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MEMORANDUM FOR DISTRIBUTION C
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FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Space Force Memorandum for Implementation of Guardians on Sustained Duty and
Not on Sustained Duty in the United States Space Force

By Order of the Secretary of the Air Force (SecAF), this Guidance Memorandum (GM) implements Department of the Air Force Policy Directive (DAFPD) 36-20, Recruiting Programs and Accession of Military Personnel; DAFPD 36-21, Utilization and Classification of Military Personnel; DAFPD 36-24, Military Evaluations; DAFPD 36-25, Military Promotions and Demotions; DAFPD 36-26, Total Force Development and Management; DAFPD 36-29, Military Standards; DAFPD 36-30, Military Entitlements; DAFPD 36-32, Military Retirements and Separations; and DAFPD 38-1, Manpower and Organization.

It establishes guidance for Guardians who are in a Space Force active status (SFAS) and serving either on sustained duty or not on sustained duty ("non-sustained") in the United States Space Force (USSF) as part of a Space Force without Component. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force, Space Force, and/or Department of the Air Force (DAF) publications, the information herein prevails, in accordance with (IAW) Department of the Air Force Instruction (DAFI) 90-160, Publications and Forms Management and Department of the Air Force Manual (DAFMAN) 90-161, Publishing Processes and Procedures. Space Force personnel shall adhere to and comply with applicable federal law or other relevant legal authorities.

This guidance is applicable to all uniformed Guardians who are in SFAS. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed of IAW the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Recommendation for change of publication; route DAF Form 847, Recommendation for Change of Publication, from the field through the appropriate functional chain of command. There are no releasability restrictions for this publication. The authorities to waive wing, unit, or delta-level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN 90-161 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 SPFGM OPR for non-tiered compliance items, as applicable.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of an interim change or rewrite of any affected publication, whichever is earlier.

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Performing the Duties of Assistant Secretary of the Air Force
for Manpower and Reserve Affairs

Attachments:

1. Bridging Solutions Guidance for Implementing Codified Space Force Military Personnel Authorities
2. Space Force Equivalency Table
3. Glossary of References and Supporting Information
4. Definitions of PMA Terms

Attachment 1

Bridging Solutions Guidance for Implementing Codified Space Force Military Personnel Authorities

The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2024 (Public Law 118-31) included the Space Force Personnel Management Act (PMA) and codified new military personnel authorities in Subtitle F of Title 10. Section 514 of the NDAA for FY2025 (Public Law 118-59) directed the transfer of the covered space functions of the Air National Guard to the Space Force. While the FY24 NDAA authorized a transition period until 30 September 2028 and the FY25 NDAA established a transition period until 30 September 2033, to fully implement the new authorities in Subtitle F and complete the transfer of volunteers from the AFR and ANG, the Space Force requires comprehensive “bridging solutions”, referred to as the “bridging period” in this document, to enable a phased integration plan no later than Calendar Year (CY) 2026. The bridging period will be leveraged to the fullest extent possible within the earliest feasible timeframe to support phased integration and timely implementation of Subtitle F authorities. These “bridging solutions” will remain in place from initial implementation until new policies, processes, and systems are in place to support the full implementation to the new authorities in Subtitle F and the PMA. “Bridging solutions” will require annual review to ensure comprehensive guidance as new policy, processes, and systems are implemented. Space Force personnel policies, processes, and systems are interdependent lines of efforts requiring transition strategies that acknowledge and account for these interdependencies.

Attachment 2

Space Force Equivalency Table

1. Signed SecAF Memorandum, *DAF Implementation of the Space Force Personnel System*, dated 17 January 2025, includes the Space Force Equivalency Table (paragraph 2) and Table 1, *Space Force Duty Status Conversion*.

2. **Space Force Equivalency Table.** All references to members of the Armed Forces in DAF issuances, forms and similar documents shall apply to the Space Force in the manner reflected in Table 1. They have been updated to specifically reflect the Space Force military personnel system established in Subtitle F. The Table below establishes how specific Space Force military personnel terms are codified in Subtitle F are equivalent to existing terms. When applying for a DAF issuance, form or similar document to members of the Space Force who are managed under the new military personnel management system established IAW Subtitle F, replace the existing term with the equivalent Space Force term.

Table 1. Space Force Duty Status Conversion.

Regular/Active Component or Reserve Component	Equivalent Placement in a Space Force Duty Status
active duty	sustained duty in the Space Force, and active duty performed as a member of the Space Force Active Status not on sustained duty (SFAS-NSD)
inactive duty	inactive duty of SFAS-NSD (10 USC § 20101(1)).
Regular Component	Space Force Active Status on sustained duty (SFAS-SD)
Active Component	<i>See Regular Component</i>
Reserve Component	SFAS-NSD (to include active duty by a member of the Space Force Active Status not on sustained duty), Space Force Active Status Individual Ready Guardian (SFAS-IRG), Space Force Inactive Status (SFIS), and Space Force Retired Status (SFRS) excluding SFRS on a regular retired list
active status (of the Reserve Component)	SFAS-NSD, SFAS-IRG
inactive status (of the Reserve Component)	SFIS, SFRS excluding SFRS on a regular retired list
Ready Reserve	SFAS-NSD, SFAS-IRG, and members in an SFIS designated by SecAF IAW DAF policy
Selected Reserve	SFAS-NSD
Individual Ready Reserve	SFAS-IRG and members in an SFIS designated by SecAF IAW DAF policy
Standby Reserve	Members in an SFIS designated by SecAF IAW DAF policy
Regular Retired list	SFRS on a regular retired list
Retired Reserve	SFRS on non-regular retirement (receiving retired pay) and non-regular retirement eligible (awaiting retired pay)
active service (of the Reserve Component)	active duty performed as a member of the SFAS-NSD, SFAS-IRG, and SFRS excluding Regular Retired list
Individual Mobilization Augmentee	SFAS-NSD
Drilling Reserve	<i>No equivalency</i>
AGR	<i>No equivalency</i>
Air Force	Air Force and Space Force
Air Force Reserve	Air Force Reserve and Reserve Component (specified above)

Chapter 1: Applicability.

1.1. This GM provides manpower and personnel guidance, assigns responsibilities, and prescribes procedures for managing Guardians in a SFAS who are either on SFAS-SD or SFAS-NSD. Questions regarding the guidance herein may be addressed to the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), Office of the Chief of Space Operations (CSO), Deputy Chief of Space Operations for Personnel (SF/S1), Chief of Air Force Reserve (AF/RE), or Director of the Air National Guard (NGB/CF).

1.2. All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate. For example, references to Airmen apply to Guardians. References to major commands (MAJCOMs) or numbered Air Forces (NAFs) apply to field commands (FLDCOMs). References to wings apply to deltas. Air Staff roles and responsibilities (e.g., AF/A1, etc.) may also apply to the equivalent Office of the CSO (Space Staff) position or office (e.g., SF/S1, etc.), as deemed appropriate.

1.3. For the purposes of this GM, Guardians in full-time (FT) work roles will be referred to as being on SFAS-SD and Guardians in part-time (PT) work roles as being on SFAS-NSD to ensure consistency when discussing duty roles.

Chapter 2: Manpower and Requirements Determination.

2.1. Policy and Guidance.

2.1.1. IAW AFI 38-101, *Manpower and Organization*, Space Force, Directorate of Manpower, Organization and Resources (SF/S1M) will:

2.1.1.1. Develop policy for approval and supervise the execution of USSF manpower programs.

2.1.1.2. Create risk-informed models designed to balance the effective and efficient use of a sustained and non-sustained workforce resources in the accomplishment of USSF missions.

2.1.1.3. Document SFAS-SD and SFAS-NSD workforce billets in the Manpower and Programming Execution System.

2.1.1.4. Oversee the programming and execution of manpower funding associated with sustained and non-sustained manpower.

2.1.1.5. Provide organizational analysis and design for units with sustained and non-sustained workforces.

2.1.1.6. Provide SFAS-SD and SFAS-NSD approved programmed requirements by grade and FYDP to SF/S1P to derive monthly/annual military strength reports and monthly/annual strength profiles.

Chapter 3: Developmental Opportunities.

3.1. DAFI 36-2685, *Total Force Enlisted Developmental Education* and DAFI 36-2686, *Officer Development*, are applicable to all enlisted and officer Guardians, respectively.

3.2. Developmental Opportunities under the PMA.

3.2.1. All Guardians, regardless of work role, are eligible for and encouraged to apply to any developmental opportunities currently available; members on SFAS-NSD will utilize the same developmental opportunities and training as members on SFAS-SD and there will not be specific opportunities directed to members on SFAS-NSD.

3.2.2. A member on SFAS-NSD is not excluded from any opportunity; however, a member may be required to transition to sustained duty to complete certain courses and should refer to DAFI 36-2685 and DAFI 36-2686 and coordinate with the Directorate of Force Development (SF/S1D) office.

3.2.3. If a member on SFAS-NSD chooses to participate in an in-residence developmental opportunity that incurs a service commitment, the member must be transitioned SFAS-SD to complete that opportunity and perform their outplacement if the service commitment must be completed in active duty (AD) per statute or policy indicated in DAFMAN 36-2139, *Active Duty Service Commitments and Reserve Service Commitments*.

3.2.4. Members on SFAS-NSD are not required to transition to SFAS-SD to complete distance learning opportunities that do not incur a service commitment. Members will coordinate with SF/S1D per DAFI 36-2685 and DAFI 36-2686.

3.2.5. Instructions for developmental education (DE) opportunities will specify what work role is associated with participation.

3.2.6. Guardians in a SFAS should refer to the career paths from SF/S1D to visualize what their career could look like in their specific instances.

3.2.7. IAW Officer Training Course (OTC) Attendance policy, officers that move from a part time to a full-time work role, who are already qualified in their Space Force Specialty Code (SFSC) / Air Force Specialty Code (AFSC) are not required to attend OTC.

3.2.8. IAW career field education and training plans (CFETPs), specialty requirements and Career Field Manager (CFM) direction, enlisted members that move from a part time to a full-time work role, who are already qualified in their SFSC/AFSC are not required to attend Initial Skills Training (IST) or tech school equivalent. For enlisted members that require IST or tech school equivalent, their CFM will direct the SFSC fulfillment requirements.

