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SERVICE RETIREMENTS

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-32, *Military Retirements and Separations*. This publication is applicable to the entire Department of the Air Force (DAF), including all uniformed members of the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG), all DAF civilian employees, and those with contractual obligation to abide by the terms of DAF issuances. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORNs F033 ARPC B, *Locator or Personnel Data*, F036 AFPC P, *Separation Case Files, (Officer and Airman)*, and F036 AFPC C, *Military Personnel Records System* are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility 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 publication may not be supplemented or further implemented/extended. The authorities to waive Wing/Delta equivalent/unit level requirements in this publication are identified with a tier (T-0, T-1, T-2, and T-3) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the tier numbers. Submit requests

for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This publication was written through collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and the Deputy Chief of Space Operations for Personnel (SF/S1). (**Note:** All references to United States Air Force (USAF) terminology also apply to the DAF, including the USSF, or the USSF equivalent, as appropriate. For example, references to Airmen also apply to Guardians. References to major commands (MAJCOMs) or Numbered Air Forces (NAFs) will also apply to field commands (FLDCOMs). References to wings will also apply to deltas. Air Staff roles and responsibilities also apply to the equivalent Office of the Chief of Space Operations (informally referred to Space Staff) office. Unless otherwise noted, all actions that specify timeline requirements are measured in calendar days.

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SUMMARY OF CHANGES

This interim change provides updated guidance and procedures for issuing Regular Air Force (RegAF) and United States Space Force (USSF) retirement certificates, and updated guidance for Air Reserve Component (ARC) members. A margin bar (|) indicates newly revised material.

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Chapter 1

OVERVIEW

1.1. General Guidance.

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

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

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

1.1.2. Department of Defense (DoD) guidance.

1.1.2.1. Retired pay. DoD Financial Management Regulation (DoD FMR) 7000.14-R, *Department of Defense Financial Management Regulation (FMR) Volume 7B, Military Pay Policy - Retired Pay*, provides overall DoD guidance on retired pay matters.

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

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

1.1.2.4. All eligible service members must receive transition assistance in accordance with DoDI 1332.35, *Transition Assistance Program (TAP) for Military Personnel*. (T-0).

1.1.3. Retirement Effective Date. The Department of the Air Force can approve a non-disability AD retirement effective date no earlier than the first day of the month after the month

in which the member attains basic eligibility as defined in 10 USC Chapter 941. ARC members can be transferred to the retired reserve upon qualifying per 10 USC § 12731, *Age and Service Requirements*, and outlined in [paragraph 2.1](#) and [paragraph 3.1](#).

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

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

1.1.6. **(Added)** Characterization of Service. Members retiring from the DAF due to length of service or age receive a Honorable characterization of service.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Secretary of the Air Force (SecAF). The SecAF can make exceptions to the requirements in this AFI, unless specifically prohibited by law or DoD regulation. The SecAF maintains full discretion as to whether a member's service has been honorable, whether a member has performed satisfactorily, and whether or not to approve a member's application for retirement or transfer to the retired reserve in lieu of pending administrative, non-judicial, and/or judicial actions. The SecAF may order retired DAF members to AD consistent with provisions in 10 USC Chapter 39, *Active Duty*; DoDI 1352.01, *Management of Regular and Reserve Retired Military Members*; and when otherwise authorized by law).

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

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

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

2.3. AF General Officer (GO) Management Office (AF/A1LG) and SF GO Management Office (SF/S1LG). Manages applications for GOs and GO-selects who qualify for an AC retirement or apply for an active or ARC retirement while on AD. AF/A1LG and SF/S1LG have responsibility for verifying eligibility for requested retirement dates and waiver request processing. AF/A1LG and SF/S1LG forward actions to the appropriate reviewing and approval authorities. (See also [Table 9.1](#), which covers ARC GOs and GO-selects whose retirement applications are managed by AF/REG and NGB-SL).

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

2.5. Regular Colonel Management Office.

2.5.1. RegAF Colonel Management Office (AF/A1LO). Manages applications by RegAF AC colonels and colonel-selects who apply and qualify for an AC retirement under 10 USC Chapter 941, or 10 USC Chapter 63. AF/A1LO also manages applications by Air Reserve Component (ARC) colonels and colonel-selects that are assigned on AD to headquarters (HQ)

level positions, who apply and qualify for an AC retirement under 10 USC Chapter 941 (see [paragraph 3.1.1.4.](#)). AF/AILO has responsibility for verifying eligibility for requested retirement dates and waiver request processing. SAFPC has re-delegated authority to designated special assistants to act as the RAA for certain retirement requests. AF/AILO forwards those requests outside the delegated authority to the appropriate agency for approval.

2.5.2. SF Colonel Management Office (AF/S1L). Manages applications by SF AC colonels and colonel-selects who apply and qualify for an AC retirement under 10 USC Chapter 941, or 10 USC Chapter 63. AF/S1L also manages applications by ARC colonels and colonel-selects that are assigned on AD to HQ level positions, who apply and qualify for an AC retirement under 10 USC Chapter 941 (see [paragraph 3.1.1.4.](#)). AF/S1L has responsibility for verifying eligibility for requested retirement dates and waiver request processing. SAFPC has re-delegated authority to designated special assistants to act as the RAA for certain retirement requests. AF/SIL forwards those requests outside the delegated authority to the appropriate agency for approval.

2.6. Regular CMSgt Management Office.

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

2.6.2. SF CMSgt Management Office (AF/S1LE) and Air Force Personnel Center (AFPC) Airmen Support and Transition Branch (AFPC/DP3SA). Oversee processing of applications by AC Chief Master Sergeants (CMSgt) (E-9) and CMSgt-selects who apply and qualify for an AD retirement under 10 USC Chapter 941, or 10 USC Chapter 63. AF/S1LE and AFPC also manage applications by AFR Chief Master Sergeants and Chief Master Sergeants-selects that are assigned on AD to HQ level positions, who apply and qualify for an AC retirement under 10 USC Chapter 941 (see [paragraph 3.1.1.4.](#)). AFPC has responsibility for verifying eligibility for requested retirement dates and processing applications involving no waivers or retirement at HYT. AF/S1LE has responsibility for waiver request processing. SAFPC has re-delegated authority to designated special assistants to act as the RAA for certain retirement requests. AF/S1LE forwards those requests outside the delegated authority to the appropriate agency for approval.

2.7. AFPC Airmen Support and Transition Branch (AFPC/DP3SA). Oversees application processing for AC officers in the grades of lieutenant colonel (Lt Col) and below and AC enlisted personnel in the grade of Senior Master Sergeant (E-8) and below who apply and qualify for an AD retirement under 10 USC Chapter 941 or 10 USC Chapter 63. AFPC also manages applications for AFR officers (Lt Col and below) and AFR enlisted members (Senior Master

Sergeant and below) that are assigned on AD to HQ level positions, who apply and qualify for an AC retirement under 10 USC Chapter 941. (See [paragraph 3.1.1.4.](#)) AFPC has responsibility for verifying eligibility for requested retirement dates and waiver request processing. SAFPC has re-delegated authority to designated special assistants to act as the RAA for certain retirement requests. AFPC forwards those requests outside the delegated authority to the appropriate agency for approval.

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

2.9. Commander's Responsibilities. The DAF assigns commanders the responsibility to identify restrictions to retirement that may apply until 2400 hours on the member's final day on AD, date of separation (DOS), expiration of term of service (ETS), or mandatory separation date (MSD). If the commander knows of any restrictions applicable to the member's application for AC retirement or transfer to the retired reserve prior to the member's retirement effective date ([Table 3.1](#) and/or [Table 3.2](#)), the commander must immediately contact the appropriate agency to request the DAF suspend the retirement.

2.9.1. The member's commander or servicing legal office immediately notifies the RAA and sends documents to justify an amendment to or rescission of the retirement order. If the appropriate office is not notified promptly and the member's retirement consummates, the commander or servicing legal office must notify the RAA to determine if a manifest error has occurred. (**T-1**). If no manifest error has occurred, the member must apply to the AF Board for Correction of Military Records for corrective action. A computer-generated order is used to amend or rescind the retirement.

2.9.2. The DAF authorizes the member's commander, civilian equivalent, or person delegated the authority by the commander or civilian equivalent to coordinate on a member's retirement application. The designated authority identifies restrictions listed in [Table 3.1](#) and [Table 3.2](#), both upon submission of the application and until the member's retirement date. If restrictions apply after a retirement is approved, immediately notify the RAA.

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

Chapter 3

ELIGIBILITY, PLACE OF RETIREMENT, AND RESTRICTIONS ON RETIREMENT

Section 3A—Eligibility.

3.1. Retirement Eligibility.

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

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

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

3.1.1.1.2. In order to voluntarily retire in the grade of major or above, a Regular commissioned officer generally must have served on active duty satisfactorily in that higher grade for no less than three years; otherwise, the DAF will authorize the retirement in the next lower grade as directed by 10 USC § 1370, *Regular commissioned officers*, unless a waiver is granted under some provision of law. **(T-0)** In order to voluntarily retire in the grade of captain or below, a Regular commissioned officer must have served satisfactorily in the higher grade for no less than six months. **(T-0)** See 10 USC § 1370, and [Chapter 8](#) for a complete explanation.

3.1.1.1.3. In order to voluntarily receive a non-regular retirement in the grade above O-4, a commissioned officer generally must have served satisfactorily in that higher grade for no less than three years; otherwise, the DAF will authorize the retirement in the next lower grade as directed by 10 USC § 1370a, *Officers entitled to retired pay for non-regular service*, unless a waiver is granted under some provision of law. **(T-0)** In order to voluntarily receive a non-regular retirement below the grade of O-5, a commissioned officer must have served satisfactorily in the higher grade for no less than six months. **(T-0)** See 10 USC § 1370a, and **Chapter 8** for a complete explanation.

3.1.1.1.4. For officers who are subject to mandatory retirement, required under 10 USC Chapters 36 or 63, the retirement must take place no later than the date set by the statute that applies (see **Chapter 5**). **(T-0)** Officers who have a MSD established must retire no later than that date, even if previously approved for a voluntary retirement effective after the MSD, unless through a SecAF selective continuation process, the USAF/USSF assigns the officer a later MSD (see **Chapter 5** for further discussion concerning mandatory retirement dates). **(T-1)**

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

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

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

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

3.1.1.3. Sanctuary. Per 10 USC § 12686(a), *Reserves on Active Duty Within Two Years of Retirement Eligibility: Limitation on Release From Active Duty; Limitations*, and 10 USC § 12646(e), *Commissioned Officers: Retention of After Completing 18 or More, But Less Than 20, Years of Service*, traditional ANG or AFR members, including individual mobilization augmentees (IMAs), called to AD who have accumulated 18 years of TAFMS may be eligible to continue to 20 years on AD status unless the members waive sanctuary (Reference DAFI 36-2110, *Total Force Assignments*, for further guidance).

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

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

3.1.2.1. A member may start receiving reserve retired pay before age 60 if the member performed qualifying AD service after 28 January 2008. The member may reduce the age by three months for each aggregate of 90 days on which the member performs qualifying duty in any fiscal year. Qualifying duty includes members who serve on an order to AD pursuant to 10 USC § 12301, *Reserve Components Generally*, or 10 USC § 12304(b), *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency*, or under a provision of law referred to in 10 USC § 101(a)(13)(B), *Definitions*, but does not include AGR duty under 10 USC § 12310, *Reserves: For Organizing, Administering, etc., Reserve Components*. The minimum age a member may reduce the time to receive pay will not fall below age 50. **(T-0)**

3.1.2.2. Officer Eligibility. For a voluntary reserve retirement in a grade above major, a commissioned officer must have served satisfactorily in the higher grade with at least three creditable years of service in grade (SIG); otherwise, the member will retire in the next lower grade unless granted a waiver under some provision of law. **(T-0)** For a voluntary reserve retirement in the grade of major or below, a commissioned officer must have served satisfactorily in the higher grade with at least six creditable months SIG. See 10 USC § 1370a; [Chapter 8](#) and [Chapter 9](#) for a complete explanation. **Note:** There is no 10-year

minimum TAFCS requirement for a reserve non-AGR/AC officer to receive a reserve retirement. Only the SIG requirements outlined above apply.

3.1.2.3. Enlisted Eligibility. Participating reserve enlisted members that reach the member's HYT date at age 60 and do not apply for reserve retired pay will automatically be placed in the retired reserve under the provision of 10 USC § 12108, *Enlisted Members: Discharge or Retirement for Years of Service or for Age*. **(T-0)** Participating ANG enlisted members that reach age 60 can be discharged on the members' ETS if the members do not apply for reserve retired pay.

3.1.3. Disability Retirement Eligibility. In general, this applies to AC, AFR, and ANG members on AD for more than 30 days. Specific requirements for eligibility are addressed in 10 USC Chapter 61, *Retirement or Separation for Physical Disability*, and implementing DoD and DAF regulations. For more information on disability retirement, refer to AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

3.1.4. AD Retirement Application Deadlines.

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

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

Section 3B—AC Members Place of Retirement.

3.2. General Rules.

3.2.1. A member may retire in:

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

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

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

3.3. Overseas Duty Station.

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

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

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

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

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

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

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

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

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

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

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

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

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

3.6. Leave in Conjunction with Retirement. The member must obtain approval from the member’s commander for PTDY and terminal leave. **(T-3)** Members may not depart on terminal

leave or PTDY until receipt of retirement orders. See DAFI 36-3003, *Military Leave Program*, for more information on PTDY and terminal leave.

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

3.6.2. When a commander authorizes PTDY and terminal leave dates prior to a member's date eligible for return from overseas (DEROS), he or she cannot use the departure as basis for an earlier assignment of a replacement.

Section 3C—Retirement Prohibitions and Waivable Restrictions.

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

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

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

3.8.1.1. Waivers Based on Best Interest of the Department of the Air Force Criteria. When making recommendations on waivers submitted under the category of best interest of the Department of the Air Force, the commander should explain in detail how retirement would serve DAF interests and how the unit's mission and the Department of the Air Force will not be adversely impacted if the member's waiver is approved. The rationale should include the authorized and assigned strength of the member's Air Force Specialty Code/Space Force Specialty Code (AFSC/SFSC) at unit and wing/delta level and describe,

in specific terms, why approval of the request will not adversely impact the wing/delta and unit mission or fellow Airmen/Guardians who may have to perform the applicant's duties until a replacement is available.

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

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

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

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

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

3.8.2.4. Request for Waiver for Medical Reasons. A member may not request waiver of retirement restrictions based on a medical problem. If the local medical facility deems the member's medical problems prevent continued service, the member shall be entered into the Disability Evaluation System (DES). (T-1)

3.8.3. AFR Only. Voluntary retirement applications for traditional reservists and individual reservists must be submitted to ARPC six months prior to the requested retirement date. (T-1) The authority to approve waivers of the six-month requirement is ARPC but must be recommended for approval by the wing commander or equivalent for the unit program and the RIO/CC for the Individual Reserve program. (T-1)

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

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

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

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

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

3.10.1.2. Extension of HYT Based on Hardship. The same conditions found in [paragraph 3.8.2.1](#) regarding hardship waivers apply to requests for extension of a HYT based on extreme hardship not common to contemporaries. Members submit the fully justified request and unit commanders provide recommendations to AFPC using the myFSS on-line process. Requests for extension based on hardship may be submitted within 12 months of the individual's HYT. The maximum extension period is one year. Multiple extension approvals or requests to extend for a period of more than one year will not be entertained. **(T-1)**

3.10.1.3. Extension of HYT Based on Best Interest of the DAF. The same conditions found in [paragraph 3.8.2.2](#) regarding best interest of the DAF waivers apply to requests for HYT extensions based on the best interest of the DAF. Normally, members make these requests when a commander finds a uniquely qualified Airman/Guardian, filling a critical position, essential to the success of a vital mission and AFPC can provide no suitable replacement. Members submit the fully justified request and unit commanders provide recommendations to AFPC using the myFSS on-line process no earlier than one year and not later than six months before the individual's HYT. The maximum extension period is one year. Multiple extension approvals or requests to extend for a period of more than one year will not be entertained. **(T-1)**

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

3.10.1.5. The CMSgt Management Office (AF/A1LE) for RegAF, the CMSgt Management Office (SF/S1LE) for USSF, and Air Force Reserve Senior Leader Management – Chiefs Group (AF/REG) for Air Force Reserve Command (AFRC) Chief Master Sergeants will field inquiries specifically pertaining to Chief Master Sergeant HYTs and HYT extension requests. Members may initiate and submit requests for HYT extensions, based on hardship or when in the best interest of the DAF. Normally, a

commander only supports a request for a uniquely qualified Chief Master Sergeant, filling a critical position, essential to the success of a vital mission and AF/A1LE, SF/S1LE, or AF/REG Chiefs Group can provide no suitable replacement. The wing/delta or comparable level commander must support the request and show that member's retention is essential to the success of the mission. **(T-2)** Members submit the fully justified request to AF/A1LE for RegAF or SF/S1LE for USSF, containing unit and wing/delta commander recommendation, no earlier than one year and not later than six months before the individual's HYT. **(T-1) Note:** Requests for HYT extension based on a hardship may be submitted within 12 months of the individual's HYT. The maximum extension period is one year. Multiple extension approvals or requests to extend for a period of more than one year will not normally be considered. **Note:** Command Chiefs serving at the 2-star level and above and Senior Enlisted Leaders filling Key Development Positions are eligible for "automatic" HYT extension. RegAF Chief Master Sergeants will reference the Chief's Handbook for additional information and guidance on CMSgt HYTs and HYT extension.

