

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

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2102**



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Personnel

**AIR FORCE RESERVE SERVICE
COMMITMENT DATE PROGRAM**

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This instruction tells how to manage Reserve Service Commitments (RSC) for Selected Reserve (SELRES) personnel. This instruction applies to the Air Force Reserve. Major commands or subordinate units do not have the authority to supplement this instruction. It implements Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*; Department of Defense Instruction (DoDI) 6000.13, *Medical Manpower and Personnel*, DoDD 1315.7, *Military Personnel Assignments*; DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, and DoDD 1322.10, *Policies on Graduate Education for Military Officers*. This instruction directs the collection of information protected by the Privacy Act of 1974. The authorities to collect the prescribed records in this instruction are Title 10 U.S.C., Section 8013, and Executive Order 9397. The Privacy Act Statement appears on the forms, System of Records Notices F036 AF PC Q, **Personnel Data Systems**, and F036 AF PC C, **Military Personnel Records System**, apply. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. This version applies to members who accept an RSC on or after 1 October 2003. **Note: This instruction does not apply to the Montgomery General Issue Bill for the Selected Reserve (MGIB-SR) program.**

SUMMARY OF CHANGES

This interim change implements the new guidance that will execute the repeal of 10 USC 654, "Don't Ask, Don't Tell".

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Chapter 1

PROGRAM ELEMENTS

1.1. RSCs (General). RSCs fulfill two very important functions. They assure the Air Force and the taxpayers receive an appropriate return for their investment in training and education. RSCs also communicate to Air Force members the periods of obligated service they must complete before becoming eligible to separate, transfer, or retire from SELRES. All RSCs must be served in the SELRES unless waived. This includes training not provided by the Air Force.

1.1.1. The Air Force Reserve establishes RSCs for all SELRES members who participate in RSC-incurring events. As such, it is imperative that RSCs and associated policies in this instruction be clearly communicated by responsible officials and fully understood by SELRES members. In the event of a conflict, commitments set by law, DoD, or other Air Force Instructions take precedence over time commitments established in this AFI.

1.1.2. Officers in the grades of colonel and below and all enlisted personnel incur RSCs when they complete all or a portion of RSC-incurring events. Two or more RSC-incurring events are served concurrently, not consecutively. However, note the exception of Table 1.2, Note 3. When two or more RSC-incurring events overlap, the RSC-incurring event with the longest obligation will take precedence; however, all RSC contracts must be completed and filed in the member's Unit Personnel Record Group (UPRG). If the RSC contract with the greatest expiration date is adjusted or waived, the RSC expiration date is then adjusted to the next longest intervening contract.

1.1.3. An RSC does not establish a date of separation.

1.1.3.1. Enlisted personnel serve in accordance with their enlistment/extension contracts.

1.1.3.2. Officers serve indefinitely by appointment of the President and may request release or discharge from their appointment from the Secretary of the Air Force after serving their RSC.

1.1.4. AGRs who receive (voluntary or involuntary) tour curtailments may still have a commitment to fulfill the RSC. Curtailment procedures are outlined in AFI 36-2132, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program*.

1.1.5. Needs of the Air Force Reserve may require continued service beyond an RSC such as mobilization.

1.1.6. The Air Force may release the member from the obligations of the RSC Contract when in the best interests of the Air Force.

1.1.7. Members who decline to sign the RSC contract will sign a declination statement (Atch 7).

1.2. RSC-Incurring Events. Tables 1.1 and 1.2 identify RSC-incurring events.

Table 1.1. Line, Chaplain, JAG Officer, and All Enlisted RSCs.

R U L E	A	B	C
	If the RSC incurring event is for:	Then the RSC is served concurrently unless otherwise noted: (this only applies to members accepting an RSC on or after 1 Oct 03) (Note 1)	Reason Code
1	Commissioning Sources, (AMS and OTS)	4 years (Note 2)	81
2	Promotions: AGRs, Unit Reservist, and Individual Mobilization Augmentees (IMAs)	2 years Time in Grade for grades E-7, E-8, and E-9. Commissioned officers: Per Reserve Officer Personnel Management Act (Note 3)	10
3	Undergraduate Pilot Training	10 years (Note 2 & 4)	80
4	Undergraduate Navigator Training Air Battle Manager Undergraduate Training	6 years (Note 2& 4)	04
5	Advanced Flying Training (AFT) (follow on) , Test Pilot School Pilot, Navigation, Engineer Career Enlisted Aviators (CEA MWS Qual 1AXXX AFSCs) Major Weapons System Qualification, Applicable AFT courses must be listed in Education and Training Course Announcement at (http://hq2af.keesler.af.mil/etca.htm) Initial qualification (Any fixed or rotary wing aircraft) Requalification (Any fixed or rotary wing aircraft) AETC Pilot Instructor Training Pilots (PIT IPs) and Instructor Pilots (IPs) who crossflow without a break in flying between AETC non-Military Weapons System aircraft, after completing initial training do not incur any additional commitment. RSC applies to in-residence only.	3 years (Note 2)	05
6	USAF Weapons Instructor Course in-residence	3 years (All AFSCs)	76
7	Instructor Qualification courses in-residence. Only those courses listed	2 years (Note 2)	

