service member possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D, and are otherwise eligible.				

Chapter 7

REENLISTMENT AND EXTENSION OF ENLISTMENT IN THE AIR FORCE RESERVE - SELECTIVE REENLISTMENT PROGRAM (SRP) (AFR ONLY)

7.1. SRP Policy. Reenlistment in the Air Force Reserve is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if they:

- 7.1.1. Meet eligibility requirements.
- 7.1.2. Have qualities essential for continued service.
- 7.1.3. Can perform duty in a career field in which the Air Force has a specific need.

7.2. SRP in the Air Force Reserve. For Traditional Reservist the MPF will provide an ETS roster to the wing Talent Management Consultant (TMC) / Unit TMC 14 months prior to member's ETS. The Wing TMC/Unit TMC provides a Selective Reenlistment Program RIP to supervisors. For IR members, ARPC Directorate of Personnel and Total Force Services (ARPC/DPT) will provide the rosters to the HQ RIO/Detachments. The detachment will provide the SRP notification memorandum to both the member and the member's unit 14 months prior to the member's ETS. **(T-2)**

7.2.1. For Traditional Reservist (TR)s, Wing TMC's will update the reenlistment code YY for those members that the SRP has been generated on. **(T-2)**

7.2.2. For IRs, Dets submit the completed SRP to ARPC. ARPC will then update the reenlistment code. **(Note:** For IRs, SRP is relayed via memorandums).

7.2.3. Supervisor receives the SRP RIP or memorandum, considers the whole Airman concept and provides the unit CC, director/equivalent, recommendations on members being considered for reenlistment by initialing and signing the SRP RIP. **(T-2)**

7.2.4. CCs, Directors or equivalents, review SRP RIPs or memorandums 14 to 7 months prior to service member's ETS to consider whether they should be selected or denied reenlistment, or to reverse previous non-selection. In selecting Air Force enlisted members for reenlistment, CCs give primary consideration to initial eligibility and performance. CCs will review the following documents before making a decision:

- 7.2.4.1. Supervisor's recommendation. **(T-1)**
- 7.2.4.2. EPB ratings. **(T-1)**
- 7.2.4.3. Unfavorable information from any substantiated source. **(T-1)**
- 7.2.4.4. Airman's compliance with Air Force standards (i.e., fitness, IMR, dress and appearance, timeliness, etc.). **(T-1)**
- 7.2.4.5. Airman's ability to meet required training and duty performance levels. **(T-1)**
- 7.2.4.6. Other Factors. Potential, grade and skill level, aptitudes, education, motivation, self-improvement efforts, training and participation, derogatory information, physical condition, military bearing, attitude and behavior, assumption of responsibilities, and other related information.

7.2.5. Unit CCs make the final decision on whether a person is eligible for reenlistment or extension by initialing and signing the SRP RIP. (**Note:** For IR members, the unit CC, director/equivalent of the member's unit of assignment/attachment.)

7.2.6. Members indicate their reenlistment intentions by initialing, signing, and dating the SRP. For IR members, RIO Detachments will obtain the member's reenlistment intent if it is not indicated on the SRP roster. (**T-2**)

7.2.6.1. If the member selects "will not" or "undecided," as the reenlistment intention, the unit CC, director/equivalent, counsels the member and writes comments in the space provided on the SRP RIP.

7.2.6.2. The TMC counsels members who are undecided or have declined reenlistment and attaches the AF Form 158, *USAFR Contact and Counseling Record*, to the SRP RIP.

7.2.6.3. MPF/TMC counsels members undecided or who have declined reenlistment within 3 months prior to the ETS. Circumstances surrounding reenlistment decision may warrant presenting the member with other retention options. If, after counseling the member regarding reenlistment, they indicate that they will decline reenlistment, the unit CC and the Career Development element must be notified. The member must be informed that they must out-process during their last Unit Training Assembly (UTA) (or when in status for IR members) before their ETS. (**T-2**)

7.2.7. The MPF receives the SRP RIP no later than 7 months prior to the ETS for update and files the SRP notification RIP accordingly. For IR members, the SRP RIP is produced by ARPC/DPT approximately 14 months prior to the ETS. The RIO Detachment is responsible for obtaining the required endorsements on the SRP notification memorandum and returning it to ARPC/DPT no later than 7 months prior to member's ETS.

7.2.8. If a unit CC, director/equivalent, has not submitted an DAF Form 418 denying a member reenlistment 90 days prior to ETS, the member is eligible to reenlist.

7.2.9. Final Unit CC Approval. In order to ensure the member's reenlistment eligibility status is unchanged, prior to reenlistment, coordination must be made with the unit CC to verify that the member is still selected for reenlistment. (**T-2**)

7.2.10. Non-selection for Reenlistment.

7.2.10.1. (Optional) The supervisor recommends that the member not be selected for reenlistment by completing DAF Form 418 and forwarding to the CC with supporting documentation. For Example: Letter of Counseling, Letter of Reprimand, Unfavorable Information File, Evaluation Performance Board, and/or Fitness Report.

7.2.10.2. The CC/civilian director (may be designated to the First Sergeant) counsels the service member on the appeal process and ensures they understand they must acknowledge receipt of notification immediately, but they have up to 3 calendar days to render an appeal intent. Service members who will have completed at least 16, but fewer than 18 years Total Active Federal Military Service (TAFMS) on current ETS will be counseled on their ETP options.

7.2.10.3. Prior to the unit CC, director/equivalent, notifying the Airman, the AFR Unit/CCs will have the case file reviewed by Air Force Reserve Command Judge Advocate (AFRC/JA) to ensure legal sufficiency.

7.2.10.4. The unit CC, director/equivalent, reviews the DAF Form 418 and SRP RIP, signs the SRP RIP and notifies the Airman of the non-selection. The notification package must include all supporting documentation used in making the non-selection decision. The member must be provided information on available appeal options. Sends the DAF Form 418 and SRP RIP to the Wing TMC for processing. If the Airman does not appeal the decision, the CC notifies the Airman they will be discharged on their ETS.

7.2.10.5. The Wing TMC receives the DAF Form 418 and SRP RIP. If the Airman does not appeal the decision, updates the Airman's reenlistment eligibility status code and processes discharge on the ETS.

7.2.10.6. The unit CC, director/equivalent, will coordinate any adverse action with the Det/CC prior to initiation of action for IR members. **(T-2)**

7.2.10.6.1. Traditional Reserve Unit CCs. Notifies Traditional Reserve members of non-selection for reenlistment via an DAF Form 418 within 30 days of non-selection (**Note:** notify via certified mail if member is not on duty). The notification package must include all supporting documentation used in making the non-selection decision. The member must be provided information on available appeal options. **(T-2)**

7.2.10.6.2. For IRs, the Active Component CC, Director/equivalent notifies IR members of non-selection for reenlistment via a DAF Form 418 within 30 days of non-selection. (**Note:** notify via certified mail if member is not on duty). The notification package must include all supporting documentation used in making the non-selection decision. The member must be provided information on available appeal options. The Active Component CC, Director or equivalent will then provide the DAF Form 418 and complete notification package to the Rio Det/CC.

7.2.10.6.3. The immediate supervisor and the unit CC or Det/CCs with Uniform Code of Military Justice (UCMJ) authority over the IR member are the issuing authority. **(T-2)**

7.2.10.6.4. If the IR member chooses not to appeal the decision, the member must acknowledge receipt and return the entire package to the non-selection authority (normally the unit CC). The unit CC, director/equivalent, in turn, forwards the entire package to their servicing RIO Detachment. **(T-2)**

7.2.11. AFR Non-Selection Appeal Process.

7.2.11.1. Active Reservist (to include AGRs, TRs, and IRs) may appeal non-selection for reenlistment through one of two options: the senior reserve CC or an appeal board. If a member chooses the appeal board, the appeal board results are forwarded to the senior reserve CC as a recommendation. The senior reserve CC then makes the final decision as the appeal authority. Under either method, the decision of the senior reserve CC is final (for IR members, this will be the HQ RIO/CC). If the member is denied by the squadron CC, then the appeal authority is the wing CC. If the member is denied by the wing CC, then the appeal authority is the NAF CC. If the member is denied by the NAF CC, then the appeal authority is the AFRC/CD. For Air Reserve Technicians (ARTs), this will always be the AFRC/CD.

7.2.11.2. The unit CC, director/equivalent, or RIO Det/CC informs the reservist, in writing, they have until the next scheduled UTA/Inactive Duty for Training or 30 days, whichever is later, to provide documentation in support of his/her appeal to the MPF. Airmen may submit favorable information and written statements on their behalf from those that have knowledge of the Airman.

7.2.11.3. The MPF (RIO Detachment for IRs) will notify the wing CC/Director/Equivalent (RIO Det/CC) when an Airman has been non-selected for reenlistment and has requested an appeal board. The MPF (RIO Detachment), with concurrence of the MPF/CC or superintendent (RIO Det/CC), will select members to serve on the board and submit the list of members to the Senior Reserve CC for approval. **(T-2)**

7.2.11.4. The Appeal Board will consist of at least three members, one of whom must be a field grade officer. Enlisted members must be E-7 or above and at least one grade higher than the member being considered. WTMC will serve as a non-voting technical advisor and recorder; the WTMC does not count as one of the three members on the board. **(T-2)**

7.2.11.5. Senior Reserve CC approves board members. (For IR members this will be the HQ RIO/CC.)

7.2.11.5.1. MPF (RIO Detachment) sends an appointment letter signed by the Senior Reserve CC to each selected member notifying them of the date, time, place, and requirements of the Appeal Board. All members of the Board must be in military status while serving on the Appeal Board. (For IR members this will be the HQ RIO/CC.) **(T-2)**

7.2.11.5.2. The MPF advises the appealing member, in writing, of the date, time, and location of the Appeal Board and provides suspense for additional documentation required prior to scheduled date. (For IR members this will be the HQ RIO/CC.)

7.2.12. Appeal Board.

7.2.12.1. The board will review the written appeal, DAF Form 418 and any other documentation presented to make a recommendation. **(T-2)**

7.2.12.1.1. Will prepare a written report to the Senior Reserve CC and attach all reviewed documentation to the report. (For IR members this will be the HQ RIO/CC.) The report will include: **(T-2)**

7.2.12.1.1.1. Location, date, time and purpose of the meeting.

7.2.12.1.1.2. Names of the board members.

7.2.12.1.1.3. Board recommendation.

7.2.12.1.1.4. Reason(s) for the Board's recommendation.

7.2.12.1.2. The Senior Reserve CC will review all documentation received from the Appeal Board and either uphold the CC's non-selection or approve the Airman's appeal. **(Note:** For IR members this will be the HQ RIO/CC.) The Senior Reserve CC will complete the DAF Form 418 and forward it to the MPF. **(T-2)**

7.2.12.2. Appeal is approved.

7.2.12.2.1. The Senior Reserve CC notifies the member's immediate CC, in writing, of the final decision and attaches the DAF Form 418. (For IR members this will be the HQ RIO/CC).

7.2.12.2.2. The case file is returned to the MPF for final actions (HQ RIO for IR members).

7.2.12.2.3. Unit CC will instruct the member to complete the applicable portion of the DAF Form 418 and will send the completed copy to the MPF. **(T-2)**

7.2.12.2.4. The member is scheduled for reenlistment.

7.2.12.2.5. For unit members, the Career Assistance Advisor (CAA) updates the appropriate reenlistment eligibility status code according to the findings of the Appeal Board and files the package IAW RDS. For IR members, HQ RIO will file the package IAW RDS and notifies the Det/CC to contact member to reenlist. **(T-2)**

7.2.12.3. Appeal is denied.

7.2.12.3.1. The Senior Reserve CC (HQ RIO/CC) notifies the WTMC and the Airman's immediate CC that the non-selection decision was upheld and appeal denied. (For IR members this will be the RIO/CC.) The unit CCs will: **(T-2)**

7.2.12.3.1.1. Counsel the member concerning their status before their ETS expires. **(T-2)**

7.2.12.3.1.2. Explain to the member why they were not selected for reenlistment. **(T-2)**

7.2.12.3.1.3. Have the member complete the applicable portion of the DAF Form 418. **(T-2)**

7.2.12.3.1.4. For members serving on an extension, terminate the extension and take immediate ETS discharge action. **(T-2)**

7.2.12.3.1.5. The RIO/CC serves as the final selection/non-selection authority for IRs. The RIO/CC will have the case file reviewed by ARPC/JA to ensure legal sufficiency. In cases where a disagreement arises between the parent commands (AFRC) and the RegAF CC regarding reenlistments, AFRC reserves the right to determine who will/will not reenlist or extend. HQ RIO is the final decision authority for IR members. **(T-2)**

7.2.12.3.2. For members with a remaining Military Service Obligation (MSO), the MPF will work with the Career Development element to reassign the reservist to the non-participating IRR within 30 days of the date final non-selection occurred. Change ETS to equal MSO before reassignment. Update reenlistment code in MilPDS. **(T-2)**

7.2.12.3.3. The MPF will take final personnel actions to include sending the case file to ARMS. **(T-2)**

7.2.12.3.4. If the Senior Reserve CC initiates the DAF Form 418 for denial of reenlistment, then the appeal authority is the NAF/CC (For IR members this will be the RIO/CC). The decision of the NAF/CC is final. **(T-2)**

Chapter 8

REENLISTMENTS (AFR ONLY)

8.1. Reenlistment in the Air Force Reserve (AFR).

8.1.1. **Reenlistment Policy.** Reenlistment in the AFR is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if:

8.1.2. Who is Eligible for Reenlistment?

8.1.2.1. Members assigned to Regular Air Force (RegAF) or Reserve units formed as supplements (augmentation) in the event of mobilization.

8.1.2.2. IMA.

8.1.2.3. PIRR assigned to Ready Reinforcement Personnel Section, Civil Air Patrol or AFR squadrons.

8.1.2.4. Individual Ready Reserve (IRR) members participating in the incentive program.

8.1.2.5. Standby Reserve members assigned to the nonaffiliated Reserves Section includes reservists with or without MSO who have requested assignment to this section to continue participation after being designated a key employee or an appointed or elected official.

8.1.2.6. Members being assigned to the Selected Reserve from the IRR, ARPC, who are within 6 months of ETS.

8.1.3. Requirements for Reenlistment.

8.1.3.1. In the United States and its Possessions and Territories. For unit reservists, the wing/group/unit Career Advisor reenlists members. For IR members, HQ RIO Detachment or MPF Representative assist in the reenlistment. Under no circumstances will an IR member reenlist without approved electronic documents/forms and approval from unit CC.

8.1.3.2. Outside the United States and its Possessions and Territories. Any overseas Air Force MPF may reenlist a member. The MPF must get authorization from member's home station MPF and CC, (Air Reserve Personnel Center, Assignments (ARPC/DPA) for AGRs), to reenlist members not under their jurisdiction. Prior approval from RIO Detachment for IR members is required for reenlistment. **(T-2)**

8.1.3.3. When a member reenlists away from home station, ensure the actual place of reenlistment is entered into item 4 on the DD Form 4. This may affect the eligibility of potential tax incentives, especially when member is entitled to participate in the AFR Enlisted Incentive Program upon reenlistment.

8.1.4. **Qualifications and Policy.** To be initially eligible, members must meet all five of the following requirements.

8.1.4.1. Meet the age, grade, physical, and screening requirements. **(T-2)**

8.1.4.2. Be recommended by the unit CC. **(T-2)**

8.1.4.3. Be serving in the grade of E-3 (A1C) or higher. **(T-2)**

8.1.4.4. Be a United States citizen. **(T-2)**

8.1.4.5. Meet medical standards as outlined in DAFMAN 48-123, *Medical Examinations and Standards*. **(T-2)**

8.1.5. Reservists must reenlist within the following timeframes.

8.1.5.1. Unit/Individual Reservist not participating in the incentive program must reenlist within 6 months of current ETS. However, member must reenlist prior to ETS to be considered for the incentive program. Termination of the incentive does not adjust the window of reenlistment eligibility. **(T-2)**

8.1.5.2. Incentive eligible members currently receiving an incentive must reenlist within 30 days of current ETS. However, member must reenlist prior to ETS for bonus consideration. Termination of the incentive does not adjust the window of reenlistment eligibility. **(T-2)**

8.1.5.3. AGRs selected for an initial/subsequent tour, if necessary, must reenlist prior to their recall to extended active duty or continued duty. **Exception:** Member does not have to be within 6 months of current ETS to reenlist for AGR tours. **(T-2)**

8.1.5.3.1. Reenlistment action will be accomplished by the servicing MPF. **(T-2)**

8.1.5.3.2. Extend the member for the minimum amount of time necessary to satisfy the retainability requirement.

8.1.5.4. Members eligible for reenlistment within 6 months of current ETS.

8.1.5.5. Members requiring retainability for specific programs and are outside of the regular reenlistment windows. (i.e., transfer of education benefits).