3.3. Transfer Timelines in Relation to Developmental Education.

3.3.1. All inquiries on quotas and resourcing relating to USSF enlisted professional development opportunities for transferring members will be managed through SF/S1D per direction in DAFI 36-2685 on a case-by-case basis.

3.3.2. All inquiries on quotas and resourcing relating to USSF officer professional development opportunities for transferring members will be managed through SF/S1D per direction in DAFI 36-2686 on a case-by-case basis.

3.3.3. If an ARC member is actively enrolled in an in-residence DE program at the time of transfer, the member may not transfer to the USSF and continue the course utilizing an ARC quota/seat; USSF does not have the resourcing to support additional Student Man Years (SMY). Members have the following options:

3.3.3.1. Complete the DE course as an ARC member and delay transfer until after course completion.

3.3.3.2. Disenroll from the course, transfer to the USSF, and re-compete for a USSF DE quota/seat.

3.3.4. If an ARC member is selected for an in-residence DE program prior to transfer but has not begun the course, the member typically may not transfer the quota to the USSF; USSF does not have the resourcing to support additional SMY. Members have the following options:

3.3.4.1. Delay transfer, attend the course as an ARC member on the ARC quota, and transfer to USSF upon course completion.

3.3.4.2. Decline attendance and give up quota/seat, transfer to the USSF at planned time, and re-compete for a USSF DE quota/seat.

3.3.5. If an ARC member is enrolled in or has been selected for a distance learning (non-residence) DE program prior to transfer to the USSF, the member may continue in the course and transfer to USSF. All DAF personnel will be tracked in the Military Personnel Data System by Air University and the member does not need to disenroll to transfer.

3.3.6. Courses with a commitment of resources attached (SMY, TDY funding for in-residence portions, etc.), the same rules apply as in-residence courses (paragraphs 3.3.3 and 3.3.4).

3.4. Service Commitments Incurred Through DE.

3.4.1. If an ARC member transferring to the USSF is currently serving or will be serving a service commitment incurred from participation in DE, that service commitment will be served concurrently with the service commitment incurred from transfer to SFAS IAW with Table 7.2.

Chapter 4: Status and Participation.

4.1. DAFMAN 36-2136, *Reserve Personnel Participation*, is applicable to all Guardians on SFAS-NSD.

4.2. Satisfactory Participation. Satisfactory participation pertains to Guardians on SFAS-NSD, similar to members of the Selected Reserve, and their responsibility to fulfill directed levels of training and meet statutory training requirements (i.e., annual training and inactive duty training) as identified in Title 10 United States Code (USC) Section 20101, *Members in Space Force active status: amount of annual training or active duty service required* and further defined in DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components* and DoDI 1235.11, *Management of Individual Mobilization Augmentees*.

4.2.1. Each Guardian on SFAS-NSD must ensure that all general requirements and category requirements in DAFMAN 36-2136, Table 1.1 are met. **(T-0)**

4.2.2. Guardians on SFAS-NSD will be managed similar to Individual Mobilization Augmentees (IMAs) with minimum requirements (i.e., equivalent to 36 days): 48 Inactive Duty for Training (IDT) periods and 12 Annual Training days

Chapter 5: Fitness and Body Composition.

5.1. DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, is applicable to all Guardians.

5.2. Uniformed Guardians may voluntarily enroll in the Holistic Health Approach's (HHA) Continuous Fitness Assessment (CFA) study during open enrollment; participants must meet study requirements to remain in CFA. Guardians not enrolled in the CFA study take the Physical Fitness Assessment (PFA) and must adhere to the standards outlined in DAFMAN 36-2905. Guardians who voluntarily enroll in CFA during any open session must have a current and passing PFA before onboarding.

5.2.1. The United States Space Force will establish a physical fitness and body composition policy that will supersede Air Force policy once published. Space Force Manual 36-2905, *Human Performance and Readiness*, will establish a physical fitness and body composition program for the service. The associated policy is forthcoming.

5.3. All SFAS Guardians, regardless of work role, may access and use the Guardian Resilience Team (GRT). GRTs operationalize HHA and are permanent multidisciplinary subject matter experts embedded where Guardians work.

Chapter 6: Assignments.

6.1. DAFI 36-2110, *Total Force Assignments*, is applicable to all Guardians.

6.1.1. All references to Headquarters Readiness and Integration Organization apply to the Enterprise Talent Management Office (SF/S1/ETM), referred to as ETMO in this document, for Guardians on SFAS-NSD in ranks O-5 and below and E-7 and below and apply to the Space Force Senior Leader Management Directorate (SF/S1L) for Guardians on SFAS-NSD in ranks

O-6 and above, and E-8 and E-9.

6.2. ETMO will be responsible for administering the assignment program for Guardians on SFAS-NSD in ranks O-5 and below and E-7 and below.

6.3. SF/S1L will be responsible for administering the assignment program for Guardians on SFAS-NSD in ranks O-6 and above, and E-8 and E-9.

6.4. Minimum Time in Assignment. Guardians assigned to a PT work role are required to serve a minimum of 12 months in their current role and fulfill all minimum participation requirements before they are permitted to “opt in” for a FT work role, PT work role, or to request transfer to SFIS. **(T-1)** Reapplication timelines are further governed by rank-specific guidelines outlined below.

6.4.1. Guardians in ranks O-5 and below and E-6 and below will compete for future assignments via the Guardian Assignment Timeline (GAT) process.

6.4.1.1. GAT cycles are conducted annually for applications, with a separate mandatory assignment process occurring every 36 months.

6.4.2. E-7s will meet the E-7 Talent Management Board.

6.4.3. Guardians in ranks of O-6 and above, and E-8 and E-9 will receive assignments through USSF Senior Leader Management Office processes.

6.5. Upon accepting a PT assignment, the newly assigned Guardian will sign a statement of understanding (SOU) detailing the terms of their continued service.

6.5.1. There may be PT work roles that require a Guardian to participate above the minimum annual requirement. Guardians accepting such work roles must agree to participate at a higher rate and have that agreement documented in the SOU.

6.5.2. Units considering participation beyond the minimum requirement(s), must actively budget for additional funding, travel, and lodging.

6.5.3. Enlisted Guardians accepting new assignments between either SFAS-SD or SFAS-NSD will require retainability for the new position IAW DAFI 36-2606, *Reenlistments and Extensions of Enlistments*.

Chapter 7: Service Commitments.

7.1. DAFMAN 36-2139, *Active Duty Service Commitments and Reserve Service Commitments*, is applicable to all Guardians.

7.2. **Sustained Duty Service Commitment (SDSC):** Requires participation on SFAS-SD IAW statute or applicable policy. Guardians are not eligible for a PT assignment until this commitment is complete.

7.3. **Non-Sustained Duty Service Commitment (NSDSC):** Requires participation for a specified amount of time but can be fulfilled by either SFAS-SD or SFAS-NSD (or a combination of both).

7.4. For service commitment comparison table, refer to Table 7.1.

7.4.1. Transfers from ARC during PMA implementation period will incur a 2-year SDSC for transfer into a full-time work role or 3-year NSDSC for transfer into a part-time work role.

7.5. The DAF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement* will be utilized to document SDSCs. The DAF Form 64, *Reserve Service Commitment (RSC) Acknowledgement/Declination* will be used to document NSDSC.

7.5.1. A DAF Form 63 for SDSCs require a Guardian to complete the service commitment in sustained duty. A DAF Form 64 for NSDSCs allow a Guardian to transfer between sustained and non-sustained duty.

7.6. Transfer of Service Commitments to Space Force Duty Service Commitments (SFDSC): All transferees from other components or services to the USSF will incur a service commitment. Any existing Active Duty Service Commitments (ADSC) or Reserve Service Commitments (RSC) transferred along with a member will be converted into an SDSC or NSDSC as required and will continue to run concurrently with any service commitment incurred as a result of the transfer (see Table 7.2).

Table 7.1. Service Commitment Comparison Table.

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
1	Extended Active Duty (EAD) from a service academy (10 USC § 9348)	5 years. (T-0)	N/A	5 Year SDSC	§9348 upon graduation from the Academy the cadet will serve on active duty for at least 5 years immediately after such appointment.
2	EAD from Air Force ROTC	4 years. (T-1)	4 years, plus one mo. for each additional mo. of scholarship benefits beyond 4 years	4 Year SDSC	DAFMAN 36-2032 if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment of four years (three years for chaplains, six years for rated officers) before I will be eligible for separation or release from active duty
3	EAD for all other commissioning sources (see Table A2.2 for Medical)	4 years for LAF and Space Force officers. (T-1)	4 years, plus one mo. for each additional mo. of scholarship benefits beyond 4 years	4 Year SDSC	DAFMAN 36-2032 Upon graduation from OTS, I will be discharged from enlisted status and accept a commission as a regular officer in the USAF in the grade of second lieutenant and be assigned to my officer Air Force specialty code. My minimum active duty service commitment

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
					will be 4 years from the date of appointment as a regular officer
4	EAD for recall to active duty	Equal to DOS on EAD orders. (T-1)	N/A	SDSC Equal to DOS on EAD Orders	
5	Direct Accession (i.e., the accession of a member in a professional discipline prior to OTS), Warrant Officers, Min Term of Service, Constructive Credit	3 years. (T-1)	N/A	3 Year SDSC	
6	PCS (CONUS to CONUS) (DoDI 1315.18, Procedures f/Mil Personnel Assignments, DAFI 36-2110)	2 years. (T-0)	N/A	2 Year SDSC (PCS to sustained duty)	DoDI 1315.18-: 2 years retainability is required after arrival at the gaining installation
7	PCS (Overseas to CONUS) (DoDI 1315.18 and DAFI 36-2110)	1 year. (T-1)	N/A	1 Year SDSC (PCS to sustained duty)	DoDI 1315.18: 12 months retainability is required for overseas to CONUS moves
8	PCS (CONUS to Overseas or Overseas to Overseas) (DoDI 1315.18 and DAFI 36-2110)	Equal to initial DEROS; or subsequent changes to DEROS. (T-1)	N/A	SDSC Equal to initial DEROS; or subsequent changes to DEROS.	DoDI 1315.18-Service members may not depart the CONUS or other departure ports unless they have the retainability required for the prescribed tour, whether it is accompanied length or unaccompanied length