	in the Education and Training Course announcement at (https://etca.randolph.af.mil/)		77
8	Any formal schools and in-residence education, that require 20 or more weeks of in residence training	3 years (Note 2 & 5)	78
9	Officer Professional Military Education (PME) in-residence	(Note 2 & 6)	07
10	Non Prior Service (NPS) Enlistment	6 Years, Term of Enlistment (Note 7)	82
11	Officer Tuition Assistance	2 years per AFI 36-2306, <i>The Education Services Program</i>	09
12	Enlisted PME in residence	2 years	07

NOTES:

- Members who decline to sign the RSC contract will sign a declination statement (Atch 7).
- Individuals withdrawn or eliminated from education or training program will incur a 2-year RSC from the date the member was withdrawn or eliminated. Non-prior service members are not required to sign a contract for training, however, reference AFMAN 36-8001 for recall procedures.
- Members who are demoted will have RSC-incurred in Rule 2 removed.
- All pilots, navigators, and air battle managers who began aviation service after 30 September 1997 will not incur any additional AFT/Instructor Qualification RSCs which extend beyond 10 years of continuous or cumulative rated service. They will still incur PME, and other non-flying training related RSCs. Rated service begins at the completion of training and awarding of wings for the rated specialty. (Rated officers who retrain into another rated career field (e.g., air battle manager who retrains as a navigator or pilot) will incur the full RSC for that training in accordance with Rule 3 and 4 even if that RSC extends beyond the officer's 10th year of rated service).
- In the event that a Chaplain's ecclesiastical endorsement is withdrawn, the discharge authority outlined in AFI 36-3209, **Separation and Retirement Procedures for Air National Guard and Air Reserve Members**, paragraph 2.20.1, will take precedence over the RSC.
- The Reserve Service Commitment will be 3 years for intermediate and senior service schools. It will be one year for Air and Space Basic Course (ASBC) and Squadron Officer School (SOS). This is waivable only by HQ USAF/RE.
- This applies to all non-prior service enlistees regardless of school length. Non-prior service members are not required to sign a RSC contract, however, RSC code 82 will be updated in MILPDS with an expiration date equal to their term of enlistment. AFMAN 36-8001 gives the authority for recall of NPS unsatisfactory participants for up to 45 days. Recall procedures are to be accomplished IAW RSC recall procedures as outlined in this guideline.

Table 1.2. Health Profession Officer and Enlisted Education/Training.

R U L E	A	B	C
	If the RSC incurring event is for	Then the RSC is (Note 6)	RSC RSN FOR code
1	Direct Accession / Minimum Term of Service	3 years	12

2	Ready Reserve Health Professions Stipend Program (See notes 1-4)	2 year for each year, min 2 years	32
3	Graduate Medical Education/ Graduate Dental Education Residency (deferred/re-deferred)	1 year for each year, min 2 years	45
4	Military Physician Assistant Training (See note 3)	4 years	81
5	Any In-residence formal training in duration of 20 weeks or more	3 years concurrent with other RSCs (5 years for Doctoral programs)	78
6	Officer Professional Military Education (PME) in-residence	Note 5	07
7	Promotions: AGRs, Unit Reservists, and IMAs	Commissioned officers: Per Reserve Officer Personnel Management Act	10
8	Special Pay Incentive	1 year per payment	32

NOTES:

1. Members who withdraw or are eliminated from school will be processed for discharge due to their violation of DoDI 1205.21, *Reserve Component Incentive Program Procedures*
2. Do not use any part of the educational or training program period to satisfy any existing RSC.
3. Members serve this RSC after fulfilling all previously existing RSCs.
4. Members who received funds are subject to recoupment.
5. The Reserve Service Commitment will be 3 years for intermediate and senior service schools. One year for Air and Space Basic Course (ASBC) and Squadron Officer School (SOS). Waiverable only by HQ USAF/RE.
6. Members who decline to sign the RSC contract will sign a declination statement (Attachment 7).

1.3. Advising Members of RSCs. Prior to the member accepting a RSC the Reserve AGR Management Office (REAMO), the Military Personnel Flight (MPF) for unit members, or program manager for IMAs, advises members of RSC commitments and documents RSCs (see paragraphs 2.4 for health professions officers).

1.3.1. The RSC Contract - Officer and Enlisted RSC. Formally documents the member's knowledge and acceptance of the RSC. Failure to complete the contract does not relieve the member or the command of the RSC.