8.1.6. RegAF/USSF service members who PALACE FRONT into the AF Reserve on an initial contract will serve a total of an 8 year MSO. For members with an 8 years MSO who have completed fewer than 6 years of their MSO:

8.1.6.1. Adjust current ETS to equal completion of 6 years of the 8 year MSO. **(T-2)**

8.1.6.2. TOE is 6 years. **(T-2)**

8.1.7. PALACE FRONT Airmen who completed at least 6 years of their MSO **(T-2)**:

8.1.7.1. Reenlistment will be concurrent with their assignment to the participating program (first UTA) for unit members and concurrent with assignment gain date for IR members. **(T-2)** If no remaining MSO, TOE will be for 2 to 6 years. The Reserve selection retention process RIP and recommendation of the CC is not required. TOW must also cover any retainability requirements (i.e., retraining). **(T-2)**

8.1.7.2. Members required to reenlist concurrent with their assignment to the unit program who decline to reenlist will be reassigned to the non-participating/IRR within 30 days of the date they declined to reenlist. **(T-2)** Do not apply this rule to PALACE CHASE.

8.1.7.3. Reenlisting PALACE CHASE members must reenlist before or concurrent with their assignment to the unit program (first UTA is acceptable) for the years, months, and days needed to cover their PALACE Chase contract. Reserve selection retention process and recommendation of the CC is not required.

8.1.7.4. PALACE CHASE members declining to Reenlist or request reassignment to inactive status (ARPC) must be reported to AFRC/A1KK.

8.1.7.5. HQ ARPC/DPA will update ETS to equal their MSO before reassignment. **(T-2)**

8.1.8. Retention after completion of 18 or more, but less than 20, years of service. 10 USC § 1176(a), prohibits AFRC from involuntarily separating enlisted personnel within sanctuary. **(T-0)**

8.1.8.1. Reserve Members in Active Status. A Reserve enlisted member serving in an active status who is selected to be involuntarily separated (other than for physical disability or for cause), or whose TOE expires and who is denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status is entitled to be credited with at least 18 but less than 20 years of service computed, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before the earlier of the following:

8.1.8.1.1. If as of the date on which the member is to be discharged or transferred from an active status the member has at least 18, but less than 19 years of service, then:

8.1.8.1.1.1. The date on which the member is entitled to be credited with 20 years of service computed or,

8.1.8.1.1.2. The third anniversary of the date on which the member would otherwise be discharged or transferred from an active status.

8.1.8.1.2. If as of the date on which the member is to be discharged or transferred from an active status the member has at least 19, but less than 20, years of satisfactory service are authorized to serve to the second anniversary of the date on which the member would otherwise be discharged or transferred from an active status.

8.1.8.1.3. CCs cannot cancel extensions for quality of force reasons in this category. CCs must pursue involuntary discharge for cause if they do not want personnel in this category to retire. **(T-0)**

8.1.8.1.4. MPF CCs will approve requests for extension of enlistment on sanctuary protected enlisted personnel for the years, months, and/or days necessary for the member to meet minimum Reserve retirement eligibility. **(T-0)**

8.1.8.1.5. For IR members. RIO will process the request to place the member in Reserve Sanctuary. Notification will be made to the applicable Det/CC of actions taken. RIO will forward extension documents (AF Form 1411) to the Det/CC for completion. **(T-2)**

8.1.9. Members Not Eligible for Reenlistment. A member whose reenlistment code is anything other than eligible or has been selected, but undecided about reenlistment is ineligible to reenlist. **(T-2)** Reference reenlistment codes in [Table 8.1](#).

8.1.10. Waivers of Reenlistment Ineligibility. The SecAF will grant or deny reenlistment to any person if it is in the best interest of the Air Force. The Senior Reserve CC makes the final determination on grade waiver. **(T-2)**

8.1.10.1. Submit requests for SecAF through command channels to AFRC/A1K.

8.1.10.1.1. RIO forwards Individual Reservist requests to AFRC/A1K.

8.1.10.1.2. ARPC/DPA forwards AGR requests to AFRC/A1K.

8.1.10.1.3. Wings forward unit personnel requests to AFRC/A1K.

8.1.10.2. Headquarters Action. AFRC/A1K send requests they deem sufficiently supported for consideration to the Air Force Reserve Command Commander (AFRC/CC). AFRC/CC forwards the requests to SecAF for determination.

8.1.10.2.1. If a member is not eligible for reenlistment, the unit CC may:

8.1.10.2.1.1. Initiate a request for waiver of the disqualification.

8.1.10.2.1.2. Deny reenlistment.

8.1.10.2.1.3. Request termination of the reenlistment by an administrative discharge.

8.1.10.2.2. If administrative discharge is approved, the CC sends the member a copy of the administrative discharge order and a letter stating existing directives did not authorize reenlistment and reenlistment is invalid. In the letter, the CC gives specific reasons for the discharge and explains service during the reenlistment may not be credited for any purpose.

8.2. Reenlistment Ceremony. CC/civilian directors ensure ceremonies are conducted in a dignified and professional manner, appropriate for an official act in a place that provides reverence to the oath being taken; safety of all participants should also be paramount.

8.2.1. Airmen may request any commissioned officer (RegAF, AFR, ANG or retired) in the US Armed Forces to perform the ceremony and may invite guests. **(T-0)** Reenlistments can be conducted on any day of the year. The reenlistee and the officer administering the oath have traditionally had the US flag forming a backdrop for the oath.

8.2.2. The reenlistee and reenlisting officer must wear an authorized uniform for the ceremony. **(T-2) (Exception:** The uniform requirement is optional for retired officers.) Airmen and reenlisting officials may not conduct a reenlistment in the Air Force physical training uniform.

8.3. Who May Administer the Oath of Enlistment. The oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. RegAF, AFR, ANG or retired commissioned officers of the US Armed Forces may administer the oath. Officers who resigned their commissions and transferred to the Obligated Reserve Section or the Nonaffiliated Reserve Section may not administer the oath. **(Exception:** Commissioned warrant officers in the grade of CW2, CW3 and CW4 may also administer the oath.)

8.4. Processing and Place of Reenlistment.

8.4.1. Airmen must reenlist at their home station unless they are absent due to deployment, hospitalization, in a pipeline status (school, overseas returnee, etc.), or an IR geographically separated with coordination through the Detachment. **(T-1)** Airmen must be present for duty and cannot reenlist while on leave, while in a separation status or after departing their unit of assignment on terminal leave for separation. **(T-1)** (Example: If SSgt Smith is reenlisting on

15 Feb 2023, he must not be in a leave status on 15 Feb 2023.) (**Note:** Airmen returning from a leave status may not reenlist the next day following their leave. Airmen who have been determined to be in a leave status at the time of reenlistment must execute a new reenlistment/contract when not on leave.) (**T-1**)

8.4.2. Airmen must have sufficient retainability for the deployment prior to departure. Intent to reenlist (or extend) in the deployed location to meet deployed retainability requirements will be considered. The MPF gives Airmen departing on deployment a reenlistment package if they desire to reenlist due to being eligible for incentive pay while deployed. The package includes DD Form 4. (**T-1**)

8.4.2.1. The home station MPF or RIO Detachment: Obtains the Airman's signature on all appropriate documents. Coordinates with the MPF at the deployed location to ensure proper completion of the reenlistment documents.

8.4.2.2. The MPF/ Personnel Support for Contingency Operations at the deployed location:

8.4.2.2.1. Provides the Airman their copy of reenlistment contract, if more than 30 calendar days will expire between the reenlistment date and the date the Airman will return to home station. (**T-2**)

8.4.2.2.2. Forward all remaining copies to the home station MPF for final processing.

8.5. Reenlistments Accomplished Away from Home Station.

8.5.1. The procedures and reenlistment criteria for members reenlisting away from home station are the same, with the exception of coordination of the reenlistment.

8.5.2. TMC must coordinate with the MPF or Personnel Support for Contingency Operations team at the deployed or TDY location to ensure the reenlistment is accomplished IAW this DAFI. (**T-2**)

8.5.3. The TMC provides the member with detailed information on the proper reenlistment procedures, incentive eligibility, and timeframe in which the reenlistment must take place.

8.5.4. Documentation. The original signed DD Form 4 must be forwarded to the member's home station MPF (unit members) or ARPC/DPT, who will mail the original for IR to AFPC for upload in ARMS. (**T-2**)

8.6. Reenlistment of Non-US Citizens . Non-US citizens, enlisting on or after 1 November 1982, must become US citizens during their initial enlistment before they are eligible to reenlist. (**T-1**) Airmen may be eligible to extend under [paragraph 6.6.5.4](#) (Applies to RegAF and AFR only). (**T-1**) Citizens of Micronesia and Palau may be eligible for reenlistment even if they do not have their citizenship. These cases will be worked through AFPC/DP3SA to Air Staff for approval. (**T-1**)

8.7. Informed Decision Program. The wing Career Assistance Advisor at every installation will publicize and conduct an Informed Decision seminar. (**T-2**) This seminar is an educational experience specifically designed to enhance one's knowledge of Air Force benefits, highlight program requirements and processes. Reserve Component Airmen are counseled prior to reenlistment. See DAFI 36-2670.

8.8. Erroneous Enlistment/Reenlistment Documents Returned for Correction. There are two types of erroneous reenlistment documents. The first consists of contractual errors made in violation of this publication, such as the reenlistment of ineligible Airmen. The second is administrative, involving typographical errors, strikeouts, misspellings, or erroneous computation of required retainability.

8.8.1. Contractual Errors. Airmen not authorized to reenlist or in violation of this DAFI will have their contract voided. AFRC/A1K for AFR, ARPC/DPT for IR, directs the FSS/MPF/HQ RIO to void the contract and take action as needed to remove any documentation from all systems of record. **(T-1)**

8.8.2. Administrative Errors. Corrections are not authorized in items 2, 5, 8, 18b, 19b, 19f, 20a, 21f, 22c, 23b, and 23f of the DD Form 4.

8.8.2.1. If corrections are made the form must be deleted and re-created. White out or correction tape or fluid are not allowed.

8.8.2.2. If corrections are made in other blocks on the form, stamp “CORRECTED COPY” in the upper margin of the corrected pages, ensure the Airman initials the corrected area(s), and make a photocopy of the corrected forms for the Airman.

8.8.2.3. The MPF corrects MilPDS and Defense Joint Military Pay System Reserve Component, as appropriate and comply with the disposition instructions in [paragraph 8.12](#). **(T-1)**

8.8.3. Documents Returned to FSS/MPF/HQ RIO for Correction(s). ARPC Reenlistments returns enlistment contracts to servicing FSS/MPF/HQ RIO for correction. (Example: Missing signatures, when dates do not match reenlistment date on DD Form 4 and/or DAF Form 901, incomplete contracts, missing pages, or incomplete forms, etc.) The FSS/MPF/HQ RIO makes appropriate corrections to the contract(s) and returns the contracts and transmittal to ARPC Reenlistments by the established suspense.

8.8.3.1. The Airman and the MPF representatives must initial each correction. **(T-1)** Stamp “CORRECTED COPY” in the upper margin of the corrected pages. Make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 8.12](#).

8.8.3.2. Do not make corrections to the form stamped “DO NOT CORRECT THIS COPY” unless there is no ARMS copy and the Airman does not have a copy. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages. Make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 8.12](#).

8.8.3.3. Reaccomplish the DD Form 4 and DAF Form 901 if there is no ARMS copy or the Airman does not have a copy. **(Note:** The Airman’s current CC or civilian director holding the position will sign the corrected form(s) and the current date is used.) **(T-1)**

8.8.3.3.1. If contract is reaccomplished, stamp “RECONSTRUCTED COPY” in the upper margin of the new contract. The forms are dated using the current date and signed by the Airman’s current CC/civilian director. Make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 8.12](#) **(Note:** CCs or civilian directors may not refuse to re-accomplish these documents or deny reenlistment.)

8.8.3.3.2. The FSS/MPF/HQ RIO sends the original documents to AFPC/DP3SA for review as outlined in [paragraph 8.12](#) and corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate.

8.9. Oath of Enlistment. All Airmen enlisting or reenlisting must take the oath of enlistment: **(T-1)** “I, (State your full name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.” All Airmen have the choice to make the words “So help me God” optional in the enlistment oaths (both orally and written). Airmen who make a choice to “affirm” the oath of office/oath of enlistment and/or omit the words “So help me God” may also line through the words “swear” and/or the words “So help me God.”

Table 8.1. AFR Reenlistment Reason Codes.

If member	then reason code is
is eligible to reenlist	5A
has been selected, undecided about reenlistment	5B
is ineligible, due to poor fitness score	5C
has been denied reenlistment based on unsatisfactory participation/performance, attitude, military bearing, or behavior (See Note 1) (DAF Form 418 required)	5E
is a Non-US Citizen and failed to obtain US citizenship in first enlistment	5F
AFR ineligible NCO status denied/vacated	5G
is serving in grade E-3 (A1C) or below	5H
is under consideration for administrative discharge (See Note 2)	5I
has applied for or is approved for retirement or is within 23 months of mandatory retirement	5K
has been selected, declined reenlistment	5L
is undergoing Article 15 action	5M
is a conscientious objector, or a person with religious convictions that would prevent unrestricted assignment	5N
is assigned to Inactive Status List Reserve Section	5O
is assigned to Nonaffiliated Reserve Section but is not eligible to take part for points	5P
is awaiting Air Force Reserve Command Surgeon General (AFRC/SG) consideration of a physical disqualification	5Q
is preparing for the ecclesiastical ministry in an accredited or recognized theological seminary (See Note 3)	5R
is eligible for extension of High Year Tenure Date (HYTD)	5S
is approved for extension of HYTD	5T
is not approved for extension of HYTD	5U
Is not compliant with processing of medical requirements IAW DAFMAN 48-123	5V
is United States Air Force Reserve (USAFR) eligible not yet	YY

selected	
Is eligible not yet considered	99
Notes: 1. Unsatisfactory participation is not limited to UTA attendance. 2. Included in this category are members who are physically disqualified IAW DAFMAN 48-123, members who take civilian employment with a foreign government without prior approval by the SecAF to retain status, and members of foreign country armed forces. 3. Members must reenlist for a period equal to their temporary nonmilitary or religious mission (not more than 30 months) plus the service remaining on their previous enlistment (T-3)	

8.10. Pre-Reenlistment Interview.

8.10.1. MPF/TMC (supervisor/CC for IR, with guidance from RIO Detachment) reviews the following items with the member before reenlistment:

8.10.1.1. Eligibility for Retired Pay. To be eligible for Reserve retirement with pay at age 62 a member must have at least 20 years satisfactory service (10 USC § 12731(f)). **(T-0)**

8.10.1.2. Qualifications for Reenlistment.

8.10.1.2.1. Medical Standards. To ensure members meet AFR medical standards outlined in DAFMAN 48-123, the Military Treatment Facility must certify medical eligibility. Medical standards must be current at the time of reenlistment. **(T-2)**

8.10.1.2.2. Prior to reenlistment, members must receive an UCMJ Article 137 briefing (10 USC § 937). **(T-0)**

8.10.1.2.3. Final Unit CC Approval. To ensure the member's reenlistment eligibility status has not changed from when the CC recommended the member for reenlistment, coordination must be made with the unit CC to verify that the member is still recommended for reenlistment IAW [7.2.8](#) of this DAFI.

8.11. Term of Enlistment (TOE).

8.11.1. Title 10 USC § 12103 outlines the minimum and maximum TOE. A non-prior-service person who is qualified to enter active duty in an armed force and not under orders to report for induction into an armed force under the Military Selective Service Act (50 USC § 3801) may enlist in the Air Force Reserve for a term of not less than six years nor more than eight years.

8.11.2. Each person enlisted must perform an initial period of active duty for training of not less than twelve weeks to begin within one year after the date of that enlistment. **(T-1)**

8.12. Terms of Reenlistment.

8.12.1. Terms of reenlistment are for 2, 3, 4, 5, or 6 years. **(T-2)**

8.12.2. 1 year enlistments are only authorized for prior service applicants who completed their MSO, are enlisting in the AFR for the first time since completion of their MSO and are enlisting in an AFSC they currently hold at the 5-skill level, or higher. Applicants enlisting and voluntarily retraining must have a minimum enlistment period of 3 years. **(T-2)**

8.12.3. Member's reenlistment contract must not exceed their HYTD. (T-2) Members with a HYTD within 6 years may reenlist for the years, months, and days up to their HYTD.

8.13. Documentation.

8.13.1. The completed DD Form 4 formally documents a reenlistment and represents a legally binding contract between the AFR and reenlistee. The DD Form 4 is completed IAW DoDI 1304.02. The DD Form 4 must be typed in upper case letters. MPF distributes the form as follows: (T-0)

8.13.2. For Unit Members:

8.13.2.1. Send the original form to ARMS. (T-2)

8.13.2.2. Give the second copy to the member. (T-2)

8.13.2.3. The third copy is kept by the MPF IAW AFRIMS. (T-2)

8.13.3. For IR. The closest MPF will complete DD Form 4 for members approximately 6 months prior to ETS. Upon completion, the RIO Detachment will send documentation to ARPC/DPT for update. (T-2)

8.13.4. For AGRs. Send the original for ARMS processing, provide copies to the individual and to ARPC/DPA. (T-2)

Table 8.2. AFR Disposition of Reenlistment/Extension Documents.