3.10.2. HYT of Demoted Members (Not applicable to ARC). Individuals demoted to a lower grade are subject to the HYT of the lower grade (see [paragraph 3.10.](#)).

3.10.2.1. After a member is promoted to an E-5, the member's HYT is established at 20 years of service. If a demoted member has 16 or more years TAFMS, the USAF/USSF considers the member as length-of-service qualified so the member's HYT remains or is set at 20 years of service. If an E-5 or higher subsequently experiences a reduction in grade to E-4 or below and has less than 16 years TAFMS, the HYT is established in accordance with DAFI 36-3211.

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

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

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

3.10.2.5. A member under the High-3, REDUX, or Blended Retirement System (BRS) retired pay plans who is demoted within three years of the retirement date and does not regain the highest grade held will receive retired pay using the multiplier determined under the rules for the applicable retirement plan and the retirement pay base calculated under final basic pay at the lower grade (10 USC § 1407(f), *Retired Pay Base for Members Who First Became Members After September 7, 1980: High-36 Month Average, Exception for*

Enlisted Members Reduced in Grade and Officers Who Do Not Serve Satisfactorily in Highest Grade Held). For example, a member under the REDUX retirement plan who is demoted more than three years prior to retirement will have the multiplier determined under the rules for REDUX and the retirement pay base calculated from a High-3 average at the lower grade for the three years prior to retirement. **(T-0)** A member who is demoted to a lower grade more than three years prior to retirement and does not regain the highest grade held receives retired pay under the applicable retirement pay plan (High-3, REDUX, or BRS) at the lower grade.

3.11. Request for Withdrawal or Change of Month. When a member completes and submits a retirement application, the member cannot withdraw the application or change the approved retirement date unless the member provides strong justification under the following reasons: severe hardship not common to DAF members; in the best interest of the DAF; to accept continuation; or to accept an AC promotion that requires the member to serve past the requested or approved retirement date. SAFPC has re-delegated authority to designated special assistants, as outlined in [paragraph 2.2](#), to approve requests for withdrawal or change. The RAA usually does not approve a withdrawal or adjustment if the member volunteered to retire under the 7DO/3DO program.

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

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

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

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

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

3.11.4. Request for Withdrawal or Date Change for Medical Reasons. A member may not request withdrawal or date change to stay on AD solely to resolve a medical problem or receive medical treatment. If the local medical facility deems the member's medical problems severe enough to warrant a change of retirement date, the facility point of contact uses medical hold procedures.

3.12. Request for Extension Beyond a DOS, ETS (enlisted only), or MSD (officers only). With direction from the unit commander or SJA, the RAA may hold an enlisted member past the member's DOS/ETS in view of trial by court-martial. Enlisted members must agree to hold actions initiated by the AFPC Medical Standards Branch for medical treatment and must voluntarily extend their enlistment to be retained for medical evaluation and treatment. For regular enlisted members, when necessary, the RAA adjusts the HYT to accommodate the retention action. **(T-1)** The SecAF or designee may delay an officer's retirement to complete actions with a view to trial by court-martial (10 USC § 639) or to complete a medical evaluation (10 USC § 640 and [paragraph 5.2.3.](#)).

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

3.14. Retired Members Ordered to AD. Consistent with 10 USC § 688, *Retired Members: Authority to Order to Active Duty; Duties* and DoDI 1352.01, the SecAF may order retired members of the AC or of the retired reserve (retired under 10 USC § 9311 or 10 USC § 9314) to AD as needed to perform such duties as the SecAF considers necessary in the interests of national defense, but only if the SecAF determines other sources of manpower are unavailable or that the retired members possess skills not otherwise obtainable. The period of recall may not exceed 12 months within the first 24 months following the date of recall. This 12 month limitation does not apply to chaplains, health professionals, officers serving with the American Battle Monuments Commission, and defense or service attachés. The SecAF will not recall officers retired by a selective early retirement board under 10 USC § 638, *Selective Early Retirement*, or Enhanced Selective Early Retirement Board under 10 USC § 638a, *Modification to Rules for Continuation on Active Duty; Enhanced Authority for Selective Early Retirement and Early Discharges*. The SecAF will also not recall officers who were notified that the AF/SF would consider them for early retirement under 10 USC §638 or 10 USC §638a, and who requested and were retired prior to a board considering their records. **(T-1) Exception:** The limitations listed in this paragraph do not apply during a time of war or national emergency declared by Congress or the President, when invoked by the President under the National Emergencies Act. The SecAF may also order retired members to AD for court-martial action as outlined in 10 USC §688 and DAFI 21-501, *Administration of Military Justice*.

Table 3.1. Conditions Prohibiting Initial Submission or Suspending Processing of Previously Submitted Retirement Applications.

	A	B
Rule	If member	then
1.a.	Is under civil or military investigation, or subject to civil or military criminal legal proceedings (See Note 1)	The member is not eligible to apply for voluntary retirement. If an application has already been submitted or a retirement has been approved prior to initiation of an investigation, the member's commander (or RIO Det/CC for IMAs) or the SJA will immediately direct the RAA to place the retirement in suspension. Commanders or SJAs will follow verbal notification with a written request to place an administrative hold on the member's retirement under this regulation. The RAA will place the member on administrative hold which, if applicable, rescinds the previously published retirement order until the investigation and any subsequent actions are completed. (Table 3.2). After all investigation and subsequent actions are completed, and if the member remains eligible to retire, the member's commander or the SJA notifies the RAA that normal retirement processing can continue. (see Note 4).
1.b.	Has been offered nonjudicial punishment under Article 15, Uniform Code of Military Justice (UCMJ), <i>Commanding Officer's Non-Judicial Punishment</i> .	The RAA does not process the application until the Article 15, UCMJ action has been found legally sufficient by the GCMCA's legal office. When a member requests a retirement date earlier than punishment completion date, the RAA must inform the commander that, if the commander signs the application and does not recommend retirement at a later date to coincide with completion of punishment, the earlier retirement date will probably be approved and, if so, any remaining punishment will be remitted. If the commander recommending retirement is not a commander authorized to remit the Article 15 punishment, the recommendation of the commander who imposed punishment must indicate that punishment was or will be remitted by the requested retirement date.
1.c.	Is under a court-martial sentence other than the sentences requiring review in accordance with Table 3.2 , Rule 5 (See Note 1)	The RAA does not process the application until Entry of Judgement in a special or general court martial or upon convening authority decision on action in a summary court martial. When requested retirement date is earlier than punishment completion date, the retirement date

		may be delayed. An approved retirement does not preclude completion of a sentence to confinement. If the court-martial convening authority removes the prohibition by commuting or remitting the sentence, normal processing of the retirement application resumes. If the convening authority suspends the sentence, see Table 3.2, Rule 14.
2	Is subject to an Officer Grade Determination (OGD)	The RAA will place the application or retirement in suspension until the SAFPC completes review of the OGD and the appropriate authority has made the final grade determination. The RAA processes the OGD following procedures in paragraph 8.6. (See Note 2).
3	Applies for retirement on or after Assignment Selection Date or notification of 365-day extended deployment and is not eligible to apply under the 7DO/3DO program or applies under 7DO/3DO for an unauthorized date	Members not eligible to apply for retirement under the 7DO/3DO programs must proceed on the Permanent Change of Station or deployment. Members may request waiver of the 7DO/3DO program when submitting an application for retirement. If the waiver is disapproved, the member may apply to retire after Permanent Change of Station or deployment; however, after arrival at the new duty station, members become subject to any other restrictions existing at that time (see Note 3).
4	Is officially tasked to deploy	<p>Member is ineligible to request a retirement date that is prior to the deployment return date plus 90 days when the member is:</p> <ul style="list-style-type: none"> - enlisted with an established DOS that is equal to or after the deployment return date plus 90 days - enlisted with an unspecified DOS who has a remaining service commitment that expires on or after the deployment return date plus 90 days - an officer with a remaining service commitment that expires on or after the deployment return date plus 90 days. <p>Once approved for retirement, members remain eligible for any deployment taskings with a scheduled return date that is at least 90 days prior to the retirement effective date.</p> <p>Members may request a retirement effective date within 90 days of the scheduled deployment return date, with unit commander concurrence.</p>

		If a hardship condition exists, members tasked for deployment may apply for retirement, transfer to the retired reserve, or acceleration of a previously approved retirement date. (See Note 3).
5	Is pending evaluation by a MEB or PEB	Member is ineligible to apply for voluntary retirement until the MEB/PEB process is completed and a determination of service fitness is made. Members who are found fit for continued service may then apply for retirement (See Notes 5 and 6).

Note:

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

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

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

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

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

6. Officers remain on AD until the determination of service fitness is finalized. Those officers with a MSD will be retained for MEB/PEB processing in accordance with 10 USC § 640 and **paragraph 5.2.3. (T-0)**

Table 3.2. Retirement Waivable Conditions (Best Interest of the Department of the Air Force or Hardship Not Common To Other Air Force/Space Force Members).

	Condition	Component		Type of Retirement Request (applied and eligible)		Approval	
	If member						Then
	A	B	C	D	E		
R U L E	Is subject to the following condition	Is in the AC	Is in the ARC	Regular retirement	Non-regular retirement or transfer to the retired reserve	The condition may be waived by	
Secretarial Conditions Requiring Review by SecAF Personnel Council							
1	a. An officer who holds a commissioned grade higher than O-3 and served on AD for 2 or more but less than three years as of the requested voluntary retirement date. (See Note 3)	X		X		SecAF as authorized by Secretary of Defense (SecDef) (See Note 19)	
	b. An officer who holds a commissioned grade higher than O-4 and has no less than three years served satisfactorily as of the requested voluntary retirement date. (See Note 3)		X	X	X		
	c. An officer who holds a commissioned grade below the grade of O-5 who has served satisfactorily for no less than 6 months in that grade.		X		X		
	d. An officer who holds a commissioned grade higher than O-3 and has served on AD for less than two years SIG as of the requested voluntary retirement date. (See Note 3)	X		X		The President (for extreme hardship or in exceptional or unusual circumstances)	

2	Is subject to an administrative demotion action. (See Notes 6, 8, 9, and 12 , DAFPD 36-35, <i>United States Air Force Academy & DAFI 36-2502, Enlisted Airman Promotion/Demotion Programs</i>)	X	X	X	X	By SecAF or designee if in the best interest of the Department of the Air Force	
3	Is subject to an administrative involuntary separation action including an action to drop a member from the rolls of the Department of the Air Force. (See Notes 6 through 12, 15, & 18, Chapter 7 & Chapter 8)	X	X	X	X		
4	Is under court-martial charges and trial has not begun. (See Notes 8, 10, 12 & 13) (See also Note 15 if OGD required, and Table 3.1 , Rules 1 and 2)	X	X	X	X		
5	Is under a sentence of six or more months confinement, Bad Conduct Discharge, Dishonorable Discharge, or Dismissal under special or general court-martial sentence as of date of application for AD retirement or transfer to the retired reserve. (See Notes 8, 10, 14 & 15)	X	X	X	X		
Service Commitment Conditions							
6	Serving on a CONUS-to-CONUS permanent change of station and will not serve the 24-month ADSC; or an overseas-to-CONUS tour and will not serve the 12-month	X		X	X	For hardship or in the best interest of the Department of the Air Force by the SecAF or designee.	

	ADSC as of requested retirement date (see Note 1)					
7	a. The member is in the AC and will not complete, as of requested retirement date, the two-year ADSC for regular promotion to E-7/E-8 or three-year ADSC for E-9, and is not HYT restricted to an ADSC or mandatory DOS less than the above (see Note 1)	X		X	X	
	b. The member is in the ANG and will not complete, as of the requested retirement date, any of the following reserve service commitments as identified in AFMAN 36-2100: (1) In-residence Professional Military Education: Enlisted, one year; Officer, three years (2) Promotion to E-7: Drill Status Guardsman, one year; Active Guard and Reserve, two years (3) Stripes for Exceptional Performers II promotion to E-8 or E-9: three years (4) Drill Status Guardsman or Active Guard and Reserve promotion to E-8 or E-9: two years		X	X	X	The Adjutant General or Commanding General
	c. The member is in the AFR and will not complete, as of requested		X	X	X	For hardship or in the best interest of the

	retirement date, any of the following reserve service commitments: (1) Traditional Reservist or Air Reserve Technician promotion to E-7: one year (2) In-residence Professional Military Education: three years (3) Promotion to E-7, E-8, or E-9: two years (see Note 1)					Department of the Air Force by the SecAF or designee.
8	Is on an overseas tour and will not complete the ADSC/DEROS as of the requested retirement date (see Note 1)	X		X	X	
9	Will not complete an ADSC event resulting from education or training, incentive pay or any other ADSC/reserve service commitment incurring event not specifically shown in other portions of this instruction as of requested retirement date (see Notes 4 and 5)	X	X	X	X	
10	Is a Medical Corps or Dental Corps officer who will not complete ADSC for additional or incentive special pay (Medical Corps); continuation pay (Dental Corps); or sponsored training as of requested retirement date (see Note 5)	X		X		
Other Conditions						
11	Is serving overseas or on a CONUS maximum stabilized tour and	X		X	X	

	requests retirement date before or beyond DEROS or tour completion date (see Notes 16 and 17)					
12	The member is in the AC and applies for retirement less than four months in advance of requested retirement date. No waiver is required when application submitted under assignment declination, 7DO/3DO, if officer is voluntarily applying to retire on MSD, or if enlisted member is HYT restricted or ineligible to extend or reenlist (see Note 2)	X		X	X	
13	The member is in the AFR and applies for retirement less than six months in advance of requested retirement date. No waiver is required if officer is voluntarily applying to retire on MSD, if enlisted member is HYT/ETS restricted, or if any member is applying for reserve retired pay (see Note 2)		X	X	X	
14	Is serving under a suspended court-martial sentence other than the sentences described in Table 3.2 , Rule 5, and the convening authority recommends retirement (See also the prohibition at Table 3.1 , Rule 1.c.)	X	X	X	X	
Notes:						
1. A member who cannot serve as specified by reason of a mandatory DOS must request a retirement date effective the first day of DOS month, or if the mandatory DOS is the last day						

of the month, the member must request a retirement effective date the first day of the month following the mandatory DOS. **(T-1)**

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

3. Officers in grades above (a) O-3 if applying for a regular retirement, or (b) O-4 if applying for a non-regular retirement, wishing to voluntarily retire in the officer's grade must serve three years SIG or retire in the next lower grade as directed by 10 USC § 1370 and 10 USC § 1370a. (The three years in grade service requirement does not apply to involuntary release from AD of retirement-eligible reserve and temporary officers in accordance with 10 USC § 1370. **(T-0)**). This provision is generally for involuntary release other than for cause. See **paragraph 8.2** and the statute for other possible exceptions). The DAF rarely waives service in grade requirements. An officer who cannot justify waiver of the service in grade requirement, or whose waiver request the DAF disapproves, may ask to retire in the next lower grade held satisfactorily for at least six months service in grade. See **Chapter 8** and **Chapter 9**.