1.3.2. The following RSC-incurring events require documentation in addition to the contract:

1.3.2.1. Undergraduate Flying Training (orders).

1.3.2.2. Participating in education or training programs listed in Tables 1.1 and 1.2.

1.4. Enlisted Retainability. Prior to entering a RSC contract, enlisted members who lack the necessary retainability to complete their RSC must obtain the time, if eligible, through reenlistment or extension. When an enlisted member cannot obtain the retainability for an RSC-incurring event, REAMO, the MPF for unit members, and HQ ARPC for IMAs, must notify the selection authority and the member must apply for a waiver of retainability. Unit member's requests for waivers must be processed through the member's chain of command to the NAF/CC

for approval/disapproval. For IMAs the request must go through their program managers to HQ ARPC/XP, who will then forward the request to HQ ARPC/CC for approval/disapproval.

Chapter 2

RESPONSIBILITY AND PROCEDURES

Section 2A—Responsibilities

2.1. HQ USAF/REP. HQ USAF/REP is the office of primary responsibility for policy for the RSC Program, and determines all RSCs.

2.2. HQ AFRC/CV. Through the NAF/Wing/DET Groups/Unit and Military Personnel Flight commanders ensure the following is accomplished:

2.2.1. Initiate Implementation instructions and forward to the field.

2.2.2. Ensure members are counseled on their ensuing commitment.

2.2.3. Ensure members have sufficient retainability to attend RSC incurring events.

2.2.4. Ensure Reserve Service Contracts are properly completed and filed in the UPRG.

2.2.5. Ensure recall procedures are in effect for those who are identified as unsatisfactory participants.

2.2.6. Ensure all PCS (20 weeks or more) orders reflect the RSC associated with the event.

2.2.7. Adjust the RSC date if course graduation date changes or the member does not complete the training.

2.3. HQ ARPC/CC:

2.3.1. Ensures Program Managers (PMs) advise respective members on the ensuing commitment they incur by entry into any of the events in Table 1.1 or 1.2 and member acknowledges same by executing an RSC contract.

2.3.2. Ensures that all PCS for in-residence course orders of 20 weeks or more, reflect the RSC associated with the event.

2.3.3. Ensures the appropriate office files RSC documentation in section III of the UPRG and updates system.

2.3.4. Ensures members are not allowed to proceed to training or education contained in Table 1.1, without a completed RSC contract. If course graduation date changes or the member does not complete the training, HQ ARPC will adjust RSCD in accordance with note 2 of Table 1.1.

2.4. HQ ARPC/SG:

2.4.1. Calculates and updates RSCs for health profession officers IAW Table 1.2, rules 1 through 6.

2.4.2. Ensures health profession member completes RSC contract or other required RSC acknowledgment and maintains a copy and submits the original for filing in the UPRG and system update.

2.4.3. If course graduation date changes or the member does not complete the training, in coordination with REAMO, the MPF (Unit), HQ ARPC (IMAs) will adjust Reserve Service Commitment Date (RSCD).

2.5. HQ AGRs :

2.5.1. REAMO.

2.5.1.1. Ensures all AGR members obtaining RSCs are counseled on their ensuing commitment. Normally AGRs assigned to HQ AFRC or HQ ARPC do not attend a school 20 weeks or more in duration, except resident PME, but in the event that it is required, then REAMO must be notified.

2.5.1.2. Ensures that all PCS (20 weeks or more) orders reflect the RSC associated with the event.

2.5.1.3. Monitors in coordination with servicing personnel offices that members have sufficient retainability to attend the RSC-incurring events.

2.5.1.4. Coordinates with servicing personnel office to ensure members are not allowed to proceed to training or education contained in Table 1.1 without a completed RSC contract.

2.5.1.5. Processes requests for formal RSC reviews (see paragraph 2.10).

2.5.1.6. Forwards RSC documentation to the responsible active duty MPF for filing in section III of the UPRG.

2.5.1.7. Updates MilPDS.

2.5.2. If course graduation date changes or the member does not complete the training, REAMO will adjust RSCD in coordination with servicing personnel office.

2.5.3. Ensures AGR Tour curtailments are processed in accordance with procedures outlined in AFI 36-2132 and that RSCs are maintained following tour curtailments (as applicable).

2.6. Unit members (includes unit AGRs):

2.6.1. Servicing MPF/CC.

2.6.1.1. Ensures members are counseled on the ensuing commitment.

2.6.1.2. Ensures that all PCS (20 weeks or more) orders reflect the RSC associated with the event.

2.6.1.3. Ensures that members have sufficient retainability to attend the RSC-incurring events.

2.6.1.4. Ensures all individuals attending Air Force Training (AFT) have a completed RSC contract on the first day of training.

2.6.1.5. Processes requests for formal RSC reviews (see paragraph 2.10).

2.6.1.6. Ensures RSC documentation is filed in section III of the UPRG and updates system.

2.6.1.7. If course graduation date changes or the member does not complete the training, the MPF will adjust RSCD in accordance with note 2 of Table 1.1.