ITEM	A	B	C
	Form or Document	Total Number of Copies	Disposition
1	DD Form 4	3	Original --mail within 5 days of reenlisting to the ARMS processing center: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78150 Note: Remove all extraneous documents. 1st copy --Airman's copy. 2nd copy --MPF copy.
2	Correspondence concerning waiver or special authorization to reenlist	3	Attach to the corresponding copies of the new DD Form 4/1 and 4/2, and follow the instructions outlined in item 1.
3	DAF Form 418	3	Original --mail within 5 days to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78151-4723 1st copy --CC/civilian director's copy. 2nd copy --Airman's copy

4	Approved correspondence authorizing CJR, Table 3.1, Note 2.	2	Original --MPF copy. Destroy when the Airman reenlists
5	DAF Form 1411 <i>or</i> DAF Form 1411-1	3	Original --mail within 5 days of extending to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78150 1st copy --MPF copy. 2nd copy --Airman's copy.
6	Memo from member requesting extension on military status for the purpose of medical review (MEB). Send with DAF Form 1411, <i>Extensions in the Air Force Reserve.</i>	3	Original --mail within 5 days of extending to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78150 1st copy --MPF copy. 2nd copy --Airman's copy.

Chapter 9

EXTENSIONS OF ENLISTMENT (AFR ONLY)

9.1. Extension of Enlistment in the AFR. Voluntary Extension Restrictions. (**Note:** Reference [paragraph 9.1.2](#) as well.)

9.1.1. Period of Voluntary Extension. Voluntary extensions are for whole month periods needed to serve their purpose. **Exception:** Members extending to their HYTD may extend for exact years, months, and days. (**T-0**)

9.1.1.1. The total of all extensions of a current enlistment may not exceed 4 years (48 months), (10 USC § 509). This cannot be waived. (**T-0**) **Note:** Airmen pending an MEB can go over 48 months).

9.1.1.2. Convenience of the member is not grounds for extension.

9.1.1.3. Member may not extend an enlistment in order to become eligible for the incentive program.

9.1.2. Eligibility for Voluntary Extension. See [Table 9.1](#) for reasons and actions for extension to enlistment in the AFR. All extension requests will be requested PRIOR to the member's ETS, no after-the-fact requests will be honored. (**T-2**)

9.1.3. Administrative or Involuntary Extension of Enlistment. These extensions do not consider the member's desire. (**Note:** This does not include Medical Hold extensions unless the member is incapacitated and unable to submit a voluntary statement).

9.1.3.1. UCMJ or the State Military Code action. Enlisted members can be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the UCMJ or the State Military Code or disposition of criminal proceedings by a foreign jurisdiction. Airmen awaiting disposition of criminal proceedings by a foreign jurisdiction may request a voluntary extension of their enlistment. If the Airman does not request a voluntary extension then an involuntary extension should occur. Forward an administrative/legal hold memorandum for investigation from the Wing JA to the AFRC/A1KK workflow. AFRC/A1KK will apply the appropriate duty status code.

9.1.3.2. Stop-Loss, Involuntary extension guidance resulting from Stop-Loss actions will be included in the instructional guidance from Air National Guard Bureau Military Force Policy Division (NGB/A1PP). Any extension executed for Stop-Loss will be annotated "Stop-Loss" in the remarks sections of the DAF Form 1411.

9.1.3.3. Administrative Extension. Airmen may be administratively extended in service to allow finalization of investigative and disciplinary action(s). Do not involuntarily retain Airmen for the processing of administrative discharge action.

9.1.4. Extension Approval Authorities (**T-2**):

9.1.4.1. Unit CC. The unit CC or equivalent (for Individual Reservist, RegAF, Joint or sister service unit of assignment CC) makes the final decision on any request for voluntary extension. The unit CC or equivalent may also cancel or terminate a voluntary extension.

9.1.4.2. ARPC/DPT. This office may direct, process (for IRR members), or cancel involuntary extensions.

9.1.5. Completing Documentation for Extensions

9.1.5.1. The MPF signs Section VIII of the DAF Form 1411 on extension requests. The TMC will designate an alternate service representative in their absence. **(T-2)**

9.1.5.2. MPF sends the original DAF Form 1411 to ARMS. (For IR members, RIO Detachment sends the DAF Form 1411 to ARPC/DPT for update.) The personnel system is updated accordingly. Provide a copy of DAF Form 1411 to the member.

9.1.6. Cancelling an Extension. Cancel extensions the member has not yet entered if:

9.1.6.1. The Air Force cannot meet the terms on which it agreed to extend service (thus completion of the extension would be unfair to the member). **(T-2)**

9.1.6.2. The member is eligible and wants to reenlist on original ETS instead of entering the extension. **(T-2)**

9.1.6.3. Documentation for Canceling or Terminating an Extension. Use an DAF Form 1411-1 to effect the cancellation, obtain the CC's signature, and make distribution of the form.

9.1.7. Terminating an Extension. Terminate extensions the member has already begun serving if:

9.1.7.1. The member wants to reenlist and the new contract is sufficient to cover the extension period. **(T-2)**

9.1.7.2. The member meets fitness standards according to applicable AFI and is now eligible to reenlist. **(T-2)**

9.1.7.3. The unit CC's recommendation of non-selection for reenlistment has been upheld. **(T-2)**

9.2. Erroneous Extension Documents. This paragraph applies to the DAF Form 1411 and DAF Form 1411-1. Only AFRC/A1K for AFR can authorize correction of contractual errors.

9.2.1. Contractual Errors. Airmen not authorized to extend or in violation of this DAFI (ineligible RE code, etc.) will have their contract voided.

9.2.2. Administrative Errors. FSS/MPF/HQ RIO may correct administrative errors discovered on the DAF Form 1411 or DAF Form 1411-1, if the Airman and the AFR agree.

9.2.3. Correcting administrative errors on contracts returned for correction: The FSS/MPF/HQ RIO retrieves the ARMS copy and makes appropriate corrections to the form.

9.2.4. The Airman and FSS/MPF/HQ RIO representative initial each correction. Type "CORRECTED COPY" in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 9.1.4](#).

9.2.5. Do not make corrections to the form stamped "DO NOT CORRECT THIS COPY" unless there is no ARMS copy and the Airman does not have a copy.

9.2.6. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 9.1.4](#).

9.2.7. Do not reaccomplish the DAF Form 1411/1411-1 unless there is no ARMS copy and the Airman does not have a copy.

9.2.8. If contract must be reaccomplished, type “Reconstructed Copy” in the upper margin of the new contract. **(T-1)** All dates for signatures must be actual date signed. **(T-1)** Make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 9.1.4](#) (**Note:** CCs may not refuse to re-accomplish these documents).

9.2.9. The FSS/MPF/HQ RIOS sends the corrected/reconstructed copy IAW [paragraph 9.1.4](#), corrects MilPDS, verifies AFPC OL files and takes appropriate action if needed, and Defense Joint Military Pay System-Reserve Component as appropriate.

Table 9.1. Reasons & Actions for Extension to Enlistment in the Air Force Reserves.

Rule	Reason	Action
1	Members under waiver consideration by AFRC/SG for physical disqualification or hospitalized, temporarily/physically disqualified, and pending medical/physical evaluation board.	Extensions will be in 6 month increments or the minimum time necessary for waiver determination, or medical evaluation board determination, whichever is sooner. (T-2)
2	Inactive Status List Reserve Section members whose enlistment expires.	ARPC/DPT will determine if retention is in the best interest of the Air Force. (T-2)
3	Members applying for transfer or assignment to the Retired Reserve under DAFI 36-3211, <i>Military Separations</i> . The member must request an extension for an unspecified period contingent on transfer to the Retired Reserve. (T-2)	If approved, ARPC/DPT extends enlistment for an unspecified period. This extension takes effect on the date the member transfers to the Retired Reserve. (DAF Form 1411 is not required.) (T-2)
4	Selectees for the US Air Force Academy Preparatory School.	Members may extend if their enlistment will expire before they complete their required period of active service. (T-2)
5	Career AGRs are authorized to extend up to 4 years to meet retainability required to achieve certain milestones such as current DOS, 20-year active duty date, or HYT.	If more than 4 years is required to satisfy retainability to reach any of those milestones, members are advised to reenlist. (T-2)
6	Member who has been nonselected for reenlistment.	Member may extend enlistment for the time necessary to allow for due process of the member’s appeal. (T-2)
7	Members who are applying for benefits under the Reserve Montgomery GI Bill, Kicker Program, Post 9-11 GI Bill, or other education benefits.	Member may extend up to 4 years in order to qualify for these benefits. If more than 4 years is required to satisfy retainability requirements, members are advised to reenlist. (T-2)

8	Members unable to participate in or failing to achieve minimum passing score on the Fitness Assessment (DAFMAN 36-2905).	The CC can either select the member for reenlistment or authorize a 7- or 12-month extension. When opting to extend the enlistment, the CC will complete the DAF Form 418 to render the member ineligible to reenlist rather than denying reenlistment by specifying “ineligibility” vs. nonselection on the form. In the remarks section of the DAF Form 418, write the following statement, “Member is rendered ineligible to reenlist IAW DAFMAN 36-2905. I am authorizing the member a 7- or 12-month (as applicable) extension to allow for fitness improvement.” (Note: Attach the DAF Form 418 to the extension (AF Form 1411) after updating the extension, send to AFRC/A1K. If the member is later allowed to reenlist, the CC will submit another DAF Form 418 selecting the member for reenlistment. (T-2)
9	Members who have 18 but fewer than 20 satisfactory years for Reserve retirement.	CCs cannot deny extensions of enlistment requested by these personnel. (T-2)
10	Members being processed for involuntary discharge for cause or physical disqualification according to DAFI 36-3211.	If the member's ETS will not afford sufficient time for the member to appeal the discharge case, the CC must provide the member the opportunity to voluntarily extend their enlistment to allow for due process. (T-2) Ensure documentation of member's election is included in the discharge case. If the member elects to extend their enlistment, ensure a copy of the DAF Form 1411, is included in the discharge case. (T-2)
11	Members deploying or going TDY.	Ensure members have enough retainability to complete the established TDY tour length, (IAW DAFI 10-401, <i>Air Force Operations Planning and Execution</i> and DAFI 36-3802, plus an additional 60 days. (T-2)
12	Members retraining.	Extend members to ensure 3 years retainability from the effective date of retraining. (T-2)
13	Members incurring an Air Force Reserve Service Commitment.	Extend members IAW retainability requirements in AFMAN 36-2100, <i>Military Utilization and Classification</i> . (T-2)
14	Members under consideration for promotion under the Stripes for Exceptional Performers II.	Extend Stripes for Exceptional Performers II applicants, since they must have 24 months retainability before being considered for promotion to E-7 to E-9 under the Stripes for Exceptional Performers II program. (T-2)

15	Members who are found temporarily medically unfit. Any AFR member profiled 4, duty limiting condition, code 31, 37, 81 (previously 4T) may not perform military duty for pay or points.	Extend members until the expiration date of the medical profile. (T-2) (see Note 1)
16	Members applying for the AGR program.	Extend members for retainability to qualify for the AGR program. (T-2)
17	Members attending technical school.	Extend members for the amount of time necessary for retainability. (T-2)
18	Members who need extensions to meet their HYTD. A member may request an extension of their enlistment at any time for this purpose.	Extend enlistment for the exact years, months, and days needed. (T-2)
19	Members who need extensions to await disposition of their criminal proceedings by a foreign jurisdiction. See paragraph 6.6.12.	Involuntarily extend enlistment for the exact years, months, and days needed. (T-2)
20	Member needs an extension for any provision not included in this instruction	Submit request to AFRC/A1KK for approval. If approved extension code X will apply.
Notes:		
1. Enlistment extension cannot exceed 48 months.		

Chapter 10

AFR HIGH YEAR OF TENURE (HYT) PROCEDURES (AFR ONLY)

10.1. HYT Program. It is designed to improve grade ratios, ensure sustained promotion opportunity, and maintain readiness by providing a force fit for the rigors of war.

10.2. Service Limitation. The HYT program limits participation for TRs, IRs, and AGRs. High Year Tenure Date (HYTD) is the first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 62, whichever occurs first. An ART's service is limited to 33 years of creditable service for military pay or the date eligible for an unreduced civil service retirement, whichever date is later – not to exceed one day prior to age 62. **(T-2)**

10.3. Computing HYTD. See [Attachment 2](#) for HYTD computation.

10.4. Update HYTD. ARPC/DPT is the only agency authorized to update TRs, IRs, and ARTs HYTD. ARPC/DPA is the only agency authorized to update AGRs HYTD. The servicing MPF (Unit Program), RIO Detachments (IR Program) must notify ARPC/DPT, via a myFSS, if they believe a HYTD is incorrect. **(T-2)**

10.5. Adjustment of HYTD. A member's HYTD is adjusted pursuant to sanctuary provisions (18 but less than 20 years of satisfactory service at HYTD) or when a member vacates or enters into ART status.

10.5.1. Adjustment of HYTD pursuant to sanctuary provisions. Members with 18 but less than 20 years of satisfactory service at their HYTD will have their HYTD adjusted to the first day following the month the member will obtain 20 years of satisfactory service. However, during this time the member cannot have had an unsatisfactory year. CC input is not required to adjust their HYTD, because the adjustment of HYTD is pursuant to sanctuary provisions. A HYTD adjusted to allow a member to obtain 20 years satisfactory service will not be further adjusted, unless the member was precluded from satisfactory participation during the adjusted period due to circumstances beyond the member's control. **(T-2)**

10.5.2. Adjustment of HYTD based on member vacating ART status to enter AGR tour. Member's HYTD is adjusted to first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 62, whichever occurs first. **(T-2)**

10.5.2.1. ARPC/DPT must adjust member's HYTD. **(T-2)**

10.5.2.2. During processing of an ART's application for an AGR tour, ARPC/DPT must ensure member's adjusted HYTD is not a past date. **(T-2)**

10.5.2.3. If the adjusted HYTD is a past date, then ARPC/DPT must process a request for extension of HYTD to AFRC/CC (approval authority) for decision. The request must be approved before the member enters AGR tour. **(T-2)**

10.5.3. Adjustment of HYTD based on member vacating ART status but remaining as a Traditional Reserve. Member's HYTD is adjusted to first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 62, whichever occurs first.

10.5.3.1. The servicing MPF must notify ARPC/DPT, via a myFSS ticket, to adjust member's HYTD. Notification will provide the date member vacated ART status. **(T-2)**

10.5.3.2. If the adjusted HYTD is a past date, the member is not authorized to participate after the date member vacated ART status and the member must separate or retire, if eligible, not later than 120 days from the date member vacated ART status. **(T-2)**

10.5.4. Adjustment of HYTD based on member entering ART status. Member's HYTD is adjusted to one of the following three options: first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 62, whichever occurs first; service computation date plus 30 years; or date of birth plus minimum civil service retirement age, whichever date is later – not to exceed one day prior to age 62. Servicing MPF must notify ARPC/DPT to adjust member's HYTD. MyFSS notification will provide the date member entered ART status. **(T-2)**

10.6. Notification to Member and CC of Approaching HYTD. Fourteen months prior to member's HYTD, the servicing MPF (Unit Program), RIO Detachments (IR) or ARPC/DPA (AGR Program) must notify the member and the member's CC of the member's approaching HYTD. The servicing MPF (Unit Program) must also notify the servicing Civilian Personnel Office of an ART's approaching HYTD so the Civilian Personnel Office can enroll the ART in the DoD Priority Placement Program. All notifications must be in writing. **(T-2)**

10.6.1. Upon notification of member's approaching HYTD, the unit CC will determine if a rare situation exists that warrants favorable consideration for extension of member's HYTD to maintain unit readiness. **(T-2)**

10.6.2. The CC notifies the member and servicing MPF, RIO detachment, or ARPC/DPA of the decision. Both notifications must be in writing no later than 12 months before the member's HYTD. **(T-2)**

10.7. Extension of HYTD. Members are considered for extension of HYTD on a case-by-case basis only when rare circumstances deem the member's continued service essential to unit readiness. Extensions are granted in 1 year increments not to exceed a combined total of 3 years or to one day prior to age 62, whichever occurs first.

10.7.1. Requests for extension of a member's HYTD will be initiated no later than 12 months before member's HYTD and must arrive not later than 6 months prior to member's HYTD. Request for TRs, IRs, and ARTs are sent to ARPC/DPT. Request for AGRs are sent to ARPC/DPA. **(T-2)**

10.7.2. AFRC/CC is the approval authority for extension of a member's HYTD. Any CC in a member's chain of command can disapprove a request for extension of HYTD. The decision is final and cannot be appealed. **(T-2)**

10.7.3. CCs must fully substantiate why the member's service is essential to unit readiness. The CC must provide unit and overall wing manning by grade (TSgt – CMSgt), by ART and non-ART, number of personnel in or awaiting formal school, and number of personnel in upgrade training to the 5- and 7-skill level. **(T-2)**

10.7.4. Requests for extension of HYTD are processed through the member's chain of command, to include the NAF for TRs and ARTs. **(T-2)**

10.7.5. ARPC/DPT (for TRs, IRs, and ARTs) and ARPC/DPA (for AGRs) obtains AFRC/CC's decision, updates approved extension to HYTD, and notifies the servicing military personnel agency of AFRC/CC's decision.