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
9	Promotions	2 years for promotion to E-7 and E-8. (T-1) 3 years for promotion to E-9. (T-1)	*For grades E-7, E-8, and E-9 refer to AFI 36-2502, Chapter 8, for the applicable SC requirement in effect at the time of promotion. *Commissioned officers: Per Reserve Officer Personnel Management Act	2 Year NSDSC for E-7 and E-8, 3 Year NSDSC for E-9; None for officers	Enlisted: Per SPFI 36-2502, Enlisted Promotions: Requires SCs for promotion to the SNCO ranks. Officers: N/A
10	Undergraduate Pilot Training (10 USC § 653)	10 years. (T-1)	10 years (Notes 2 and 4)	10 Year NSDSC	
11	Undergraduate Navigator Trng & Combat Systems Officer (10 USC § 653)	6 years. (T-0)	6 years (Notes 2 and 4)	6 Year NSDSC	
12	Undergraduate Air Battle Manager Training	6 years. (T-1)	6 years (Notes 2 and 4)	6 Year NSDSC	
13	Undergraduate RPA Training	6 years. (T-1)	6 years (Note 2)	6 Year NSDSC	

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
14	Advanced Flying Training (AFT): courses in the following categories: - Initial qualification (any fixed, rotary wing aircraft, or unmanned aerial system Remotely Piloted Aircraft (RPA)) - Requalification (any fixed, rotary wing aircraft, or unmanned aerial system RPA), including senior officer qualification courses as defined in AFMAN 11-202 V1, Aircrew Training - AETC Pilot Instructor Training (PIT), including senior officer qualification courses as defined in AFMAN 11-202 V1 - Rated Non-Enlisted Aircrew members attending AFT (Enlisted Pilots)	No ADSC	3 years (Advanced Flying Training (AFT) (follow on), Test Pilot School Pilot, Combat System Operator, Engineer Career Enlisted Aviators (CEA major weapons system (MWS Qual) 1AXXX or 1UXXX AFSCs) Major Weapons System Qualification (PIQ, TX1 and IQT-B Course), Applicable AFT courses must be listed in ETCA. (T-2) Initial qualification. RSC applies to in-residence only.)	NSDSC that matches RSC	

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
15	Test Pilot School (all AFSCs; includes USSF)	See ETCA. (T-1)	N/A	See ETCA	
16	USAF (or USSF equivalent) Weapons Instructor Course (all AFSCs) Career Enlisted Aviator Advanced Instructor Courses	See ETCA. (T-1)	3 years for Intermediate & Senior schools) (Note 2)	3 Year NSDSC	
28	Federally sponsored fellowships & educational programs 20 weeks or longer including, but not limited to, all advanced graduate programs, in-residence PME, Education with Industry, Advanced Studies Group programs, technical training, AF funded industry training and AFIT non-clinical fellowships (this list is not all inclusive). (10 USC § 2005 and DoDI 1322.10s) 10 USC § 2005 and DoDI 1322.10	3 years Exception: 3x length of education pgm NTE 4.5 yrs f/master's degree and NTE 5 yrs f/Doctorate Degrees	1 to 3 years (Notes 2 and 5)	1-5 Year SDSC depending on program	10 USC § 2005-The Secretary concerned shall determine the period of active duty to be served by any person for advanced education assistance to be provided such person by an armed force DoDI 1322.10 Require via written agreement that the minimum active duty obligation of military officers who have received fully or partially funded graduate education shall be a period equal to. three times the number of months of education completed during the first year of graduate school, unless a different period of time is prescribed by law. An active duty obligation is incurred whether the member successfully completes the fully funded graduate degree or fails to earn the fully funded graduate degree. Additional service

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
					obligation for such education in excess of 12 months shall be as prescribed by each Military Department, as stated in a written agreement with each officer. Need reserve SME input on what authorizes reservist to attend and receive RSC when all statute/policy is in reference to ADSCs.
29	Corporate, foundation, or educational institution sponsored fellowships, scholarships, and grants (10 USC § 2603, Acceptance of Fellowship, Scholarships, or Grants)	3 times the length of training	N/A	SDSC - 3 times the length of training	10 USC § 2603 - US Each member of the armed forces who accepts a fellowship, scholarship, or grant in accordance with subsection (a) shall, before he is permitted to undertake the education or training contemplated by that fellowship, scholarship, or grant, agree in writing that, after he completes the education or training, he will serve on active duty for a period determined by the Secretary concerned, which may not be less than twice the length of the period of the education or training.
30	Computer Network Operations Development Program	3 years	N/A	3 Year SDSC	

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
31	Offensive Cyberspace Operator work role trng or National Security Agency or US Cyber Command training equivalent	3 years	N/A	3 Year SDSC	
32	Tuition assistance of any length or cost (commissioned officers only) (10 USC § 2007, <i>Payment of Tuition for Off-duty Training or Education</i>)	2 years. (T-0)	2 to 4 years per DAFI 36-2670	2-4 Year NSDSC	10 USC § 2007 - In the case of a commissioned officer on active duty (other than a member of the Ready Reserve), the Secretary concerned may not pay charges under subsection (a) unless the officer agrees to remain on active duty for a period of at least two years after the completion of the training or education for which the charges are paid The Secretary concerned may not pay charges under paragraph (1) for tuition or expenses of an officer of the Selected Reserve unless the officer enters into an agreement to remain a member of the Selected Reserve for at least 4 years after completion of the education or training for which the charges are paid.

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
33	Post-911 GI Bill transfer of education (38 USC § 3319, Authority to transfer unused education benefits to family members)	4 years. (T-0)	4 years	4 Year NSDSC	
35	Educational Leave of Absence (10 USC § 708, Education leave of absence)	2 mos. f/each mo. of the period of absence. (T-1)	N/A	SDSC: 2 mos. f/each mo. of the period of absence	
36	Assignment to a critical acquisition position under the Acquisition Professional Development Program (10 USC § 1734 & DAFI 63-101_20-101, Integrated Life Cycle Mgmt)	3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager. (T-0)	N/A	SDSC: 3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager.	
37	Assignment to a Key Leadership Position (DAFI 63-101_20-101)	Determined by the Service Acquisition Executive prior to selection of position. (T-0)	N/A	TBD	
38	Eliminated, withdrawal, or resignation of training	2 yrs or length of pgm ADSC, whichever is less	N/A		

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
39	Aviation Bonus	ADSC length is determined by Aviation Bonus Agreement	N/A	SDSC: Determined by Aviation Bonus Agreement	
40	Blended Retirement Continuation Pay	4 years	4 Years	4 Year NSDSC	
42	Inter-Service Transfers (IST)/ Inter-Component Transfers (ICT)	IST: 6 yrs f/rated officers 4 yrs others ICT: 4 yrs	N/A	4 Year SDSC. See Note 1	IST application eligibilities and requirements will be specified when program is announced.
43	Career Intermission Program (CIP) (10 USC § 710 and DoDI 1327.07)	1 month for every 1 month in CIP. (T-0)	N/A	1 month SDSC for every 1 month in CIP. (T-0)	
44	World Class Athlete Program	3 years	N/A	3 Year SDSC	
45	Career Enlisted Aviators attending AFT - Requalification (any fixed, rotary wing aircraft, or unmanned aerial system RPA) - Transition Courses (CEAs crossflowing to a different airframe within their current AFSC)	2 years. (T-1)	N/A	2 Year SDSC	
46	Payment of tuition for off-duty training or education (other than MIL TA) (10 USC § 2007, Payment of tuition for off-duty training or education)	2 years. (T-2)	N/A	2 Year SDSC	

RULE	ADSC-incurring event (DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs)	ADSC (Officer & Enlisted, RegAF & Guardians, From DAFMAN 36-2139 Table A2.1)	RSC (LAF Officer & All Enlisted, From DAFMAN 36-2139 Table A5.1)	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC) Non-Sustained Duty Service Commitment (NSDSC))	Remarks
48	Foreign Area Officer Qualification Non-DLI Language Training (SAF/IAPA funded) In-Region Training	Non-DLI: Up to 3 years depending on cost of training IRT: 3 years (T-1)	N/A	1-3 Year SDSC	
<p>NOTES: DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs, Rules 17-27, 34, 41, and 47 are not applicable to Space Force.</p> <p>1. Transfers from ARC during PMA implementation period will incur a 2-year SDSC for transfer into a full-time work role or 3-year NSDSC for transfer into a part-time work role.</p>					

Table 7.2. Space Force RSC and ADSC Transfer Commitment Conversion.

Rule	Service Commitment Reason	Reserve Service Commitment	Active Duty Service Commitment	Resolution	RSC Reason Code	ADSC Reason Code
1	Officer Training School	4 years, plus one month for each additional month of scholarship benefits beyond 4 years	4 years	Establish an SDSC equal to the remaining time in excess of two years to fulfill the 4-year service commitment.	81	31
2	Air Force Reserve Officer Training Corps	4 years, plus one month for each additional month of scholarship benefits beyond 4 years	4 years	Establish an SDSC equal to the remaining time in excess of two years to fulfill the 4-year service commitment.	31	31
3	Minimum Term of Service	3 years	3 years	Establish an SDSC equal to the remaining time in excess of two years to fulfill the 3-year service commitment.	12	12
4	USAF Weapons Instructor Course	3 years for Intermediate and Senior schools)	See Education and Training Course Announcement	Establish an SDSC equal to the remaining time in excess of two years to fulfill the 3-year service commitment.	76	76
5	(RSC) Formal in-residence education that require 20 or more weeks of in-residence training (ADSC) Federally-sponsored fellowships and educational programs lasting 10 weeks (approx. 70 calendar days) or longer including, but not limited to, all advanced graduate programs, in-residence Professional Military Education, with Industry,	3 years concurrent with other RSCs (5 years for Doctoral programs)	3 years For Master's Degrees, 3 times the length of the period of the education or training with a maximum of a 4.5 year ADSC (T1).	Establish an SDSC equal to the remaining time in excess of two years to fulfill the required service commitment.	78	78