2.7. Unit Commander (Unit Program): Ensures members who are directed to attend an RSC-incurring event process through the MPF for RSC counseling and completion of the RSC contract.

2.8. IMA Members:

2.8.1. Program Managers:

2.8.1.1. Ensure members are counseled on the ensuing commitment.

2.8.1.2. Ensure that members have sufficient retainability to attend the RSC-incurring events. When a member cannot obtain the retainability for a Reserve Service Commitment incurring event, the program manager must notify the selection authority and the member may apply for a waiver of retainability, see paragraph 1.4. Enlisted members who lack the necessary retainability must obtain it, if eligible, through reenlistment or extension.

2.8.1.3. Ensure that the RSC contract is forwarded back to the office at HQ ARPC that sent the announcement of the event, so that the contract can be filed in the member's UPRG and MilPDS updated.

Section 2B—Procedures

2.9. RSC Waivers. AFRC/CC or designated representative may, in appropriate cases, waive an unfulfilled RSC when applying for separation, reassignment, or retirement from the Selected Reserve (see AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Reserve Members*, AFI 36-2115, *Assignment Within the Reserve Components*, and AFI 36-2132). Members must request a waiver in writing to AFRC/CC through command channels prior to submitting request for separation, reassignment, or retirement. IMAs must process their request through their program manager to HQ ARPC/CC. Intervening command channels have disapproval authority only. Where more than one RSC contract exists, it is important to understand that waiver of RSC is specific to the RSC event that is being considered for waiver. Hence, if an individual is seeking waiver of all commitments, a waiver request must address all existing RSC contracts. The Commander of the Air Force Reserve (or designee) may excuse members from their obligation to serve on Reserve duty for the period specified in their contract when such authority deems release in the best interests of the Air Force.

2.9.1. Members with an RSC may solicit waiver to seek conditional release to another service component.

2.9.1.1. Period of commitment with another service component shall be commensurate with remaining RSC.

2.9.1.2. For the purpose of conditional release to another service component REAMO (AGR), the Wing Commander (Unit reservists), or HQ ARPC/CC (IMAs) will serve as HQ AFRC/CC designee for approval.

2.10. Resolving Administrative RSC issues. It is vital that members and the Air Force Reserve quickly resolve RSC issues surfaced by the member, record reviews, or other means.

2.10.1. HQ AGRs. REAMO makes the final decision on RSC issues.

2.10.1.1. Unit program. The MPF/CC makes the final decision on RSC issues.

2.10.2. IMA program. HQ ARPC/CC makes the final decision on RSC issues.

2.11. Sabbaticals. Religious sabbaticals are not an RSC-incurring event. Religious sabbaticals will necessitate an adjustment to an RSC contract upon return to the participating status. Period of adjustment will be commensurate with the period of the sabbatical. This time will not count toward a member's RSC. Members who are approved for a religious sabbatical will be transferred to the Standby Reserve in accordance with AFI 36-2115. At the end of the obligation ARPC will send a letter to the member, with a courtesy copy to AFRC/RS. At the end of the sabbatical the member will be placed back into the position (or an equitable position in the SELRES) from where they were reassigned. If the member fails to report, the gaining commander/PM will be responsible to start the recall procedures.

2.12. Recall Procedures. When a member with a current RSC fails to satisfactorily participate IAW AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, recall procedures under Title 10 U.S.C., Section 12303 (involuntary recall for up to 45 days) will be initiated.

2.12.1. Unit Recall Procedures.

2.12.1.1. On the occasion of a member's fifth unexcused absence, commander will advise the member in writing (First class and certified mail) of intent to initiate recall procedures once member attains nine or more unexcused absences.

2.12.1.1.1. Commander may demote enlisted member upon accrual of nine or more unexcused absences.

2.12.1.2. Upon accrual of ninth unexcused absence commander will initiate involuntary recall. Package will include:

2.12.1.2.1. Copies of receipt(s) of certified mail with copies of letter of intent to recall.

2.12.1.2.2. Copy of RSC contract.

2.12.1.2.3. Copy of participation record.

2.12.1.2.4. Copy of demotion order (if applicable).

2.12.1.2.5. Copies of evaluation reports (if applicable).

2.12.1.2.6. Copy of recall order (draft).

2.12.1.2.7. Copies of Unfavorable Information File (UIF) (if applicable).

2.12.1.3. Assemble and submit package through the MPF to supporting JAG for legal review.

2.12.1.3.1. Upon legal review and Wing CC concurrence, submit e-mail to AFRC/JA/DP and NAF/CC advising them of recall intent. Do not initiate recall without NAF/CC approval.

2.12.1.3.2. Commander in coordination with MPF will prepare and forward published recall order to member via certified mail.