4. An officer assigned to a Critical Acquisition Position requires a waiver for service obligation (10 USC § 1734, *Career Development*). **(T-0)**. Only the Assistant Secretary of the Air Force for Acquisition, Technology & Logistics (SAF/AQ) or the designated representative has approval authority to waive a Critical Acquisition Position ADSC. Critical Acquisition Position officers do not use **Table 3.2**. To request a waiver, the officer completes a DD Form 2905, *Acquisition, Technology, and Logistics (AT&L) Workforce Position requirements or Tenure Waiver*, obtains the supervisor's or commander's signature, then submits it to SAF/AQ or designated representative for processing. Once SAF/AQ or designated representative approves the officer's waiver request, the officer may apply for retirement.

5. Waiver of an ADSC or reserve service commitment for advanced academic degree, aviation bonus, judge advocate continuation pay, selective retention bonus, other continuation pays or bonuses, tuition assistance or any other ADSC for which a member receives a special pay incentive does not waive recoupment for those pays, assistance or bonuses. Recoupment for any unearned educational assistance or similar benefit, including the amount of any transferred educational entitlement that is used by a dependent of the member as of the date of such a failure to meet the service agreement shall be treated as an overpayment of educational assistance and will be subject to collection by the Department of Veteran Affairs. **(T-0)**. Recoupment for certain pays, assistance, and bonuses, not including educational benefits using the Post-9/11 GI Bill, may be waived by SecAF under an existing force management program.

6. See DAFI 36-3211, *Military Separations*, for allowable retirement date and specific processing procedures. In certain circumstances, members may make discretionary requests to retire in lieu of an adverse action. Such a request is treated as a request to waive the applicable restriction on retirement. With respect to demotion actions: members applying for retirement in lieu of demotion (DAFI 36-2502 action) will either be approved for retirement in grade or disapproved for retirement in lieu of demotion (at which time, demotion action may take place). **(T-0)**. With respect to discharge actions, in some circumstances, AD and reserve officers and enlisted members are entitled to retirement or retired pay in spite of a discharge action. See 10 USC § 1186, *Officer Considered for Removal: Voluntary Retirement or Discharge* (AD officer), and 10 USC § 14905, *Officer Considered for Removal: Retirement or Discharge* (reserve officer) and **Chapter 8** provisions regarding former members entitled to

reserve retired pay. See also **Note 18** regarding separation and drop from the rolls actions based on civilian convictions.

7. An enlisted member pending discharge action who has at least 16 but less than 20 years TAFMS may request retention on AD to reach retirement eligibility. If approved, the SecAF or designated authority may defer discharge action to allow the enlisted member to retire on the first day of the month after the month in which the member completes 20 years TAFMS. The AF/SF call this procedure lengthy service probation. ANG: Sanctuary for ANG members is 18 but less than 20 years of service (either satisfactory service or TAFMS – depending on the member and type of retirement). See DAFI 36-2110 for further guidance on the ANG sanctuary process.

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

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

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

11. The discharge board convening authority will review the request and may elect to suspend discharge processing to allow SecAF review. **(T-0)** If the convening authority elects to complete the discharge board prior to SecAF review, the discharge will not be finalized until the SecAF makes a decision regarding the retirement request. **(T-1) Note:** The administrative discharge of any member who is otherwise eligible for retirement under any provision of law requires approval of SecAF or the SecAF's designee.

12. Refer to the retirement's page on myPers for specific processing instructions.

13. The General Court-Martial Convening Authority (GCMCA) will review the request for retirement before trial. **(T-0)** When the GCMCA recommends retirement before trial, the request will be sent to SecAF for review and action. **(T-0)** If the GCMCA does not recommend retirement before trial, and the member is enlisted, the application is held in abeyance until the trial is completed. If the member is an officer, the GCMCA may deny the application if charges have not been referred. Officer applications submitted after referral of charges shall be sent to SecAF for review and action. **(T-0)** Officers may re-submit applications that were previously denied by the GCMCA before referral. If the charges are withdrawn or dismissed, or the accused is acquitted, normal retirement processing continues. If the member is sentenced, application is processed under Rule 5. See also DAFI 36-3211, *Military Separations*, and DAFI 51-201, *Administration of Military Justice* for further guidance.

14. Application may be submitted once the appellate review process is finalized, and the decision is made to uphold the discharge or dismissal action.

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

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

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

18. DAFI 36-3211 provides guidance on involuntary separation based on civilian conviction, to include criteria for drop from the rolls actions based on lengthy confinement. Commanders should seek legal advice on whether a specific drop from the rolls action affects AD or reserve retired pay. Note that espionage-type convictions covered by the Hiss Act, 5 USC Chapter 83, *Retirement*, may cause an automatic forfeiture of retired pay.

19. When Rules 1.a. and 1.b. TIG waivers are employed by the Department of the Air Force as a force management tool, eligibility and processing criteria will be in accordance with the applicable force management guidance administered by AF/A1, SF/S1 or AF/RE, respectively. **(T-0)** In the absence of force management guidance, Rules 1.a. and 1.b. TIG waivers shall be processed through SAFPC for SecAF consideration, under a best interest of the Department of the Air Force standard. **(T-0)**

Chapter 4

VOLUNTARY RETIREMENT IN OFFICER OR ENLISTED STATUS

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

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

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

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

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

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

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

4.1.2.4.1. If an officer is selected for contingency deployment and has a service commitment that expires on or after the deployment return date plus 90 days, the officer is required to complete the deployment. Officers approved for retirement remain eligible for any deployment taskings with a scheduled return date that is at least 90 days prior to the retirement effective date. Officers may request retirement or acceleration of a previously approved retirement only when a hardship condition exists (see [paragraph 3.8](#)). Although members may request a SecAF waiver, a retirement request for the sole purpose of avoiding deployment will not be considered. **(T-1)**

4.1.2.4.2. If an enlisted member is selected for contingency deployment and has an established DOS that is equal to or after the deployment return date plus 90 days, the enlisted member will be required to deploy. If an enlisted member has an unspecified DOS and has a service commitment that expires on or after the deployment return date plus 90 days, the enlisted member will be required to deploy. Enlisted members approved for retirement remain eligible for any deployment taskings with a scheduled return date that is at least 90 days prior to the retirement effective date. Enlisted members may request retirement or acceleration of a previously approved retirement only when a hardship condition exists (see [paragraph 3.8.](#)). Although members may request a SecAF waiver, a retirement request for the sole purpose of avoiding deployment will not be considered. **(T-1)**

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

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

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

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

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

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

4.2.3.2. A member approved for voluntary retirement remains liable for assignment or training within the limits of the retirement date. These members may not incur a voluntary service commitment later than the retirement date without the option to withdraw the application or to negotiate an approved change in the retirement month. Members who

receive approval to change a retirement month under this paragraph may become ineligible for promotion and may become ineligible to reenlist.

4.3. General Officer (GO) Procedures.

4.3.1. Regular component GOs apply for retirement by sending a personal, handwritten letter to the AF Chief of Staff (CSAF) or the Chief of Space Operations (CSO) at least four months before the desired effective date. For ARC applications, see [paragraph 4.3.4](#).

4.3.2. Approval authority for retirement is as follows:

4.3.2.1. In the case of voluntary retirements in regular grades of O-7 and O-8 with or without adverse action or with or without service-in-grade waivers, the SecAF has approval authority. **(T-0)** The SecAF's authority to approve service in grade waivers is not delegable.

4.3.2.2. In the case of voluntary retirements in reserve grades of O-7 and O-8 involving no adverse action, no pending investigations, or service in grade waivers, the ARC chiefs are the approval authorities. The SecAF is the approval authority for officers who have adverse information that has been identified since the officer's Senate confirmation to the grade in which retirement is requested or who are pending investigation. SecDef is the approval authority for retirements involving service in grade waivers. **(T-0)** SecDef's authority to approve service in grade waivers is not delegable. **(T-0)**

4.3.2.3. In the case of voluntary retirements in regular grades of O-9 and O-10 involving no adverse action or service in grade waivers, the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) is the approval authority. **(T-0)**

4.3.2.4. In the case of voluntary retirements in regular and reserve grades of O-9 and O-10, involving adverse action or service in grade waivers, the SecDef is the approval authority. **(T-0)** SecDef's authority to approve service in grade waivers is not delegable. **(T-0)**

4.3.2.5. DELETED

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

4.3.3.1. AN officer who does not meet service in grade requirements retires in the next lower grade in which the officer served on active duty or in an active status satisfactorily, as determined by SecAF or SecDef, as applicable, for not less than six months.

4.3.3.2. DELETED

4.3.3.3. DELETED

4.3.4. Reserve and ANG, GOs must use the DAF Form 131, *Application for Transfer to the Retired Reserve*, if applying for transfer to the retired reserve for reserve retired pay and DAF Form 1160, *Military Retirement Actions*, to apply for AD retirement. Reserve GOs submit the GO's applications to AF/REG and ANG GOs submit applications to NGB-SL (see [Table 9.4](#)). **(T-1)**

4.4. Application by Members of Reserve Components Not on Extended Active Duty (EAD). Eligible Reserve and ANG members may apply for a reserve retirement no earlier than one year and no later than 180 days before the desired retirement date. Most Reserve and ANG members utilize the Virtual Retirement Application found on the MyFSS website. Online instructions covering application procedures and routing are provided when applying.

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

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

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

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

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

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

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

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

4.4.3. Reserve Age and Service Requirements (10 USC § 12731). This section pertains to members who attain eligibility for reserve retired pay.

4.4.3.1. Upon verification of retirement eligibility, ARPC Retirements sends a Notification of Eligibility for Retired Pay Letter to each member within one year after the

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

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

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

4.5.1. AD for Members in the Retired Reserve. The SecAF may keep on AD or order to AD members of the retired reserve, with their consent, as needed to perform such duties as the SecAF considers necessary in the interests of national defense, if the SecAF determines other sources of manpower are unavailable or that the retired members possess skills not otherwise obtainable. In time of war or national emergency declared by Congress, or when otherwise authorized, the SecAF may order a member of the retired reserve to AD involuntarily if, with the approval of the SecDef, the SecAF decides there are not enough qualified Reservists in an active status or in the inactive National Guard who are readily available. (10 USC §§ 688, 12301, 12307; DoDI 1352.01).

4.5.2. Voluntary Assignment of Members from the Retired Reserve. Refer to [paragraph 9.11.2](#) for assigning member on the AFR Retired List (Awaiting Pay) at age 60 (Personnel Accounting Symbol Code ZA). Reassignments for officers require approval from SecAF, based on member's indispensability. **(T-1)**

4.6. Officers Desiring AD Retirement in Enlisted Status. Only when documented hardship situations exist, when the SecAF or designee establishes a mandatory DOS, or when the SecAF or designee approves retirement or transfer to the retired reserve in lieu of involuntary separation, court-martial, or a court-martial sentence (See [Table 3.2](#)), can officers with 20 years TAFMS request to retire before completing 10 years of TAFCS. (**Note:** See note following [Table 4.1](#).) The officer first requests the delegated authority's approval of resignation or release from AD in accordance with DAFI 36-3211. The appropriate authority authorizes enlistment in the AC for the purpose of retirement.

4.6.1. For commissioned officers to be eligible for retirement under 10 USC § 9311, the officer must have 20 years of active service and a minimum of 10 years of active commissioned service to retire as an officer (10 years commissioned service is not a requirement for officers retiring under 10 USC §12731). Without meeting both of these requirements, the officer is ineligible for retirement as an officer regardless of TAFMS. (See note following [Table 4.1](#).)

10 USC § 9314, allows for enlisted members to retire, but specifically requires an eligible member to be an enlisted member. Because there are no actual provisions in 10 USC §9311 or 10 USC §9314 that would allow an officer to retire as an enlisted member, the following procedure has been developed. This strict procedure involves a number of AFPC/ARPC offices to process a retirement of an officer in enlisted status. To retire as an enlisted member, the officer must first apply for separation. **(T-1)** After applying for separation, the officer must then apply to be enlisted and accessed back as an enlisted member. **(T-1)**

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

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

4.6.2. Accrued Leave. If an officer separated for the purpose of reentering AD in enlisted status, then 37 USC § 501, *Payments for Unused Accrued Leave*, and DoD FMR 7000.14-R, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, Chapter 35, Table 35-2, Rule 2, prohibits payment of accrued leave. If the DAF separates an officer for failure of selection to a higher grade and the officer immediately reenters the AC in an enlisted status, then finance regulations allow payment of accrued leave. Officers who, after notification of an impending discharge, resign for the purpose of continuing a military career cannot receive payment for accrued leave (37 USC § 501 and DoD FMR 7000.14-R, Volume 7A, Chapter 35, Table 35-2, Rule 4 and Note 1). **(T-0)**

4.6.2.1. The officer is not able to take terminal leave, but may, as an exception to policy, request PTDY and ordinary leave in officer status. If approved, the officer may take the PTDY and ordinary leave prior to the officer's separation as an officer.

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

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

4.6.4. In rare cases, the officer's advanced grade may equate to a lower rate of retired pay than the enlisted retired pay. 10 USC § 9345 allows the member three months to turn down the

advancement. **Example:** A Master Sergeant advanced to 2d Lt may receive lower retired pay when advanced to 2d Lt. To turn down the advancement, the member should contact the RAA for instructions.

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

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

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

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

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

4.8. Suspension or Curtailment of Voluntary Retirement Due to National Emergency (Stop Loss). The President may suspend voluntary retirements under conditions prescribed in 10 USC § 123, *Authority to Suspend Officer Personnel Laws During War or National Emergency* and § 12305.

4.8.1. When notified by the Officer or Enlisted Policy Division (AF/A1P or SF/S1P) to suspend AC losses, AFPC announces suspension of retirements.

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

Table 4.1. Voluntary Retirement.

	A	B	C
RULE	If member is an	then authority for retirement is 10 USC §	and approval is at
1	Active or ARC officer who has at least 20 years active service, including 10 years active commissioned service, and meets the time in grade requirements shown in Table 3.2 and Chapter 8	9311	Discretion of the SecAF or designee.
2	AC officer who has at least 30 years active service as of retirement date	9318, <i>Thirty Years or More: Regular Commissioned Officers</i>	Discretion of the President or designee

3	Active or ARC officer who has at least 40 years active service as of the retirement date	*9324, <i>Forty Years or More: Air Force officers and Space Force officers</i>	Member's request.
4	Active or ARC enlisted member who has at least 20 years but less than 30 years active service as of retirement date	9314	Discretion of SecAF or designee.
5	AC enlisted member who has at least 30 years active service as of retirement date	9317	Member's request.
6	AFR officer with at least 20 creditable years of qualifying service and meets the time in grade requirement for a Reserve retirement	12731	Discretion of the SecAF or designee.
7	AFR enlisted member with at least 20 creditable years to qualify for a Reserve retirement	12731	Member's request
8	AFR enlisted member who reaches HYT date at age 60 and does not apply for reserve retired pay, he/she will automatically be placed in the retired reserve	12108	Automatic

Note: Officers with 20 years of active service who request retirement before completing required years of active commissioned service may request retirement in enlisted status. When allowed by law, the SecAF may elect to waive TAFCS to eight years under an existing force management program. See DAFI 36-3211, and DAFMAN 36-2032, *Military Recruiting and Accessions* for requesting separation in order to enlist in the RegAF/AFR for the purpose of retirement.

Chapter 5

MANDATORY RETIREMENT

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

5.2. Mandatory Separation Date (MSD) for Retirement.

5.2.1. Active Component (AC).

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

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

5.2.2. Air Reserve Component (ARC).

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

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

5.2.3. SecAF Authority to Delay Retirement.

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

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

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

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

has passed, the member must retire on the first day of the second month following the month the court-martial convening authority made the decision not to pursue court-martial charges.