Rule	Service Commitment Reason	Reserve Service Commitment	Active Duty Service Commitment	Resolution	RSC Reason Code	ADSC Reason Code
	Advanced Studies Group programs, technical training, Air Force funded industry training and Air Force Institute of Technology nonclinical fellowships (10 USC § 2005, Advanced Education Assistance: Active Duty Agreement; Reimbursement Requirements & DoDI 1322.10, Policy on Graduate Education for Military Officers)					
6	Officer PME in-residence	3 years for intermediate and senior service schools, 1 year for primary service schools	3 years For master's Degrees, 3 times the length of the period of the education or training with a maximum of a 4.5 year ADSC (T1).	Establish an SDSC equal to the remaining time in excess of two years to fulfill the 3-year service commitment.	07	78
7	Non-Prior Service Enlistment	6 years, Term of Enlistment.	N/A	Establish an NSDSC equal to the remaining time in excess of two years to fulfill the 6-year service commitment.	82	N/A
8	Officer Tuition Assistance	4 years per DAFI 36- 2670, para 6.5.2.6.	2 years	Establish either a NSDSC equal to the remaining time in excess of two years or a transfer SDSC equal to no more than two years to remain consistent with the current ADSC policy.	09	09

Rule	Service Commitment Reason	Reserve Service Commitment	Active Duty Service Commitment	Resolution	RSC Reason Code	ADSC Reason Code
9	Blended Retirement System Continuation Pay	4 years	4 years	Establish either an NSDSC or SDSC equal to the remaining time in excess of two years to fulfill the 4-year service commitment.	55	55
10	Post 9-11 GI Bill	4 years	4 years	Post 9-11 GI Bill service commitments are a benefit of the Veteran's Administration, (38 USC § 3319, Authority to transfer unused education benefits to family members) and not under the purview of the Department of the Air Force. This service commitment will be transferred from the ARC to the USSF with the member.	85	85

Chapter 8: Joint Officer Management.

8.1. Space Force Instruction (SPFI) 36-2135, *Joint Officer Management*, is applicable to all USSF officers.

8.2. Officers must be designated a joint qualified officer (JQO) IAW SPFI 36-2135 before appointment to brigadier general, unless waived by the Secretary of Defense IAW 10 USC § 20233, *Eligibility for consideration for promotion: designation as joint qualified officer required before promotion to brigadier general; exceptions*. **(T-0) Exception:** IAW 10 USC § 20233 (g) the requirement to be designated a JQO shall not apply to officers in the grade of major, lieutenant colonel, or colonel who transfer to the USSF from a reserve component before 1 October 2029.

8.3. Joint Assignment Policy. Joint Officer Management Offices (JOM), SF/S1/ETM (for O-5 and below) and JOM, SF/S1L (for O-6 and above), assign officers to standard-joint duty assignments for a length of time that provides stability to the joint organization. IAW 10 USC § 664, *Length of joint duty assignments*, Department of Defense Instruction (DoDI) 1300.19, *Joint Officer Management Program*, and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1330.05, *Joint Officer Management Program Procedures*, officers are assigned for not less than two years.

8.3.1. ETMO, S1L, and JOM will review and process eligible experience toward JQO credit.

8.3.2. Guardians on SFAS-NSD must meet minimum annual participation requirements as specified in DoDI 1300.19 and CJCSI 1300.05.

Chapter 9: Enlisted Promotions.

9.1. SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, is applicable to all Enlisted Guardians. AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs* does *not* apply.

9.2. Enlisted Guardian Promotion and Demotion Programs.

9.2.1. During the bridging period, USSF enlisted promotion and demotion processes will follow established eligibility requirements and guidelines, regardless of work role until new policies, processes, and systems are in place to support the full implementation of new authorities in Subtitle F. Selection for promotion is based on the whole-person concept encompassing factors including and not limited to job performance, leadership, competence, and depth and breadth of experience. Job performance is a significant factor when determining the potential in the next higher grade.

9.2.2. Enlisted Promotion Processes.

9.2.2.1. E-2 through E-5: Promotion eligibility will be determined under the Fully Qualified Promotion criteria, subject to Time in Grade requirements and qualifications. Associated policy directives are forthcoming.

9.2.2.1.1. Promotion eligibility will follow policy and guidelines in SPFI 36-2502 until superseded.

9.2.2.2. E-6 through E-9: Promotion consideration will occur through an annual central selection promotion board.

9.2.2.3. Promotion opportunities for E-6 through E-9 are based on their category (FT or PT).

9.2.2.4. Guardians are evaluated and ranked against their peers with the same SFSC and/or grade, based on allocation rates.

9.2.2.5. Categories are determined 120 days prior to the board convening date.

9.2.3. Enlisted Guardians in FT and PT work roles will compete separately during the bridging period with separate quotas and boards/panels.

9.2.4. Satisfactory participation is *not* required for PT Guardians to meet the board.

9.2.5. ETMO will coordinate with the Air Force Personnel Center (AFPC) and Air Reserve Personnel Center (ARPC) to facilitate access to board records for PT enlisted members meeting the board.

9.3. Enlisted PMA Transfers Reserve Component Promotion Selects. Provides promotion guidance for those who have applied or will apply for transfer to the USSF under the NDAA for FY24, Public Law 118-31, Subtitle C (2023).

9.3.1. Reserve Component enlisted members selected for transfer and who are subsequently selected for promotion to the next higher grade will be afforded the options as outlined below.

9.3.1.1. Prior to official transfer into the USSF, transferring members who have been selected for promotion to E-6 and below by the current component have the following voluntary options:

9.3.1.1.1. Accept promotion and transfer to the USSF in the higher grade.

9.3.1.1.2. Accept promotion, decline transfer, and remain in the Reserve Component.

9.3.2. Due to statutory based grade ceilings and limited position availability, promotions in the senior enlisted grades are approved as follows: enlisted PMA transfers in the grades of E-7 or E-8 will be boarded and selected for transfer in their current grade as of the application window closure.

9.3.2.1. If promoted to the next higher grade after application window closure, the following options apply:

9.3.2.1.1. Formally decline promotion and transfer to USSF in the grade as of application window closure; or

9.3.2.1.2. Accept promotion, decline transfer to USSF and remain in the ARC.

Chapter 10: Officer Promotions.

10.1. DAFI 36-2501, *Officer Promotions and Selective Continuation*, is applicable to all officer Guardians.

10.1.1. The Secretary of the Air Force administers the DAF's officer promotion program through the Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR), the AF/A1, and the SF/S1; issues written instructions to selection boards; establishes competitive categories (referred to or described as a "developmental category"), promotion zones, eligibility and selection criteria, promotion opportunity, and selection rates, as defined by DAFI 36-2501.

10.1.2. During the bridging period, USSF officer promotion processes will follow established eligibility requirements and guidelines, regardless of work role until new policies, processes, and systems are in place to support the full implementation of new authorities in Subtitle F.

10.2. Officer Promotions and Selective Continuation.

10.2.1. During the bridging period, officer promotion and selective continuation processes will follow established USSF eligibility requirements and guidelines, regardless of status. Selection for promotion is based on the whole-person concept encompassing factors including and not limited to job performance, leadership, competence, and depth and breadth of experience. Job performance is a significant factor when determining the potential to serve in the next higher grade.

10.2.2. Officer Promotion Processes.

10.2.2.1. Company Grade Officer (O-2 through O-3): Promotion will occur through a quarterly promotion process, and board timelines will follow the published USSF schedule.

10.2.2.2. Field Grade Officer (O-4 through O-6): Promotion will occur through an annual central selection promotion board.

10.2.2.3. Officers are considered In-the-Promotion Zone or Above-the-Promotion Zone only.

10.2.3. During the bridging period, officer Guardians on SFAS-SD and SFAS-NSD will be considered for promotion at separate SFAS-SD and SFAS-NSD boards/panels with separate quotas.

10.2.4. Satisfactory participation is *not* required for Guardians on SFAS-NSD to meet the board. Level of participation, by itself, does not render an officer non-promotable.

10.2.5. ETMO will coordinate with AFPC and ARPC to facilitate access to promotion board records for PT officers meeting the board.

10.3. Officer PMA Transfers Reserve Component Promotion Selects. Provides promotion guidance for those who have applied or will apply for transfer to the USSF under the NDAA for FY24, Public Law 118-31, Subtitle C (2023).

10.3.1. Reserve Component officers who are selected for transfer and subsequently selected for promotion to the next higher grade in their existing service will be afforded the options as outlined in 10.3.2.1 and 10.3.2.2 below.

10.3.2. Transferring members who are selected by their current component for promotion to the grades of O-5 and below prior to transfer have the following voluntary options:

10.3.2.1. Accept promotion in their current service and transfer to the USSF in the higher grade.

10.3.2.2. Accept promotion and remain in the Reserve Component.

10.3.3. Due to statutory based grade ceilings and limited position availability, promotions in the senior officer grades below will adhere to the following:

10.3.3.1. Officer PMA transfers, who are O-5s eligible for promotion to O-6, will meet the O-5 and O-6 transfer boards and have the following options after their current Service's O-6 public release:

10.3.3.1.1. If the member is selected for promotion by the AFR O-6 promotion board or ANG O-6 recognition review board and selected to transfer to the USSF as an O-6, that member will transfer as an O-6.

10.3.3.1.2. If the member is selected for promotion by the AFR O-6 promotion board or ANG O-6 recognition review board and not selected to transfer to the USSF as an O-6, that member can either decline promotion and transfer to the USSF as an O-5 (if selected for transfer as an O-5) or accept promotion to O-6, decline transfer to USSF and remain in the ARC.

10.3.3.1.3. If the member is not selected for promotion by the AFR O-6 promotion board or ANG O-6 recognition review board and selected to transfer to the USSF as an O-5, the member will transfer to the USSF as an O-5.

Chapter 11: Evaluations.

11.1. SPFI 36-2401, *Guardian Evaluations Systems*, is applicable to all Guardians.

11.2. The Guardian Officer and Enlisted Evaluation Systems have several purposes. The first is to effectively communicate performance standards and expectations and provide meaningful feedback on how those standards are being upheld. The second is to establish a reliable, long-term, cumulative record of performance and promotion potential based on that performance. The third is to provide sound information in making talent management decisions.

11.3. When to prepare evaluations.

11.3.1. Guardians in SFAS receive evaluations in accordance with SPFI 36-2401.

11.3.2. Guardians in SFIS shall not receive evaluations. Prepare evaluations upon return to SFAS in accordance with this memorandum (paragraph 11.3.4).

