

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-3034**



10 JANUARY 2023

Personnel

REMISSION OF INDEBTEDNESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available downloading or ordering on the e-Publishing website at <http://www.e-publishing.af.mil>.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/MRB

Certified by: SAF/MR

Supersedes: AFI36-3034, 5 July 2018

Pages: 13

This Instruction implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*. It provides policy, procedures, and evaluation standards for debt remission. It also delegates authorities, assigns responsibilities, and establishes a Secretary of the Air Force Remissions Board (SAFRB), within the Air Force Review Boards Agency (AFRBA) in accordance with Title 10 United States Code (USC) Section (§) 9837, *Settlement of accounts: remission or cancellation of indebtedness of members*. It provides guidance and procedures for submitting and processing applications for remission of indebtedness to the United States Air Force and United States Space Force. This DAFI applies to uniformed members of the Regular Air Force, United States Space Force, Air Force Reserve, and Air National Guard. In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force and Space Force Remission of Indebtedness. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 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. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC §§ 9013, *Secretary of the Air Force*, and 9837, DoD 7000.14-R, *Financial Management Regulation (FMR)*, Volume 16, *Department of Defense Debt Management*, and AFMAN 65-116V1, *Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF) Procedures*. The applicable SORN F065 AF FMP, *Financial Management Workflow* is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Refer

recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This instruction may not be supplemented.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include addition and revision of terms, deletion of outdated terms, issuance updates, elimination of canceled issuances, and updates of office symbols and references. 1. Overview. The change specifies that the Secretary of the Air Force (SecAF) maintains the responsibilities to remit or cancel any part of the indebtedness of a person to the United States incurred while serving as a member of the Air Force or the Space Force, whether as a regular or a reserve in active status if the SecAF or designee considers such action to be in the best interest of the United States. 2. Guidance. SAFRB will accept, process, and provide initial recommendations on remission applications consistent with this instruction and AFMAN 65-116 V1, through the Travel Pay Processing Ellsworth and Financial Services Offices (FSO). 3. In collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force and Space Force Remission of Indebtedness. 4. This DAFI incorporates clearer guidance on application procedures for a remission. It provides information that introduces that Space Force personnel are eligible for remission actions. And 5. It designates the tiering function of financial service offices.

1. Roles and Responsibilities.

1.1. Secretary of the Air Force (SecAF).

1.1.1. In accordance with 10 USC § 9837, *Settlement of Accounts: Remission or Cancellation of Indebtedness of Members*, the SecAF maintains the responsibility to remit or cancel any part of the indebtedness of a person to the United States incurred while serving as a member of the Air Force or the Space Force, whether as a regular or a reserve in active status if the SecAF or designee considers such action to be in the best interest of the United States.

1.1.2. Department of Defense (DoD) authorization and policy for the Department of the Air Force remission program can be found in DoD 7000.14-R, Vol 16, Chapter 4. The provision also delegates the SecAF maintains the responsibility to implement procedural guidance for remission of debt.

1.1.3. Remission or cancellation of indebtedness is not applicable to Air National Guard or Air Force Reserve personnel performing inactive duty training or active duty for training, except as stated in [paragraph 2.1.1](#).

1.1.4. United States Air Force Academy cadets are eligible for remission of debts incurred for failure to complete their education due to misconduct or request to withdraw.

1.1.5. Air Force Reserve Officer Training Corps students and Health Professional Scholarship Program students who fail to complete their training and are required to repay their debts to the United States Air Force are not eligible to request a remission.

1.2. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). SAF/MR exercises the authority under 10 USC § 9837 on behalf of the SecAF. SAF/MR has further delegated this authority to the Director of the AFRBA.

1.3. Director, AFRBA shall:

1.3.1. Exercise oversight and control over the AFRBA remissions process.

1.3.2. Develop and publish remission policy, procedures, and evaluation standards as approved by SAF/MR.

1.3.3. Establish and manage a SAFRB.

1.3.4. Exercise delegated authority through a board and may further delegate this authority to the Chair of the SAFRB.

1.4. SAFRB. SAFRB shall review remission applications and provide final decisions or recommendations to the Director, AFRBA in accordance with the standards and procedures provided by this instruction.

1.4.1. A SAFRB will be composed of three or more members appointed by the Director, AFRBA with at least one member being a military member. All members of the panel will be voting members.