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

5.2.5. Pursuant to 10 USC § 12308, *Retention After Becoming Qualified for Retired Pay*, ARC Airmen/Guardians who have qualified for non-regular retired pay may, with the Airman's/Guardian's consent and by order of the SecAF, be retained on AD, or in service in an ARC and be credited with that service for all purposes (to include points). **(T-0)**

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

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

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

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

5.5. Notification of Mandatory Retirement.

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

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

5.5.3. For AFR officers only, ARPC Separations Branch will send a written notification to all AFR officers who are approaching the officer's MSD or have been twice deferred for promotion. The notification will inform the member that the member will be transferred to the retired reserve if eligible. Those members who do not wish to retire must submit a written tender of resignation or request for discharge. **(T-1)** Notification will be forwarded to the member's servicing force support unit. The MSD or twice-deferred notification will be used

to transfer the member to the retired reserve. (T-1) For AFRC Unit Program enlisted members, the servicing force support unit will notify members 14 months before the member's HYT that the member will be automatically transferred to the retired reserve, if qualified, unless the members apply for separation or are approved for extension of HYT. (T-1)

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

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

5.8. Tenure and Retirement of Permanent US Air Force Academy (USAFA) Professors.

5.8.1. The SecAF or designee may retire a permanent professor with more than 30 years of service as a commissioned officer with satisfactory performance or keep the individual as a permanent professor to age 64 (10 USC § 9320). Satisfactory performance as a permanent professor, in most cases, justifies retention to age 64 (10 USC § 1252).

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

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

5.9.1. The SecAF may keep on AD or order to AD retired officers of the USAF/USSF consistent with provisions in 10 USC, Chapter 39, *Active Duty*, 10 USC Chapter 1209, *Management of Regular and Reserve Retired Military Members*; and when otherwise authorized by law. However, the SecAF cannot recall officers retired by a selective early retirement board or enhanced selective early retirement board action except during a time of war or national emergency declared by Congress or the President. Similarly, the SecAF cannot recall to AD retired officers who, after receiving notification that the USAF/USSF would consider them for early retirement under 10 USC § 638 or 10 USC § 638a, requested retirement before consideration by that board. This limitation does not apply during a time of war or national emergency declared by Congress or the President, when invoked by the President under the National Emergencies Act.

5.9.2. A selection board acting under 10 USC § 637, *Selection of Regular Officers for Continuation on Active Duty*, may defer only the MSD of regular officers who are serving in or selected for promotion to the Regular grades shown in [Table 5.1](#). See DAFI 36-2501, *Officer Promotions and Selective Continuation* for instructions on the AF/SF's continuation process.

5.10. Selective Early Retirement. Under the provisions of 10 USC § 638, § 638a, and § 14704, *Selective early removal from the reserve active-status list* an USAF/USSF selection board may consider officers for involuntary retirement earlier than the officers' MSDs (as shown in [Table 5.1.](#), Rules 5 through 24). The SecAF uses this authority to select officers for early retirement sparingly in order to manage an officer grade imbalance or strength overage within a competitive category in accordance with DoDI 1332.32, *Selective Early Retirement or Removal of Officers on*

the Active Duty List, the Warrant Officer Active Duty List, Or the Reserve Active Status List. The USAF/USSF does not use this authority for the sole purpose of enhancing promotion opportunity, nor substitute it for disposition of officers the USAF/USSF should separate for cause. Officers selected for early retirement may be retained on AD beyond the statutorily prescribed time limit in 10 USC § 638 and § 638a for no more than three months if approved by SecAF. Procedures are outlined in myFSS on the AFPC website.

5.11. Retirement for Age. Officers who reach the mandatory age requirement outlined in **Table 5.1** are retired due to age rather than length of service, under 10 USC § 1251, *Age 62: Regular Commissioned Officers in Grades Below General and Flag Officer Grades; Exceptions.*

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

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

5.12.2. AF/A1 and SF/S1 provide instructions and notify AFPC to announce the suspension of mandatory retirements.

Table 5.1. Mandatory Retirement for All Regular Officers.

	A	B	C
R U L E	If the officer is a	then the USAF/USSF sets the MSD (see paragraph 5.4 for effective retirement date) as	using 10 USC authority, §
1	AC General	the first day of the month after the month in which the officer completes 40 years of active commissioned service; unless the President, acting under 10 USC § 637, re-establishes the MSD to allow continuation of AC service	<i>636, Retirement for Years of Service: Regular Officers in Grades Above Brigadier General and Rear Admiral (Lower Half).</i>
2		the first day of the month after the month in which the officer reaches age 64; unless the President, acting under 10 USC § 637, re-establishes the MSD to allow continuation of AC service	<i>*1253(b), Age 64: Regular Commissioned Officers in General and Flag Officer Grades; Exception for</i>

	A	B	C
R U L E	If the officer is a	then the USAF/USSF sets the MSD (see paragraph 5.4 for effective retirement date) as	using 10 USC authority, §
			<i>Officers Serving in O–9 and O–10 Positions (see Note 1).</i>
3	AC Lieutenant General	the first day of the month after the month in which the officer completes 38 years of active service; unless the President, acting under 10 USC § 637 or 10 USC § 637a, <i>Continuation on Active Duty: Officers in Certain Military Specialties and Career Tracks</i> , re-establishes the MSD to allow continuation of AC service	636.
4		the first day of the month after the month in which the officer reaches age 64; unless the President, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service	1253(b) (see Note 1).
5	AC Major General	the first day of the first month after the 5th anniversary of the officer’s appointment to the grade, or on the first day of the month after the month in which the officer completes 35 years of active commissioned service, whichever occurs later; unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service	636.
6		the first day of the month after the month in which the officer reaches age 64 (when the officer has not reached the 5th anniversary of appointment or 35 years of service)	1253(a), <i>Age 64: Regular Commissioned Officers in General and Flag Officer Grades; General Rule.</i>
7	AC Brigadier General	the first day of the first month after the 5th anniversary of the officer’s appointment to the grade, or on the first day of the month after the month in which the officer completes 30 years of active commissioned service, whichever occurs later; unless the SecAF, acting under 10 USC § 637 or 10 USC §	635, <i>Retirement for Years of Service: Regular Brigadier Generals and Rear Admirals (Lower Half).</i>

	A	B	C
R U L E	If the officer is a	then the USAF/USSF sets the MSD (see paragraph 5.4 for effective retirement date) as	using 10 USC authority, §
		637a, re-establishes the MSD to allow continuation of AC service	
8		the first day of the month after the month officer reaches age 64 (when the officer has not reached the 5th anniversary of appointment or 30 years of service)	1253(a).
9	AC Colonel	the first day of the month after the month in which the officer completes 30 years of active commissioned service; unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service	634, <i>Retirement for Years of Service: Regular Colonels and Navy Captains.</i>
10		the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached 30 years active commissioned service)	1251 (see Note 2).
11		no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF/SF selects the officer for early retirement	638 or 638a.
12	AC Lieutenant Colonel	the first day of the month after the month in which the officer completes 28 years of active commissioned service; unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of AC service	633, <i>Retirement for Years of Service: Regular Lieutenant Colonels and Commanders.</i>
13		the first day of the month after the month in which the officer reaches age 62 (when the officer has not reached 28 years of active commissioned service)	1251 (see Note 2).
14		no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the officer has been selected for early retirement	638 or 638a.
15	AC Major	no later than the first day of the 7th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under	632, <i>Effect of Failure of Selection for Promotion: Captains and</i>

	A	B	C
R U L E	If the officer is a	then the USAF/USSF sets the MSD (see paragraph 5.4 for effective retirement date) as	using 10 USC authority, §
		any law. See 10 USC § 632(a)(3) for retention to complete 20 years TAFMS, and 10 USC § 637(a) for further retention by selection board action to complete no more than 24 years active commissioned service	<i>Majors of the Army, Air Force, and Marine Corps and Lieutenants and Lieutenant Commanders of the Navy, 637a, and 9311, Twenty years or more: regular or reserve commissioned officers.</i>
16		the first day of the month after the month in which the officer reaches age 62	1251 (see Note 2).
17		no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the DAF selected the officer for early retirement	638(a).
18	AC Captain	no later than the first day of the 7th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC § 632(a)(3) for retention to complete 20 years TAFMS, and 10 USC § 637(a) for further retention by selection board action to complete no more than 20 years active commissioned service	632, 636a, and 9311.
19		the first day of the month after the month in which the officer reaches age 62	1251 (see Note 2).
20		no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the AF/SF selects the officer for early retirement	638(a).
21	AC First Lieutenant	no later than the first day of the 7th calendar month after the President or designee approves the board report when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10	<i>631, Effect of Failure of Selection for Promotion: First Lieutenants and</i>

	A	B	C
R U L E	If the officer is a	then the USAF/USSF sets the MSD (see paragraph 5.4 for effective retirement date) as	using 10 USC authority, §
		USC § 631(a)(3) for retention to reach retirement eligibility.	<i>Lieutenants (Junior Grade) and 9311.</i>
22		the first day of the month after the month in which the officer reaches age 62	1251 (see Note 2).
23	Permanent Professor or Registrar of the USAFA (AC Officer)	the first day of the month after the month in which the officer reaches age 64	1252.
24	Superintendent of the USAFA (see Note 3)	upon termination of the detail of an officer to the position of Superintendent of the USAFA unless waived by the SecDef	*9321, <i>Mandatory Retirement: Superintendent of the United States Air Force; Waiver Authority.</i>

Note:

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

Table 5.2. Mandatory Retirement for All Reserve Officers.

Officers are required to retire upon attaining retirement eligibility. Under conditions listed below, a request to be retained beyond retirement eligibility may be submitted. Maximum continuation is established in law as the MSD indicated. Continuation beyond retirement eligibility for any period up to a maximum of the MSD requires SecAF approval. (T-0) .				
R U L E	If the officer is a	And	And is approved by SecAF for continuation beyond retirement eligibility, must retire or separate by the MSD established in law	Authority/Note
1	Reserve officer serving as the Director of the ANG, Chief of the NGB, or as an Adjutant General	Attains 66 years of age	last day of the month in which the officer reaches 66 years of age	10 USC § 14512, <i>Separation at Age 66: Officers Holding Certain Offices</i> (see Notes 1 and 3)
2	Reserve officer in grade of Major General (or above)	Attains 64 years of age	unless transferred to the retired reserve, or discharged at an earlier date, is required to be separated on the last day of the month in which the officer reaches 64 years of age.	10 USC § 14511, <i>Separation at Age 64: Officers in Grade of Major General or Rear Admiral and Above</i> ; 10 USC § 14515, <i>Discharge or Retirement for Age</i> (see Notes 1, 2 and 3)
3	Reserve officer in the grade of Brigadier General	Not recommended for promotion to major general	last day of the month in which the officer reaches 62 years of age	10 USC § 14510, <i>Separation at Age 62: Brigadier Generals and Rear Admirals (Lower Half)</i> (see Notes 1 and 3)
4	Reserve officer in grades below Brigadier General	Not recommended for promotion to brigadier general	last day of the month in which that officer reaches 62 years of age	10 USC § 14509, <i>Separation at Age 62: Reserve Officers in Grades Below Brigadier General or Rear Admiral (Lower Half)</i> (see Notes 1 and 3)
5	Colonel	Completes 30 years of	first day of the month after the month in which the officer	10 USC § 14507, <i>Removal from the Reserve Active-</i>

		commissioned service	completes 30 years of commissioned service	<i>Status list for Years of Service: Reserve Lieutenant Colonels and Colonels of the Army, Air Force, and Marine Corps and Reserve Commanders and Captains of the Navy (see Notes 1 and 6)</i>
6	Lieutenant Colonel	Completes 28 years of commissioned service	first day of the month after the month in which the officer completes 28 years of commissioned service	10 USC §14507(a) (see Notes 1 and 6)
7	Major	Is twice deferred	the later of (1) the first day of the month after the month in which the officer completes 20 years of commissioned service; or (2) the first day of the 7th calendar month after the month in which the President approves the report of the board which considered the officer for the second time	10 USC § 14506, <i>Effect of Failure of Selection for Promotion: Reserve Majors of the Army, Air Force, and Marine Corps and Reserve Lieutenant Commanders of the Navy (see Notes 1 and 6)</i>
8	Captain	Is twice deferred	first day of the 7th calendar month after the month in which the President approves the report of the board which considered the officer for the second time	10 USC § 14505, <i>Effect of Failure of Selection for Promotion: Reserve Captains of the Army, Air Force, and Marine Corps and Reserve Lieutenants of the Navy (see Note 1)</i>
9	First Lieutenant	Is twice deferred	first day of the 7th calendar month after the month in which the President approves the report of the board which considered the	10 USC § 14504, <i>Effect of Failure of Selection for Promotion: Reserve First Lieutenants of the Army, Air Force, and Marine Corps</i>

			officer for the second time	<i>and Reserve Lieutenants (Junior Grade) of the Navy (see Note 1)</i>
10	Military Technicians (Civil Service Retirement System and Federal Employees Retirement System)	Would otherwise be penalized under a Federal Civil Service retirement program because of an involuntary loss of military affiliation	Civil Service Retirement System employees: Age 55 or eligible for immediate unreduced annuity, whichever is earlier Federal Employees Retirement System employees: Age 57 or eligible for immediate full annuity, whichever is earlier. The maximum age for this provision is 60.	10 USC § 14702, <i>Retention on Reserve Active-Status List of Certain Officers in the Grade of Major, Lieutenant Colonel, Colonel, or Brigadier General (a)(2)(b)</i> (see Notes 1 and 4)
11	Health Professionals / Chaplains	Is a Medical Officer, Dental Officer, Nurse, Medical Service Corps Officer, Biomedical Sciences Officer, or Chaplain	The maximum age under this provision is 68; however, medical officers may serve beyond the age of 68 on a case-by-case basis if SecAF approves. Members who require retainability to meet an O-6 board may submit additional retention requests provided the members remain within limitations of the maximum age provision	10 USC § 14703, <i>Authority to Retain Chaplains and Officers in Medical Specialties Until Specified Age</i> (see Notes 1 and 5)

Note:

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

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

3. Retention beyond qualification for retired pay requires consent of the individual and approval by the SecAF. Refer to **paragraph 5.2.5** for SecAF approval procedures.
4. The Adjutant General (TAG) or Commanding General (this may be delegated down no further than Assistant Adjutant General) may approve such retention to retain beyond the MSD until the officer qualifies for an immediate, unreduced Civil Service Retirement System annuity, or age 55, whichever is earlier, and for a Federal Employees Retirement System officer who qualifies for an immediate, full (base and supplement) annuity, or age 57, whichever is earlier. A copy of the written approval signed by TAG or Commanding General (this may be delegated down no further than Assistant Adjutant General) will be sent to the National Guard Bureau, Personnel Management Programs (NGB/A1PP) for colonels and below and NGB-SL for GOs. Requests for retention beyond the limits delegated to TAG for colonels and below must be forwarded through NGB/A1PP for NGB/CF approval; requests for retention of GOs beyond the limits delegated to TAG must be forwarded through NGB-SL to the Chief, NGB for approval.
5. Retention of Health Professionals and Chaplains under 10 USC § 14703. SecAF may, with the officer's consent, retain in active status medical and dental officers, AF nurses, chaplains, or individuals designated as biomedical sciences officers or medical service corps officers until age 68. Medical officers, on a case-by-case basis, may serve beyond the age of 68 if SecAF approves. The officer must initiate the request for retention and forward it through command channels to NGB/A1PP (for ANG officers) or Air Force Reserve Commander, Director of Manpower, Personnel and Services (AFRC/A1) (for AFR Officers). The request must be submitted at least six months prior to the officer becoming eligible for retirement. Refer to **paragraph 5.2.5** for submission requirements.
6. 10 USC § 14701(a), *Selection of Officers for Continuation on the Reserve Active-Status List*, allows for reserve officers of the Air Force to be considered for continuation on the reserve active-status list under regulations prescribed by the SecDef. A reserve officer in the grade of major may not be continued for a period which extends beyond the last day of the month in which the officer completes 24 years of commissioned service; a reserve officer in the grade of lieutenant colonel may not be continued for a period which extends beyond the last day of the month in which the officer completes 33 years of commissioned service; a reserve officer in the grade of colonel may not be continued for a period which extends beyond the last day of the month in which the officer completes 35 years of commissioned service. For ANG officers, requests for retention must be forwarded to NGB/A1PP for either Air National Guard Readiness Center Commander (ANGRC/CC) or SAF/MR consideration.