10.7.6. The servicing MPF, RIO Detachment, or ARPC/DPT will notify the member and the member's CCs of AFRC/CC's decision. **(T-2)**

10.8. Withdrawal of Approved Extension of HYTD. An approved extension of TRs, IRs, or AGRs HYTD can be withdrawn if the member has not entered into the HYTD extension.

10.8.1. AFRC/CC is the approval authority for withdrawal of a member's approved extension of HYTD. Any CC in a member's chain of command can disapprove a request for withdrawal of an approved extension of HYTD. The decision is final and cannot be appealed. **(T-2)**

10.8.2. CCs must fully substantiate why the member's approved extension of HYTD must be withdrawn. **(T-2)**

10.8.3. Requests for withdrawal of an approved extension of HYTD are processed through the member's chain of command, to include the NAF for TRs and ARTs, to Air Reserve Personnel Center Reserve Separations (ARPC/DPTTS) (for TRs, IRs, and ARTs) or ARPC/DPA (for AGRs). **(T-2)**

10.8.4. ARPC/DPT or ARPC/DPA obtains AFRC/CC's decision; updates the previous HYTD in MilPDS if request is approved, and notifies the servicing military personnel agency of AFRC/CC's decision. **(T-2)**

10.8.5. The servicing MPF, RIO Detachment, or ARPC/DPT will notify the member and the member's CCs of AFRC/CC's decision. **(T-2)**

10.8.6. Enlisted members will not take part in the Selected Reserve past their HYTD. Members will be transferred to the Retired Reserve, if eligible, or separated at their HYTD. **(T-2)**

10.8.7. TRs, IRs, and AGRs eligible for a Reserve Retirement at HYTD will be automatically transferred (transfer without member's application for retirement) to the Retired Reserve. ARPC/DPT mails all retirement orders and certificates to the member's home address. **(T-2)**

**REENLISTMENT AND EXTENSION OF ENLISTMENT IN THE AIR NATIONAL
GUARD**

Chapter 11

SELECTIVE REENLISTMENT PROGRAM (SRP) [ANG ONLY]

11.1. SRP Policy. Reenlistment in any component of the Total Force is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if they:

- 11.1.1. Meet eligibility requirements.
- 11.1.2. Have qualities essential for continued service.
- 11.1.3. Can perform duty in a career field in which the Air Force has a specific need.

11.2. SRP Program Objective.

- 11.2.1. The SRP objective is to ensure the Air Force retains only Airmen who consistently demonstrate the capability and willingness to maintain high professional standards.
- 11.2.2. The SRP applies to all enlisted personnel; however, SRP is administered separately within each component.

11.3. SRP Authority.

- 11.3.1. CC/civilian directors have total SRP selection authority as long as no other factors barring immediate reenlistment exist. Retention in the ANG is a command prerogative, and is not an inherent right of any individual unless the member is protected by the laws governing sanctuary; in those cases, unless a member expresses his/her consent to separate from the military, then only the SecAF may deny a member retention. CC/civilian directors may non-select any Airman for reenlistment at any time outside of the SRP window. Being rendered ineligible to reenlist can impact an Airman's opportunity to be selected for an assignment, promotion, and/or retraining and may impact the Airman's future eligibility to be retained. The selection/non-selection decision will not be based on Airman's career intent and will be consistent with other qualitative decisions.
- 11.3.2. CC/civilian directors will not use the SRP to deny reenlistment when involuntary separation is more appropriate. CC/civilian directors may reverse their selection/non-selection decision at any time.

11.4. SRP and Airman Promotion Program Relationship.

- 11.4.1. The objective of both programs is to ensure the career field consists of highly qualified, professional Airmen. SRP non-selection makes Airmen ineligible for promotion.
- 11.4.2. Airmen non-selected for reenlistment also become ineligible for promotion and may need to request a Reenlistment Eligibility (RE) Code waiver through their recruiter if desired to continue service in another branch or component of the DoD.

11.5. SRP in the ANG.

- 11.5.1. CSS actions or servicing FSS for units without a CSS:
 - 11.5.1.1. Each Regularly Scheduled Drill (RSD), the CSS will generate a listing from the PDS and identify assigned Airmen with an ETS that will expire within the next 14 months. This listing is herein referred to as the "SRP roster." (**Note:** MilPDS does not automatically generate SRP rosters; contact the Personnel Systems Manager if you need assistance). (**T-2**)

11.5.1.2. Identify ANG reenlistment and extension ineligibility factors ([Table 12.2](#)) and provide this information along with the SRP roster to the unit CC. (T-2)

11.5.1.3. Assist CC in the preparation and finalization of required DAF Form 418 (see [paragraph 11.5.7](#)). (T-2)

11.5.1.4. Provide DAF Form 418 to the servicing FSS IAW [paragraph 11.5.7](#). (T-2)

11.5.1.5. Dispose of reenlistment program documentation IAW [Table 12.4](#). (T-2)

11.5.2. Unit CC Actions:

11.5.2.1. Review the SRP roster and determine reenlistment eligibility; consideration must include (but is not limited to) the following factors:

11.5.2.1.1. EPB ratings. (T-2)

11.5.2.1.2. Derogatory information from a previous enlistment will not be considered as a basis for denial of subsequent reenlistments. (T-2)

11.5.2.1.3. Compliance with Air Force standards. (T-2)

11.5.2.1.4. Ability to meet required training and duty performance levels. (T-2)

11.5.2.1.5. Medical readiness. **Note:** A fit for duty finding by a Physical Evaluation Board does not automatically entitle an Airman to reenlist upon completion of their required active service. However, an Airman may not be denied reenlistment on the basis of the same condition for which a Physical Evaluation Board found the Airman fit for duty. (T-2)

11.5.2.2. To deny reenlistment, line through the Airman's name on the SRP roster and initiate an DAF Form 418 IAW [paragraph 11.5.7](#).

11.5.2.3. Selected Airmen will remain on the SRP roster. (T-2)

11.5.2.4. Also consider the eligibility status of Airmen listed on the SRP who were previously determined ineligible for reenlistment. (T-2)

11.5.2.4.1. To change eligibility from "not-selected" to "selected," complete an DAF Form 418 and attach to the SRP roster.

11.5.2.4.2. No action is required if a previous determination of ineligibility is not changing.

11.5.2.5. Consider any DAF Forms 418 provided by supervisors IAW [paragraph 11.5.7](#).

11.5.2.6. Sign the SRP roster and return to the FSS for action.

11.5.3. The signed SRP roster is the only documentation required to change an Airman's Reenlistment Eligibility (RE) in PDS to "selected" for Airmen who have not been previously considered.

11.5.4. DAF Form 418 is required to change eligibility to "not-selected" or to change a previous ineligible determination to "selected." (T-2)

11.5.5. After 30 days or the next scheduled RSD from date of SRP roster, if the CC has not taken action to deny reenlistment (DAF Form 418), the CSS changes the RE Code in PDS to

“selected.” If the unit CC elects to change RE to “not selected” during subsequent SRP review, an DAF Form 418 will be required. **(T-2)**

11.5.6. Early or Delayed SRP Actions.

11.5.6.1. CCs will conduct early SRP consideration for Airmen who have not previously received formal SRP consideration and are otherwise eligible to reenlist who request voluntary early separation from the ANG. **(T-3)**

11.5.6.2. When Airmen require SRP consideration upon arrival at a new duty location, the gaining CC may delay SRP consideration for no more than 90 calendar days after date arrived station.

11.5.7. DAF Form 418.

11.5.7.1. The DAF Form 418 will be used to document all selection and non-selection actions for all Airmen. For instances in which the CC selects either “selected for reenlistment” or “not selected for reenlistment” but is supportive of an extension for the Airman, the DAF Form 418 will be used to capture the length of time the unit CC supports for the Airman’s term of reenlistment or period of extension by indicating the number of years or months they are willing to support within the remarks portion of Section III. **(T-2)**

11.5.7.2. CCs use the DAF Form 418 when:

11.5.7.2.1. Approving or denying reenlistment during the SRP process. **(T-2)**

11.5.7.2.2. Reversing a selection decision at any point in the SRP process. **(T-2)**

11.5.7.3. ANG supervisors may submit a recommendation to the unit CC on the DAF Form 418 at any point during the SRP process for the CC to consider.

11.5.7.3.1. If the CC concurs with the supervisor’s recommendation, the CC completes Section III of the DAF Form 418, ensures the Airman acknowledges receipt in Section IV, and forwards the form to the CSS (or servicing FSS) for action.

11.5.7.3.2. The CSS or servicing FSS will file the form IAW Records Disposition Schedule (RDS) guidelines. **(T-2)**

11.5.8. CC Action on DAF Form 418.

11.5.8.1. The unit CC completes Section III by marking the appropriate box indicating the Airman is either “selected” or “not selected” for reenlistment, signing and dating the form, and annotating all required information in the remarks section tied to the reenlistment eligibility decision. **(T-2)**

11.5.8.2. For Airmen non-selected under SRP:

11.5.8.2.1. The CC discusses the non-selection with the Airman’s supervisor before making the final decision. The CC discusses the specific reasons for non-selection with the Airman and annotates in the remarks section of the DAF Form 418 the following items, at a minimum, that apply: **(T-2)**

11.5.8.2.1.1. Specific reasons for non-selection.

11.5.8.2.1.2. Areas needing improvement.

11.5.8.2.1.3. Promotion ineligibility.

11.5.8.2.1.4. Possibility of future reconsideration.

11.5.8.2.1.5. Period of extension CC is willing to support (**Note:** an extension can be no less than 6 months per Title 32 USC 302).

11.5.8.2.2. Counsels the Airman on the appeal process and ensures he/she understands the requirement to acknowledge receipt of notification immediately, and that they have 3 calendar days to render an appeal intent. Airmen who intend to appeal must present their written case to the FSS. AGR members must present their case within 10 calendar days. DSG members must submit their written case during the next RSD or 30 calendar days (whichever is later) from the date the Airman renders his/her intent to appeal. Airmen who refuse to acknowledge receipt of the notification forfeit their appeal intent, and the FSS updates the RE code to 6U. The CC annotates in the Airman's signature block "Airman has refused to sign." (**T-2**) (**Note:** Airmen will not be provided the opportunity to change their mind at a later date.)

11.5.8.2.3. Ensures the Airman completes Section IV to acknowledge receipt of notification of non-selection during the personal interview. If the Airman is unavailable (TDY, leave, etc.) and will not return within 30 days of the decision date, the CC includes the following statement in the upper margin of the DAF Form 418: "Airman is [insert reason] until [expected return date]" and finalize actions within 3 calendar days from the Airman's return date. (**T-2**)

11.5.8.2.4. Provides Airman with a copy of the DAF Form 418 and any supporting documentation necessary that substantiates the retention eligibility decision.

11.5.8.2.5. Ensures the Airman completes Section V to render his/her appeal intent within 3 calendar days of acknowledgment. If the Airman elects to appeal, the CC directs the Airman to the FSS for additional counseling regarding the appeal submission process and/or requirements if needed.

11.5.8.2.6. Maintains a copy of all the documents and forwards the DAF Form 418 to the FSS for processing.

11.5.8.3. For Airmen reconsidered and selected:

11.5.8.3.1. The CC includes the number of years he/she is willing to support if the Airman chooses to reenlist in the remarks portion when completing Section III.

11.5.8.3.2. Forwards the DAF Form 418 to the FSS in order to have the RE code updated in the PDS.

11.5.8.3.3. Provides a copy of the DAF Form 418 to the Airman after the Airman signs and dates Section IV indicating acknowledgment of the retention eligibility decision.

11.5.9. ANG FSS Actions with DAF Form 418:

11.5.9.1. Upon receipt of the DAF Form 418 from a unit, the FSS will perform a quality review to ensure all blocks are appropriately marked and all required signatures are present. (**T-2**)

11.5.9.2. Return any incomplete DAF Form 418 to the submitting unit for proper completion. (**T-2**)

11.5.9.3. Complete Section VIII, "FSS/MPF Update Action."

11.5.9.3.1. Update RE code in PDS (if a change is required).

11.5.9.3.2. Annotate the date the RE code is updated (if a change is required) and/or verified in the PDS in Section VI.

11.5.9.4. Review Section V to determine the Airman's appeal intent.

11.5.9.4.1. If the Airman does not intend to appeal, complete Section VII, forward the form for filing in ARMS, and provide a copy of the completed form to the unit CC.

11.5.9.4.2. If the Airman intends to appeal, annotate the suspense date for the Airman's written case submission in the appropriate box in Section VII. Counsel the Airman, as needed, on the appeal suspense and appeal process, and finalize all appeal actions.

11.5.9.5. Update the PDS if a change to the Airman's RE code is needed at the conclusion of the appeal process.

11.5.10. ANG SRP Non-Selection Appeal Process.

11.5.10.1. Airmen intending to submit an appeal to the FSS must do so no later than 10 calendar days if an AGR member, or, if a DSG member, during the next RSD or 30 calendar days (whichever is later), after completing Section V of the DAF Form 418. If the written appeal is not presented to the FSS by the established suspense date, the member forfeits their right to appeal. **(T-2)**

11.5.10.2. FSS will suspense a copy of the DAF Form 418 pending receipt of the appeal package. **(T-2)**

11.5.10.2.1. A written request to extend the suspense date for appeal submission may be approved by the FSS CC if circumstances warrant. Only one extension may be approved and for a period not to exceed 5 calendar days. The Airman must submit his/her request for an extension prior to the original suspense date. **(T-2)**

11.5.10.2.1.1. Airmen with unique and documented circumstances such as emergency leave, illness, or injury, may be granted a delay to submit their appeal to the FSS. In such cases, the Airman must immediately advise the FSS of the circumstances and provide supporting documentation in order to be granted the delay. **(T-2)**

11.5.10.2.1.2. Provide extension requests to the FSS Superintendent for consideration. If approved by the FSS CC, a new appeal suspense date will be established. **(T-2)**

11.5.10.2.1.3. Requests for extensions submitted after the original suspense date will be disapproved, and the Airman is considered to have failed to submit the appeal. **(Exception:** If the original suspense date falls on a weekend or holiday, the Airman may submit his/her appeal on the next available duty day.) **(T-2)**

11.5.10.2.2. FSS will document on the DAF Form 418, Section VII, whether an appeal was received by the suspense date. **(T-2)**

11.5.10.2.2.1. If the appeal is not received within the required time frame, complete Section VII accordingly, and update the RE code in the PDS (if a change

is needed). Forward the original DAF Form 418 for the file in ARMS and return a copy to the Airman's CC.

11.5.10.2.2. If the appeal was received within the required time frame, complete Section VII accordingly and continue with the appeal processing.

11.5.10.3. Prepare an appeal case and route to the appeal authority listed in [Table 11.1](#) for consideration. The FSS constructs a case file containing the DAF Form 418, documentation submitted by the Airman and CC, any EPBs closing out within the past 5 years, a copy of DAF Form 1137 (if applicable) and any other pertinent information.

11.5.10.4. Within 5 workdays from receipt of appeal, the FSS sends the case file to the servicing legal office for review and suspense for completion.

11.5.10.5. The servicing legal office reviews the case, includes any pertinent recommendations, and returns the case back to the FSS.

11.5.10.6. Within 5 workdays of receiving the legal review, the FSS will forward the case file to the appeal authority. **(T-3)**

11.5.10.7. Any CC in the reviewing chain may approve an Airman's appeal by completing the DAF Form 418 accordingly and returning the case file to the FSS for final processing. **(T-2)**

11.5.10.8. Denial of appeal is completed by the appropriate appellate authority identified in [Table 11.1](#). After the case file has been sent to the appropriate appellate authority, and the final determination is to deny the appeal, the case file cannot be sent to a higher authority to have the decision overturned. When an appeal is denied by the appellate authority, he/she completes the appropriate section of the DAF Form 418, and the case file is returned to the FSS for final processing. **(T-2)**

11.5.10.9. All packages should be routed through the Airman's group CC for review when the appellate authority is the wing CC.

11.5.10.9.1. FSS will provide the Airman a copy of any new information added to the case after they submitted their appeal and suspense the rebuttal. AGR members are given 5 duty days and DSGs are given until the next RSD (or 30 calendar days, whichever is later) to rebut. **(T-2)**

11.5.10.9.2. If the Airman fails to submit a rebuttal as required, the FSS annotates "The Airman failed to submit rebuttal remarks to the documentation dated (insert date) as required." in the appropriate remarks section of the DAF Form 418 and forwards the case file to the next reviewing level. **(T-2)**

11.5.10.9.3. If the Airman submits a rebuttal by the suspense date, the FSS annotates "The Airman submitted rebuttal remarks to the documentation dated (insert date)." in the appropriate remarks section of the DAF Form 418 and forwards the case file to the next reviewing level. **(T-2)**

11.5.10.10. All packages should be routed through both the group and wing CCs for review when the appellate authority is TAG or CG.