1.4.2. One of the members will be appointed as board chair and shall be a civilian or military member in the grade of General Schedule (GS)-15 or O-6, permanently assigned to the AFRBA.

1.4.3. The other two members shall be in the grade equivalent of O-5 or O-6 (GS-14 or GS-15) except when the applicant is enlisted, then one member of the board will be enlisted in the grade of E-8 or E-9. When the applicant is a general officer, then at least one member of the board will be either a member of the senior executive service or in the grade of O-7 or above, and in the equivalent or higher grade than the applicant.

1.4.4. When the applicant is a member of one of the reserve components, one voting member shall be a member of the reserve component command or Air National Guard, as necessary.

1.5. Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM) shall:

1.5.1. Accept, process, and provide initial recommendations on remission applications consistent with this instruction and AFMAN 65-116 V1, through Travel Pay Processing Ellsworth and Financial Services Offices (FSO).

1.5.2. Provide a SAFRB collateral (additional duty) board member, upon request by the board chair.

2. Application Procedures.

2.1. **Who May Apply.** Any person who incurred a debt on or after October 7, 2001, while serving on active duty in the Air Force or Space Force may apply for remission of indebtedness to the Department of the Air Force. The debt must be established and any administrative procedures and appeals regarding the existence, validity, or amount of the debt must have been completed prior to application.

2.1.1. In accordance with (IAW) DoD 7000.14-R, Volume 16, Chapter 4, remission/cancellation of indebtedness is not applicable for reserve component personnel performing inactive duty training or active duty for training, except that any member of the Air National Guard (officer or enlisted member) who is charged with liability for government property that is lost, damaged, or destroyed on or after October 1, 1980, may have such liability remitted or canceled canceled in accordance with this instruction.

2.1.2. IAW OSD Personnel and Readiness and OSD Comptroller memorandum dated January 19, 2007, *Remission or Cancellation of Debt Incurred by Members of the U.S. Armed Forces Medically Evacuated from a Combat Zone*, Airmen or Guardians who are medically evacuated from a combat zone due to a battle or non-battle injury or illness, who incurred a debt while within the theater, shall have that debt expeditiously remitted or canceled, unless the debt was caused by the Airman's or Guardian's misconduct. As indicated in [paragraph 1.1.1](#), the terms remission and cancellation are synonymous. Remission of such debt is not automatic; those who want such debts remitted must apply as set forth in this instruction.

2.1.3. Applicants may apply for remission of debt(s) when also eligible for waiver under 10 USC § 2774, *Claims for overpayment of pay and allowances and of travel and transportation allowances*. Denial of a waiver under 10 USC § 2774 does not preclude a member from applying for remission or cancellation of a debt. The process and policy for waivers can be found in DoD Directive 1340.22, *Waiver of Debts Resulting from Erroneous Payments of Pay and Allowances*, DoD Instruction 1340.23, *Waiver Procedures for Debts Resulting from Erroneous Pay and Allowances*, and AFMAN 65-116 V1.

2.2. Where to Apply.

2.2.1. An eligible member with an established debt to the Department of the Air Force, or a Reserve Component member who incurred a debt may request that the debt be remitted or canceled on the basis of hardship, inequity, injustice, or a combination of these through his or her servicing FSO.

2.2.2. Individuals honorably discharged or retired, including former members of the Reserve Component, who incurred a debt on or after October 7, 2001, should contact the nearest FSO. If working with an FSO is not convenient, applicant will contact Travel Pay Processing Ellsworth Remissions Branch, 2700 Doolittle Drive, Ellsworth AFB, SD 57706. While contact with the FSO is optional, contact with the Travel Pay Processing Ellsworth is mandatory in the application process.