Chapter 6

RETIREMENT MEDICAL EXAMINATION

6.1. Standard Medical Examination for RegAF, USSF, AFR, and ANG . All retiring members must take a comprehensive separation history and physical examination (SHPE) unless the members are separating or retiring after being found unfit for continued military service through the disability evaluation process and have completed the exams in that process. **(T-1)** The application of the requirement for a comprehensive SHPE to AFR personnel is limited to certain criteria as detailed in DAFMAN 48-123, *Medical Examinations and Standards*, Chapter 6.

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

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

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

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

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

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

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

Chapter 7

RECOGNITION OF RETIREMENT

7.1. Recognition of RegAF, USSF, and ARC Members Being Retired.

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

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

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

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

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

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

7.1.3.3.1. DD Form 363AF or DD Form 363SPF, *Certificate of Retirement*.

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

7.1.3.3.3. DAF Retired Lapel Button.

7.1.3.3.4. DD Form 2542, *Certificate of Appreciation for Service in the Armed Forces of the United States*.

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

7.1.3.3.6. Any awards, decoration, honors, or letters of appreciation.

- 7.1.3.3.7. AF Form 1344, *Certificate of Appreciation (for Spouses/AF Chief of Staff Signature)* (see [paragraph 7.3](#)), if appropriate.
- 7.1.3.3.8. SPF Form 1344, *Certificate of Appreciation (for Spouses/SPF Chief of Space Operations Signature)* (see [paragraph 7.3](#)), if appropriate.
- 7.1.3.3.9. AF Form 4370, *Chief Master Sergeant of the Air Force Retirement Certificate*, if appropriate.
- 7.1.3.3.10. SPF Form 4370, *Chief Master Sergeant of the Space Force Retirement Certificate*, if appropriate.
- 7.1.3.3.10.1. DELETED.
- 7.1.3.3.10.2. DELETED.
- 7.1.3.3.10.3. DELETED.
- 7.1.3.3.10.4. DELETED.
- 7.1.3.3.10.5. DELETED.
- 7.1.3.3.10.6. DELETED.
- 7.1.3.3.10.7. DELETED.
- 7.1.3.3.11. **(Added)** . AF Form 4369, *Chief Master Sergeant of the Air Force Retirement Certificate (Spouse)*, if appropriate.
- 7.1.3.3.12. **(Added)** . SPF Form 4369, *Chief Master Sergeant of the Space Force Retirement Certificate (Spouse)*, if appropriate.
- 7.1.3.3.13. **(Added)** . For ANG. Other documents to be presented include:
- 7.1.3.3.13.1. **(Added)** . A State or Territory flag may also be presented.
- 7.1.3.3.13.2. **(Added)** . NGB Form 438, *Honorable Discharge from the Armed Forces of the United States of America – ANG*, and 438a, *Honorable Discharge from the Federally Recognized Air National Guard of the United States of America*.
- 7.1.3.3.13.3. **(Added)** . Command Chief Master Sergeant of the ANG and/or the Chief Master Sergeant of the AF Retirement Letter (if applicable).
- 7.1.3.3.13.4. **(Added)** . State/Territory unique JFHQ-ANG/TAG/CG certificates.
- 7.1.3.3.13.5. **(Added)** . State/Territory unique JFHQ-ANG/TAG/CG orders for retirement.
- 7.1.3.3.13.6. **(Added)** . Honorary Promotion Certificate/Order (if applicable).
- 7.1.3.3.13.7. **(Added)** . Certificate of Service with TAG's/Commanding General's signature.
- 7.1.3.4. Member participation in official ceremonies requires proper etiquette and decorum, as well as following accepted protocol procedures. **(T-1)**. While this could result in some qualifications on the honoree's right of freedom of expression, the right, including religious expression, still exists.

7.1.3.5. If the member chooses not to participate in a ceremony or if leave, hospitalization, or other reason prevents participation, the member's commander or an officer designated by the commander personally presents the DD Form 363AF, AF Form 1344, retired lapel button, US flag, and any awards or honors that express appreciation for the member's service. Do not mail the retirement certificate to a retirement address unless all other means of presentation have been exhausted. **(T-0)** USSF personnel will be presented the DD Form 363SPF, SPF Form 1344, retired lapel button, US flag, and any awards or honors that express appreciation for the member's service. Do not mail the retirement certificate to a retirement address unless all other means of presentation have been exhausted. **(T-0)**

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

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

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

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

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

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

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

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

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

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

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

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

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

7.2.2. ARPC prepares all retirement certificates for AFR members.

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

7.2.4. Each new CSO authorizes an updated DD Form 363SPF when the CSO takes office. If the effective date of retirement occurs on or after the new CSO's appointment date, use certificates with the new CSO's signature.

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

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

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

7.3.1.1. Retires in lieu of demotion or discharge.

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

7.3.1.3. Does not qualify for retired pay.

7.3.2. Award the certificate regardless of whether the member has a retirement ceremony or whether the spouse is present. Present the certificate of appreciation to the member's spouse in a binder (National Stock Number 7510-00-1348179).

7.3.3. Each new CSAF authorizes changes to the AF Form 1344. If the effective date of retirement occurs on or after the new CSAF's appointment date, use certificates with the new CSAF's signature.

7.3.4. Each new CSO authorizes changes to the SPF Form 1344. If the effective date of retirement occurs on or after the new CSO's appointment date, use certificates with the new CSO's signature.

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

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

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

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

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

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

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

7.6.2. Medal of Honor recipients.

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

7.6.4. The Chief Master Sergeant of the AF or the Chief Master Sergeant of the Space Force.

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

7.6.6. The Chief of Staff, USAF.

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

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

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

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

Chapter 8

DETERMINING RETIRED GRADE AND PAY

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

8.2. General Rules on Retired Grade.

8.2.1. A commissioned officer retiring for other than physical disability, or other than age or service requirements, is retired in the highest grade held satisfactorily as determined by the SecAF or SecAF's delegate. **(T-0)** The officer must serve in the grade for not less than six months or serve in a retired status on AD for not less than six months for retirement under 10 USC § 12731. **(T-0)** As noted below, there are additional SIG requirements for applying voluntarily for a regular retirement in any grade higher than O-3 (10 USC § 1370). SIG requirements for applying for a non-regular retirement in any grade higher than O-4 can be found under 10 USC § 1370a. In accordance with DoDI 1320.04, the SecDef retains the authority to determine satisfactory or non-satisfactory service for all officers in the grades of O-9 or O-10 who have adverse or reportable information that has been identified since the officer's first Senate confirmation to the grade in which retirement is requested. **(T-0)**

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

8.2.3. Once SIG requirements are met or waived, the SecAF or delegate determines if the service was satisfactory in that grade, in accordance with the procedures in [paragraph 8.6](#).

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

8.2.5. Three-Year SIG Requirement for Retirement. To voluntarily apply for a regular retirement in any grade higher than O-3, a commissioned officer must have satisfactorily served—as determined by the SecAF—a minimum of three years SIG, unless granted a SecAF SIG waiver. **(T-0)** To voluntarily apply for a non-regular retirement in any grade higher than O-4, a commissioned officer must have served—as determined by the SecAF—a minimum of three years SIG unless granted a SecAF SIG waiver. **(T-0)** To voluntarily apply for a non-regular retirement below the grade of O-5, a commissioned officer must have served satisfactorily in that grade for at least six months. **(T-0)**

8.2.5.1. Waiver of three-year SIG Requirement for Retirement. (See corresponding Rules and Notes at [Table 3.2](#).)

8.2.5.1.1. When authorized by the SecDef, the SecAF may approve (a) a regular retirement of a commissioned officer above the grade of O-3 who does not meet the

three-year SIG criteria if the officer has satisfactorily served, as determined by the SecAF, a minimum of two years SIG, or (b) a non-regular retirement of a commissioned officer in a grade above O-4. **(T-0)**. Requests must include strong justification and documentation to support that the waiver would satisfy the best interests of the DAF. **(T-1)** See [Section 3C](#).

8.2.5.1.2. In very rare cases, the President may approve a regular retirement of a commissioned officer above the grade of O-3 who has less than two years SIG. This Presidential authority is used only in cases involving extreme hardship or exceptional or unusual circumstances (10 USC § 1370(b)(3)). **(T-0)** This Presidential waiver authority cannot be delegated. **(T-0) Requests** must include strong justification and documentation to support statutory criteria of “extreme hardship” or “exceptional or unusual circumstances.” **(T-1)**

8.2.5.2. There are statutory exceptions to the three-year SIG requirement for retirement.

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

8.2.5.2.2. Officers who apply for a non-regular- retirement under 10 USC § 12731, may retire in the highest grade held satisfactorily, as determined by the SecAF or designee, for at least six months SIG during creditable reserve service if the officer’s inability to obtain three years SIG is based on non-discretionary or position-specific criteria as specified at 10 USC § 1370a.

8.2.6. If enlisted members of the regular force retire for reasons other than disability, the members retire in the regular grade held on the last day of active duty unless entitled to a higher grade under some other provision of law. Reserve enlisted members of the USAF/USSF who retire under 10 USC § 9314, after September 30, 1996, may be entitled to a higher grade held satisfactorily on AD as a Reserve/Guard member (10 USC § 9343). The SecAF or designee determines the retired grade, provided there is no evidence of record to indicate unsatisfactory service in the higher grade. Specifically, this provision applies to Reserve enlisted members serving on AD who have been reduced in grade not as a result of the member’s misconduct, but rather as an administrative reduction.

8.3. Reserve Age and Service Requirements (10 USC § 12731). This section pertains to Reserve members who attain eligibility for reserve retired pay.

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

who accrue 20 creditable years of service also qualify for a reserve retirement and therefore also receive the 20-year letter from ARPC retirements.

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

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

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

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

8.5.2. Indicators that service was not satisfactory:

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

8.5.2.2. The highest grade held was terminated for cause.

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

8.5.2.4. New evidence exists about misconduct during past service.

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

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

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

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

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

8.6. OGD in Conjunction with Retirement (10 USC § 1370, 10 USC § 1370a, and 10 USC § 12771, Reserve officers: grade on transfer to Retired Reserve). An officer is not automatically entitled to retire in the highest grade held. Instead, an officer is retired in the highest grade in which the officer served satisfactorily (with sufficient SIG or a waiver) as determined by the SecAF or delegate. The SecAF or delegate will normally seek the review and recommendation of the SAFPC prior to making a determination of satisfactory service for an OGD in the case of any officer in the grade of O-6 or below who is seeking to retire. **(T-0)**

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

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

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

8.6.1.3. If a mistake of law or mistake of fact (e.g., a mathematical miscalculation) led to an improper retirement or grade determination.

8.6.1.4. **(Added)** If the SecAF determines, pursuant to DoD regulations, that good cause exists to reopen the determination of an officer's retired grade.

8.6.2. The determination of "satisfactory" or "creditable" service in a particular grade is a matter of SecAF discretion.

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

8.6.2.2. In considering whether an officer has provided satisfactory or creditable service, the SecAF or delegate will consider the following: the nature and length of the officer's improper conduct, the impact the conduct had on military effectiveness, the quality and length of the officer's service in each grade at issue, past cases involving similar conduct,

and the recommendations of the officer's chain of command. In some cases, a single incident of misconduct can render service in a grade unsatisfactory despite a substantial period of otherwise exemplary service. **(T-0)**

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

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

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

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

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

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

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

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

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

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

8.6.4.2. Coordinate with appropriate officer management offices. In determining whether an OGD should be accomplished, confer with:

8.6.4.2.1. RegAF & SF: AF/A1LG and SF/S1LG for general officers, AF/A1LO and SF/S1LO for colonels, and AFPC/DPMSSR, Air Force Personnel Center Retirements Section, for lieutenant colonels and below. **(T-1)**

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

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

8.6.4.3. Notify the member. If an OGD is required, the subject officer must be notified of the reason(s) for initiating the OGD and afforded an opportunity to respond within 10 business days in accordance with the rights identified in the notification memorandum (see [Figure 8.1](#)). **(T-1)** All information relevant and material to the determination of satisfactory service in each grade at issue must be forwarded to the subject officer to provide the officer an opportunity to respond. **(T-1)**

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

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

8.6.4.4.2. The record of civil court conviction, guilty plea, or nolo contendere (no contest) plea providing the basis for the OGD, if applicable, and any related relevant and material documents.

8.6.4.4.3. The record of nonjudicial punishment or the reprimand providing the basis for the OGD, if applicable, together with all underlying evidence, reports of investigation, and the subject officer's responses thereto.

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

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

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

8.6.4.4.7. The officer's response to the OGD.

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

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

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

8.6.5.2. Processing of an OGD will not suspend an officer's mandatory retirement. **(T-1)** In any case where the mandatory retirement date comes to pass before the completion of a mandated OGD, the officer shall be retired in the next grade lower than the officer's current grade on the mandatory retirement date and the officer's final retirement grade shall be determined by the SecAF or designee (or office of SecDef, as required, for GOs) not later than 12 months after the mandatory retirement date. **(T-1)** For ANG officers, the complete OGD package should be submitted to NGB/A1PP as soon as practicable to allow the SecAF or designee the ability to make the final grade determination within 12 months after the officer's mandatory retirement date, and any delays in processing need to be acknowledged and explained within the package submitted to NGB/A1PP.

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

8.6.6.1. The officer is required to submit with the retirement request a signed and dated statement acknowledging the administrative or judicial action placing a restriction on the officer's retirement, including the date the officer was notified of the administrative or judicial action. **(T-1)** It shall also include the officer's acknowledgement of understanding that by submitting the retirement request, the officer is subject to an OGD based on the underlying administrative or judicial action; that the officer has a right to consult counsel and submit written matters; and whether or not the officer attached written matters relevant to the grade determination. **(T-1)**

8.6.6.2. The officer's commander is not required to separately notify the officer of the OGD unless the commander intends to add or consider evidence that was not already provided to the officer during the underlying administrative or judicial action. If any commander finds that additional evidence should be considered in the OGD action, the officer shall be appropriately notified. **(T-1)** See [paragraph 8.6.5.1](#).

8.6.6.3. After the officer submits the officer's acknowledgement and matters, if any, the commander provides a written recommendation for the appropriate retirement grade. **(T-1)** The commander should state the matters considered in making the grade recommendation,

which shall be based on relevant information previously provided to the officer or otherwise available to the officer in the officer's official personnel record.

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

8.6.7. AF/A1LG and SF/S1LG serve as the focal point for all GO OGDs for AC retirements. Contact AF/A1LG or SF/S1LG, for specific processing procedures. AF/REG or NGB-SL processes GO OGDs associated with applications for transfer to the retired reserve.

8.6.7.1. In all GO cases in which a GO requesting retirement would be subject to an OGD in accordance with [paragraph 8.6.3](#), the officer's MAJCOM/FLDCOM commander (MAJCOM/CC or FLDCOM/CC) (or equivalent) shall notify the GO that the GO's case will result in the SecAF's determination of the member's highest grade satisfactorily held for purposes of retirement. The member will be notified that the SecAF, before making the final determination, may direct a formal OGD Board, or consider the GO's case without referring it to a formal OGD Board, based on the specific incidents which mandate an OGD. The notification shall inform the member of the specific reason for the OGD and that the member may submit any matters the member wishes for the SecAF and/or OGD Board (if directed) to consider before the SecAF's final grade determination is made. After the officer submits the officer's acknowledgement and matters, if any, the MAJCOM/FLDCOM CC (or equivalent) shall provide a written recommendation to SecAF as to the retirement grade. In all cases where the recommended retirement grade is the current grade, the MAJCOM/FLDCOM CC (or equivalent) shall also recommend that the SecAF either retire with or without referral to a formal OGD Board. In all cases where the recommended retirement grade is in a lower grade, the MAJCOM/FLDCOM CC (or equivalent) shall also recommend that the SecAF either retire with or without referral to a formal OGD Board. The MAJCOM/CC or FLDCOM/CC provides a recommendation in these cases and forwards the case to AF/A1LG or SF/S1LG for final processing.

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

8.6.7.3. The SecAF maintains sole discretion for determining the disposition of a GO OGD, with or without the advice and recommendation of SAFPC.