11.5.10.11. Denial of appeal is completed by the appropriate appellate authority identified in [Table 11.1](#). After the case file has been sent to the appropriate appellate authority, and

the final determination is to deny the appeal, the case file cannot be sent to a higher authority to have the decision overturned. When an appeal is denied by the appellate authority, he/she completes the appropriate section of the DAF Form 418, and the case file is returned to the FSS for final processing. **(T-2)**

11.5.10.12. Upon receipt of completed appeal case files, the FSS will provide a copy of the DAF Form 418 to the Airman's CC. **(T-2)**

11.5.10.13. The CC notifies the Airman of the final appeal decision.

11.5.10.14. Appeal approval at any level restores reenlistment eligibility effective back to the date of the CC's disapproval. If the Airman was rendered ineligible for certain personnel actions (i.e., promotion consideration, reenlistment), these actions are given reconsideration based upon the date the CC signed the DAF Form 418.

11.5.10.15. FSS updates the appropriate RE code, forwards the DAF Form 418 and/or appeal approval memorandum for filing in the ARMS, and maintains the case file IAW the AFRIMS RDS.

Table 11.1. ANG Reenlistment Appellate Authorities.

If the Airman is:	Appeal Authority	See Note:
First Term Airmen	Respective group CC	1, 2, 3
Career Airmen who complete 20 or more years total service on current ETS	Wing CC, can be further delegated to group CC	1, 2, 3
Career Airmen who complete fewer than 18 years total service	Wing CC, can be further delegated to group CC	1, 2, 3, 4
Career Airmen who complete at least 18 years, but fewer than 20 years creditable service for retirement on current ETS	Secretary of the Air Force or State Adjutant General (TAG)	1, 2, 3, 5,6
any Airman assigned in a Joint Force Headquarters	State Adjutant General (TAG)	1, 2, 3, 5
Notes:		
1. In the Joint Base construct, the approval authority must be an Air Force, Air Force Reserve or Air National Guard CC above the group level. (T-3)		
2. If the wing CC initiated the DAF Form 418, approval authority is The Adjutant General (TAG).		
3. FTA or Career Airmen who will complete 20 or more years Total Service on current ETS appeal to their respective group CC. (Exception: These Airmen appeal to their wing CC if the group CC made the SRP non-selection decision).		
4. Appeal authority becomes the TAG if the wing CC made the SRP non-selection decision.		
5. TAG may delegate authority to no lower than the Director of Staff (DS).		
6. If TAG disapproves the CCs decision it will end at the TAG for the appeal authority and back to the wing.		

Chapter 12

REENLISTMENTS [ANG ONLY]

12.1. General Instructions. Reenlistment in the ANG is a command prerogative and is not an inherent right of any individual. Airmen not selected for reenlistment via SRP will not be reenlisted but may qualify for extension of enlistment.

12.2. SRP Reconsideration. Selective reenlistment program reconsiderations are accomplished by unit CC/civilian directors prior to a member's ETS/ DOS.

12.2.1. Reenlistment may be limited based on the needs of individual service components.

12.2.2. The FSS will:

12.2.2.1. Ensure all Airmen receive a reenlistment briefing from the legal office within the next Inactive Duty for Training / Annual Training participation Air National Guard of reenlistment. **(T-1)**

12.2.2.2. Ensure all reenlistment contracts contains the DD Form 4. **(T-1)**

12.3. Reenlistment Ceremony. CC/civilian directors ensure ceremonies are conducted in a dignified and professional manner, appropriate for an official act in a place that provides reverence to the oath being taken; safety of all participants should also be paramount.

12.3.1. Airmen may request any commissioned officer (RegAF, AFR, ANG or retired) in the US Armed Forces to perform the ceremony and may invite guests. **(T-0)** Reenlistments can be conducted on any day of the year. The reenlistee and the officer administering the oath have traditionally had the US flag forming a backdrop for the oath.

12.3.2. The reenlistee and reenlisting officer must wear an authorized uniform for the ceremony. **(Exception:** The uniform requirement is optional for retired officers.) Airmen and reenlisting officials may not conduct a reenlistment in the Air Force physical training uniform. **(T-2)**

12.4. Who May Administer the Oath of Enlistment. The oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. RegAF, AFR, ANG or retired commissioned officers of the US Armed Forces may administer the oath. Officers who resigned their commissions and transferred to the Obligated Reserve Section or the Nonaffiliated Reserve Section may not administer the oath. **(Exception:** Commissioned warrant officers in the grade of CW2, CW3 and CW4 may also administer the oath.) **(T-0)**

12.5. Processing and Place of Reenlistment. Airmen must reenlist at their home station unless they are absent due to deployment, hospitalization, or are in a pipeline status (school, overseas returnee, etc.). **(T-1)** Airmen must be present for duty and cannot reenlist while on leave, while in a separation status, or after departing their unit of assignment on terminal leave for separation. **(T-1)**

12.5.1. Airmen must have sufficient retainability for their deployment prior to departure. **(T-1)** Reenlistment and/or extension documents for deploying members should be executed as soon as the need is identified. The FSS may give a deploying Airman a reenlistment (and extension cancellation) package prior to his/her departure if Airman desires to reenlist prior to entry into

an extension contract in the deployed location and command supports the reenlistment action. The package will include a DD Form 4 and DAF Form 1411-1. **(T-2)**

12.5.1.1. The home station FSS:

12.5.1.2. Obtains the Airman's signature on all appropriate documents. Coordinates with the FSS at the deployed location to ensure proper completion of the reenlistment documents.

12.5.2. The FSS / Personnel Support for Contingency Operations at the deployed location:

12.5.2.1. Provides the Airmen their copy of reenlistment contract, if more than 30 calendar days will expire between the reenlistment date and the date the Airmen will return to home station.

12.5.2.2. Forward all remaining copies to the home station FSS for final processing.

12.6. Reenlistment of Non-US Citizens . Non-US citizens, enlisting on or after 1 November 1982, must become US citizens during their initial enlistment before they are eligible to reenlist. **(T-1)** Citizens of Micronesia and Palau may be eligible for reenlistment even if they do not have their citizenship. These cases will be worked through NGB/A1PP to Air Staff for approval. **(T-1)**

12.7. Erroneous Enlistment/Reenlistment Documents Returned for Correction. An erroneous enlistment/reenlistment document is administrative, involving typographical errors, strikeouts, misspellings, erroneous computation of required retainability, etc.

12.7.1. Contractual Errors. Airmen not authorized to reenlist or in violation of this DAFI (not meeting Time in Service/Time in Grade, ineligible RE code, etc.) will have their contract voided. NGB/A1PP directs the FSS to void the contract and take action as needed to remove any documentation from all systems of record. **(T-1)**

12.7.2. Administrative Errors. FSS will not correct administrative errors discovered in items 2, 5, 8, 18b, 19b and 19f of the DD Form 4. **(T-1)** Administrative errors in these items will necessitate the deletion and re-creation of the DD Form 4. If the corrections were made on the forms, stamp "CORRECTED COPY" in the upper margin of the corrected pages, ensure the Airman initials the corrected area(s), and make a photocopy of the corrected forms for the Airman. The FSS corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and distributes the documents IAW **Table 12.4**.

12.7.3. The Airman and the FSS representatives must initial each correction. **(T-1)** Stamp "CORRECTED COPY" in the upper margin of the corrected pages. Make a photocopy of the corrected forms and comply with the disposition instructions in **Table 12.4**.

12.7.3.1. Do not make corrections to the form stamped "DO NOT CORRECT THIS COPY" unless there is no ARMS copy and the Airman does not have a copy. In those situations, correct the copy stamped "DO NOT CORRECT THIS COPY" and type "Only Available Copy" in the upper margin of the corrected pages. Make a photocopy of the corrected forms and comply with the disposition instructions in **Table 12.4**.

12.7.3.2. Reaccomplish the DD Form 4 and DAF Form 901 if there is no ARMS copy or the Airman does not have a copy. **(Note:** The Airman's current CC or civilian director holding the position will sign the corrected form(s) and the current date is used.) **(T-1)**

12.7.3.2.1. If contract is reaccomplished, stamp “RECONSTRUCTED COPY” in the upper margin of the new contract. The forms are dated using the current date and signed by the Airman’s current CC/civilian director. Make a photocopy of the corrected forms and comply with the disposition instructions in [Table 12.4](#) (Note: CCs or civilian directors may not refuse to re-accomplish these documents or deny reenlistment.)

12.7.3.2.2. The MPF sends the original documents to ARPC Reenlistments for review as outlined in [Table 12.4](#) and corrects MilPDS and Defense Joint Military Pay System-Active Component or Reserve Component, as appropriate.

12.8. Reenlistment Processing.

12.8.1. Unit CC Concurrence.

12.8.1.1. No Airman will reenlist or extend an enlistment without the concurrence of his/her unit CC. Members should first be considered under the SRP and be identified with an appropriate PDS RE code (refer to [Chapter 11](#) for SRP procedures). (T-2)

12.8.1.2. Unless otherwise prohibited by law, a CC may approve or deny reenlistments and extensions of enlistments to any member of his or her command.

12.8.1.3. Retention in the ANG is a command prerogative and is not an inherent right of any individual unless the member has between 18 and 20 years of satisfactory service towards a reserve retirement. In those cases, only the SecAF may deny retention. (T-0)

12.8.1.4. Airmen rendered ineligible for reenlistment or extension of enlistment via SRP or due to ineligibility factors contain within [Table 12.2](#) will be separated from the ANG on their ETS. (T-2)

12.8.1.5. For unique situations or circumstances not contained within this instruction, refer to [Attachment 3](#), ANG Routing of Waiver requests and Exceptions to Policy.

12.8.2. Form requirements. Complete the following forms, as necessary, before each reenlistment or extension of enlistment action:

12.8.2.1. NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension*. Airmen will complete this mandatory questionnaire prior to any reenlistment or extension actions. (T-1)

12.8.2.1.1. If the Airman answers “Yes” to any questions, he/she may be ineligible for reenlistment or extension of enlistment. Use [Table 12.2](#) to determine eligibility. Additional information may be requested from the member to make a final determination.

12.8.2.1.2. Submit completed NGB Form 3621 for filing in ARMS as an attachment to the DD Form 4 or DAF Form 1411, as applicable.

12.8.2.2. Airmen will complete AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, prior to any reenlistment or extension of enlistment actions. (T-1)

12.8.2.2.1. Self-admission of any illegal drug use or possession that has not already been reviewed or considered by the member’s command and resulted in the CC electing

- to retain the member in service will require immediate initiation of discharge processing IAW the separations AFI. **(T-1)**
- 12.8.2.2.2. If the member answers yes to any questions, they may be ineligible for reenlistment or extension of enlistment. Use [Table 12.2](#) to determine eligibility.
- 12.8.2.2.3. Forward completed copy for filing in ARMS.
- 12.8.2.3. DAF Form 418, ([Chapter 11](#) provides guidance for the completion of DAF Form 418).
- 12.8.2.3.1. Submit completed copy for filing in ARMS.
- 12.8.2.3.2. DAF Form 418 is required whether a member is selected or not-selected for reenlistment. **(T-2)**
- 12.8.2.4. DD Form 4. Prepare this form for each applicant who reenlists.
- 12.8.2.4.1. Ensure that each entry is accurate and verified by the applicant or by substantiating documents.
- 12.8.2.4.2. Submit completed copy for filing in ARMS.
- 12.8.2.5. DAF Form 1089, *Leave Settlement Option*. Airmen may sell leave only upon entry into a reenlistment.
- 12.8.2.5.1. Leave is sold once the Airman enters the reenlistment. If the Airman enters the enlistment in a different FY from when they signed the form, ensure the Airman understands leave may be lost. Airmen cannot sell leave if they have already sold 60 days in their career. The Airman's base pay on ETS determines the payment. Airmen document their election on the DAF Form 1089. Airmen may not change their leave settlement elections once they have entered their reenlistment contract. **(T-2)**
- 12.8.2.5.2. The FSS must verify the Airman's leave election as documented on the DAF Form 1089, if applicable, before processing the E6 transaction to AFPC OL. **(T-2)**
- 12.8.2.5.3. Submit completed copy for filing in ARMS.
- 12.8.2.5.4. DAF Form 1411. Use this form to document extensions of enlistments. Submit completed copy for filing in ARMS.
- 12.8.2.6. DAF Form 1411-1. Use this form to document cancellation of extensions of enlistments. Additional guidance for forms completion is available at myFSS (ANG/FSS Resources)
- 12.8.3. Terms of Reenlistment in the ANG. Unless there is a specific requirement for which reenlistment is being accomplished (e.g., Reserve Service Commitment), Airmen may request to reenlist for any specified period supported by command concurrence.

Table 12.1. Terms of Reenlistment.

R U L E	A	B	C
	Are selected by their CC and applicant is:	Then reenlist for:	Notes:
1	participating in Statutory Tour/ AGR Program, extended active duty tour application approved by AFPC or due to mobilization.	a period may coincide with their Active Duty (AD) tour. Those mobilized may reenlist for a period that exceeds the period to which ordered to AD. The effective date will occur on the date of the reenlistment.	2
2	an Airman who is reenlisting within 30 days or less prior to ETS.	a period requested by the member and approved by the unit CC. The effective date of reenlistment will occur the next day after current ETS. Example: ETS is 30 Jan 10, member reenlists on 11 Jan 10 for three years; their new DOE will be 31 Jan 10 and their ETS will become 30 Jan 13.	
3	an Airman who is reenlisting within 31 to 90 days prior to ETS. Exception: An Airman drawing a bonus is ineligible to reenlist/extend under this rule.	a period requested by the member and approved by the unit CC. The effective date will occur on the date of the reenlistment. Example: ETS is 30 Jan 10; member reenlists on 14 Dec 09 for three years, their new DOE will be 14 Dec 09 and their ETS will become 13 Dec 12.	1
4	selected for service commitment that requires specific retainability.	see DAFI 36-2110 for reenlistment requirements. The effective date will occur on the date of the reenlistment.	1, 3
5	to meet retainability requirement for Montgomery GI Bill eligibility (Selective Reserve-Kicker, or Chapter 33 of Title 38)	a period that will coincide with their retainability requirement. The effective date will occur on the date of the reenlistment.	1
6	State Selective Reenlistment Board, reenlisting more than 90 days prior to ETS	reenlist for one year, ONLY if member has/will exceed total of 48 months of extensions on current enlistment contract.	1
7	Airman has accumulated four year maximum period limitation of all	reenlist for one year provided Reenlistment Eligibility has	

<p>extensions to any one enlistment under Title 10 USC 509 and is selectively retained by unit CC to allow further Fitness Assessment or Airmen who are hospitalized, temporarily physically disqualified, or pending Disability Evaluation System Medical Evaluation Board or Physical Evaluation Board</p>	<p>been changed by Unit CC to “Selected” (See paragraph 11.5.2).</p>	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Persons who are participants in the ANG Incentive Program are ineligible to reenlist until completion of the contract for which they enlisted with the incentive, unless such reenlistment is to qualify for attendance at an in-residence training school or state educational benefits (not Montgomery GI Bill). 2. Members who are in an incentive eligible AFSC as identified by NGB/A1 and who are partially mobilized under the provisions of 10 USC § 12302 may reenlist early for 6 years to establish eligibility for a reenlistment bonus, provided they are not currently in the cash bonus program, and meet all other criteria for a reenlistment bonus. 3. Member is required to complete an ANG Service Commitment Agreement. 		

12.8.4. Concurrent Reenlistment. Individuals who reenlist in the ANG must concurrently reenlist as a Reserve of the Air Force in the same grade for a period equal to their ANG reenlistment. **(T-0)**

12.8.5. SRP Non-selection. Airmen who are not recommended for reenlistment via the SRP (**Chapter 11**), are not allowed to reenlist and will separate at ETS unless they receive an approved extension of enlistment or reenlistment eligibility is reconsidered and documented via DAF Form 418. **(T-2)**

12.8.6. Reenlistment to qualify for Incentive Program.

12.8.6.1. Refer to **Table 12.1** for reenlistment to qualify for the ANG Incentive Program.

12.8.6.2. For additional information regarding incentive eligibility requirements, contact the wing Retention Office Manager.

12.8.7. ANG Oath of Enlistment.

12.8.7.1. Ensure that the oath on DD Form 4, is administered before any officer of the National Guard of the State or Territory, or of Puerto Rico, or the District of Columbia, as the case may be, or before any other person authorized by the law of the jurisdiction concerned to administer oaths of enlistment in the National Guard (32 USC § 304). **(T-0)**

12.8.7.2. In unusual circumstances, and when state statute does not prohibit, a federally recognized officer of the United States Armed Forces may administer the oath.