11.3.3. Guardians who transition from SFAS to SFIS. Complete a Directed by Headquarters (DBH) evaluation if 120 days have passed since the close-out of the previous evaluation and the date the Guardian enters SFIS. The close-out date of the evaluation is 30 days prior to the date the Guardian enters SFIS.

11.3.3.1. Example 1: Maj Hanson's last evaluation closed out on 30 Nov 24. He subsequently transitioned to SFIS on 10 May 25. Since 120 days have passed between 30 Nov 24 and 10 May 25, he will receive a DBH evaluation with a close-out date of 10 Apr 25 (30 days prior to the date of transition to SFIS).

11.3.3.2. Example 2: Maj O'Leary's last evaluation closed out on 30 Nov 24. She subsequently transitioned to SFIS on 15 Mar 25. Since 120 days have not passed between 30 Nov 24 and 15 Mar 25, she will not receive a DBH evaluation.

11.3.4. Guardians who transition from SFIS to SFAS.

11.3.4.1. Guardian was in SFIS for one annual reporting period or more.

11.3.4.1.1. Complete an "administrative" evaluation to cover the period the Guardian was in SFIS. Prepare the administrative evaluation in accordance with SPFI 36-2401, to include the following:

11.3.4.1.1.1. The "FROM" date is the day after the close-out of the last evaluation. The "THRU" date is the day prior to the date the Guardian returns to SFAS.

11.3.4.1.1.2. Enter the following mandatory comment in the comments section: “No evaluation available for the period (date) through (date). Guardian not rated while in inactive status.”

11.3.4.1.2. The Guardian’s next evaluation is due at the static close-out date (SCOD) for the Guardian’s respective grade, unless otherwise required by SPFI 36-2401.

11.3.4.1.3. Example: MSgt Nicholson entered SFIS on 1 Feb 25. Prior to transitioning to SFIS, he received a DBH evaluation with a close-out date of 1 Jan 25. MSgt Nicholson then returned to SFAS on 30 Mar 26. MSgt Nicholson will receive an administrative evaluation from 2 Jan 25 thru 29 Mar 26. He will then receive a SCOD evaluation from 30 Mar 26 thru 31 Jul 26.

11.3.4.2. Guardian was in SFIS for less than one annual reporting period.

11.3.4.2.1. The Guardian’s next evaluation is due at the SCOD for the Guardian’s respective grade, unless otherwise required by SPFI 36-2401. The days spent in SFIS during the reporting period are captured in the “non-rated” block of the evaluation IAW this memorandum (paragraph 11.4).

11.3.4.2.2. Example: Capt Smith was on SFAS and received a SCOD evaluation with a close-out date of 30 Nov 25. He then entered SFIS from 10 Dec 25 thru 14 May 26, returning to SFAS on 15 May 26. Capt Smith will receive a SCOD evaluation from 1 Dec 25 thru 30 Nov 26, with the inactive period of 10 Dec 25 thru 14 May 26 (156 days) annotated in the “non-rated block” of the evaluation.

11.4. Days non-rated.

11.4.1. The ‘days non-rated’ block on the evaluation identifies the amount of time during the reporting period the Guardian was not rated. Evaluators will not consider nor comment on the Guardian’s performance during a non-rated period. **(T-1)** However, this does not preclude evaluators from documenting unsatisfactory behavior that resulted in adverse action, offenses, and/or misconduct that occurred during the non-rated period. **Exception:** In cases involving personal hardship, incidents of misconduct or unsatisfactory behavior must be considered within the context and nature of the whole Guardian’s unique circumstance(s) and response.

11.4.2. Periods of Non-Availability. A period during which the Guardian is not available to perform duties. The following areas of non-availability necessitate a non-rated period:

11.4.2.1. SFAS-NSD. Guardians on SFAS-NSD are non-rated for the number of equivalent days in which they do not perform duty during the rating period (i.e., are not on active or inactive duty orders).

11.4.2.2. Inactive Status. Guardians in SFIS are non-rated for the number of equivalent days in which they are in SFIS during the rating period. See paragraph 11.3.3 of this memorandum for preparing evaluations for Guardians in SFIS.

11.4.2.3. Leave periods of 31 consecutive days or more. Guardians are non-rated for leave periods of 31 consecutive days or more during the rating period. This includes back-to-back leave periods totaling 31 consecutive days or more, so long as there is no break between the leave periods. Qualifying leave includes all types of chargeable and/or non-chargeable leave, as defined by DAFI 36-3003, *Military Leave Program*.

11.4.2.4. Military or Civilian Confinement. A non-rated period may be considered for Guardians in confinement during the reporting period, regardless of the number of days served. The unit commander (or equivalent) will include the total number of days documented on the DAF Form 2098, *Duty Status Change*, in the “non-rated” block on the evaluation. **Exceptions:** (1): Directed by Commander evaluations accomplished to capture the egregious event(s) that resulted in confinement will not include the number of days of confinement in the “non-rated” block on the evaluation; (2): This paragraph does not apply to Guardians placed in confinement

or prisoner status after conviction by court-martial. In these cases, see SPFI 36-2401 for guidance.

11.4.2.5. Administrative. When the completion of an administrative evaluation is required, the entire inclusive period of the administrative evaluation is non-rated.

11.4.2.5.1. Being in a leave status for 30 consecutive days or less, or being TDY, deployed, or employed-in-place, are not examples of non-rated period(s).

11.4.3. Personal Hardship. A significant personal event or circumstance, greater than that usually experienced by other military members, which may temporarily impact a Guardian's ability to perform their duties. Personal hardships may necessitate a non-rated period, when authorized.

11.4.3.1. Non-rated periods for personal hardship require approval by the unit commander (or equivalent). If approved, the unit commander (or equivalent) will determine the duration of the non-rated period.

11.4.3.2. The Guardian submits the request for a non-rated period, using memorandum format (see example at Figure 11.1), to their unit commander (or equivalent). Unit commanders (or equivalent) may request additional documentation to support the request.

11.4.3.2.1. For cases involving sexual assault (unrestricted reports only), the Guardian's Victim's Counsel may submit the request on behalf of the Guardian.

11.4.3.2.2. For cases involving a medical hardship (e.g., physical, physiological, and/or psychological conditions, hospitalization, etc.), the Guardian's provider will initiate the request on behalf of the Guardian utilizing the AF Form 469, *Duty Limiting Condition Report*.

11.4.3.3. The presumption is generally in favor of the Guardian requesting the non-rated period. However, if the unit commander (or equivalent) recommends disapproval, they must provide justification and forward the request to the Guardian's delta commander (system delta commander, FLDCOM director, or other equivalent), delegated no lower than the deputy delta commander (or equivalent), for final approval or disapproval.

11.4.3.4. When a non-rated period is approved, the unit commander (or equivalent) will provide a copy of the signed memorandum to the Guardian and the Guardian's rater, who will annotate the evaluation accordingly. In cases involving sexual assault (unrestricted reports only), provide a copy of the signed memorandum to the installation Sexual Assault Prevention and Response office.

11.4.4. Preparing the 'days non-rated' block.

11.4.4.1. Enter the total number of authorized days non-rated during the reporting period. If no non-rated days were authorized, enter the number "0". If a non-rated period was authorized for the entire rating period, enter the total number of days of the rating period.

11.4.4.2. For Guardians with multiple non-rated periods during the reporting period, combine the lengths of the non-rated periods for total number of days.

11.4.4.3. For Guardians with an authorized non-rated period that occurs on the evaluation close-out date, only include the authorized non-rated days that occur on and before the close-out date. The remaining number of days will be included in the next evaluation.

11.4.4.4. Examples:

11.4.4.4.1. Example 1: Non-Rated for SFAS-NSD (paragraph 11.4.2.2). Maj Wright was on SFAS-NSD for the entire rating period. During the reporting period she participated 40 equivalent days and did not participate 325 equivalent days. Enter "325" in the 'days non-rated' block on the evaluation.

11.4.4.4.2. Example 2: Leave periods of 31 consecutive days or more (paragraph 11.4.2.3). TSgt Graham takes 10 days Permissive Temporary Duty for house-hunting, in conjunction with 25 days of ordinary leave (no break in leave). Enter “35” in the ‘days non-rated’ block on the evaluation.

11.4.4.4.3. Example 3: Multiple non-rated periods (paragraph 11.4.4.2). MSgt Zach had two authorized non-rated periods during the reporting period. The duration of the first was 40 days (ordinary leave) and the duration of the second was 64 days (parental leave). Combine the durations and enter “104” in the ‘days non-rated’ block on the evaluation.

11.4.4.4.4. Example 4: Multiple non-rated periods (paragraph 11.4.4.2). Lt Smith transitioned from SFAS-SD to SFAS-NSD during the reporting period of 1 Dec 24 thru 30 Nov 25. He was on SFAS-SD from 1 Dec 24 thru 27 Apr 25. During that period, Lt Smith had an authorized non-rated period for consecutive leave of 65 days. Lt Smith was on SFAS-NSD from 28 Apr 25 thru the end of the reporting period (30 Nov 25). During that time, Lt Smith participated 80 equivalent days, and did not participate for 137 days. Combine the authorized non-rated period for consecutive leave (65) and the total equivalent days Lt Smith did not participate (137) and enter “202” in the ‘days non-rated’ block on the evaluation.

11.4.4.4.5. Example 5: Authorized non-rated period that occurs on the evaluation close-out date (paragraph 11.4.4.3). SMSgt Sanders had an authorized non-rated period from 1 Jun 24 thru 30 Oct 24. For her annual evaluation that closed out on the 31 Jul 24 SCOD, she entered the number “61” in the ‘days non-rated’ block (total days from 1 Jun 24 thru 31 Jul 24). She will enter the remaining 92 days (1 Aug 24 through 30 Oct 24) on her next evaluation.

11.5. Evaluator requirements. Evaluator requirements and responsibilities outlined in SPFI 36-2401 apply to all Guardians, irrespective of status. The following additional requirements apply:

11.5.1. Guardians on SFAS-SD may rate Guardians in both SFAS-SD and SFAS-NSD.

11.5.2. Guardians on SFAS-NSD may rate Guardians on SFAS-SD only if the SFAS-NSD rater is on consecutive active-duty orders participating for a minimum of 120 calendar days.