8.6.8. AFPC (or AF/A1LO or SF/S1LO for colonels and colonel-selects) serves as the focal point for all other OGDs for AC retirements. See myFSS for specific processing procedures for lieutenant colonels and below. Contact AF/A1LO or SF/S1LO for specific processing procedures for colonels and colonel-selects. NGB/A1 processes Air National Guard OGDs associated with applications for transfer to the retired reserve. ARPC (O-6's and below) or AF/REG (General Officers) processes Air Force Reserve OGDs associated with applications to the retired reserve.

Figure 8.1. Sample OGD Notification Memorandum to Officer.

MEMORANDUM FOR MEMBER	Date
FROM: COMMANDER	
SUBJECT: Officer Grade Determination Notification	
<p>The purpose of this memorandum is to inform you that the Secretary of the Air Force, or delegate, will decide the grade in which you will be retired based upon a determination of your satisfactory service in accordance with 10 USC § 1370, <i>Officers entitled to retired pay for non-regular service</i>. As indicated in DAFI 36-3203, <i>Service Retirements</i>, Chapter 8, paragraph 8.2, if a commissioned officer is retiring for other than physical disability, or other than age or service requirements, the SecAF will determine if the officer will retire in the highest grade held on AD satisfactorily for not less than six months.</p>	
<p>Your (misconduct) (substandard performance) (other) resulting in (see note 1) has prompted this action. The SecAF, or delegate, will base the decision on a review of your record of service in your current grade, as well as any previously held grade in which misconduct or substandard performance is alleged. The SecAF, or delegate, will also consider: the nature and length of the improper conduct or substandard performance; the impact the conduct had on military effectiveness; the quality and length of your service in each grade at issue; past cases involving similar conduct; the recommendations of your command chain; and any response you wish to provide.</p>	
<p>You may seek the advice of military counsel before responding to this letter. You may make appropriate, written comments relevant to your grade determination. Your response must be returned to my office for review and indorsement within 10 calendar days from receipt of this notification memorandum.</p>	
<p>Should you or your counsel have any questions regarding this matter, you may contact me at _____.</p>	
Commander's Signature/Signature Block	
<p>Attachments: (Supporting Documentation)</p>	
1 st Ind,	
<p>I acknowledge receipt of notice on this date and acknowledge that an officer grade determination is being conducted to decide in what grade I will retire. I (do) (do not) intend to consult counsel. I (do) (do not) intend to submit matters for your consideration.</p>	
Officer's Signature/Signature Block	
Note:	
<p>1. In this paragraph, the commander should indicate the reason for initiating the OGD (e.g., court-martial conviction, Article 15, letter of reprimand).</p>	

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

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

8.7.2. Refer to the DoD Military Compensation website (<https://militarypay.defense.gov/calculators/rmc-calculator/>) for AD retired pay calculators. Refer to the myFSS website (<https://myFSS.af.mil/app/processes/form/fn/vdb>) for ARC component retired pay calculators.

8.7.3. Converting AD Retired Pay to Reserve Retired Pay. Retired AC members who complete two years of AFR creditable service (minus AD days) after completion of 20 years of TAFMS may convert the member's AD retired pay to AFR retired pay (normally at age 60) (10 USC § 12741, *Retirement for Service in an Active Status Performed in the Selected Reserve of the Ready Reserve After Eligibility for Regular Retirement*). Eligible members may apply by contacting ARPC Retirements via the Total Force Service Center (1-800-525-0102).

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

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

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

8.7.4.3. Secretarial Order: This paragraph is a general directive which constitutes the Secretarial order required by 10 USC § 12308. ARC members who consent to retention after qualifying for non-regular retirement pay will be retained until removal, separation, or retirement pursuant to other authority in policy or statute. **(T-0)**

8.7.4.4. Unless retired, transferred to the retired reserve, or discharged at an earlier date, an officer who received SecAF approval for retention beyond retirement eligibility will be separated from service under 10 USC § 14515 on the last day of the month in which the officer was approved for continuance. **(T-0)**

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

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

8.10. AD Pay Increase. If a member voluntarily retires on the date an AD pay increase goes into effect, the member is entitled to the new rates for the member's retired pay (10 USC § 9361, *Computation of Retired Pay*, and DoD FMR 7000.14-R). The only exceptions to this provision are:

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

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

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

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

8.11.2. Because the law is not restrictive with regard to the types of decorations that may qualify an individual for this increase in retired pay, the SecAF has the authority to evaluate the heroic actions that have earned the Silver Star, Distinguished Flying Cross (noncombat), and the Airman's Medal to determine if extraordinary heroism was involved, which would entitle the recipient to the increase in retired pay. **(T-1)**

8.11.3. Since 1969, enlisted members who have been awarded the Silver Star, the Distinguished Flying Cross for heroism in a non-combat action, or the Airman's Medal have been automatically considered for the additional 10 percent retired pay increase. If a member was approved for the additional 10 percent increase in retirement pay, the member's special order approving the decoration will include a statement to that fact. **(T-1)** If an enlisted member believes consideration was not made at the time the medal was awarded, the member

may ask for a Secretarial decision through the Air Force Board for Correction of Military Records process.

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

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

Retirement Plan	Eligible (Note 1)	Pay Formula (Notes 2, 3, and 4)	Cost of Living
Final Basic Pay	Entered Service prior to 8 September 1980	2.5% times the years of service times basic pay (see Note 5)	Full inflation protection based on Consumer Price Index.
High-3	Entered service between 8 September 1980 and 31 July 1986	2.5% times the years of service times the average of the highest 36 months of base pay (see Notes 6, 7 and 8)	
High-3 or \$30K Career Status Bonus (CSB) or REDUX Instead of retiring under High-3, these members chose to receive a \$30K Service Bonus at 15 years of service in exchange for agreeing to serve a minimum of another five years and then retiring under the less generous REDUX plan	Entered the service between 1 August 1986 and 31 December 2017	2.5% times the years of service times the average of the highest 36 months of base pay; CSB or REDUX option: Each of the first 20 years of service is worth 2% toward the retirement multiplier. Each year after the 20th is worth 3.5%. A 30-year career is computed by 2% times 3.5% for the 10 years beyond 20, resulting in a maximum of 75%. The multiplier is applied to the average of the member's highest 36 months of basic pay (see Notes 6, 7 and 8)	High-3: Full inflation protection based on Consumer Price Index. CSB or REDUX option: Annual cost of living adjustments of Consumer Price Index minus 1% are given based upon the Consumer Price Index of the High-3. Retired pay is recomputed at age 62 so that REDUX and High-3 retirement salaries are equal but REDUX cost of living adjustments for later years will continue to be Consumer Price Index minus 1%.

BRS	Entered the service on or after 1 January 2018 (See Notes 9, 10, 11, 12, and 13)	2.0% times the years of service times the average of the highest 36 months of base pay (see Notes 6, 7, and 8)	Full inflation protection based on Consumer Price Index.
<p>Note:</p> <ol style="list-style-type: none"> 1. "Date entered service" means the date the person is enlisted, inducted, or appointed with the Armed Forces. This includes persons in the Delayed Entry Program, cadets at Service Academies, officer candidates in Officer Training School, students enrolled in an ARC in senior Reserve Officer Training Corps programs or other financial assistance programs, students in the Uniformed Services University of the Health Sciences, and persons in the Armed Forces Health Professions Scholarship program. By using "date entered service," AC members have been "grandfathered" under the plan in effect at the time when the member initially entered the service. 2. The maximum multiplier for 30 years TAFMS is 75% times the retired pay base; however, members who serve beyond 30 years earn an additional 2.5% each additional year and can max out at 100%. 3. The Uniformed Services Former Spouses Protection Act allows state courts to consider retired pay as divisible property in divorce settlements. The law does not direct state courts to divide retired pay; it simply permits them to do so. 4. Retired pay stops upon the death of the retiree. 5. Officers who retire and do not meet the requirements to retire in the officer's highest grade (10 USC § 1370) will be paid based on the retired grade (10 USC § 1407(f)). (T-0) Officers retiring in an enlisted grade will have the member's pay calculated as determined by DFAS. (T-0) 6. Officers who retire and do not meet the requirements to retire in the officer's highest grade (10 USC § 1370) will be paid based on the last 36-month average of the time served in the higher grade and the time served in the lower grade. (T-0) Exception: Does not apply to officers who did not serve satisfactorily in the highest grade and such determination is the result of conduct occurring after 30 October 2000 (See Note 5). 7. Enlisted members demoted to a lower grade within three years and retired in that grade will not be paid based on the high 36-month average in the higher grades. (T-0) The member's retired pay will be calculated using the multiplier percentage determined by the applicable retirement plan (High-3, REDUX or BRS) and the retirement pay base will be calculated under Final Basic pay rate for the lower grade. When an enlisted member's active service added to retired list service totals 30 years, the member may be advanced (on the retired list) and receive retired pay in the highest grade satisfactorily held on AD, as determined by the SecAF or designee (10 USC § 9344). 			

8. Officers who resign officer commissions and retire in enlisted status will have retired pay calculated in accordance with 10 USC § 1407(e). **(T-0)** DFAS is required to calculate the high-36 month average as if the member held the retired grade for the last 36 months of active service.
9. Members entering the service prior to 1 January 2018, who have less than 12 years of service (calculated from the pay date) or less than 4,320 retirement points (for ARC members) as of 31 December 2017, may enroll in the BRS.
10. Members in the Delayed Entry Program, cadets at Service Academies, officer candidates in Officer Training School, students enrolled in an ARC in senior Reserve Officer Training Corps programs, entering the service prior to 1 January 2018, may enroll in the BRS following commissioning/accesion into AD. Members commissioned or accessed AD after 2 December 2018 have 30 days from commissioning/entry into AD to enroll in the BRS.
11. Members with breaks in service reentering AD or the selected reserve on or after 1 January 2019, who originally entered the service prior to 1 January 2018, and have less than 12 years of service (calculated from the pay date) or less than 4,320 retirement points for ARC members as of reentry, may enroll in the BRS within 30 days of reentry.
12. Members enrolled in the BRS will have a Thrift Savings Plan established that includes automatic and matching government contributions. **(T-0) DoD** begins an automatic contribution of one percent of base pay after 60 days of service (calculated from pay date). DoD begins matching contributions up to an additional four percent of base pay after 2 years of service (calculated from pay date). Automatic and matching contributions continue until the member separates, retires, or completes 26 years of service (calculated from pay date). For members enrolling in BRS as outlined in **Notes 9** through **11**, government contributions begin the pay period following enrollment.
13. Airmen/Guardians retiring under the BRS are eligible to elect a lump sum payment of a portion of the Airman/Guardian's retirement pay. Requests for the lump sum election are documented on the DD Form 2656, *Data for Payment of Retired Personnel*, and must be submitted to the retirement approval authority no later than 90 days prior to the Airman's/Guardian's retirement effective date for regular retirement or the date upon which the Airman first becomes eligible to receive retired pay under the non-regular retirement program. **(T-1)** The retirement approval authority will notify the Airman/Guardian of the lump sum election at the time of retirement application or 90 days prior to the Airman's/Guardian's eligibility to receive retired pay. **(T-1)** Airmen/Guardians have the option of receiving the lump sum payment in up to four annual installments. Acceptance of the lump sum payment does not impact an Airman/Guardian's eligibility to elect Survivor Benefit Plan (SBP); however, there may be required offsets or other considerations related to disability pay and other benefits from the Department of Veterans' Affairs. Airmen/Guardians should seek counseling from the Military and Family Readiness Center (M&FRC) prior to election.

Table 8.2. Computing Years of Service and Retired Pay of Reserve Members Retiring Under 10 USC § 12731.

S T E P	A	B
	To compute	Take these steps
1	Years of service and any fraction of a year	Add each day of AD, including active duty for training prior to 1 July 1949.
2		Add each year before 1 July 1949 at the rate of 50 calendar days per year and proportionately for each fraction of a year. Exclude AD credited in step 1. Credit service in an ARC of an armed force, in the Army, or the DAF without component, or in any other category covered in 10 USC § 12732(a)(1), (3), and (4). (To obtain proportionate year point totals, add the periods, day for day, and divide the sum by 7.3.).
3		After 1 July 1949, add AD points, points for inactive duty training and membership points in accordance with AFMAN 36-2136. Credit inactive duty points up to a maximum of 60 points in any year including membership. For retention/retirement years closing out on or after September 23, 1996, but before 30 October 2000, credit up to a maximum of 75 inactive duty points which includes membership points, and credit up to a maximum of 90 inactive duty points which includes membership points for retention/retirement years closing on or after 30 October 2000, but before 30 October 2007. Credit up to a maximum of 130 points for retention/retirement years closing on or after 30 October 2007.
4		Divide the sum of steps 1, 2, and 3 above by 360; carry the quotient to three decimal places; and round off to two decimal places. Example: 4734 divided by 360 = 13.150 or 13.15.
5	Retired pay	Multiply the result of step 4 by 2.5% (.025); round off the product to four decimal places. Example: 13.15 x .025 = .32875 or .3288.
6		For members who have a Date of Initial Entry into Military Service (DIEMS)/Date Initial Entry Uniformed

	<p>Service (DIEUS) date prior to 8 September 1980, use current AD basic pay charts at the time granted such pay, determine the monthly AD basic pay in effect that the member would receive if serving in the AC in the member's highest temporary or permanent grade satisfactorily held during the entire period of service. Multiply by the product of step 5 to determine monthly retired pay. Example: Basic pay \$885.00 x .3288 = \$290.99, rounded down to \$290. (All gross pay is rounded down to the nearest dollar amount).</p>
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Chapter 9

TRANSFER OR ASSIGNMENT OF ARC MEMBERS TO THE RETIRED RESERVE

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

9.2. Ordering to AD Members in the Retired Reserve. Anytime the DAF finds a valid requirement for the member's service, the DAF may order to AD (with member's consent) a member transferred or assigned to the retired reserve, or retain a member on AD. The SecAF may order to AD or retain on AD a member of the retired reserve, with the member's consent, as needed to perform such duties as the SecAF considers necessary in the interests of national defense, if the SecAF determines other sources of manpower are unavailable or that the retired members possess skills not otherwise obtainable. In time of war or national emergency declared by Congress, or when otherwise authorized, the SecAF may order a member of the retired reserve to AD involuntarily if, with the approval of the SecDef, the SecAF decides the not enough qualified reservists in an active status are readily available (10 USC §688, 12301-12302, 12305-12307; DoDI 1352.01).

9.3. Former Members. A former member is an individual who qualified for retirement but elected not to transfer to the retired reserve and was subsequently discharged for physical disqualification, misconduct, upon expiration of the member's contract, or resigned the officer's commission. These members have no military status but are authorized certain entitlements and benefits in accordance with DAFI 36-3026V1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*.

9.4. Categories of Personnel Who Are Eligible for Transfer to the Retired Reserve.

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

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

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

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

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

9.4.6. Effective 1 July 2002, per 10 USC § 14514, *Discharge or Retirement for Years of Service or After Selection for Early Removal*, all ARC officers who must be separated for MSD or twice deferred for promotion will be transferred to the retired reserve, if qualified, unless the member applies to be discharged. **(T-0)** All ARC enlisted members who must be separated

due to maximum age or service due to HYT will also be transferred to the retired reserve, if qualified, or discharged per 10 USC § 12108. (T-0)

9.4.7. For ARC Officers Only. ARPC Separations Branch will send a written notification to all ARC officers who are approaching MSD or have been twice deferred for promotion. (T-0) The notification will inform the member that the member will be transferred to the retired reserve, if eligible. (T-0) Those members who do not wish to retire must submit a written tender of resignation or request for discharge. (T-0) Notification will be forwarded to the member's servicing force support unit. (T-0) The MSD or twice-deferred notification will be used to transfer the member to the retired reserve. (Per 10 USC § 14514). (T-0)

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

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

9.4.10. Transfer to the retired reserve is not automatic. The following members must apply online through myFSS unless ineligible per [paragraph 9.6.4](#).

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

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

9.4.10.3. ARC members selected for early removal from the RASL as directed by SecAF. (T-1)

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

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

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

9.5.3. ARC members who have been found physically disqualified and placed on the TDRL or permanent disability retired list are not eligible for transfer to the retired reserve.