12.8.7.3. IAW Title 32 USC § 304, each person enlisting in the ANG shall sign an enlistment contract and subscribe to the following oath: “I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and of the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States

and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.” (**Note:** All Airmen have the choice to make the words “So help me God” optional in the enlistment oaths (both orally and written). Airmen who make a choice to “affirm” the oath of office/oath of enlistment and/or omit the words “So help me God” may also line through the words “swear” and/or the words “So help me God.”) (**T-0**)

12.8.8. HYT Restrictions. ANG establishes HYT for all enlisted members at age 60, however TAG, the CG, or NGB/A1PP may approve participation beyond age 60, but no later than age 62 in certain situations. See **Table 13.1** for additional information

12.8.9. Air Force Fitness Program and Airmen in RI 9A000/9A100/9A200/9A300. (**T-3**)

12.8.9.1. Fitness Program.

12.8.9.1.1. Airmen who fail to attain a passing fitness score as outlined in DAFMAN 36-2905, must be rendered “not selected” for reenlistment by their unit CC under the SRP (**Chapter 11**) unless the member receives an approved waiver from the wing CC for the specific reenlistment ineligibility factor. (**T-2**)

12.8.9.1.2. Successfully completing a fitness assessment does not automatically restore an Airman’s reenlistment eligibility; it is still the CC’s discretion to retain or non-retain the Airman.

12.8.9.1.3. CCs may complete DAF Form 418 to modify RE at any time prior to the member’s ETS. CCs should issue the DAF Form 418 to members “not selected” for retention no later than 7 months prior to the member’s ETS when possible.

12.8.9.1.4. Airman approaching ETS who are not selected for reenlistment may submit a request for extension of enlistment to their unit CC for consideration.

12.8.9.1.5. CCs may retain an individual previously not selected for reenlistment because of fitness assessment failure by reconsidering RE.

12.8.9.1.5.1. Minimum term of reenlistment is seven months and will not exceed 12 months. (**T-2**)

12.8.9.1.5.2. RE must be changed from “not selected” to “selected” via DAF Form 418 before reenlistment actions can be completed. (**T-2**)

12.8.9.1.6. Separate Airmen on ETS who are not approved for reenlistment or extension of enlistment. (**T-2**)

12.8.9.2. Airmen disqualified and in RI 9A000 or 9A100 may execute a one-time extension for a total period of 12 months to qualify/compete for retraining/Special Duty.

12.8.9.2.1. Under no circumstances will the extension period, combined with the remaining obligated service, exceed 12 months. (**T-2**)

12.8.9.2.2. The length of the extension, if any, is based on the date of the formal disqualification approval not to exceed 12 months. (**T-2**)

12.8.9.2.3. Separate Airmen at ETS who are not approved for retraining or Special Duty. (**T-2**)

12.8.9.3. Airmen in RI 9A200/9A300 will separate at ETS unless the CC initiates early separation or subsequently completes requirements to retain the Airman. **(T-2)**

12.8.10. Reenlistment Ineligibility Factors.

12.8.10.1. **Table 12.2** lists factors that render an individual ineligible to reenlist in the ANG.

12.8.10.2. Refer any questionable cases to the Airman's servicing FSS for resolution prior to executing a reenlistment action.

Table 12.2. ANG Reenlistment and Extension Ineligibility Factors.

R U L E	A	B	C
	INELIGIBILITY FACTOR	EXPLANATION/DETERMINATION GUIDELINES	Notes:
1	Morally Unacceptable - Category 1 Offenses (Attachment 4)	Conviction or adverse adjudication of six or more category 1 Offenses within a 365-day period in the last three years.	3, 5
2	Morally Unacceptable - Category 2 Offenses (Attachment 4)	Persons convicted by a civilian court under circumstances as indicated below:	
		Three or less offenses.	3, 4
		Category 2 offenses included in a pattern of misconduct may not be waived by the Director of Staff (DS) and must be submitted to NGB/A1P per Rule 4. (T-2)	4
3	Morally Unacceptable - Category 3 Offenses (Attachment 4)	Persons convicted by a civilian court under circumstances as indicated below:	
		One or more offenses except First Offense Driving Under the Influence (DUI).	2, 4
		First Offense DUI.	3, 4
		Category 3 offenses included in a pattern of misconduct must be submitted to NGB/A1P per Rule 4. (T-2)	4
4	Morally Unacceptable - Category 4 Offenses (Attachment 4)	A person convicted by civilian court of an offense classified as a felony under state or federal statutes or convicted of one or more Category 4 offenses.	1, 5
5	Persons under restraint to include parole, probation, or suspended sentence	Court imposed restrictions, such as confinement, supervised parole or probation, or work detail. The following are not considered forms of restraint: (a) a fine, whether or not suspended, (b) an unconditional suspended sentence, (c) unsupervised, unconditional parole or probation.	1
6	Members under investigation by military	When ETS is imminent, and members are under investigation, they may voluntarily	1

	or civilian authorities (including Office of Special Investigation) pending the outcome of which may result in administrative discharge processing or pending disposition of criminal proceedings by a foreign jurisdiction	extend their enlistment for six-month periods using this rule as authority and following the procedures in this instruction to remain as members in the ANG until the case is decided. If they elect not to extend and the CC chooses not to extend them administratively, they will be separated on ETS. Members who are pending disposition of criminal proceedings by a foreign jurisdiction may voluntarily extend their enlistment and if they do not then they should be involuntarily extended.	
7	Under the influence of alcohol or drugs (Title 10 USC 504)	Persons who are under the influence of alcohol or drugs will not be processed.	1
8	Drug users/Drug abusers	Members identified through the drug identification process are ineligible for reenlistment/extension.	1
9	Alcoholics/Alcohol Rehabilitation Program	Persons known to be addicted to alcohol.	1
		Individuals who have documentation indicating successful completion of rehabilitation program, who have maintained sobriety for at least two years and are medically qualified.	3
10	Mental illness (Title 10 USC 504)	A person with a diagnosed (Diagnostic and Statistical Manual or the International Statistical Classification of Diseases and Related Health Problems) history of a mental disorder(s).	7
11	National security risk	Persons who admit or whose available records show that they have engaged in any act or acts designed to destroy or weaken the US. In addition, persons will be denied reenlistment if the acceptance is not clearly consistent with the interest of national security IAW DoDM 5200.02 AFMAN 16-1405.	1
12	Non-US Citizens	Non-US Citizens who enlist in the ANG must acquire US citizenship status during their initial enlistment to be eligible for reenlistment/extension.	1
13	Reserve Officer Training Corps (ROTC) Students	Students enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. This does not include those enrolled in Air Force ROTC courses under the	1

		sponsorship of a state program that uses Air Force ROTC as a commissioning source.	
14	Not selected for retention	Individuals not selected for reenlistment by CC at ETS on the DAF Form 418 or not retained under State SRP. Enlistment should be extended if the Airman is in an approved Medical Hold Status or by Administrative Extension of Enlistment.	
15	Conviction of “Crime of Domestic Violence” (See Attachment 1, Terms.)	Individuals with a qualifying conviction of domestic violence, which occurred prior to or after 30 Sep 96. To determine if a particular conviction meets the domestic violence crime criteria, consult with the local Staff Judge Advocate.	1
16	Fitness Failure	Members who fail to attain physical fitness standards IAW DAFMAN 36-2905 guidelines.	7
<p>Notes:</p> <ol style="list-style-type: none"> 1. A waiver request will be submitted to NGB/A1PP. (T-1) 2. Waiver authority is the DS. This waiver authority will not be further delegated beyond the DS. (T-2) 3. If the incident occurred while the member was in the ANG and punishment was received under Article 15 or other military judicial/administrative action and the member is otherwise qualified for reenlistment/extension, no waiver is required. 4. Category 4 offenses are a bar to reenlistment/extension regardless of when the offense was committed. 5. Airmen classified as Wounded Warriors and diagnosed with Post Traumatic Stress Disorder are not barred from reenlistment or extension. Airmen must be awarded 9WXXX as secondary or tertiary AFSC. (T-1) 6. If the Airman is assessed by a credentialed and privileged Department of Defense (DoD) healthcare provider and found fit for duty, and the member is otherwise qualified for reenlistment/extension, member will be allowed reenlistment/extension. 7. Waiver authority for this specific reenlistment ineligibility factor is the wing CC. This waiver authority may not be delegated. (T-2) 			

12.8.11. ANG RE Codes.

12.8.11.1. Refer to **Table 12.3** to determine reenlistment eligibility based on the RE code contained in the member’s PDS record.

12.8.11.2. Airmen with an RE code which renders them ineligible to reenlist may be eligible to request extension of their current enlistment.

Table 12.3. ANG RE Codes.

Rule	Narrative Reason	Eligible to reenlist	Eligible to extend	PDS code entry:	Notes:
1	Eligible - Selected by CC	Yes	Yes	6A	
2	Eligible - Member elected separation or discharge	Yes	Yes	6B	
3	RE under Review	No	No	6C	1
4	Under Investigation by Mil/Civ authority which may result in discharge.	No	Yes	6D	2
5	Serving period of probation and rehabilitation	No	Yes	6E	
6	Discharge - Voluntary	Yes	Yes	6G	
7	Discharge - Involuntary	No	No	6H	
8	Retirement Application	N/A	Yes	6I	
9	Was ineligible to reenlist - Condition Waived	Yes	Yes	6J	
10	Career Airman Refused 7-Level Training	No	No	6K	
11	Unsatisfactory Fitness Score	No	Yes	6L	8
12	Separation – Unsatisfactory Fitness Category for greater than 24 months	No	No	6M	
13	Eliminated from Formal School	No	No	6N	
14	Medically disqualified - Waiver	No	Yes	6P	
15	An Approved Conditional Release	Yes	Yes	6Q	
16	Non-US Citizen failed to obtain US Citizenship in first enlistment	No	No	6R	3
17	Pending Grad from Acad Mil Science/Flt Screening Program	No	No	6S	4
18	Unsatisfactory Participant/Potential Unsatisfactory Participant	No	No	6T	
19	Not selected for retention by CC	No	No	6U	5
20	ANG Member will reach age 60 in 12 months	Yes	Yes	6V	6

21	No AFSC awarded which is commensurate with grade	No	Yes	6W	7
<p>Notes:</p> <ol style="list-style-type: none"> 1. Member currently within the 14 months reenlistment eligibility review window or pending involuntary separation. Once CC has made final selective reenlistment decision update the appropriate RE Code as determined by the CC. 2. Member may be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the UCMJ or the State Military Code. 3. This code will be updated on ANG members who fail to obtain US citizenship during initial enlistment. 4. This code will be updated on those members scheduled to attend Academy of Military Science or the Flight Screening Program. 5. This code will be updated on those members who have been non-retained under Selective Reenlistment of ANG Enlisted Personnel. 6. This code will be updated for those members approaching retirement eligibility and require 12 or less months additional time in service. 7. Members can be extended provided they have been approved for retraining. RE Code 6W will remain in the PDS until RE has been approved by CC. 8. Members ineligible to reenlist due to fitness failure may only reenlist if they receive an approved waiver from their wing CC (see paragraph 12.8.9.1.1). 					

12.8.12. Disposition of documents used to establish reenlistment in the ANG. **Table 12.4** lists the disposition of all documents used to establish an Airman's reenlistment in the ANG.

Table 12.4. Disposition of Reenlistment Documents.

Form or Document	Copies	Disposition
DD Form 4	3	Original ARMS 1st copy--Airman's copy. 2nd copy--FSS copy. Review ARMS to ensure a copy is available then destroy after 3 months.
Correspondence concerning waiver or special authorization to reenlist	3	Attach to the corresponding copies of the new DD Form 4, and follow the instructions outlined in item 1, column C.
Statement authorizing retention on active duty for the purpose of medical examination	1	Destroy after the Airman reenlists (as directed by the RDS).
DAF Form 418	3	Original ARMS. 1st copy--CC's copy. 2nd copy--Airman's copy
DAF Form 1089	2	Original—Attach to the corresponding copies of the DD Form 4 and follow the instructions outlined in item 1, column C. 1st copy--FSS copy. Destroy 3 months after the Airman reenlists (as directed by the RDS). 2nd copy--Airman's copy.

Chapter 13

EXTENSIONS OF ENLISTMENT [ANG ONLY]

13.1. General Information. Under certain circumstances, an Airman's current enlistment period may be extended. Extension of enlistment may be voluntarily requested by Airmen. This chapter outlines the policies and procedures that affect extension of enlistment for Airmen in the Air National Guard.

13.2. Extension Limitations.

13.2.1. The FSS will limit extensions to the minimum number of months needed to achieve the intended purpose.

13.2.2. Voluntary extensions for all Airmen are limited to a maximum of 48 months per enlistment (Title 10 USC 509). This cannot be waived. **(T-0)**

13.3. Erroneous Extension Documents. Also refer to [paragraph 12.7](#) as this applies to this section as well. This paragraph applies to the DAF Form 1411 and DAF Form 1411-1. Only NGB/A1PP can authorize correction of contractual errors. **(T-2)**

13.3.1. Contractual Errors. Airmen not authorized to extend or in violation of this DAFI (when in constrained skills, ineligible RE code, etc.) will have their contract voided. **(T-2)**

13.3.2. Administrative Errors. FSS may correct administrative errors discovered on the DAF Form 1411 or DAF Form 1411-1, if the Airman and the Air Force agree. If corrections were made on the forms, stamp "CORRECTED COPY" in the upper margin of the corrected pages and make a photocopy of the corrected forms for the Airman. The FSS corrects MilPDS and the Defense Joint Military Pay System – Active Component, as appropriate and distributes the documents IAW [Table 12.4](#).

13.3.2.1. The Airman and FSS representatives initial each correction. When correcting the ARMS copy of the DAF Form 1411/1411-1, type "Corrected Copy" in the upper margin of the DAF Form 1411/1411-1, make a photocopy of the corrected DAF Form 1411/1411-1 and comply with the disposition instructions in [Table 12.4](#) and the RDS located in the AFRIMS.

13.3.3. Correcting administrative errors on contracts returned for correction: The FSS retrieves the ARMS copy and makes appropriate corrections to the form.

13.3.4. The Airman and FSS representative initial each correction. Type "CORRECTED COPY" in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [Table 12.4](#).

13.3.5. Do not make corrections to the form stamped "DO NOT CORRECT THIS COPY" unless there is no ARMS copy and the Airman does not have a copy.

13.3.6. In those situations, correct the copy stamped "DO NOT CORRECT THIS COPY" and type "Only Available Copy" in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [Table 12.4](#).

13.3.7. Do not reaccomplish the DAF Form 1411/1411-1 unless there is no ARMS copy and the Airman does not have a copy.

13.3.8. If contract must be reaccomplished, type “Reconstructed Copy” in the upper margin of the new contract. **(T-1)** All dates for signatures must be the actual date signed. **(T-1)** Make a photocopy of the corrected forms and comply with the disposition instructions in [Table 12.4](#) (**Note:** CCs may not refuse to re-accomplish these documents).

13.3.9. The FSS sends the corrected/reconstructed copy IAW [Table 12.4](#), corrects MilPDS, verifies AFPC OL files and takes appropriate action if needed, and Defense Joint Military Pay System-Active Component as appropriate.

13.4. Extension Cancellation.

13.4.1. Use the DAF Form 1411-1 to document all cancellations of extensions. Extensions may not be cancelled if, at a minimum, any of the following apply **(T-2)**:

13.4.1.1. The Airman has entered the extension.

13.4.1.2. The Airman extended for elective surgery.

13.4.1.3. The Airman extended for an assignment, or the Airman extended for an assignment and departed for that (or any other) location (to include to accept retraining or a special duty).

13.4.1.4. This does not preclude early separation if an Airman applies for voluntary separation or is involuntarily discharged.

13.4.2. If the FSS Superintendent approves the extension cancellation, complete DAF Form 1411-1 **(T-2)**

13.4.2.1. The FSS attaches any supporting documentation to the ARMS copy of DAF Form 1411-1, deletes the extensions from MilPDS once finalized, and verifies AFPC OL files (take appropriate action if needed).

13.4.2.1.1. The FSS sends the Airman copies of the DAF Form 1411-1 and the initial notification letter to the CC.

13.4.2.1.2. The FSS Superintendent disapproves extension cancellation requests by completing DAF Form 1411-1 and enters their rationale in the remarks section. **(T-2)**

13.4.3. The FSS sends the Airman’s copy of the DAF Form 1411-1 and the initial notification letter to the CC/civilian director and suspense’s the remaining copies of the forms pending receipt of the Airman’s acknowledgment.

13.4.3.1. The CC/civilian director ensures the Airman indorses the initial notification letter, acknowledging receipt of the decision, and returns the letter to the FSS.

13.4.3.2. The FSS attaches the letter to the ARMS copy of DAF Form 1411-1 and disposes of the forms according to [Table 12.4](#).

13.4.3.2.1. Airmen may request extension cancellation to immediately reenlist due to unique and unusual circumstances and when fulfilling the extension would result in an injustice. The Airman may request extension cancellation under this provision only when the extension has not been entered or executed. The FSS and the Airman’s CC/civilian director ensures the extension cancellation and reenlistment occur on the same day. (**Note:** Non-receipt of a Retention Bonus is not an injustice.)