11.5.3. Guardians on SFAS-NSD may rate Guardians on SFAS-NSD only if, throughout the ratee’s evaluation reporting period, the SFAS-NSD rater met their minimum participation requirement.

11.5.4. Guardians in SFIS are not authorized to serve as an evaluator.

11.6. Suspenses. Suspense timelines in SPFI 36-2401 apply to all Guardians in SFAS, except for the following guidance for Guardians on SFAS-NSD:

11.6.1. Ratee Acknowledgement. The rater will suspense ratees on SFAS-NSD 30 calendar days to sign their evaluation.

11.6.2. Referral Evaluation Rebuttal Comments. After the evaluation is referred, ratees on SFAS-NSD will provide rebuttal comments within 30 calendar days. **(T-1)**

11.6.3. Referral evaluations filed in the Automated Record Management System (ARMS) and Personnel Records Display Application (PRDA). File referral evaluations for Guardians on SFAS-NSD in ARMS and PRDA no later than 90 calendar days after the close-out of the evaluation.

11.6.4. Completed Evaluations. Submit completed evaluations for Guardians in SFAS-NSD to the MPF no later than 45 calendar days after close-out.

Figure 11.1. Example Memorandum - Non-Rated Period for Personal Hardship.

DD Month YY	
MEMORANDUM FOR XX SQ/CC	
FROM: GRADE, LAST NAME, FIRST NAME, MI OF REQUESTING GUARDIAN (DoD ID#)	
SUBJECT: Non-rated Period(s) on Performance Evaluation	
<p>1. I am requesting a non-rated period on my next performance evaluation in accordance with SPFI 36-2401, <i>Guardian Evaluations Systems</i>.</p> <p>2. I am requesting a non-rated period to start on DD MMM YY and end on DD MMM YY.</p> <p>3. If you have questions, please contact me at (requesting Guardian's contact information).</p>	
Requesting Guardian's Signature Block	
1st Ind, XX SQ/CC	DD Month YYYY
MEMORANDUM FOR XX SQ/CSS (Evaluations Monitor)	
I have considered (grade/name of requesting Guardian)'s request and approve/recommend disapproval the non-rated period from DD MMM YY to DD MMM YY.	
<i>If recommending disapproval, CC must provide justification for the recommendation and forward to the requesting Guardian's delta commander/equivalent for final approval/disapproval (may be delegated no further than deputy commander/equivalent). This may be accomplished on this memo or under a separate attachment.</i>	
<i>Once signed, provide a copy to the requesting Guardian and their rater. Also provide a copy to the installation Sexual Assault Prevention and Response office for cases involving sexual assault (unrestricted reports only).</i>	
Unit/CC Signature Block	

Chapter 12: Retention.

12.1. DAFI 36-2606, *Reenlistments and Extension of Enlistments*, is applicable to all Guardians.

12.2. DAFI 36-2606, Table 5.1 Conditions Authorizing Reenlistments, Rule 5, (A) If the service member is eligible to reenlist according to Table 5.2 and is a Second Term or Career service member (B) the service member may reenlist to obtain required retainability for Permanent Change of Station (PCS), Permanent Change of Assignment (PCA) or Temporary Duty (TDY) assignment, to include deployments or to qualify for approved SFAS-SD.

12.3. DAFI 36-2606, Table 6.2 Reasons for Extension of Enlistments, Rule 12, (A) If a service member requests an extension of enlistment to obtain retainability for a Continental US (CONUS) or overseas PCS, PCA, or TDY assignment, (to include deployment); or to qualify for a Selective Retention Bonus (SRB) in conjunction with an assignment according to paragraph 4.7; or to qualify for approved SFAS-SD, (B) the service member requires retainability.

12.4. Limit extensions submitted according to DAFI 36-2606, paragraph 6.6.5 to the minimum number of months required for the service member to establish a Date of Separation (DOS) within 90 days of projected departure date.

12.5. SFAS-SD. Guardians serving in the NCO Career Status Programs (CSP) and those who are approved for SFAS-SD do not require additional retainability. These Guardians will execute and return from approved SFAS-SD under their NCO CSP reenlistment.

Chapter 13: High Year of Tenure.

13.1. DAFI 36-2606, *Reenlistments and Extension of Enlistments*, DAFI 36-3203, *Service Retirements*, and DAFI 36-3211, *Military Separations*, is applicable to all Guardians.

13.2. Guardian service will be tracked and calculated utilizing Total Active Federal Military Service (TAFMS).

13.3. The High Year Tenure (HYT) program was developed to help manage the force. The USSF has implemented specific criteria for each enlisted grade as outlined in Table 13.1.

13.4. Enlisted Eligibility for Service Retirement. 10 USC § 20603, *Enlisted members: Voluntary Retirement for Length of Service*, allows an enlisted member who meets the basic eligibility criteria for retirement, 20 years TAFMS, to request retirement. Enlisted members who are retirement eligible must apply for retirement, even if the member has 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:** Enlisted members with an unspecified DOS will have a DOS established as the last day of the members' HYT month when the members are within 12 months of HYT.

13.4.1. If an enlisted member desires retirement on the first day of the month following the member's HYT date, the member may submit a retirement application. The member's DOS must fall on or after the last day of the month prior to the requested retirement date.

13.5. Retirement in Conjunction with HYT Date. Members must request voluntary retirements to be effective no later than the first day of the month following the HYT date. IAW 10 USC § 20603, enlisted members must voluntarily request retirement.

13.5.1. If an enlisted member does not submit a retirement application before the member's DOS, that member will separate. 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.

13.5.2. The HYT is set at the following service points (USSF utilizes TAFMS years as HYT criteria): 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 an SRB will have the members' HYT adjusted IAW SRB program guidance.

13.6. DAFI 36-3203, *Service Retirements*, Table 3.2, Retirement Waivable Conditions (Best Interest of the DAF or Hardship Not Common to Other Air Force/Space Force Member), Service Commitment Conditions, Rule 7, a; The member is in the USSF, and will not complete, as of requested retirement date, the 2-year SFDSC for regular promotion to E -7/E -8 or 3-year ADSC for E-9, and is not HYT restricted to an ADSC or mandatory DOS less than the above (see Note 1).

13.7. DAFI 36-3203, Table 3.2, Retirement Waivable Conditions (Best Interest of the DAF or Hardship Not Common to Other Air Force/Space Force Member), Other Conditions, T Rule 12; The member is in the USSF and applies for retirement less than 4 months in advance of requested retirement date. No waiver is required when application submitted under assignment declination, 7-day/3-day option, if officer is voluntarily applying to retire on Mandatory Separation Date (MSD), or if enlisted member is HYT restricted or ineligible to extend or reenlist (see Note 2).

13.8. USSF enlisted members may reenlist or extend to serve to HYT as outlined in DAFI 36-2606, and any SFDSC expiring after an enlisted member's established HYT month will be automatically waived.

Table 13.1. USSF High Year Tenure (HYT) Criteria by Enlisted Grades.

GRADE	Years of Total Active Military Service (TAFMS)
Spc 1 - Spc 3	8 years
Spc 4	10 years
Sgt	20 years
TSgt	22 years
MSgt	24 years
SMSgt	26 years
CMSgt	30 years

Chapter 14: Bonuses and Special Pays.

14.1. Bonus Authority.

14.1.1. DAFI 36-3012, *Military Entitlements*, is applicable to all Guardians.

14.1.2. USSF will implement bonuses and special pays IAW DAFI 36-3012 and DAFI 36-2606.

14.2. The authorizations and limits on bonuses and special pays that apply to the ARC will apply to Guardians on SFAS-NSD.

14.2.1. SF/S1 is the approval authority for general bonuses and Special Duty Assignment Pay for all members of the USSF.

14.3. Bonus Transfers. Interservice transfers will not continue bonuses authorized by their prior service and/or component.

Chapter 15: Separations.

15.1. DAFI 36-3203, *Service Retirements*, and DAFI 36-3211, *Military Separations*, are applicable to all Guardians.

15.2. Mandatory Separation Date. DAFI 36-3203 defines MSD for RegAF and Reserve officers who were twice non-selected for promotion and were not offered selective continuation. The USSF will track officer participation utilizing Total Active Federal Commissioned Service Date (TAFCS) as it pertains to MSD.

15.3. Officer Criteria. 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/USSF on the first day of the month following MSD if the officers have 20 years TAFMS. **Note:** USSF will utilize 10 years' Total Active Federal Commissioned Service (TAFCS) to retire as an officer. 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. Members who served in the selected reserve of the ready reserve and earn 2 or more years of Satisfactory Service (Sat Svc), excluding active service, after becoming eligible to retire after completion of 20 years of TAFMS, may elect to receive a non-regular retirement in place of a regular retirement. Eligible members must apply through ARPC.

15.4. 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) or no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the USAF/USSF selects the officer for early retirement. **Note:** USSF will utilize TAFCS unless the SecAF, acting under 10 USC § 637 or 10 USC § 637a, re-establishes the MSD to allow continuation of active commissioned service.

15.5. DAFI 36-3203, Table 5.1, Mandatory Retirements for all Regular officers, if the officer is a Lieutenant Colonel, then the USSF sets the MSD the first day of the month after the month in which the officer completes 28 years of active commissioned service; 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) or 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. **Note:** USSF will utilize TAFCS unless the SecAF, acting under 10 USC § 637 or 10 USC § 637(a), re-establishes the MSD to allow continuation of active commissioned service.

15.6. DAFI 36-3203, Table 5.1, Mandatory Retirements for all Regular officers, if the officer is a Major, then the USAF/USSF sets the MSD 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; the first day of the month after the month in which the officer reaches age 62 or 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. See 10 USC § 632(a)(3) for retention to complete 20 years TAFMS. **Note:** USSF will utilize TAFCS and 10 USC § 637(a) for further retention by selection board action to complete no more than 24 years of active commissioned service.

15.7. DAFI 36-3203, Table 5.1, Mandatory Retirements for all Regular officers, if the officer is a Captain, then the USSF sets the MSD 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, the first day of the month after the month in which the officer reaches age 62 or no later than the first day of the 7th calendar month after the SecAF or designee approves the board report when the USAF/USSF selects the officer for early retirement.