2.12.1.4. Commanders will ensure recalled members receive appropriate training.

2.12.1.5. When recalled members fail to report, commanders will ensure that members MilPDS record reflect absent without leave (AWOL) status. (take action to update PC III)

2.12.1.6. Commanders may request that the member be discharged.

2.12.2. IMA Recall Procedures.

2.12.2.1. On the occasion of a member being identified as an unsatisfactory participant, as defined in AFMAN 36-8001, HQ ARPC/DPA will advise the member and program manager, by First class and certified mail, of the intent to recall. The member with PM concurrence, may request a review of their FY participation, a formal RSC review, or request a waiver of recall.

2.12.2.1.1. The program manager may recommend discharge.

2.12.2.2. The Promotion Authority, as defined in AFI 36-2502, *Airmen Promotion Program*, may initiate enlisted demotion actions based upon unsatisfactory participation by the member in accordance with AFI 36-2503, *Administrative Demotion of Airmen*.

2.12.2.3. Upon uncontested demonstration and documentation of unsatisfactory participation ARPC/DPA will initiate involuntary recall. The package will include:

2.12.2.3.1. Copies of receipt(s) of certified mail with copies of letter of intent to recall.

2.12.2.3.2. Copy of RSC Contract.

2.12.2.3.3. Copy of participation record.

2.12.2.3.4. Copy of demotion order (if applicable).

2.12.2.3.5. Copies of evaluation reports (if applicable).

2.12.2.3.6. Copy of recall order (draft).

2.12.2.3.7. Copy of UIF (if applicable).

2.12.2.4. HQ ARPC/DPA will assemble and submit to HQ ARPC/JA office for legal review.

2.12.2.5. Upon legal review and concurrence, submit e-mail to HQ USAF/REP and AFRC/JA advising them of recall intent. Do not recall without ARPC/CC approval.

2.12.2.6. PM will be notified of intent to recall. The PM will submit a Web Based Orders Transaction System (WOTS) request for active duty for special work orders. The funds to support the tour will come from the owning command's RPA special tour account.

2.12.2.7. HQ ARPC/FMF will prepare and forward published recall order to member via certified mail.

2.12.2.8. PMs will ensure recalled members receive appropriate training.

2.12.2.9. When recalled members fail to report, commanders will take action to update the military personnel data system to reflect AWOL status.

2.13. RSC Contract. The RSC contract is attachment 2 of this AFRCI.

JAMES E. SHERRARD III, Lt General, USAF
Commander

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

Title 10 U.S.C., Section 653, Minimum service requirement for flight crew positions

Title 10 U.S.C., Section 8013, Secretary of the Air Force

Title 10 U.S.C., Section 2005, Advanced Education Assistance

Title 10, U.S.C., Section 10147, Ready Reserve: training requirements

Title 10, U.S.C., Section 10148, Ready Reserve: failure to satisfactorily perform

Title 10, U.S.C., Section 12303, Ready Reserve: members not participating

Title 10, U.S.C., Section 16201, Financial assistance: health care professionals

Title 10, U.S.C., Section 16203, Penalties and limitations

Title 10, U.S.C., Section 16135, Failure to participate satisfactorily; penalties

Executive Order 9397, 22 November 1943

DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997

DoDD 1322.10, *Policies on Graduate Education for Military Officers*, 31 August 1990

F036 AF PC Q, Personnel Data Systems

F036 AF PC B, Military Personnel Records System

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFI 36-2115, *Assignments Within Reserve Components*

AFI 36-2132, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2911, *Desertion and Unauthorized Absence*

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

ARPC—Air Reserve Personnel Center

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code
AGR—Active Guard/Reserve
AWOL—Absent without leave
ETCA—Education and Training Course Announcement
GDE—Graduate Dental Education
GME—Graduate Medical Education
HYT—High Year Tenure
MPF—Military Personnel Flight
NAF—Numbered Air Force
PM—Program Manager
PME—Professional Military Education
REAMO—Reserve AGR Management Office
RSC—Reserve Service Commitment
RSCD—Reserve Service Commitment Date
RSN—Reason
SELRES—Selected Reserve
WOTS—Web-based Orders Transaction System

Terms

Active Duty—Full-time duty in the active military service of the United States.

Aviation Service Date—The date the member first reports, on competent orders, to the aviation activity that has aircraft in which he/she will receive flight training leading to an aeronautical rating.

Date of Separation (DOS)—Date established by law or policy for the termination of Reserve duty.

Health Professions Officer—Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), and Biomedical Sciences Corps (BSC) officers, and applicants selected for or undergoing training or schooling to qualify them for service in the MC, DC, MSN, NC or BSC.

Initial Qualification—A course of instruction which qualifies any rated officer to be an instructor at a Formal Training Unit (FTU), or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

Rated Service—The time an officer serves in the rated force, from award of an aeronautical rating to separation, promotion to colonel, grounding or retirement.

Requalification Training—Training in an aircraft in which the member has been previously qualified.

Reserve Service Commitment (RSC)—A period of Selected Reserve duty a member must serve before becoming eligible for voluntary separation or retirement.