13.4.3.3. The FSS assists the Airman in completing DAF Form 1411-1, Section II and suspense's the form pending final action.

13.4.3.4. The FSS completes DAF Form 1411-1 to document approval or disapproval, attaches copies of the correspondence to each copy of the DAF Form 1411-1, and disposes of the form according to **Table 12.4**. FSS deletes extension from MilPDS as appropriate.

13.5. Extension of Enlistment. General Information.

13.5.1. When conditions rule out the possibility of reenlisting, Airmen may qualify for an extension of enlistment.

13.5.1.1. No extension will be granted without approval of the Airman's immediate CC. **(T-2)**

13.5.1.2. For unique situations or circumstances not contained within this instruction, refer to **Attachment 3**, Procedures for submitting a Waiver Request or an ETP.

13.5.2. Voluntary Extension of Enlistment.

13.5.2.1. To determine the authorized terms for extension of enlistment, refer to **Table 13.1**.

13.5.2.2. More than one extension is authorized on a current enlistment contract; however, the total of all such extensions on the current enlistment contract will not exceed four years per 10 USC § 509. **(T-0)**

13.5.2.3. Extension is effective on day following current ETS.

13.5.2.4. Extensions will not be granted in order to qualify for the ANG Incentive Program. **(T-2)**

13.5.2.5. Members under waiver consideration by NGB/SG and/or AFPC for a physical disqualification, or are hospitalized, are temporarily/physically disqualified, and/or pending medical/physical evaluation board may voluntarily extend. Extensions must be done in six month increments and utilize the minimum amount of time necessary for the waiver determination or Medical Evaluation Board determination. **(T-0)**

Table 13.1. Terms of Extension to Enlistment in the ANG.

R U L E	A	B	C
	Are selected by their CC and applicant is:	Then extend for:	Notes:
1	selected for service commitment that requires specific retainability.	exact years, months, and days needed (for a period of no less than six months)	1, 2, 3
2	an Airman who accepts a Statutory/AGR Tour. Accepts a subsequent Statutory/AGR Tour. Extended active duty Tour application approved by AFPC.	a period that will coincide with an AD tour that will not exceed four years.	3
		For AD tours over four years see Table 12.1 , item 1.	3
		For AFPC approved extended	3

		active duty tours: Time required by AFPC, not to exceed the member's HYT.	
3	ineligible for reenlistment based on failure to attain physical fitness standards as outlined in DAFMAN 36-2905	minimum extension period is six months and maximum extension period is twelve months provided CC concurs. If the CC non-concurs, separate at ETS.	
4	Montgomery GI Bill - Selective Reserve	the number of years, months, and days that total a six year Selected Reserve commitment from the date of eligibility.	1, 2, 3
5	Montgomery GI Bill - Selective Reserve Kicker	the number of years, months, and days that total a six year Selected Reserve commitment from the date of eligibility.	1, 2, 3
6	Montgomery GI Bill -Chapter 33	the number of years, months, and days that total a four year Selected Reserve commitment from the date of eligibility.	1, 2, 3
7	an individual who will not be qualified for retirement upon reaching age 60, but will qualify before attaining age 62	waiver must be submitted to TAG for approval prior to entering into any period of extension. State Joint Force Headquarters (JFHQ) will submit request to NGB/A1PP for High Year of Tenure date update.	3, 4
8	an individual who is a technician who is extending beyond age 60 for the purpose of qualifying for a technician annuity.	waiver must be submitted to TAG for approval prior to entering into any period of extension. State JFHQ will submit request to NGB/A1PP for High Year of Tenure date update.	3
9	an Airman whose ETS occurs while under investigation or awaiting trial for violation of the UCMJ, the State Military Code or disposition of criminal proceedings by a foreign jurisdiction.	involuntarily extend for a period sufficient to allow for conclusion of the trial or investigation, or disposition of criminal proceedings by a foreign jurisdiction.	3, 6
10	affected by "Stop-Loss" Provision (10 USC § 12305).	member will be involuntarily extended. (See paragraph 13.5.7.2.)	3, 5
11	an Airman who is hospitalized, temporarily physically disqualified, or	a period that coincides with approved Medical Hold from	3, 4

	pending Disability Evaluation System Medical Evaluation Board or Physical Evaluation Board.	NGB/SG.	
12	an Airman who requires retainability for deployment.	a period that includes the estimated tour length, accrued leave, reconstitution time, plus 30 days IAW AFI 10-403, <i>Deployment Planning and Execution</i> , or six months, whichever is longer.	3
13	extension for any provision not included in this instruction	submit request through State TAG to NGB/A1PP for consideration.	3

Notes:

1. Member is required to complete an ANG Service Commitment Agreement.
2. Member may extend ANG enlistment for a period of at least six months to coincide with the MSO (32 USC § 302).
3. No extensions may be executed for a period of less than six months.
4. For a member whose medical condition will extend beyond their 60th birthday, the extension request must be forwarded through the chain of command to TAG for approval.
5. Members affected by Stop-Loss must be released from an involuntary extension immediately upon the lifting of the Stop-Loss Provision (10 USC § 12305). **(T-0)**
6. Member may voluntarily request extension of their enlistment in order to extend for disposition of criminal proceedings by a foreign jurisdiction.

13.5.3. Extension of Enlistment due to Air Force Fitness Program or Airmen in RI 9A000/9A100/9A200/9A300. **(T-3)**

13.5.3.1. Fitness Program.

13.5.3.1.1. Airmen approaching ETS who are not selected for reenlistment due to fitness program failure may submit a request for extension of enlistment to their unit CC for consideration.

13.5.3.1.2. Approval of an extension period is the CC's prerogative.

13.5.3.1.3. Extension period is limited to a minimum of six but no more than 12 months to allow Fitness Assessment.

13.5.3.1.4. All such requests are subject to the four-year maximum period limitation of all extensions to any one enlistment under 10 USC § 509. **(T-0)**

13.5.3.1.5. Separate Airmen on ETS who are not approved for extension of enlistment. **(T-2)**

13.5.3.2. Airmen disqualified and in RI 9A000 or 9A100 may execute a one-time extension for a total period of 12 months to qualify/compete for retraining/Special Duty.

13.5.3.2.1. Under no circumstances will the extension period combined with the remaining obligated service exceed 12 months.

13.5.3.2.2. The length of the extension, if any is based on the date of the formal disqualification approval not to exceed 12 months.

13.5.3.2.3. If the Airman is not approved for retraining or Special Duty during this period, he/she will separate on their DOS. **(T-2)**

13.5.3.3. Airmen in RI 9A200/9A300 will separate on DOS unless the CC initiates early separation or subsequently completes requirements to retain the Airman.

13.5.4. ANG High Year Tenure (HYT) Extension Approval: Enlisted retention beyond age 60 is not authorized without proper extension approval.

13.5.4.1. Airmen may be approved for retention beyond age 60, but no later than age 62 by TAG or the CG in the following situations:

13.5.4.1.1. Qualifying for Regular Retirement. Members with at least 18 but less than 20 years of TAFMS may request retention beyond age 60 to qualify for Regular Retirement provided the member did not sign a statement of understanding acknowledging his/her inability to reach 20 years of TAFMS by age 62. Members may be extended for the number of months necessary to qualify for retirement.

13.5.4.1.2. Qualifying for Non-Regular Retirement. Members with at least 18 but less than 20 years of satisfactory service may request retention beyond age 60 to qualify for a Non-Regular Retirement. Members may extend for the number of months necessary to qualify for retirement.

13.5.4.1.3. Qualifying for Technician Annuity. Members serving as dual status technicians may request retention beyond age 60 to qualify for a civil service annuity. Requests for extension must include verification of civil service annuity eligibility date from the state Human Resource Office. **(T-2)** Members may be extended for the number of months necessary to qualify for retirement.

13.5.4.2. Requests will be forwarded to TAG or the CG for consideration prior to the member entering into an extension of enlistment and Airman will not enter the extension period without TAG or the CG approval. **(T-2)**

13.5.5. Medical Hold

13.5.5.1. Airmen who are hospitalized, temporarily physically disqualified, or pending Individual Disability Evaluation System processing may be retained beyond age 60 provided they are in an approved Medical Hold status. (Refer to DAFI 36-3212 *Physical Evaluation for Retention, Retirement, and Separation*.)

13.5.5.2. Presumption of Fitness. The existence of a physical defect or condition does not, of itself, justify continuance in service. Refer to AFI 41-210, *Tricare Operations and Patient Administration Functions*, for conditions that warrant retention beyond ETS.

13.5.5.3. Justification for extension shall be submitted through the unit CC to TAG or CG, in letter format and include the Medical Hold approved by NGB/SG IAW AFMAN 41-210. **(T-2)**

13.5.5.4. Extension of enlistment will match the approved Medical Hold period established by NGB/SG. **(T-2)**

13.5.6. Administrative or Involuntary Extension of Enlistment. These extensions do not consider the member's desire. (**Note:** This does not include Medical Hold extensions unless the member is incapacitated and unable to submit a voluntary statement.)

13.5.6.1. UCMJ or the State Military Code action. Enlisted members can be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the UCMJ or the State Military Code or disposition of criminal proceedings by a foreign jurisdiction. Airmen awaiting disposition of criminal proceedings by a foreign jurisdiction may request voluntary extension of their enlistment. If the Airman does not request voluntary extension, then an involuntary extension should occur.

13.5.6.2. Stop-Loss. Involuntary extension guidance resulting from Stop-Loss actions will be included in the instructional guidance from NGB/A1PP. Any extension executed for Stop-Loss will be annotated "Stop-Loss" in the remarks section of the DAF Form 1411. **(T-2)**

13.5.6.3. Administrative Extension. Airmen may be administratively extended in service to allow finalization of investigative and disciplinary action(s). Do not involuntarily retain Airmen for the processing of administrative discharge action.

13.5.6.4. Grievance Adjudication. Members may be extended, at the discretion of TAG, when a member has been denied reenlistment and has a pending complaint or grievance in their behalf that will not be adjudicated prior to their ETS. In this instance, the member will be extended for six months or until adjudication is received.

13.5.7. Cancellation of Extension of Enlistment.

13.5.7.1. Complete DAF Form 1411-1 to document cancellation of extensions of enlistments.

13.5.7.2. Request must be approved prior to entry into an extension period. **(T-2)**

13.5.7.3. Cancellation will result in the ETS reverting to its previous date. **(T-2)**

13.5.7.4. Members may request cancellation provided they have not entered the extension period.

13.5.7.5. Unit CCs may cancel extensions to enlistment when the original reason for extension no longer exists provided they have not entered the extension period.

13.5.7.6. In the event a member has entered into an extension period, refer to DAFI 36-3211, Section 15A, *Voluntary Separations*.

13.5.8. Disposition of Extension Documents. Refer to [Table 13.2](#).

Table 13.2. Disposition of Extension Documents.

Form or Document	Copies	Disposition
DAF Form 1411 <i>Extension of Enlistment in the Air Force</i>	3	Original—ARMS 1st copy--FSS copy. Review ARMS to ensure a copy is available then destroy after 3 months. 2nd copy--Airman's copy. (as directed by the RDS)
DAF Form 1411-1 <i>Cancellation of Extensions of Enlistment in the Air Force</i>	3	Original—ARMS

ALEX WAGNER
Assistant Secretary of the Air Force
(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 § 502, *Enlistment oath: who may administer*
- 10 USC § 504, *Persons not qualified*
- 10 USC § 505, *Regular Components: qualifications, term, grade*
- 10 USC § 509, *Voluntary extensions of enlistments: periods and benefits*
- 10 USC § 1176(a), *Enlisted members: retention after completion of 18 or more, but less than 20, years of service*
- 10 USC § 1552 (a) (2), *Correction of military records: claims incident thereto*
- 10 USC § 2773a, *Departmental accountable officials*
- 10 USC § 12103, *Reserve components: terms*
- 10 USC § 12301, *Reserve components generally*
- 10 USC § 8330, *Enlisted members: transfer to Fleet Reserve and Fleet Marine Corps Reserve; retainer pay*
- 10 USC § 9013, *Secretary of the Air Force*
- 10 USC § 9314, *Twenty to thirty years: enlisted members*
- 10 USC § 9317, *Thirty years or more: regular enlisted members*
- 10 USC § 12302, *Ready Reserve*
- 10 USC § 12305, *Authority of President to suspend certain laws relating to promotion, retirement and separation*
- 10 USC § 12731, *Age and service requirements*
- 10 USC § 12732, *Entitlement to retired pay: computation of years of service*
- 32 USC § 302, *Enlistments, Reenlistments, and Extensions*
- 32 USC § 304, *Enlistment Oath*
- 37 USC § 308, *Special pay: reenlistment bonus*
- 50 USC § 3801, *Military Selective Service Act*
- DoD 7000.14-R, *DoD Financial Management Regulation*
- DoDI 1304.02, *Accession Processing Data Collection Forms*, 9 September 2011
- DoDI 1304.31, *Enlisted Bonus Program (EBP)*, 5 November 2020
- DoDD 1332.41, *Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs)*, 8 March 2004

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, 18 November 2008

Joint Publication 4-05, *Joint Mobilization Planning*, 23 October 2018

DAFPD 36-26, *Total Force Development and Management*, 15 April 2022

DAFI 10-401, *Air Force Operations Planning and Execution*, 13 January 2021

AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

DoDM 5200.02 AFMAN 16-1405, *Air Force Personnel Security Program*, 1 August 2018

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

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

DAFI 36-2670, *Total Force Development*, 25 June 2020

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

DAFI 36-3203, *Service Retirements*, 29 January 2021

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

DAFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 22 February 2024

DAFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

AFMAN 31-115V1, *Department of the Air Force Corrections System*, 22 December 2020

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

AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

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

AFMAN 41-210, *Tricare Operations and Patient Administration*, 10 September 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

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

Prescribed Forms

AF Form 158, *USAFR Contact and Counseling Record*

DAF Form 418, *Selective Reenlistment Program (SRP) Consideration/Denial of Continued Service for Airmen/Guardians*

DAF Form 901, *Reenlistment Eligibility Annex to DD Form 4*

DAF Form 1089, *Leave Settlement Option*

DAF Form 1411, *Extension of Enlistment in the Department of the Air Force*

DAF Form 1411-1, *Cancellation of Extensions of Enlistment in the Department of the Air Force*

Adopted Forms

DAF Form 63, Active Duty Service Commitment (ADSC) Acknowledgment Statement

DAF Form 847, Recommendation for Change of Publication

DAF Form 1137, Unfavorable Information File Summary

AF Form 1206, Nomination for Award

AF Form 2030, USAF Drug and Alcohol Abuse Certificate

DAF Form 2096, Classification/On-the-Job Training Action

DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 256, Honorable Discharge Certificate

NGB Form 22, National Guard Report of Separation and Record of Service

NGB Form 3621, ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension

Abbreviations and Acronyms

AD—Active Duty

ADAPT—Alcohol and Drug Abuse Prevention and Treatment Program

ADSC—Active Duty Service Commitment

ADT—Active Duty for Training

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFPC OL—Air Force Personnel Center Operating Location

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

ARMS—Automated Records Management System

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technician

CAA—Career Assistance Advisor

CAC—Common Access Card
CAFSC—Control Air Force Specialty Code
CD—Deputy CC
CFM—Career Field Manager
CG—Commanding General
CJR—Career Job Reservation
COIE—Course of Initial Entry
CONUS—Continental United States
CSFSC—Control Space Force Specialty Code
CSS—Commander’s Support Staff
CSP—Career Status Program
CW—Commissioned Warrant Officer
DA—Development Advisors
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFECD—Department of the Air Force Enlisted Classification Directory
DAFSC—Duty Air Force Specialty Code
DD—Defense Department
DoD—Department of Defense
DoDD—Department of Defense Directive
DoD FMR—Department of Defense Financial Management Regulation
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DOE—Date of Enlistment
DOS—Date of Separation
DRU—Direct Reporting Unit
DS—Director of Staff
DSFSC—Duty Space Force Specialty Code
DUI—Driving Under the Influence
EPB—Enlisted Performance Brief
ETP—Exception to Policy
ETS—Expiration Term of Service

FLDCOM—Field Command
FOA—Field Operating Agency
FSS—Force Support Squadron
FTA—First Term Airman
FTG—First Term Guardian
FY—Fiscal Year
GS—General Schedule
GSU—Geographically Separated Unit
HQ—Headquarters
HYT—High Year of Tenure
HYTD—High Year of Tenure Date
IAW—In Accordance With
IMA—Individual Mobilization Augmentee
IR—Individual Reservist
IRR—Individual Ready Reserve
JFHQ—Joint Force Headquarters
MAJCOM—Major Command
MilPDS—Military Personnel Data System
MPF—Military Personnel Flight
MPMO—Military Personnel Management Officer
MSO—Military Service Obligation
NCO CSP—Non-Commissioned Officer Career Status Program
NAF—Numbered Air Force
NGB—National Guard Bureau
NLT—Not Later Than
NCO—Noncommissioned Officer
NCORP—Noncommissioned Officer Retraining Program
NRO—National Reconnaissance Office
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDS—Personnel Data System