15.8. Discharge to Enlist and Retire. Officers who do not meet minimum eligibility to retire as officers under 10 USC § 20601 (i.e., 20 years TAFMS). **Note:** In addition, USSF will utilize TAFCS and 10 years Total Active Federal Commissioned Service (TAFCS) to be eligible for officer retirement may request to resign their commission in order to enlist and retire. If an officer has an MSD by virtue of being twice non-selected to the next higher grade, and the officer has 20 years TAFMS but not at least 10 years TAFCS, the officer may request to resign to retire as an enlisted member under 10 USC § 20603.

15.8.1. The SecAF normally allows an officer to request to retire in enlisted status if the officer can document an extreme hardship uncommon to other USSF members. The SecAF may accept the officer's resignation to enlist in the regular component for the purpose of retirement. If approved, the officer receives a DOS scheduled 3 duty days before the end of the month and an effective retirement date on the first day of the following month. This provision does not provide a waiver to any outstanding ADSCs.

15.9. IAW DAFI 36-3203, *Service Retirements*, Table 5.1, if a Guardian is in the rank of Colonel, then the MSD is the first day of the month after the officer completes 30 years of TAFCS, unless approved for continuation by the SecAF.

15.10. IAW DAFI 36-3203, *Service Retirements*, Table 5.1, if a Guardian is in the rank of Lieutenant Colonel, then the MSD is the first day of the month after the officer completes 28 years of TAFCS, unless approved for continuation by the SecAF.

15.11. IAW DAFI 36-3203, *Service Retirements*, Table 5.1, if a Guardian is in the rank of Major, and offered continuation by the SecAF, then the MSD is the first day of the month after the officer completes the continuation period, or no more than 24 years of TAFCS.

15.12. IAW DAFI 36-3203, *Service Retirements*, Table 5.1, if a Guardian is in the rank of Captain, and offered continuation by the SecAF, then the MSD is the first day of the month after the officer completes the continuation period, or no more than 20 years of TAFCS.

Chapter 16: Retirements.

16.1. DAFI 36-3203, *Service Retirements*, is applicable to all Guardians.

16.2. Regular Retirement Eligibility. Under 10 USC § 20601, *Officers: voluntary retirement for length of service* and § 20603, *Enlisted members: voluntary retirement for length of service*, Space Force officers and enlisted members must complete 20 years TAFMS to be eligible for a non-disability regular retirement. Unless granted a waiver pursuant to any other provision of law, an officer must have at least 10 years of TAFCS to be eligible for a regular retirement as an officer.

16.3. Non-Regular Retirement Eligibility. 10 USC § 12731 establishes that USSF members must have at least 20 years of Sat Svc to qualify for a non-regular retirement. Members serving on AD who have completed 20 years of Sat Svc through a combination of SFAS-SD and SFAS-NSD also qualify for a non-regular retirement even though the member may not have enough TAFMS to qualify for a regular retirement. 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 years of Sat Svc. A year of Sat Svc is defined as earning 50 points within an individual's established retention and retirement year per DAFMAN 36-2136, paragraph 2.3.2.

16.4. The USSF has outlined retirement protection for all Guardians who earn between 18 and 20 years of TAFMS, and/or Sat Svc, who are otherwise qualified for continued service, must be retained in a participation status unless voluntarily separated, medically disqualified for continued service, or is discharged for cause. **Note:** Guardians who earn between 18 and 20 years of either TAFMS and/or Sat Svc, and are qualified for continued service, are entitled to protections for a regular or non-regular retirement (see DAFI 36-2110).

16.5. USSF Retirement Protection and Eligibility to Transfer to Space Force Retired Status. See 10 USC § 20401(f), making applicable the provisions of 10 USC § 1176, *Enlisted Members: Retention After Completion of 18 or More, but Less than 20, Years of Service*, and DAFI 36-2110.

16.5.1. USSF Retirement Protection Consideration. USSF retirement protection applies to enlisted Guardians who are in SFAS, regardless of whether they are on sustained duty or not. An enlisted Guardian on SFAS with USSF retirement protection is one who, at the time of the initiation of discharge, is within two years of qualifying for a regular retirement under 10 USC § 20603 or has completed at least 18 but less than 20 years of Satisfactory Service (Sat Svc) as computed under 10 USC § 12732 towards a non-regular retirement.

16.6. Enlisted Eligibility. USSF enlisted members in a SFAS who are selected to be involuntarily separated (other than for physical disability or for cause), or whose term of enlistment expires and who are denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from SFAS are entitled to be credited with at least 18, but less than 20 years of service computed under 10 USC § 12732, *Entitlement to Retired Pay: Computation of Years of Service*, may not be discharged, denied reenlistment, or transferred from SFAS without the member's consent.

16.6.1. USSF enlisted members on SFAS who attain 18 (but less than 20) years of TAFMS must be retained on AD unless they are: voluntarily separated; medically disqualified for continued service; or separated/discharged for cause. All AD time served counts for the computation of the 18 years of TAFMS required toward reaching the sanctuary/retirement protection zone. **Note:** Additional guidance and statutes are addressed in DAFI 36-2110.

16.6.2. Members denied reenlistment who require an extension of Expiration Term of Service to obtain 20 years of Sat Svc may go through their servicing FSS. The member and servicing FSS must coordinate with USSF and ARPC.

16.7. Retention after completion of 18 or more, but less than 20, years of service. 10 USC § 1176, requires the USSF to retain an enlisted Guardian on active duty until they qualify for a regular retirement, and prohibits the USSF from involuntarily separating an enlisted personnel in SFAS before they are able to qualify for a non-regular retirement.

16.8. USSF will grant retirement protection to enlisted personnel for the years, months, and/or days necessary for the member to meet minimum eligibility requirements for either a regular or non-regular retirement.

16.9. Adjustment of HYT. A member's HYT date is adjusted pursuant to USSF retirement protection provisions (18 but less than 20 years of TAFMS or Sat Svc at HYT). Members will have their HYT adjusted to the first day following the month the member will obtain 20 years of TAFMS or Sat Svc. However, during this time the member cannot have had an unsatisfactory year. Commander input is not required to adjust their HYT, because the adjustment of HYT is pursuant to sanctuary and USSF retirement protection provisions. A HYT date adjusted to allow a member to obtain 20 years Sat Svc will not be further adjusted, unless the member was precluded from satisfactory participation during the adjusted period due to circumstances beyond the member's control.

16.10. Disability Retirement Eligibility. IAW 10 USC § 20605, *Applicability of other provisions of law relating to retirement*, and the provisions of 10 USC Chapter 61, *Retirement or Separation for Physical Disability*, apply to Guardians. Specific requirements for eligibility are addressed in 10 USC Chapter 61. For more information on disability retirement, refer to DAFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

Chapter 17: Inactive Status.

17.1. Department of Defense Directive (DoDD) 1100.4, *Guidance for Manpower Management*; DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*; DAFI 36-2608, *Military Personnel Records Systems*; DAFI 36-2110, *Total Force Assignments*; DAFI 36-3211, *Military Separations*; DAFI 36-2606, *Reenlistment and Extension of Enlistment*; and DAFMAN 36-2136, *Reserve Personnel Participation*, is applicable to all Guardians on SFAS-NSD.

17.2. The SFIS is composed of service members:

17.2.1. Not required by law or regulation to remain in SFAS who possess requisite military skills as determined by the Secretary of the Military Department that may be required for active duty in accordance with 10 USC § 12306, *Standby Reserve*.

17.2.2. Officers either not qualified for retention in the SFAS or who fail to conform to prescribed standards and qualifications of 10 USC § 12641, *Standards and procedures: Secretary to prescribe*, and DoDI 1235.09, *Management of the Standby Reserve*.

17.2.3. Service members with at least 20 qualifying years of service for a non-regular retirement who have been determined to have a disability rated at less than 30 percent, and who have been transferred to the SFIS instead of separated for that disability, pursuant to 10 USC § 1209, *Active Duty*.

17.2.4. Service member moved from the SFAS, or any Service member who is eligible for SFAS transfer and placed in the SFIS pursuant to regulations prescribed by the Secretary of the Military Department concerned when such action will prevent an inequity with regard to an individual's pay, promotion, or retirement points.

Chapter 18: Accessions.

18.1. DAFMAN 36-2604, *Service Dates and Dates of Rank*, is applicable to all Guardians.

18.2. Prior ARC members will maintain their current grade.

18.3. Non-ARC prior service members will maintain their current rank as long as they meet the qualifications outlined in SPFI 36-2502, Table 2.1.

Chapter 19: Adverse Administrative Actions.

19.1. DAFI 36-2907, *Adverse Administrative Actions*, is applicable to all Guardians.

19.2. Unit commanders, senior Space Force officers or commanders of a Space Force element in a joint command, will review Unfavorable Information Files (UIF) IAW DAFI 36-2907, paragraph 3.8, and when Guardians are considered for transfer between SFAS-SD and SFAS-NSD, and vice versa.

19.3. Guardians in SFAS-NSD with an UIF or Control Roster are eligible for assignments in accordance with guidance specified in DAFI 36-2110, this memorandum, and the GAT process.

Chapter 20: Personnel Accountability and Strength Reporting.

20.1. IAW 10 U.S. Code § 115, *Personnel Strengths: Requirement for Annual Authorization*, Congress shall authorize personnel strength levels for each fiscal year for the end strength for: (3) the Space Force members in space force active status.

20.2. DoDI 7730.68, *Uniformed Services Human Resources Information System*, and DODI 1120.11, *Programming and Accounting for Active Component (AC) Military Manpower*, are applicable to all Guardians.

20.3. DAFI 36-3802, *Force Support Readiness Programs*, is applicable to all Guardians.

20.4. The Space Force strength reporting will be inclusive of SFAS-SD and SFAS-NSD as total SFAS.

20.5. Commanders and staff will provide personnel accounting and strength reporting for SFAS-SD and SFAS-NSD to Military Personnel Flights. Commanders will track and report Guardians on SFAS-SD and SFAS-NSD.