Reserve Service Commitment Date (RSCD)—The date the RSC expires.

Retainability—Time remaining in the Air Force Selected Reserve.

RSC-Incurring Event—Any event for which a member incurs an RSC.

Sabbatical— A temporary obligation of a member that does not allow participation in the Selected Reserve. The most common example is that of a church or denominational missionary tour requirement. This is usually a period of two years. These members are placed in the Active Standby while they serve their missionary obligation. The member will resume participation immediately following the obligation.

Separation— A general term which includes discharge, retirement or release from reserve duty. DISCHARGE [severing all ties to the military]; RELEASE [leaving one status and going to another as in release from AD to reserve; release from ANG to Reserve; release from Reserve to non-participating] RETIRE [still a mobilization asset up to a specific age/amount of time away]

Attachment 2

CONTRACT FOR AIR FORCE SELECTED RESERVE SERVICE COMMITMENT (RSC)

AUTHORITY: Title 10 U.S.C., Sections 10148, 12303, 2005, 2006. (This form is affected by the Privacy Act of 1974; Title 5 U.S.C., Section 5701, Title 37 U.S.C., Section 404-427, and E.O. 9397)

PURPOSE: The Air Force Reserve Command (AFRC) has mandated the application of a Reserve Service Commitment. The criteria of this RSC is based upon the needs of the Air Force and the completion of the event found in AFRCI 36-2102, and applicable table. By signing this contract, the applicant agrees to remain a satisfactory participant in the Air Force Selected Reserve as indicated by AFMAN 36-8001, and also to all relevant statutory requirements, DoD guidelines, and Air Force, including Air Force Reserve, standards, for the period of time stipulated in this contract.

ROUTINE USE: None.

DISCLOSURE IS VOLUNTARY: However, without this information your acceptance of this voluntary Reserve Service Commitment could not be accomplished. Social Security number is used to make positive identification of applicant.

Contract for Reserve Service Commitment must be signed prior to receiving the training or education affiliated with this specific service commitment, or in concert with the promotion criteria also affiliated with this service commitment.

POINT OF CONTACT: HQ AFRC/DPMB is the office of primary responsibility for Reserve Service Commitment policy contained in AFRCI 36-2102. Unit members may direct questions to HQ AFRC/DPMB at DSN 497-1295; 800-223-1784, extension 71295. IMAs may direct questions to HQ ARPC/XP, DSN 926-6299; 800-525-0102, extension

CONTRACT

I, _____ (print full name), hereby **acknowledge and** agree to satisfactorily serve in the Selected Reserve and fulfill my Reserve Service Commitment IAW AFRCI 36-2102, Table ____, Rule ____ for the following _____(Specific Event). I have been counseled and given the opportunity to read and understand AFRCI 36-2102.

I hereby acknowledge and agree to the following:

1. To serve and satisfactorily participate in the Selected Reserve.
2. To complete a period of ____ consecutive years IAW AFRCI 36-2102 in the Selected Reserves beginning _____, Reserve Service Commitment terminating on _____.

3. To serve my Reserve Service Commitment associated with elimination or withdrawal from education or training described in Table _____ of AFRCI 36-2102, beginning the day immediately following withdrawal or elimination.

4. To maintain Air Force standards, including compliance with the administrative regulations and directives issued by the Department of Defense and the United States Air Force relative to my obligations and participation as a member of the Selected Reserve. Such standards include, but are not limited to, participation and training requirements, and fitness standards.

5. If I fail to comply with such standards, I understand that I may be subject to adverse actions to include: demotion, recall to active service, separation, possibly under other than honorable conditions, and/or recoupment of monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2006.

6. I do not presently have a firm, fixed, or sincere objection by reason of religious training and belief to participation in war in any form or the bearing of firearms. I recognize that acceptance of funds or entering into this contract is inconsistent with such objections and beliefs. I have no present intent to seek release from my reserve commitment on this basis in the future and recognize that my sincerity and motives would be in serious question should I attempt to do so after substantial funds have been expended for my training and/or education.

7. Medical personnel only. Should I become unable to begin the period of reserve participation specified in this contract within ___ days from _____, or become unable to complete my Reserve Service Commitment, I agree to reimburse the United States for the Reserve Service Commitment-incurring event for monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2005. (excludes UPT, UNT...etc.)

8. I will not be relieved of any previously Selected Reserve Service Commitment incurred. My total Reserve Service Commitment incurred through previous training, education, or promotion will be served concurrently, not to exceed the greatest commitment date.

9. I understand that pregnancy, child birth, or custody of minor child, is not an automatic reason for separation. It is Air Force policy that reservists who have incurred reserve obligations, including RSC, for extensive sponsored education and training will not be released from their obligations solely on the basis of pregnancy, childbirth, or custody of a minor child.

10. I understand that a discharge in bankruptcy under Title 11, United States Code, will not release me from my obligation to reimburse the United States as required under the terms of this contract if the final decree of discharge in bankruptcy is issued prior to five years after the last day from the period I have agreed to serve.