2.2.3. Group remission applications or requests may be considered, if:

2.2.3.1. The applicable Major Command (MAJCOM), Field Command (FLDCOM), Headquarters Air Force (HAF) or Office of the Chief of Space Operations (OCSO) functional 2-letter office:

2.2.3.1.1. Determines that five or more individuals have incurred an established debt eligible for remission under the standards noted in [paragraph 3](#)

2.2.3.1.2. Finds that the individuals identified incurred the debt under substantially similar circumstances and have an identical basis for remission; and

2.2.3.1.3. Recommends that remission be granted.

2.2.3.2. A group remission application must be submitted by the applicable MAJCOM/FLDCOM or HAF (including USSF) or (OCSO) functional 2-letter office (for example, AF/A1 could submit a group remission application on behalf of a group of named individuals who were overpaid an aviation bonus). In addition to the facts and circumstances surrounding the debt and the justification for remission, the request must include each individual's name, Social Security Number, amount(s) of his or her respective debt(s), and date(s) of payment(s) or other event, which created the indebtedness.

2.2.3.3. Group remission applications are staffed IAW HAF (including USSF) (OCSO) staffing procedures. No specified form is required. At a minimum, coordination with SAF/FM and an appropriate legal review (SAF/GC and AF/JA) must be accomplished on any group remission application before consideration by SAFRB.

2.3. Hardship and Wounded Warrior Claim Process. The applicant must demonstrate that collection of the debt is unjust, inequitable, and/or would create undue hardship. The standards used to determine hardship, inequity, or injustice are found in [paragraph 3](#) The applicant bears the burden to prove that remission of the debt is in the best interest of the United States. The following supporting documents or information will also be required:

2.3.1. Documentation of monthly expenses for hardship claims. Submitted documentation must be dated within the last 60 days of the accepted remission package. Outdated or incomplete receipts will result in Travel Pay Processing Ellsworth returning the remission claim to the FSO for proper documentation.

2.3.2. Documents required by AFMAN 65-116V1, Table 73.1.

2.3.3. A narrative statement explaining the circumstances surrounding the debt or its collection and how these circumstances demonstrate the debt is unjust, inequitable, or that its collection creates an undue hardship that greatly affects the welfare of the debtor and his or her family members.

2.3.4. Wounded warriors will explain why the debt is due to pay and allowance continuation overpayments, e.g., full fit for duty determination was received late, or delay of commander (or attending physician) in coordinating the fully fit for duty determination caused the entitlements to continue past the proper end date of (month, year). Simply and concisely describe what actually occurred.

2.3.5. Wounded warriors will indicate when they became aware of the debt. Describe what actually occurred. **Note:** procedures described in [paragraph 2.3.4](#) are **ONLY** for

wounded warriors whose debt occurred while in the combat area or after being evacuated from the combat area due to a wound, injury, or illness that was incurred in the line of duty.

2.3.6. Commander endorsement of support or non-support for remission application on the Department of Defense Form 2789, *Waiver/Remission of Indebtedness Application*, Blocks 20-22.

2.3.7. Any other evidence to support the application.

3. Evaluation Standards. A debt may be remitted or canceled upon a finding that the debt creates an injustice, an inequitable situation, or its collection would result in undue hardship, and that remission is in the best interest of the United States. The following principles will be considered in any remission determination.

3.1. There is a presumption that the established debt is valid.

3.2. The following types of indebtedness will not be remitted or canceled:

3.2.1. When an applicant is held liable for damage or loss of property to another government agency or Service.

3.2.2. When debts are due to loss of public funds obtained or converted to the applicant's use through fraud, larceny, embezzlement, or other unlawful means.

3.2.3. When debts are due to fines or forfeitures imposed by court-martial sentence or non-judicial punishment under Article 15 of the Uniform Code of Military Justice (UCMJ).

3.2.4. When the applicant has received less than an Honorable Discharge at the time of separation, *i.e.*, discharged with an entry level separation, under honorable conditions (general) discharge, under other than honorable conditions discharge, bad conduct discharge, dishonorable discharge, or dismissal.

3.2.5. When the debt is based upon taxes owed.

3.2.6. When the debt is incurred as a result of recoupment of Voluntary Separation Pay, Separation Bonus, or Advance Pay.

3.2.7. When the amount is \$150 or less and the request is based on hardship only.

3.2.8. When three years or more have passed from the date an applicant was notified of a debt, but this three-year time period may be waived in the interest of justice.