9.6. Use of MyFSS for Guard and Reserve Retirement Applications.

9.6.1. Most ARC members will utilize the virtual retirement application found on the myFSS website (<https://myFSS.af.mil/app/processes/form/fn/vdb>). The effective date of retirement must not be prior to an unfulfilled service commitment. (T-1) Individuals who desire an effective date of retirement that is prior to an unfulfilled service commitment, must receive

approval for a waiver. **(T-1)** The member is required to work directly with the servicing commander support staff to accomplish this waiver request. Commander(s) recommending approval of the retirement application constitute a waiver of the service commitment. **(T-1)** No participation is authorized in the selected reserve on or after the effective date of retirement. **(T-1)** Members will not receive pay or points for participation after the approved effective date of retirement. **(T-1)** No waivers or exceptions to this policy will be accepted. Application procedures are available online in myFSS. See [Table 9.1.](#), [Table 9.2](#) and [Table 9.3](#) for further guidance.

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

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

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

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

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

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

9.6.4.4. ARC officers separated due to non-selection for promotion (twice deferred) who have completed the years of service required for retired pay under 10 USC § 1223 or who must be separated for MSD will be automatically transferred to the retired reserve, if qualified, unless the member applies to be discharged. **(T-0)** All AFR enlisted members who must be separated due to maximum age or HYT will also be automatically transferred to the retired reserve, if qualified, or discharged. **(T-1)**

9.6.4.5. AFR officers who are removed from active status under 10 USC § 14903, who are eligible for transfer to the retired reserve and who have completed the years of service required for retired pay under 10 USC § 1223 (per 10 USC § 14905). ANG officers whose separation provisions apply in accordance with 32 USC § 323(b) and 10 USC § 14907(b). These cases, to include OGDs, require Secretarial action.

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

9.6.4.7. AFR members serving on AD eligible for an AD retirement. **Note:** The online application does not remove the member's responsibility to inform the member's chain of command of any intent to retire. ANG members serving in the Title 10 Statutory Tour program do not utilize myFSS for their retirement application.

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

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

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

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

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

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

9.9.4. Officers selected for promotion to the grades of major and below prior to 1 October 1996, regardless of when the officers pin on, are not required to serve a minimum SIG to retire in that grade. Therefore, for members entitled to retired pay under 10 USC § 12731, retirement grade is based on the highest grade held satisfactorily by the member at any time (one day) in the Armed Forces. This determination will be made by the SecAF or designee (ARPC) per 10 USC § 12771. **(T-1)**

9.9.5. A commander must notify an officer in writing when an OGD is being initiated and why (see [paragraph 8.6.3](#)). **(T-0)** The officer is normally given 10 calendar days to submit comments on the officer's behalf. Upon receipt of the officer's comments (if provided), the commander will make a recommendation, in writing, regarding the officer's retirement grade. **(T-1)** The retirement application, officer's comments (if provided), commander's retirement grade recommendation, and supporting documentation (i.e., court-martial package, civil court conviction package, Article 15) are processed through command channels to SecAF for

retirement grade decision. For ANG officers, after SAFPC makes the final determination, the SAF instrument is sent to NGB/A1PP, and NGB/A1PP sends the instrument to the state's Military Personnel Management Officer (MPMO) and Military Personnel Management Assistant (MPMA) at Joint Force Headquarters (JFHQ) to ensure it is included in the retirement package sent to ARPC for execution.

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

9.10. Entitlements and Benefits.

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

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

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

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

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

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

9.10.2.5. Membership in an open mess, if authorized by the base commander (DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*). **(T-0)**

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

9.10.2.7. Some travel entitlements as advised by the Transportation Management Office. **(T-0)**

9.10.2.8. Full-time coverage under Veterans' Group Life Insurance when elected. **Note:** Members are covered with Service members' Group Life Insurance for 120 days at no cost upon transfer to the retired reserve. During the initial 120 days, retired members may apply for Veterans' Group Life Insurance coverage to the Office of Service members' Group Life Insurance, PO Box 41618, Philadelphia, PA 19176-9913, without a physical, by completing the appropriate form and providing a copy of the retirement order. A member has up to one year after the expiration of the initial 120 day period to apply for coverage;

however, a physical may be required. Members must make all premium payments to the Office of Service members' Group Life Insurance in Newark, NJ, to keep coverage in force. **(T-0)**

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

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

9.11. Assignment from the Retired Reserve.

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

9.11.2. Members who wish to be voluntarily reassigned from the Retired Reserve to the Selective Reserve (SelRes) may do so if they are found to be indispensable. Members who seek consideration should refer to DAFMAN 36-2032, and DAFI 36-2110, *Total Force Assignments*, for application procedures.

9.11.2.1. DELETED.

9.11.2.2. DELETED.

Table 9.1. Forwarding Application for Transfer to the Retired Reserve.

	A	B	C	D	E
RULE	If the applicant is	serving on AD	and	and	then send application to
1	an AFR member	yes			ARPC Retirements through AC unit commander. (T-1)
2	an ANG member	no		a GO	NGB-SL through the commander to the ARPC Retirements. (IG check is required for all GOs; see Table 9.4).
3	an ANG member	no		all other grades	ARPC through myFSS.
4	an AFR Unit member	no	is unit assigned	a GO	AF/REG through the commander to the ARPC Retirements. (IG check is required for all GOs; see, Table 9.4).
5	an AFR Unit member	no	is unit assigned	all other grades	ARPC through myFSS.
6	an IMA	no		a GO	AF/REG through the RIO Det/CC and AC commander to ARPC

					Retirements (IG Check is required for all GOs; see Table 9.4).
7	an IMA	no		all other grades	ARPC through myFSS.
8	an Individual Reservist	no	not unit assigned	all grades	ARPC through myFSS. (IG check is required for all GOs; see Table 9.4).

Table 9.2. Approval/Disapproval Authority for Transfer or Assignment to the Retired Reserve (SecAF retains authority to act in all cases).

	A	B	C
RULE	If the individual is an ARC applicant	and is	then SecAF or ARPC may
1	is not under a restriction on retirement based on Table 3.1 or Table 3.2	eligible under criteria in paragraph 9.4 and no information indicates that the applicant should not be retained, appointed, or enlisted as a Reserve of the AF	Approve application for transfer or assignment to the retired reserve. See Table 9.3 . A recommendation for disapproval must be forwarded to SAFPC for final action. (T-0)
2	is under a restriction on retirement based on Table 3.1 or Table 3.2	and is eligible under criteria in paragraph 9.4 .	Disapprove or suspend application for transfer to the retired reserve under Table 3.1 . (See Note below). An application under Secretarial restriction listed in Table 3.2 must be forwarded to SecAF Personnel Council for final action. (T-0)

Note: If an officer is subject to an OGD, the application is only to be placed in suspension versus being disapproved until the final grade determination is made by the appropriate authority (see Rule 2 of **Table 3.1**). For officers reaching their mandatory retirement date, see **paragraph 8.6.5.2**.

Table 9.3. ARPC Action on Application for Transfer to the Retired Reserve.

	A	B
RULE	If the approval authority	then ARPC
1	Approves the application	Publishes Reserve orders announcing transfer or assignment and placement on the Reserve Retired List (see Notes 1, 2, and 3).
2	Determines the individual is not eligible	Notifies member and cancels retirement projection in the Military Personnel Data System.
Note:		
1. AFRC Reservists (Includes IMA) – ARPC Contact Center will send orders, certificates, flag, and retirement pin to the member.		
2. ANG Members – ARPC Contact Center will send the orders, certificates, and retirement pin to the member. The US Flag and/or State/Territory flag will be provided by the commander support staff.		
3. Individual Reservists – ARPC Contact Center will send the orders, certificates, retirement pin, and flag to the member or designated point of contact.		

Table 9.4. ANG/AFR General Officers Procedures for Applying for Reserve Retirement.

STEP	UNIT	IMA	Non-participating (S7)	ANG
1	GO completes DAF Form 131, Sections I, II, and III.	GO completes DAF Form 131, Sections I, II, and III.	GO completes DAF Form 131, Sections I, II, and III.	GO completes DAF Form 131, Sections I, II, and III.
2	Obtain Numbered AF/CC's recommendation, if applicable, on AF Form 131, Section IV.	Obtain MAJCOM/CC's or Agency Head's (or designee's) recommendation on AF Form 131, Section IV (Suggested).	Obtain ARPC/CC's recommendation on AF Form 131, Section IV.	Obtain State TAG's recommendation on AF Form 131, Section IV. (AF Form 131, Section V-OPTIONAL)
3	Forward original DAF Form 131 to AF/REG, with copy to AFRC/DPMO.	Forward original DAF Form 131 to AF/REG.	Forward original DAF Form 131 to AF/REG.	Forward original DAF Form 131 to NGB-SL.
4	AF/REG conducts IG files check.	AF/REG conducts IG files check.	AF/REG conducts IG files check.	NGB-SL requests IG files check.
5	If IG files check is negative, AF/REG annotates the Remarks section on	If IG files check is negative, AF/REG annotates the Remarks section on	If IG files check is negative, AF/REG annotates the Remarks section	If IG files check is negative, NGB/SL annotates Remarks section & forwards

	DAF Form 131. Go To Step 9.	DAF Form 131. Go To Step 9.	on DAF Form 131. Go To Step 9.	DAF Form 131 to ARPC Contact Center. Go To Step 10.
6	If IG files check indicates ongoing investigations or pending allegations, AFRC/CD and AF/RE will be advised and GO may be transferred to Inactive Status on the requested retirement date.	If IG files check indicates ongoing investigations or pending allegations, MAJCOM/CC or Agency Head and AF/RE will be advised and GO will be transferred to Inactive Status on the requested retirement date.	If IG files check indicates ongoing investigations or pending allegations, ARPC/CC and AF/RE will be advised and GO will remain in Inactive Status, pending resolution of the investigation.	If IG files check indicates ongoing investigations or pending allegations, State TAG will be advised, and GO will be transferred to Inactive Status List Reserve Section on the requested retirement date.
7	If investigation substantiates allegations, appropriate action will be taken.	If investigation substantiates allegations, appropriate action will be taken.	If investigation substantiates allegations, appropriate action will be taken.	If investigation substantiates allegations, appropriate action will be taken.
8	If investigation does not substantiate allegations, AF/REG annotates Remarks section on DAF Form 131.	If investigation does not substantiate allegations, AF/REG annotates Remarks section on DAF Form 131.	If investigation does not substantiate allegations, AF/REG annotates Remarks section on DAF Form 131.	If investigation does not substantiate allegations, NGB-SL annotates Remarks section on DAF Form 131 and forwards to ARPC Contact Center.
9	Obtain AF/RE's recommendation/ approval on DAF Form 131, Section V and forward to ARPC.	Obtain AF/RE's recommendation/ approval on DAF Form 131, Section V and forward to ARPC.	Obtain AF/RE's recommendation/ approval on DAF Form 131, Section V and forward to ARPC.	N/A

Chapter 10

DROPPING RETIRED MILITARY PERSONNEL FROM THE ROLLS OF THE DAF

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

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

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

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

10.2.2.1. A statement (including documentary evidence) explaining why the officer may be dropped from the rolls of the DAF. **(T-1)**

10.2.2.2. When appropriate, a certified copy of the court order of conviction of an offense listed in 5 USC § 8312. **(T-1)**

10.2.2.3. The member's response, if any. **(T-1)**

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

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

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

ALEX WAGNER
Assistant Secretary
(Manpower and Reserve Affairs)

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

- Privacy Act of 1974, *Public Law 93-579, The Privacy Act of 1974*, 31 December 1974
- Public Law 96-513, *Defense Officer Personnel Management Act*, 12 December 1980
- SORN F033 ARPC B, *Locator or Personnel Data*
- SORN F036 AFPC C, *Military Personnel Records System*
- SORN F036 AFPC P, *Separation Case Files, (Officer and Airman)*
- 5 USC Chapter 83, *Retirement*
- 5 USC Chapter 83, Subchapter 2, *Forfeiture of Annuities and Retired Pay*
- 5 USC § 8301, *Uniform Retirement Date*
- 5 USC § 8312, *Conviction of Certain Offenses*
- 5 USC § 8319, *Removal of Members of the Uniformed Services from Rolls; Restoration; Reappointment*
- 10 USC Chapter 36, *Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List*
- 10 USC Chapter 61, *Retirement or Separation for Physical Disability*
- 10 USC Chapter 63, *Retirement for Age*
- 10 USC § 101(a) (13) (B), *Definitions*
- 10 USC § 123, *Authority to Suspend Officer Personnel Laws During War or National Emergency*
- 10 USC § 620, *Active-Duty Lists*
- 10 USC § 621, *Competitive Categories for Promotion*
- 10 USC § 631, *Effect of Failure of Selection for Promotion: First Lieutenants and Lieutenants (Junior Grade)*
- 10 USC § 632, *Effect of Failure of Selection for Promotion: Captains and Majors of the Army, Air Force, and Marine Corps and Lieutenants and Lieutenant Commanders of the Navy*
- 10 USC § 633, *Retirement for Years of Service: Regular Lieutenant Colonels and Commanders*
- 10 USC § 634, *Retirement for Years of Service: Regular Colonels and Navy Captains*
- 10 USC § 635, *Retirement for Years of Service: Regular Brigadier Generals and Rear Admirals (Lower Half)*
- 10 USC § 636, *Retirement for Years of Service: Regular Officers in Grades Above Brigadier General and Rear Admiral (Lower Half)*
- 10 USC § 637, *Selection of Regular Officers for Continuation on Active Duty*

- 10 USC § 637a, *Continuation on Active Duty: Officers in Certain Military Specialties and Career Tracks*
- 10 USC § 638, *Selective Early Retirement*
- 10 USC § 638a, *Modification to Rules for Continuation on Active Duty; Enhanced Authority for Selective Early Retirement and Early Discharges*
- 10 USC § 639, *Continuation on Active Duty to Complete Disciplinary Action*
- 10 USC § 640, *Deferment of Retirement or Separation for Medical Reasons*
- 10 USC § 651, *Members: Required Service*
- 10 USC § 688, *Retired Members: Authority to Order to Active Duty; Duties*
- 10 USC § 941, *Retirement for Length of Service*
- 10 USC § 1161(b), *Commissioned Officers: Limitations on Dismissal*
- 10 USC § 1186, *Officer Considered for Removal: Voluntary Retirement or Discharge*
- 10 USC Chapter 1223, *Retired Pay for Non-regular Service*
- 10 USC § 1251, *Age 62: Regular Commissioned Officers in Grades Below General and Flag Officer Grades; Exceptions*
- 10 USC § 1253(a), *Age 64: Regular Commissioned Officers in General and Flag Officer Grades; General Rule*
- 10 USC § 1253(b), *Age 64: Regular Commissioned Officers in General and Flag Officer Grades; Exception for Officers Serving in O-9 and O-10 Positions*
- 10 USC § 1370, *Regular Commissioned Officers*
- 10 USC § 1370a, *Officers entitled to retired pay for non-regular service*
- 10 USC § 1402, *Recomputation of Retired or Retainer Pay to Reflect Later Active Duty of Members Who First Became Members Before September 8, 1980*
- 10 USC § 1402a, *Recomputation of Retired or Retainer Pay to Reflect Later Active Duty of Members Who First Became Members After September 8, 1980*
- 10 USC § 1405, *Years of service*
- 10 USC § 1407(f), *Retired Pay Base for Members Who First Became Members After September 7, 1980: High-36 Month Average, Exception for Enlisted Members Reduced in Grade and Officers Who Do Not Serve Satisfactorily in Highest Grade Held*
- 10 USC § 1734, *Career Development*
- 10 USC § 3038, *Office of Army Reserve: Appointment of Chief*
- 10 USC § 5143, *Office of Navy Reserve: Appointment of Chief*
- 10 USC § 5144, *Office of Marine Forces Reserve: Appointment of Commander*
- 10 USC § 8038, *Director for Expeditionary Warfare*
- 10 USC § 9251, *Presentation of United States Flag Upon Retirement*