11. A sabbatical will necessitate adjustment to RSC.

12. Only the commander of the Air Force Reserve (or designee) may excuse me from my obligation to serve on reserve duty for the period specified in this agreement. Excusal may occur with my consent under the following alternative obligations, as approved by the Commander of the Air Force Reserve:

a. A service obligation in another armed force for a period of time not less than my remaining reserve commitment.

b. An Active Duty service obligation for a period not less than my remaining Reserve Service Commitment.

13. The Commander of the Air Force Reserve (or designee) may excuse me from my obligation to serve on Reserve duty for the period specified in this agreement when such authority deems

release in the best interests of the Air Force. I acknowledge that excusal under this provision does not require my consent.

14. Should any dispute arise over the terms or conditions of this contract, or if I hereafter seek discharge from military service or release from my reserve obligation, I acknowledge, and agree to exhaust my available administrative remedies prior to seeking judicial review. I will remain subject to reserve duty while exhausting administrative remedies.

15. I understand that this is the entire contract between the United States Air Force Reserve and myself. I further acknowledge that there are no oral or other agreements, understandings, or representations affecting the contract or relating to my military service, except as specifically provided herein.

Name of Applicant (type or print)

Signature of Applicant

Applicant's Social Security Number

Date

Attachment 3

PARTICIPATION REQUIREMENTS

DEPARTMENT OF THE AIR FORCE

MEMORANDUM FOR Member

FROM: Unit/CC

SUBJECT: FY 03 Participation Requirements for Members With Reserve Service Commitments (RSCs)

1. You have not scheduled/performed _____ Annual Tour (AT) and/or have **five** Inactive Duty Training (IDT) unexcused absences out of your mandatory requirements. Because you have a reserve service commitment (RSC) you will be subject to recall to active duty for up to 45 days. Per this AFRCI 36-2102 and AFMAN 36-8001, members who have unsatisfactory participation (AT or nine or more unexcused absences) are subject to being recalled for up to 45 days of active duty to fulfill reserve service commitments.
 2. If you believe your records are in error or if you have performed your annual requirements please call us (unit commander or program manager – as applicable) and submit the AF Forms 40A, **Record of Individual Inactive Duty Training**, and/or AF Forms 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, as proof so the points can be updated in the personnel system.
 3. As a reminder, you are required to provide copies of all completed AF Forms 40A and orders (AF Forms 938) to the unit orderly room for inclusion in your Management Folder. All required training for the FY must be completed by <<date>>. Failure to complete required training, where no waiver has been requested or approved, may result in being recalled to 45 days of active duty for failure to participate.
 4. To avoid being recalled and you are not able to complete your annual requirements of AT and 5 IDT periods by <<date>> you must submit a written request to this office for a possible waiver of your annual IDT and AT requirements for this year, **NLT** <<date>>. Your request must contain:
 - a. Your reasons for not completing your participation requirements.
 - b. Why you feel your recall is not in the best interest of the USAF Reserve.
- Each waiver request will be considered on an individual basis. We will notify you of our decision.
5. If you have any questions, please contact this office at either DSN 123-4567, commercial (202) 123-4567 or e-mail yourcc@yourunit.af.mil.

KAREN JOHNSON, COL, USAF
Commander

Attachment 4

INVOLUNTARY RECALL NOTIFICATION

MEMORANDUM FOR Member

FROM: Unit Commander or HQ ARPC/DPA

SUBJECT: Notification of Initiation of Involuntary Recall to Active Duty (45 days) for Non-Participation (9 or more unexcused absences or failure to perform AT)

1. I am recommending you for involuntary recall to active duty in accordance with AFRCI 36-2102. This publication is available for your review at your servicing Military Personnel Flight or Air Force Publications www page: <http://www.hafdash1.hq.af.mil/>. The specific reason for this recommendation is based on your existing reserve service commitment and your unsatisfactory participation (nine or more unexcused absences or failure to complete Annual Training). Documents supporting this involuntary recall action are attached (Atch 1).
2. If approved, this action will result in your involuntary recall to active duty for 45 days. This action may negatively impact various future personnel actions (e.g., your ability to obtain future assignments, promotions and active duty tours). In the interim, you are encouraged to immediately take part in pay or point gaining activities, i.e., unit training assemblies, annual tour, IDTs, man days, etc., pending the approval authority's decision on your involuntary recall.
3. Within 24 hours of receipt of this memorandum, you must complete and return the attached acknowledgement of receipt (Atch 2).
4. You are entitled to submit statements and/or documents, which you desire to be considered in the disposition of your case. These statements or documents must be submitted to this office within 30 days after you receive this memorandum.
5. You should note that failure to acknowledge receipt of this memorandum or failure to submit statements or documents within 30 days after receipt of this memorandum constitutes a waiver of your right to rebut this proposed involuntary recall and will result in your case being processed based on the information available
6. A return envelope (Atch 3) is provided for your convenience.