PIRR—Participating Individual Ready Reservist
RDS—Records Disposition Schedule
RE—Reenlistment Eligibility
RegAF—Regular Air Force
RI—Reporting Identifier
RIO—Readiness and Integration Organization
RIP—Report on Individual Personnel
ROTC—Reserve Officer Training Corps
RSD—Regularly Scheduled Drill
SAFPC—Secretary of the Air Force Personnel Council
SecAF—Secretary of the Air Force
SFSC—Space Force Specialty Code
SRB—Selective Retention Bonus
SRP—Selective Reenlistment Program
SURF—Single Uniform Report Format
TAFMS—Total Active Federal Military Service
TAG—The Adjutant General
TDY—Temporary Duty
TMC—Talent Management Consultant
TOE—Term of Enlistment
TRAC—Transaction Reporting and Control
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File
USC—United States Code
USSF—United States Space Force
UTA—Unit Training Assemblies

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1P—Air Force Military Force Management Policy Directorate
AF/RE—Chief of the Air Force Reserve
AF/REP—Air Force Reserve Directorate of Personnel
AFPC/CC—Commander, Air Force Personnel Center

AFPC/JA—Air Force Personnel Center Legal Office
AFPC/DP3—Headquarters Air Force Personnel Center, Director, Personnel Programs
AFPC/DP3SA—Retention Policy
AFPC/DPSIR—ARMS Processing Center
AFPC OL—Air Force Personnel Center Operating Location Indianapolis
Det/CC—Detachment Commander
DRU/CC—Direct Reporting Unit Commander
FLDCOM/CC—Field Command Commander
AFRC/A1K—Air Force Reserve Command Military Personnel Division
AFRC/A1KK—Air Force Reserve Command Customer Service Division
AFRC/CC—Air Force Reserve Command Commander
AFRC/JA—Air Force Reserve Command Judge Advocate
AFRC/SG—Air Force Reserve Command Surgeon General
ARPC/DPA—Air Reserve Personnel Center, Assignments
ARPC/DPT—Air Reserve Personnel Center Directorate of Personnel and Total Force Services
ARPC/DPTS—Air Reserve Personnel Center, Sustainment Division
ARPC/DPTTS—Air Reserve Personnel Center Reserve Separations
MAJCOM/CC—Major Command Commander
NAF/CC—Numbered Air Force Commander
NGB/A1—Air National Guard Bureau Directorate of Manpower, Personnel, Recruiting, and Services
NGB/A1PP—Air National Guard Bureau Military Force Policy Division
NGB/CF—Director of the National Guard Bureau
PDUSD [P&R]—Principal Deputy Under Secretary of Defense for Personnel and Readiness
SAF/MR—Assistant Secretary of the Air Force (Manpower and Reserve Affairs)
SF/S1—Deputy Chief of Space Operations for Human Capital
SF/S1P—Space Force Chief Force Management Policy Directorate
RIO Det/CC—Readiness and Integration Organization Detachment Commander
USAFR—United States Air Force Reserve

Terms

Active Duty (AD)—Full-time duty in the active military service of the United States. This includes Airmen of the Reserve Components serving in the Active Component or full-time training duty, but does not include full-time National Guard duty.

Active Duty for Training (ADT)—A tour of duty, in the Active Component, used for training Airmen of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The Airman is under orders that provide for return to non-active status upon completion of the period of duty in the Active Component for training. It includes annual training, special tours in the Active Component for training, school tours, and the initial duty for training performed by non-prior service enlistees.

Career Airmen—Airmen serving on a third or subsequent term of enlistment, other than ADT, in any component of military service.

Career Guardian—Guardians serving on a third or subsequent term of enlistment, other than ADT, in any component of military service.

Career Job Reservation (CJR)—A reenlistment quota.

Civilian Director—A civilian employee designated to lead a unit, who performs all functions normally performed by a CC and who is the director of that unit/organization.

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 AD units authorized to be led by a CC except the USAF Academy and USSF Academy, which is commanded by a superintendent, and school/academic units, which may be commanded by commandants.

Crime of Domestic Violence—Means an offense that has its factual basis, the use or attempted use of physical force or threatened use of deadly weapon; committed by current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, parent or guardian; or by a person similarly situated to a spouse, parent or guardian of the victims.

Date of Enlistment (DOE)—Actual reenlistment date; date entering extension (this changes on Master Military Pay Account only, it does not change on MilPDS)

Date of Separation (DOS)—The last day service members are obligated to serve in the Air Force/Space Force including the current enlistment, plus approved extensions. DOS is changed upon reenlistment, extension, or cancellation or if a service member has lost time.**Enlistment**—Voluntary entry into the service in an enlisted status.

Expiration Term of Service (ETS)—Date individual’s enlistment, reenlistment, or extension of enlistment expires.

Extended Active Duty (EAD)—For purposes of this DAFI, a tour of AD, (normally for more than 90 days) performed by an Airman of the Air Reserve components (ARC). ADT and RegAF in a service academy or Armed Forces preparatory school are not creditable as EAD.

Extension of Enlistment—A change to an enlistment document that increases total obligated active service.

Field Command—A major subdivision of the Space Force assigned a major part of the Space Force Mission. Field commands report directly to Headquarters, Space Force.

Field Operating Agency (FOA)—One of the subdivisions of the Air Force directly subordinate to HAF. A FOA has the procedural responsibilities of a major command, but its mission does not fit into the mission of any major command. There are similar organizations at MAJCOM level, which are called MAJCOM FOAs.

First Term Airmen (FTA)—Individuals who are on the: (1) first enlistment (including Airmen who have extended their enlistments); (2) first EAD tour; or (3) first enlistment with prior active service of less than 24 months.

First Term Guardian (FTG)—Space Force Guardians who are on the (1) first enlistment (including Guardians who have extended their enlistments); (2) first EAD tour; or (3) first enlistment with prior active service of less than 24 months.

Garrison—Responsible for providing support functions to Deltas assigned to their installations while using existing Air Force resources for installation support and are considered peer organizations to Deltas.

High Year of Tenure (HYT) Date—The maximum date a service member may remain in active service, based on grade and years of service, as determined by the Secretary of the Air Force.

Immediate Reenlistment—Voluntary reentry into an enlisted status within 24 hours after separation.

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. Also called IMA. (JP 4-05)

Individual Reservist (IR)—References both the Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) members.

Installment Payment—A second or subsequent payment of the SRB made on the reenlistment anniversary date.

Lengthy—Service Airman— (1) Regular Members – A regular enlisted member who is selected to be involuntary separated, or whose term of enlistment expires and who is denied reenlistment, and who on the date on which the member is to be discharged is within two years of qualifying for retirement under Title 10 USC Section 9314, *Twenty to thirty years: enlisted members* or Title 10 USC Section 9317, *Thirty years or more: regular enlisted members*, or of qualifying for transfer to the Fleet Reserve or Fleet Marine Corps Reserve under Title 10 Section 8330, *Enlisted members: transfer to Fleet Reserve and Fleet Marine Corps Reserve; retainer pay* of this title, shall be retained in the RegAF until the member is qualified for retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve, as the case may be, unless the member is sooner retired or discharged under any other provision of law. (2) Reserve Members in Active Status - A reserve enlisted member serving in an active status who is selected to be involuntarily separated (other than for physical disability or for cause), or whose term of enlistment expires and who is denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status is entitled to be credited with at least 18 but less than 20 years of service computed under Title 10 Section 12732, *Entitlement to retired pay: computation of years of service*, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before the earlier of the

following:(1) If as of the date on which the member is to be discharged or transferred from an active status the member has at least 18, but less than 19, years of service computed under section 12732 of title 10 USC:(A) the date on which the member is entitled to be credited with 20 years of service computed under section 12732 title 10 USC; or(B) the third anniversary of the date on which the member would otherwise be discharged or transferred from an active status.(2) If as of the date on which the member is to be discharged or transferred from an active status the member has at least 19, but less than 20, years of service computed under section 12732 of title 10 USC:(A) the date on which the member is entitled to be credited with 20 years of service computed under section 12732 of title 10 USC; or(B) the second anniversary of the date on which the member would otherwise be discharged or transferred from an active status.

Major Command (MAJCOM)—A major subdivision of the Air Force assigned a major part of the Air Force Mission. Major commands report directly to HAF.

Medical Hold—Method of retaining a service member beyond an established retirement or separation date for reason of disability processing, for conditions when presumption of fitness does not apply. The Medical Standards Branch (AFPC/DPAMM) or the ANG Office of the Air Surgeon Physical Examinations and Standards Branch (NGB/SGPS) may place a member on medical hold when they are within 60 days of the scheduled non-disability separation or retirement date and undergoing disability process. Refer to DAFI 36-3212.

Obligated Service—Obligated service is that time in excess of 29 calendar days from the discharge date (day prior to Date of Enlistment - DOE) to the Date of Separation (DOS) - any partial month of 29 calendar days or less will not be considered in the total obligated service as outlined in DoDFMR Volume 7A.

Participating Individual Ready Reserve (PIRR)—consists of IR who are not in the Selected Reserve and are in a non-pay training program. Members in this category are attached to RegAF or a Reserve unit. PIRR encompasses Admissions Liaison Officers, Civil Air Patrol and Ready Reinforcement Personnel Section.

Reenlistment—For the RegAF and USSF, voluntary entry into the RegAF or USSF in an enlisted status within 24 hours from a RegAF/USSF enlistment. For AFR/ANG, voluntary entry into an enlisted status after a previous enlistment.

Reenlistment Eligibility (RE) Status Code—Codes used to categorize individuals for enlistment or reenlistment in the Armed Forces.

- **Code 1 in first position means eligible for immediate reenlistment and prior service enlistment**—.

- **Code 2 in first position means ineligible for immediate reenlistment and prior service enlistment**—.

- **Code 3 in first position means ineligible for immediate reenlistment, but eligible for prior service enlistment, with an approved waiver. Includes Airmen separated from RegAF and Guardians separated from USSF before completing 36 months TAFMS on initial enlistment (4-year or 6-year enlistees), and who have no known disqualifying factors except grade and skill level.**

- **Code 4 in first position means ineligible for immediate reenlistment, but eligible for prior service enlistment with an approved waiver**—.

Second Term Airmen—(1) Airmen/Guardians who are serving on their Second Term of enlistment or EAD tour or a combination thereof (includes Airmen/Guardians serving on their first enlistment in the USAF having 24 or more months prior active federal military service).

(2) **Airmen/Guardians with one prior service term of enlistment totaling 24 or more months with other military departments**—.

(3) **Former AFR or ANG Airmen who enlist into the RegAF during a period of EAD**—.

(4) **Former AFR or ANG Airmen who enlist into the RegAF, through prior service programs, with EAD totaling 24 or more months**—.

Second Term Guardians—(1) Guardians who are serving on their Second Term of enlistment or EAD tour or a combination thereof (includes Guardians serving on their first enlistment in the USSF having 24 or more months prior active federal military service).

(2) **Guardians with one prior service term of enlistment totaling 24 or more months with other military departments**—.

(3) **Former AFR or ANG Airmen who enlist into the USSF during a period of EAD**—.

(4) **Former AFR or ANG Airmen who enlist into the USSF, through prior service programs, with EAD totaling 24 or more months**—.

Selective Retention Bonus (SRB)—The primary Air Force and Space Force monetary incentive to attain the number of reenlistments necessary to support the Career service members force in designated specialties.

Selective Reenlistment Program (SRP)—A program designed to permit the reenlistment of qualified and needed service members who have shown the capability and dedication to adapt to future mission requirements. The SRP applies to all enlisted personnel; however, SRP is administered separately within each component.

Stop-Loss—Involuntary extension of a service member's RegAF or USSF service under the enlistment contract in order to retain the member beyond the initial ETS date and up to the contractually agreed-upon EOS date.

Unit—A military organization constituted by HQ USAF or designated by a MAJCOM, FLDCOM, FOA or DRU (for provisional units only). A unit is either named or numbered.

Attachment 2

AFR HYTD COMPUTATION

A2.1. TRs, IRs, and AGRs. HYTD is the member's pay date plus 33 years, first date of the following month, not to exceed age 60. If pay date plus 33 years exceeds age 60, the member's HYTD is one day prior to age 60.

A2.2. ARTs. HYTD is the latest of the following, not to exceed age 60. If any of the following computations exceed age 60, the member's HYTD is one day prior to age 60:

Table A2.1. ART HYTD Computation:

If	Then HYTD
Pay date plus 33 years	First day of the following month
Service Computation Date	Plus 30 years
Employed under the civil service Retirement System (CSRS)	Date of birth
Employed under the Federal Retirement System (FERS)	Date of birth

Table A2.2. ART Date of Birth Computation:

Year of Birth	Minimum Age
Before 1948	55
1948	55 years, 2 months
1949	55 years, 4 months
1950	55 years, 6 months
1951	55 years, 8 months
1952	55 years, 10 months
1953-1964	56 years
1965	56 years, 2 months
1966	56 years, 4 months
1967	56 years, 6 months
1968	56 years, 8 months
1969	56 years, 10 months
1970 and after	57 years

Attachment 3**ANG ROUTING OF WAIVER REQUESTS AND EXCEPTIONS TO POLICY****A3.1. Definition.**

A3.1.1. A request for waiver is a request for a one-time deviation to an established policy or procedure as stated in an Air National Guard Instruction (ANGI)/AFI.

A3.1.2. A request for an ETP is a request to execute a personnel action (or actions) that are otherwise prohibited, not addressed, and/or there are no provisions for a waiver specifically allowed in AFI/ANGI.

A3.2. Approving Authority. The approving authority for waivers and exceptions to policy contained within this instruction is the National Guard Bureau, Force Management Branch (NGB/A1PP).

A3.2.1. Each request must be routed through command echelons to the Air Division in the Office of the adjutant general (TAG) or the commanding general (CG) for a decision, or a written recommendation of approval or disapproval as required. **(T-2)**

A3.2.2. The Director of Staff-Air or Military Personnel Management Officer (MPMO) will ensure each request has been properly routed and contains a written endorsement from TAG/CG or an officer with delegated authority prior to submitting a waiver or ETP to NGB/A1PP. **(T-2)**

A3.3. National Guard Bureau Office of Primary Responsibility (OPR):

A3.3.1. OPR for all reenlistment/extension of enlistment policy is NGB/A1PP, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762. Email: ngb.a1.a1pp.org@us.af.mil.

A3.3.2. OPR for all retention policy is the National Guard Bureau Retention Operations Branch (NGB/A1YR), 3500 Fetchet Avenue, Joint Base Andrews, MD 20762. Email: NGB.A1.A1YR.Retention.Operations.Org@us.af.mil.

A3.4. Documentation required for Submittal of Requests for Waiver/ETP.

A3.4.1. Memorandum formatted IAW [Figure A3.1](#) and routed through applicable command echelon.

A3.4.2. Supporting documents, as required.

Figure A3.1. Mandatory Format for ANG Reenlistment/Extension Waivers or Exceptions to Policy.

(LETTERHEAD)

MEMORANDUM FOR Unit Commander or FSS Commander
Date

Wing/GSU Commander
State/Territory Approving Authority
NGB/AIP (if required)
IN TURN

FROM: Unit Commander or FSS Officer
SUBJECT: Exception to Policy - JOHN H. DOE

1. The following request submitted to permit the (reenlistment or extension) of (name), to fill the vacant position of E-4 SrA, Personnel Accounting Symbol (PAS): XX123456, AFSC 3S0X1.
2. Current wing/GSU manning in this AFSC is XX authorized / XX assigned.
3. The following information is provided:
 - a. Prior Service (if applicable, then list branch, component and periods of service. Include any inactive reserve time):

Branch	Component	Dates of Service
USAF	ANG	01 Jul 04 – 15 Aug 05
 - b. Satisfactory Service: # years, # months, and # days
 - c. Projected enlistment grade: E-4
 - d. Air Force Qualification Test score and mental category: 58, Mental Category III (as required)
 - e. Current Military Status: None-Civilian Traditional AGR Technician
 - f. Current DOE (Date of Last DD Form 4, for requests pertaining to extensions or reenlistments)
 - g. Current ETS
4. State exactly what is to be waived, the authority to waive the requirement (cite table/paragraph listed in this instruction), and a complete and detailed justification for the request (see also AFI 33-360, para 1.9.).
5. Point of contact is MSgt John A. Doe, 165 AW/DP, E-Mail address, Voice DSN 111-1111.
6. After an extensive interview and to the best of my knowledge, the individual named herein is otherwise qualified for reenlistment/extension into the Air National Guard.

Signature of Commander or FSS Officer

Attachments: (list each separately)

Notes:

1. Each waiver will be signed by the gaining unit CC or the FSS CC and endorsed by each echelon of command.
2. Each request will include all supporting documentation and reference the applicable chapter, paragraph, table and note.
3. State Joint Force Headquarters (JFHQ) Military Personnel Management Officer (MPMO) will submit TAG or CG endorsed requests to NGB. (T-2)