- 10 USC § 9311, *Twenty years or more: regular or reserve commissioned officers*
- 10 USC § 9314, *Twenty to Thirty Years: Enlisted Members*
- 10 USC § 9317, *Thirty Years or More: Regular Enlisted Members*
- 10 USC § 9318, *Thirty Years or More: Regular Commissioned Officers*
- 10 USC § 9320, *More Than Thirty Years: Permanent Professors and the Director of Admissions of the United States Air Force Academy*
- 10 USC § 9321, *Mandatory Retirement: Superintendent of the United States Air Force Academy; Waiver Authority*
- 10 USC § 9324, *Forty Years or More: Air Force officers*
- 10 USC § 9342, *Higher Grade for Service in Special Positions*
- 10 USC § 9343, *Highest Grade Held Satisfactorily: Reserve Enlisted Members Reduced in Grade Not as a Result of the Member's Misconduct*
- 10 USC § 9344, *Higher Grade After 30 Years of Service: Warrant Officers and Enlisted Members*
- 10 USC § 9345, *Restoration to Former Grade: Retired Warrant Officers and Enlisted Members*
- 10 USC § 9361, *Computation of Retired Pay*
- 10 USC § 9362, *Recomputation of Retired Pay to Reflect Advancement on Retired List*
- 10 USC § 10147(a)(1), *Ready Reserve: Training Requirements*
- 10 USC § 10154, *Retired Reserve*
- 10 USC § 10209, *Regular and Reserve Components: Discrimination Prohibited*
- 10 USC § 10211, *Policies and Regulations: Participation of Reserve Officers in Preparation and Administration*
- 10 USC § 10301, *Reserve Forces Policy Board*
- 10 USC § 10303, *Navy Reserve Forces Policy Board*
- 10 USC § 10304, *Marine Corps Reserve Forces Policy Board*
- 10 USC § 10305, *Air Force Reserve Forces Policy Committee*
- 10 USC § 10502, *Chief of the National Guard Bureau: Appointment; Adviser on National Guard Matters; Grade; Succession*
- 10 USC § 10505, *Vice Chief of the National Guard Bureau*
- 10 USC § 10507, *National Guard Bureau: Assignment of Officers of Regular or Reserve Components*
- 10 USC § 12108, *Enlisted Members: Discharge or Retirement for Years of Service or for Age*
- 10 USC § 12301, *Reserve Components Generally*
- 10 USC § 12302, *Ready Reserve*

10 USC § 12304(b), *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency*

10 USC § 12305, *Authority of President to Suspend Certain Laws Relating to Promotion, Retirement, and Separation*

(Added) 10 USC § 12306, *Standby reserve*

(Added) 10 USC § 12307, *Retired Reserve*

10 USC § 12308, *Retention After Becoming Qualified for Retired Pay*

10 USC § 12310, *Reserves: For Organizing, Administering, etc., Reserve Components*

10 USC § 12402, *Army and Air National Guard of the United States: Commissioned Officers; Duty in National Guard Bureau,*

10 USC § 12646(e), *Commissioned Officers: Retention of After Completing 18 or More, But Less Than 20, Years of Service*

10 USC § 12686(a), *Reserves on Active Duty Within Two Years of Retirement Eligibility: Limitation on Release from Active Duty; Limitations.*

10 USC § 12731, *Age and service requirements*

10 USC § 12731b, *Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty*

10 USC § 12732, *Entitlement to Retired Pay: Computation of Years of Service*

10 USC § 12738, *Limitations on Revocation of Retired Pay*

10 USC § 12739, *Computation of Retired Pay*

10 USC § 12741, *Retirement for Service in an Active Status Performed in the Selected Reserve of the Ready Reserve After Eligibility for Regular Retirement*

10 USC § 12771, *Reserve Officers: Grade on Transfer to Retired Reserve*

10 USC § 14005, *Competitive Categories*

10 USC § 14504, *Effect of Failure of Selection for Promotion: Reserve First Lieutenants of the Army, Air Force, and Marine Corps and Reserve Lieutenants (Junior Grade) of the Navy*

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

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

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

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

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

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

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

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

10 USC § 14515, *Discharge or Retirement for Age*

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

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

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

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

10 USC § 14903, *Boards of Inquiry*

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

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

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

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

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

32 USC § 708, *Property and Fiscal Officers*

37 USC § 501, *Payments for Unused Accrued Leave*

38 USC § 101, *Definitions*

DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status*, 7 November 2019

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

DoDI 1215.07, *Service Credit for Non-Regular Retirement*, 30 July 2019

DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, Or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*, 3 January 2014

DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*, 16 December 2020

DoDI 1332.14, *Enlisted Administrative Separations*, 16 December 2020

DoDI 1332.32, *Selective Early Retirement or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, Or the Reserve Active Status List*, 2 May 2014

DoDI 1332.35, *Transition Assistance Program (TAP) for Military Personnel*, 26 September 2019

DoDI 1348.34, *Presidential Recognition on Retirement from Military Service*, 17 August 2022

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

DoD FMR 7000.14-R, *Department of Defense Financial Management Regulations (FMR)*, May 2019

DoD FMR 7000.14-R, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, May 2023

DoD FMR 7000.14-R, Volume 7B, *Military Pay Policy and Procedures - Retired Pay*, April 2023

DAFPD 36-32, *Military Retirements and Separations*, 11 October 2022

DAFPD 36-35, *United States Air Force Academy*, 31 July 2022

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Programs*, 9 March 2020

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 6 March 2022

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

DAFI 36-2110, *Total Force Assignments*, 1 August 2021

AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019

DAFI 36-2406, *Officer and Enlisted Evaluations Systems*, 3 August 2023

DAFI 36-2501, *Officer Promotions and Selective Continuation*, 26 April 2022

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 15 April 2021

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 19 September 2019

DAFI 36-3003, *Military Leave Program*, 23 August 2020

DAFI 36-3026V1_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 31 May 2023

DAFI 36-3211, *Military Separations*, 23 June 2022

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 14 July 2019

AFMAN 41-210, *Tricare Operations and Patient Administration*, 10 September 2019

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

DAFI 51-201, *Administration of Military Justice*, 14 April 2022

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

AFPAM 36-2870, *Chief Master Sergeant of the Air Force Certificate of Appreciation Upon Retirement*, 27 August 2019

ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, 21 April 2022

Article 15, UCMJ, *Commanding Officer's Non-Judicial Punishment*

Government Accounting Office Comptroller General Decision 52 Comp Gen 769 - 1973

Joint Travel Regulations, 1 October 2020

Prescribed Forms

DAF Form 131, *Application for Transfer to the Retired Reserve*

DAF Form 1160, *Military Retirement Actions*

AF Form 1344, *Certificate of Appreciation (for Spouses/AF Chief of Staff Signature)*

SPF Form 1344, *Space Force Certificate of Appreciation (for Spouses/SPF Chief of Space Operations Signature)*

Adopted Forms

DD Form 214, *Certificate of Uniform Service*

DD Form 256AF, *Honorable Discharge Certificate*

DD Form 363AF, *Certificate of Retirement*

DD Form 363SPF, *Certificate of Retirement, United States Space Force*

DD Form 2542, *Certificate of Appreciation for Service in the Armed Forces of the United States*

DD Form 2656, *Data for Payment of Retired Personnel*

DD Form 2697, *Report of Medical Assessment*

DD Form 2905, *Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 964, *PCS, TDY, Deployment, or Training Declination Statement*

AF Form 1288, *Application for Ready Reserve Assignment*

AF Form 4369, *Chief Master Sergeant of the Air Force Retirement Certificate (Spouse)*

AF Form 4370, *Chief Master Sergeant of the Air Force Retirement Certificate*

SPF Form 4369, *Chief Master Sergeant of the Space Force Retirement Certificate (Spouse)*

SPF Form 4370, *Chief Master Sergeant of the Space Force Retirement Certificate*

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

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

Abbreviations and Acronyms

AC—Active Component

AD—Active Duty

ADSC—Active Duty Service Commitment
AF—Air Force
AF Form—Air Force Form
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AGR—Active Guard and Reserve
ANG—Air National Guard
ANGI—Air National Guard Instruction
ARC—Air Reserve Component
ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
BRS—Blended Retirement System
CC—Commander
CMSgt (E-9)—Chief Master Sergeant
CONUS—Continental United States
CSAF—Chief of Staff, United States Air Force
CMSAF—Chief Master Sergeant of the Air Force
CMSSF—Chief Master Sergeant of the Space Force
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DD Form—Department of Defense Form
DEROS—Date Eligible for Return from Overseas
DES—Disability Evaluation System
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOS—Date of Separation

EAD—Extended Active Duty

ETS—Expiration of Term of Service

FLDCOM—Field Command

FMR—Financial Management Regulation

(Added) FSS—Force Support Squadron

GCMCA—General Court Martial Convening Authority

GO—General Officer

HQ—Headquarters

RIO—Headquarters Readiness and Integration Organization

HYT—High Year of Tenure

IMA—Individual Mobilization Augmentee

IRR—Individual 1 Ready Reserve

M&FRC—Military and Family Readiness Center

MAJCOM—Major Command

MEB—Medical Evaluation Board

MSD—Mandatory Separation Date

MTF—Military Treatment Facility

NGB—National Guard Bureau

OGD—Officer Grade Determination

PEB—Physical Evaluation Board

PTDY—Permissive Temporary Duty

RAA—Retirement Approval Authority

RASL—Reserve Active Status List

RC—Reserve Component

RegAF—Regular Air Force

RIO Detachments (Dets)—Readiness and Integration Office Detachments

SAF—Assistant Secretary of the Air Force

SecAF—Secretary of the Air Force

SecDef—Secretary of Defense

SelRes—Selective Reserve

SHPE—Separation History and Physical Examination

SJA—Staff Judge Advocate

SPF Form—Space Force Form

TAFCS—Total Active Federal Commissioned Service

TAFMS—Total Active Federal Military Service

TDRL—Temporary Disability Retired List

TDY—Temporary Duty

SIG—Service in Grade

TR—Traditional Reservist

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

USAFA—United States Air Force Academy

USC—United States Code

USSF—United States Space Force

3DO—3—Day Option

7DO—7—Day Option

(Added) AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1LE—AF CMSgt Management Office

AF/A1LG—AF General Officer (GO) Management Office

AF/A1LO—RegAF Colonel Management Office

AF/A1P—AF Policy Division

AF/JAJI—Investigations, Inquiries, and Relief Division

AF/RE—Chief of the Air Force Reserve

AF/REG—Reserve General Officer Management

AFPC/DP3SA—Airman Support and Transition Branch

AFPC/DPFFF—Airmen and Family Sustainment Branch

AFPC/DPFD—Air Force Disability Division

AFPC/DPMSSR—Retirements Section

AFRC/CD—Air Force Reserve Command Deputy Commander

ANGRC/CC—National Guard Readiness Center Commander

ARPC/CC—Air Reserve Personnel Center Commander

ARPC/DPA—Air Reserve Personnel Center Assignments Directorate

ARPC/DPT—Air Reserve Personnel Center, Directorate of Total Force Services
ARPC/DPTTR—Air Reserve Personnel Center Retirements Branch

NGB/CF—Director of the Air National Guard

NGB/HR—National Guard Bureau Human Resource Management

NGB/SL—National Guard Bureau Leadership Management Office

NGB/A1P—National Guard Bureau Force Management Division

NGB/A1PP—National Guard Bureau Personnel Management Program

SAF/AQ—Assistant Secretary of the Air Force for Acquisition, Technology & Logistics

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

SAF/MRB—Air Force Review Boards Agency

SF/S1—Chief of Space Operations for Human Capital

SF/S1L—SF Colonel Management Office

SF/S1LE—SF CMSgt Management Office

SF/S1LG—Space Force General Officer Management Office

SF/S1LO—Space Force Colonel Officer Management Office

SF/S1P—Space Force Policy Division

Terms

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

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

Active Duty for Training—A tour of AD that is used for training members of the RCs to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders that provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

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

Active Duty Service Commitment (ADSC)—A period of AD a Service member will serve before becoming eligible for voluntary separation or retirement (includes minimum term of service).

Active Military Service—See 38 USC § 101.

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

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

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under 10 USC §12301 to perform duties as described in 10 USC §101, 10211, and 12310 or 32 USC § 502(f). The Secretary of the Air Force may order a member of the Air Force Reserve to active duty at any time, or retain him/her on active duty, with the consent of that member, to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve components.

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

Air Force Specialty Code (AFSC)—An alphanumeric code used by the Department of the Air Force to identify an Air Force or Space Force specialty.

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

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

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

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

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

Competitive Category—(also referred to as **Developmental Category**) —A grouping of officers who compete among themselves for promotion. The Secretary of the Air Force establishes categories, as required, to manage the career development and promotion of certain groups of officers. In relation to the requirements of these officer categories, the categories' specialized education, training, or experience, and often relatively narrow career field utilization, make

separate career management desirable. (References 10 USC § 621 (RegAF) and § 14005, and DoDI 1320.14).

Competent, Competency—The member's mental ability to make rational decisions based on factual understanding of matters including, but not limited to, pay, records, and disability processing. Competency is a presumption that may be rebutted by medical evidence at an evidentiary hearing.

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

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

Counsel—Refers to military counsel or the civilian equivalent.

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

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

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

Discharge for Cause—Separations that are processed under DAFI 36-3211, **Chapter 5**, sections A (substandard performance of duty) and 5B (misconduct, moral or professional dereliction, or in the interest of national security). Also, includes resignation instead of undergoing further administrative discharge proceedings and resignations for the good of the service (when the member's conduct renders a member triable by court-martial).

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

Extended Active Duty (EAD)—A tour of AD for a regular component member or tour of duty performed by a member of the ARC when activated/mobilized/called to active duty under certain sections of law, with the AC (normally for more than 90 days but could be less). For AFR tours, strength accountability for persons on extended AD changes from the AFR to the active force. The AF does not count ADT and AD in a service academy or armed forces preparatory school as creditable extended AD service.

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

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

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

Guardian—A member or members of the US Space Force, both officer and enlisted.

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

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

High Year of Tenure—A year point at which the Department of the Air Force determines an enlisted Service member is ineligible for reenlistment and extension of enlistment due to grade and length of service. See [Chapter 3](#) of this publication.

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

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

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

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

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

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

Member—Enlisted or officer personnel of a military service.

Medical officer—Includes officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Biomedical Sciences Corps.

Medical/Physical Evaluation Board—Processes to determine medical fitness for continued duty.

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

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

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

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

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

Nonjudicial Punishment—A type of punishment that may be imposed by a commander if the member chooses to accept the forum in accordance with Article 15, UCMJ. Nonjudicial punishment is typically reserved for misconduct that falls short of a court-martial-level offense. If, however, the member chooses not to accept the forum and demands trial by court-martial, the case may proceed to a court-martial.

Non-Regular Retirement—Members who accumulate 20 or more years of qualifying service are eligible for what was previously referred to as a “reserve retirement” when they reach age 60, or in some cases, a lesser qualifying age.

Officer—A commissioned officer of any component.

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

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

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

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

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

Regular Retirement—Members who accumulate 20 or more years of total active federal military service are eligible for what was previously referred to as an “active duty retirement.” Officers must complete at least 10 years of active commissioned service to be eligible for a regular retirement.

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

Release from active duty—End of AD status. This term applies to Service members in the Regular Air Force and the Space Force who are transferred to a RC to complete their military service obligations (MSO) and to Airmen of RC who revert to inactive status in the Airmen's Reserve organizations.

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

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

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

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

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

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

(Added) Selective Retention Bonus—A financial incentive paid to enlisted and officer Service Members who reenlist or agree to continue serving on AD for at least one additional year in a military skill designated as critical by the OSD.

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

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

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

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

Temporary Duty (TDY) Service Member—Personnel who are temporarily assigned to perform duty at a location other than the member's permanent duty station in support of contingency

operations, exercise, training, manning assistance as described, and for administrative duties further defined in DAFI 36-2110, for assignment-related information.

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

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

Unit Commander—This is normally the commander of the unit to which the member is assigned. For IMAs, this may be the official in charge of the training unit. This could be the unit commander or RIO/Det CC, or for members not assigned to a participating Reserve position, the ARPC Commander. For actions involving personnel in the delayed enlistment program, this is the recruiting squadron commander.

Attachment 2**ADDRESSES**

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

SF/A1LG (General Officer Management Office)
SF/S1LO (Colonel Officer Management Office)
SF/S1LE (CMSgt Management Office)
1040 Air Force Pentagon (4D1065)
Washington Dc 20330-1040

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

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

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

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

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

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

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