3.3. General Factors to Consider in Remission Deliberations:

3.3.1. Department of the Air Force policy or practice in the area of indebtedness;

3.3.2. An applicant's awareness of, and experience with, the applicable policy and procedures;

3.3.3. The applicant's role in the accrual of the debt (e.g., was the debt incurred due to the applicant's action or inaction, did the applicant know of the debt, should he or she have known of the debt, and what was done or should have been done to mitigate the debt);

3.3.4. Documentation of support by either the applicant's supervisor or first sergeant.

3.4. Factors Pertaining to Equity and/or Injustice (These Are Not Exclusive):

3.4.1. Good faith on the part of the applicant and candor in the application;

- 3.4.2. Member's reasonable detrimental reliance on erroneous information provided by the Department of the Air Force;
- 3.4.3. Member inquired of a proper authority and was told that the payment was correct;
- 3.4.4. Evidence that applicant did not know, or could not have known, of the error; and
- 3.4.5. The nature and circumstances surrounding any government error, its efforts to inform those impacted, and its responsiveness.

3.5. Factors Pertaining to Hardship (These Are Not Exclusive):

- 3.5.1. An applicant's monthly income and expenses (provided by applicant);
- 3.5.2. Additional income or assets (for example, spouse's salary, savings accounts, bonds, and applicant's off-duty employment) (provided by applicant);
- 3.5.3. Description of applicant's other financial obligations;
- 3.5.4. The applicant's DoD or Internal Revenue Service (IRS) qualified dependents (number and age of family members, special needs, living apart from family members because of military orders, etc.);
- 3.5.5. Any substantial financial obligations regarding extended family, or others to whom the applicant may be obligated;
- 3.5.6. Impact on applicant's standard of living (justified by the applicant) (Expenses caused by living standards that exceed income or by mishandling of funds are **not** a basis for a hardship);
- 3.5.7. Impact on applicant's ability to meet his/her other reasonable obligations;
- 3.5.8. Living in a high-cost area; and
- 3.5.9. Any other cause of stated hardship not covered above.

4. Application Processing.

4.1. **The Applicant.** It is the applicant's responsibility to dispute the underlying debt. The applicant must first present the dispute to the FSO or the applicable agency for action/review. If the applicant continues to dispute the validity of the underlying debt, the applicant's assertions as well as any response, reasoning, or explanation by the FSO or the applicable agency shall be included in the application submitted to the SAFRB.

4.2. **The FSO:** reviews the application, determines whether the applicant has previously applied for a waiver of the debt, ensures the application is complete with regard to equity or injustice and all required documentation is present, and provides a recommendation based upon the evaluation standards above. The FSO forwards the complete remission application package to Travel Pay Processing Ellsworth after it has been reviewed and signed by the comptroller or superintendent. When the applicant submits documentation to support an additional claim of hardship, the Financial Services Officer will determine whether the amounts provided by the applicant are reasonable for the applicant's locale and explain any concerns with the amounts reported. If the Financial Services Officer has concerns about the reasonableness of the amounts reported, he or she will indicate whether the applicant was advised to consider amounts that appeared excessively high or low and indicate whether the applicant was asked

to submit supporting documentation to validate the unusual amounts claimed. Additionally, the Financial Services Officer will indicate his or her opinion whether hardship is an appropriate consideration in the member's application. The Comptroller or superintendent signature is not further delegable.

4.3. **Travel Pay Processing Ellsworth:** reviews the application package (to include the FSO recommendation), ensures all required documentation is present and provides a recommendation. All information Travel Pay Processing Ellsworth considered in their review and advisory will be placed in the application package to be forwarded to the SAFRB. This includes any correspondence with the applicant, as well as with the FSO, a copy of the Case Management System case, and Travel Pay Processing Ellsworth recommendations.

4.4. **The SAFRB:** (see [paragraph 1.4](#)) reviews the application package and issues a final decision or forwards a recommendation to the Director, AFRBA for final action as required by paragraphs [4.5.2.2.1](#), [4.5.2.2.2](#), [4.5.2.2.3](#) and [4.5.2.2.4](#) SAFRB may return any case to Travel Pay Processing Ellsworth without action, if it is determined that more information is needed for a board decision.

4.5. **SAFRB shall review the application package.**

4.5.1. Deliberation.

4.5.1.1. SAFRB proceedings are not open to the public. SAFRB does not permit personal appearances by, or on behalf of, the applicant. SAFRB considers only written material.

4.5.1.2. SAFRB decides cases based on the evidence in the record submitted by the applicant, any additional information that is part of the applicant's official military record, applicant responses, and recommendations provided through FSO and Travel Pay Processing Ellsworth review.