JONE E. JONES, Colonel, USAF
Unit Commander

1. Supporting Documents
2. Acknowledgement of Receipt
3. Return Envelope

MEMORANDUM FOR Unit Commander or Program Manager

FROM: Member

SUBJECT: Acknowledgement of Notification of Initiation of Involuntary Recall to Active Duty (45 days)

1. I hereby acknowledge receipt of and understanding of your memorandum dated _____ notifying me that action has been initiated for my involuntary recall. I understand that if I do not respond within 30 days after receipt of notification of initiation of involuntary recall action, involuntary recall action will continue on the basis of available information.
2. I do/do not desire to submit rebuttal statements or documents for consideration. Rebuttal statements or documents are/are not attached.

(Printed name and Rank)

(Signature)

Attachment 5**RECALL TO ACTIVE DUTY**

MEMORANDUM FOR Member
ADDRESS
CITY, STATE ZIP

FROM: (Unit Commander or HQ ARPC/DPA)
Address
CITY, STATE ZIP

SUBJECT: Recall to Active Duty (45 days) for Non-Participation

The attached order places you on active duty under the provisions of Title 10 USC 10148 and AFRCI 36-2102. The effective date of duty is _____ and you are to report to _____ no later than 2400 hours on _____. You will serve ____ days on active duty. You will still be obligated to serve the time remaining on your Reserve Service Commitment.

Please keep in mind that should you choose to ignore this order and not report as instructed, you will be placed in AWOL status immediately and after 30 days into desertion status. When placed into desertion status, your name and all pertinent information will be placed into the National Crime Information Center (NCIC) through the FBI. After you are entered into the computer, your name will remain there until you either turn yourself in or you are apprehended.

SUSAN L. DOE, CMSgt, USAF
Chief

Attachment:
AD orders

Attachment 6

SPECIAL ORDER FOR RECALL

DEPARTMENT OF THE AIR FORCE
WASHINGTON D.C. 20330

SPECIAL ORDER - <<Order>>

<<date>>

BY DIRECTION OF THE PRESIDENT, <<rkname>>, <<ssn>>, DOR: , home of record - <<hor>>, place from which ordered to active duty - <<adhor>> is ordered to active duty <<ad>>, (involuntary) according to 10 USC 651 (MSO), 10 USC 10148 and AFRCI 36-2102 for ____ days (DOS: <<dos>>) unless sooner relieved. ADN: **XXX**.

REPORTING DATA: Effective date of duty. You will report NLT ____ hours on <<rnl>>. Travel must begin on effective date. Should the member fail to report, contact HQ AFRC/DPML (DSN 497-xxxx) or ARPC before processing IAW AFRCI 36-2102.

GENERAL INSTRUCTIONS: - <<sec_clear>>. Authority: Assignment Action No. <<AAN>>. PCS ID: **E**. This order cannot be amended to change the place from which ordered to AD after the indicated effective date of duty. Therefore, if it is necessary to change your present location and address on the front of this order, notify unit/cc or HQ ARPC/DPA (as appropriate), immediately to have an amended order sent to your new address.

DEPENDENT DATA: <<depn_data>>

TRANSPORTATION: Travel as directed is necessary in the military service (TDN). Travel from place from which ordered to active duty (AD) to is chargeable to FUND CITE: *** ***** ** ***** ***** **HHG D**. Non-temporary storage and/or shipment of household goods is not authorized. Any days used over authorized travel days are chargeable as leave. Failure to report on RNL date will limit travel reimbursement to the provisions of JFTR 7450.

ADDITIONAL INSTRUCTIONS CONTINUED ON REVERSE

BY ORDER OF THE COMMANDER

JON E DOE, CMSgt, USAF
Title

Distribution
10 - Member
1 - <<unit>>
1 - HQAFRC/DPML Robins AFB GA
31098-1635
1 - HQ ARPC/DPA

<<RK NAME SSAN>> SO <<Order>> <<date>>

ADDITIONAL INSTRUCTION:

1. Submit a travel voucher within 5 workdays after completing travel.
2. In case of illness or injury, which occurs prior to the effective date of duty that could be temporarily or permanently disqualifying you for recall, notify unit, NAF, or program manager or HQ ARPC/DPA as applicable.
3. In the event of war or mobilization proceed as ordered.
4. If upon receipt of these orders, the effective date of duty has expired, contact unit, NAF, or program manager as appropriate immediately for amendments.

Attachment 7**DECLINATION STATEMENT FOR RESERVE SERVICE COMMITMENTS (RSC)**

I, _____, (Name/SSAN) hereby decline to accept the Reserve Service Commitment for _____.

I understand that by signing this declination statement it renders me ineligible to accept/attend the RSC incurring event as indicated in Table 1.1 or Table 1.2.

Signature