4.5.1.3. The board may call for additional evidence or advisory opinions as determined by the board chair. If the chair determines supplemental information or an advisory opinion that is not a part of the applicant's official Air Force record is appropriate and relevant for board consideration, this advisory opinion and/or supplemental information will be provided by SAFRB. The applicant will have 30 calendar days to comment. The advisory opinion and/or supplemental information, along with applicant comments, if provided, will be routed through the servicing FSO and Travel Pay Processing Ellsworth to allow amending their original recommendations, based on new information.

4.5.2. Decision.

4.5.2.1. SAFRB shall act through a majority vote of a board's members. SAFRB may decide to deny a request for remission or approve it in whole or in part. Any decision on remission shall not be impacted by amounts already paid by the applicant (for example, the board may remit the entire debt amount, to include portions already collected). The board's decision or recommendation shall be recorded on a vote sheet that reflects the vote of each board member. All decisions of the SAFRB or applicable approving authority (SAF/MR or Director, AFRBA) shall be issued in the form of a written memorandum, detailing the findings, conclusions, rationale, and

recommendations and/or actions of the board, and signed by the board chair or applicable approving authority. A dissenting member may submit an opinion. Decisions of the SAFRB shall be final, unless approval by the Director, AFRBA is required. Where such approval is required, SAFRB decisions shall be preliminary and constitute recommendations to the Director. In such cases, the SAFRB shall refer the record of proceedings, including their recommendations, to the Director.

4.5.2.2. The following circumstances require final action by the AFRBA Director:

4.5.2.2.1. When a decision is not unanimously agreed to by the board;

4.5.2.2.2. Individual remission cases where the applicant's cumulative debt to be remitted exceeds \$50,000;

4.5.2.2.3. Group remission applications received and processed in accordance with [paragraph 2.2.3](#), where any individual applicant's cumulative debt to be remitted exceeds \$50,000; or

4.5.2.2.4. Any matter identified as being of high sensitivity or having the potential for significant Congressional or public interest. SAF/MRB will report such cases to SAF/MR, in writing, in advance of any decisions to allow SAF/MR or the SecAF to withdraw delegated authority, prior to final action on the matter.

4.5.3. **Other Recommendations.** SAFRB may identify DoD or DAF policies, instructions, guidance or practices that are leading, or likely to lead, to unsound business decisions, unfair results, waste of government funds or public criticism. The board will forward such observations directly to the Director, AFRBA, for subsequent forwarding and consideration by the appropriate offices of the Secretariat and/or Air Staff for review and evaluation. Such observations will not be included in the memorandum of decision or in the record of proceedings.

4.6. **Record of Proceedings.** The record of proceedings shall be prepared by SAFRB staff and include: (1) the full application package submitted by Travel Pay Processing Ellsworth; (2) any supplemental evidence, advisory opinions, and corresponding responses from the applicant; (3) the written findings, conclusions, rationale, and recommendations and/or actions of the board and/or the Director, AFRBA, including any dissenting opinions; and (4) any other information necessary to show a true and complete history of the proceedings.

4.7. **Exhausting Administrative Rights.** Applications for remission of indebtedness shall not be sent to the Air Force Board for the Correction of Military Records (AFBCMR) prior to requesting remission and exhausting the administrative rights within this instruction.

5. Publication. Remission decisions will be posted on the Air Force Electronic Reading Room (<http://boards.law.af.mil/>) per 5 USC § 552(a) (2), *Public information; agency rules, opinions, orders, records, and proceedings (referred to as the "Freedom of Information Act")*. Public posting of remission decisions should be in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*, and DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*.

6. Appeal. Appeals must be made within 30 days of receiving the final agency decision. Appeal applications must be made through the servicing FSO. If new or additional information is available, the applicant should submit it with the appeal. The appeal should address the decision

being appealed and state why the remission should be granted. Appeals shall be processed as follows:

6.1. The Applicant's Servicing FSO. The applicant's servicing FSO should verify the applicant's submission and provide a recommendation to Travel Pay Processing Ellsworth concerning whether overturning the previous decision is justified. The FSO should forward the applicant's submission and its recommendation to Travel Pay Processing Ellsworth.

6.2. Travel Pay Processing Ellsworth. Travel Pay Processing Ellsworth should review the submission and provide a recommendation to AFRBA. Travel Pay Processing Ellsworth should forward the applicant's submission, the FSO recommendation, and Travel Pay Processing Ellsworth recommendation to AFRBA for appellate review.

6.3. AFRBA. AFRBA reviews the package for completeness and provides the appeal request, Travel Pay Processing Ellsworth and FSO recommendations, and the original record or proceeding to the proper appellate authority, for final action.

6.3.1. Where the final decision was issued directly by the SAFRB, the appellate authority shall be the Director, AFRBA.

6.3.2. Where the final decision was issued directly by the Director, AFRBA, the appellate authority shall be the Principal Deputy Assistant Secretary for Manpower and Reserve Affairs (SAF/MR (PDAS)).

6.3.3. Any decision made by SAF/MR or SecAF as applicable, is final.

6.4. Where an applicant bypasses. Where an applicant bypasses this appeal procedure by filing an application to the AFBCMR before this appeal procedure is exhausted, the AFBCMR application may be returned to the applicant.

7. Notice of All Decisions. SAFRB staff will ensure the applicant is informed in writing of the decision on the application or appeal, the rationale for the decision, and appeal rights/procedures, if applicable. SAFRB notice of decisions will be routed through Travel Pay Processing Ellsworth, which will, in turn, forward the decision memorandum to the FSO for applicant notification.

8. Exceptions to Policy. Requests for exceptions to policy for this instruction will be routed to SAF/MR for consideration.

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

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

5 USC § 552, *Public information; agency rules, opinions, orders, records, and proceedings*

10 USC § 2774, *Claims for overpayment of pay and allowances and of travel and transportation allowances*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 9837, *Settlement of accounts: remission or cancellation of indebtedness of members*

DoDD 1340.22, *Waiver of Debts Resulting from Erroneous Payments of Pay and Allowances*, 8 January 2005

DoDI 1340.23, *Waiver Procedures for Debts Resulting from Erroneous Pay and Allowances*, 14 February 2006

DoD 7000.14-R, *Financial Management Regulation*, Volume 16, November 2021

DoD 7000.14-R, Volume 16, Chapter 4, *Hearings, Informal Disputes, Waivers, and Remissions of Debt Owed By Individuals*, May 2021

DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

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

AFPD 36-30, *Military Entitlements*, 11 April 2019

AFMAN 65-116 V1, *Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF) Procedures*, 23 October 2019

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

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

OSD Personnel and Readiness and Comptroller Memorandum, *Remission or Cancellation of Debt Incurred by Members of the U.S. Armed Forces Medically Evacuated from a Combat Zone*, 19 January 2007

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2789, *Waiver/Remission of Indebtedness Application*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFBCMR—Air Force Board for Correction of Military Records

AFRBA—Air Force Review Boards Agency

DJMS-AC—Defense Joint Military Pay System-Active Component

DoD—Department of Defense

FLDCOM—Field Command

FSO—Financial Services Office

GS—General Schedule

HAF—Headquarters Air Force

IAW—In Accordance With

IRS—United States Internal Revenue Service

MAJCOM—Major Command

OPR—Office of Primary Responsibility

OCSO—Office of the Chief of Space Operations

SAFRB—Secretary of the Air Force Remissions Board

SecAF—Secretary of the Air Force

USC—United States Code

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

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

AF/JA—Office of The Judge Advocate General

AF/RE—Chief of the Air Force Reserve

NGB/CF—Director of the Air National Guard

SAF/FM—Assistant Secretary of the Air Force for Financial Management and Comptroller

SAF/GC—The General Counsel of the Department of the Air Force

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

SAF/MR PDAS—Principal Deputy Assistant Secretary for Manpower and Reserve Affairs

SAF/MRB—Director, Air Force Review Boards Agency

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

Terms

United States Space Force—The United States Space Force (USSF) is the space service branch of the US Armed Forces, one of the eight US uniformed services, and the world's only independent space force. Along with its sister branch, the US Air Force, the Space Force is part of the Department of the Air Force, one of the three civilian-led military departments within the Department of Defense.

Travel Pay Processing Ellsworth—Reviews the application package (to include the FSO recommendation), ensures all required documentation is present and provides a recommendation.