Attachment 3

Glossary of References and Supporting Information

References

10 USC Chapter 36, *Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List*

10 USC Chapter 59, *Separation*

10 USC Chapter 61, *Retirement or Separation for Physical Disability*

10 USC Chapter 63, *Retirement for Age*

10 USC § 101, *Definitions*

10 USC § 115, *Personnel Strengths: Requirement for Annual Authorization*

10 USC § 632, *Effect of failure of selection for promotion: captains and majors of the Army, Air Force, Marine Corps, and Space Force and lieutenants and lieutenant commanders of the Navy*

10 USC § 637, *Selection of regular officers for continuation on active duty*

10 USC § 653, *Minimum service requirement for certain flight crew positions*

10 USC § 664, *Length of joint duty assignments*

10 USC § 708, *Educational leave of absence*

10 USC § 710, *Career flexibility to enhance retention of members*

10 USC § 1176, *Enlisted members: retention after completion of 18 or more, but less than 20, years of service*

10 USC § 1209, *Active Duty*

10 USC § 1734, *Career development*

10 USC § 2005, *Advanced education assistance: active duty agreement; reimbursement requirements*

10 USC § 2007, *Payment of tuition for off-duty training or education*

10 USC § 2603, *Acceptance of fellowship, scholarships, or grants*

10 USC § 9317, *Thirty years or more: regular enlisted members*

10 USC § 9348, *Cadets: agreement to serve as officer*

10 USC § 12306, *Standby Reserve*

10 USC § 12641, *Standards and procedures: Secretary to prescribe*

10 USC § 12646, *Commissioned officers: retention of after completing 18 or more, but less than 20, years of service*

10 USC § 12731, *Age and service requirements*

10 USC § 12732, *Entitlement to retired pay: computation of years of service*

10 USC § 20101, *Members in Space Force active status: amount of annual training or active duty service required*

10 USC § 20104, *Orders to active duty: with consent of member*

10 USC § 20105, *Sustained duty*

10 USC § 20106, *Orders to active duty: without consent of member*

10 USC § 20108, *Members of Space Force: credit for service for purposes of laws providing pay and benefits for members, dependents, and survivors*

10 USC § 20233, *Eligibility for consideration for promotion: designation as joint qualified officer required before promotion to brigadier general; exceptions*

10 USC § 20261, *Selection of officers for continuation on the Space Force officer list*

10 USC § 20401, *Applicability of certain provisions of law related to separation*

10 USC § 20605, *Applicability of other provisions of law relating to retirement*

38 USC § 3319, *Authority to transfer unused education benefits to family members*
DODI 1120.11, *Programming and Accounting for Active Component (AC) Military Manpower*, 17 March 2015
DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 2014
DoDI 1235.09, *Management of the Standby Reserve*, 7 May 2024
DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 10 July 2015
DoDI 1300.19, *DoD Joint Officer Management Program*, 18 May 2023
DoDI 1315.18, *Procedures for Military Personnel Assignments*, 28 October 2015
DoDI 1322.10, *Policy on Graduate Education for Military Officers*, 29 April 2008
DoDI 1322.12, *Funded Legal Education*, 5 December 2023
DoDI 1327.07, *Career Intermission Program for Service Members*, 18 October 2018
DoDI 7730.68, *Uniformed Services Human Resources Information System*, 1 September 2023
DoDD 1100.4, *Guidance for Manpower Management*; 12 February 2005
CJCSI 1330.05C, *Joint Officer Management Program Procedures*, 19 July 2024
DAFPD 36-20, *Recruiting Programs and Accession of Military Personnel*, 11 March 2024
DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 August 2023
DAFPD 36-24, *Military Evaluations*, 7 October 2022
DAFPD 36-25, *Military Promotions and Demotions*, 15 December 2022
DAFPD 36-26, *Total Force Development and Management*, 18 January 2024
DAFPD 36-29, *Military Standards*, 24 January 2023
DAFPD 36-30, *Military Entitlements*, 26 April 2023
DAFPD 36-32, *Military Retirements and Separations*, 5 June 2024
DAFPD 38-1, *Manpower and Organization*, 20 February 2024
DAFI 36-2110, *Total Force Assignments*, 9 August 2024
DAFI 36-2501, *Officer Promotions and Selective Continuation*, 12 January 2024
DAFI 36-2606, *Reenlistment and Extension of Enlistment*, 22 May 2024
DAFI 36-2608, *Military Personnel Records Systems*, 15 December 2023
DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 January 2025
DAFI 36-2685_DAFGM2025-01, *Total Force Enlisted Developmental Education*, 16 January 2025
DAFI 36-2686, *Officer Development*, 9 February 2024
DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022
DAFI 36-3003, *Military Leave Program*, 7 August 2024
DAFI 36-3012, *Military Entitlements*, 6 April 2023
DAFI 36-3203, *Service Retirements*, 29 January 2021
DAFI 36-3211, *Military Separations*, 24 June 2022
DAFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 22 February 2024
DAFI 36-3802, *Force Support Readiness Programs*, 21 November 2021
DAFI 63-101_20-101, *Integrated Life Cycle Management*, 23 October 2024
DAFI 90-160, *Publications and Forms Management*, 14 April 2022
DAMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025
DAFMAN 36-2136, *Reserve Personnel Participation*, 15 December 2023
DAFMAN 36-2604, *Service Dates and Dates of Rank*, 6 June 2024

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022
DAFMAN 36-2139, *Active Duty Service Commitments and Reserve Service Commitments*, 1 July 2025
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 26 September 2024
AFI 38-101, *Manpower and Organization*, 29 August 2019
AFMAN 11-202 V1, *Aircrew Training*, 11 June 2024
SPFI 36-2135, *Joint Officer Management*, 21 November 2024
SPFI 36-2401, *Guardian Evaluations Systems*, 17 January 2024
SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, 11 September 2024
SPFMAN 36-2902, *Space Force Body Composition Program*, 17 January 2024

Prescribed Forms

N/A

Adopted Forms

DAF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*
DAF Form 64, *Reserve Service Commitment (RSC) Acknowledgement/Declination*
DAF Form 847, *Recommendation for Change of Publication*
DAF Form 2098, *Duty Status Change*
AF Form 469, *Duty Limiting Condition Report*

Abbreviations and Acronyms

AC—Active Component
AD—Active Duty
ADSC—Active Duty Service Commitment
AF—Air Force
AFI—Air Force Instruction
AFIT—Air Force Institute of Technology
AFPC—Air Force Personnel Center
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFT—Advanced Flying Training
ANG—Air National Guard
ARC—Air Reserve Component
ARMS—Automated Record Management System
ARPC—Air Reserve Personnel Center
CEA—Career Enlisted Aviators
CFA—Continuous Fitness Assessment
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager
CG—Commanding General
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
CONUS—Continental U.S.

CSO—Chief of Space Operations
CSP—Career Status Program
CY—Calendar Year
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DBH—Directed by Headquarters
DE—Developmental Education
DLI—Defense Language Institute
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOS—Date of Separation
EAD—Extended Active Duty
ETCA—Education and Training Course Announcements
ETMO—Enterprise Talent Management Office
FSS—Force Support Squadron
FT—Full-Time
FY—Fiscal Year
GAT—Guardian Assignment Timeline
GM—Guidance Memorandum
GRT—Guardian Resilience Team
HHA—Holistic Health Approach
HYT—High Year of Tenure
IAW—In Accordance With
ICT—Inter-Component Transfers
IDT—Inactive Duty for Training
IMA—Individual Mobilization Augmentee
IRT—In-Region Training
IST—Initial Skills Training
JQO—Joint Qualified Officer
LAF—Line of the Air Force
MSD—Mandatory Separation Date
NGB—National Guard Bureau
NDAA—National Defense Authorization Act
NSDSC—Non-Sustained Duty Service Commitment
OPR—Office of Primary Responsibility
OTC—Officer Training Course
OTS—Officer Training School
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PIT—Pilot Instructor Training
PMA—Space Force Personnel Management Act
PME—Professional Military Education
PRDA—Personnel Records Display Application

PT—Part-Time
RegAF—Regular Air Force
RIC—Resource Identification Code
ROTC—Reserve Officers’ Training Corps
RPA—Remotely Piloted Aircraft
RSC—Reserve Service Commitment
SCOD—Static Close Out Date
SDSC—Sustained Duty Service Commitment
SecAF—Secretary of the Air Force
SFAS—Space Force Active Status
SFAS-IRG—Space Force Active Status Individual Ready Guardian
SFAS-NSD—Space Force Active Status not on sustained duty
SFAS-SD—Space Force Active Status on sustained duty
SFDSC—Space Force Duty Service Commitments
SFIS—Space Force Inactive Status
SFRS—Space Force Retired Status
SFSC—Space Force Specialty Code
SMY—Student Man Years
SPFGM—Space Force Guidance Memorandum
SPFI—Space Force Instruction
SPFMAN—Space Force Manual
SOU—Statement of Understanding
SRB—Selective Retention Bonus
TAFCS—Total Active Federal Commissioned Service
TAFCS**D**—Total Active Federal Commissioned Service Date
TAFMS—Total Active Federal Military Service
TAG—The Adjutant General
TFCSD—Total Federal Commissioned Service Date
TDY—Temporary Duty
UIF—Unfavorable Information File
UMD—Unit Manpower Document
USAF—United States Air Force
USC—United States Code
UCMJ—Uniform Code of Military Justice
USSF—United States Space Force

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1X—Directorate of Plans and Integration
AF/RE—Chief of Air Force Reserve
NGB/A1PP—Force Management Branch
NGB/CF—Director of the Air National Guard
SF/S1—Deputy Chief of Space Operations for Personnel
SF/S1D—Directorate of Force Development
SF/S1L—Senior Leader Management Directorate
SF/S1M—Directorate of Manpower, Organization and Resources

SF/S1/ETM—Enterprise Talent Management

Attachment 4 Definitions of PMA Terms

Definitions

Space Force Active Status (Disambiguation): The duty status of *Guardians that are participating either on “sustained duty” (full-time active duty) or as Guardians that are “not on sustained duty” (performing active duty and inactive duty for training)*. See below for clarification of “sustained duty” and “not on sustained duty”.

Space Force Active Status does not, by itself, allow a Guardian to perform military duty, place them under the Uniform Code of Military Justice (UCMJ) authority, or entitle them to pay. Military Guardians must be on active duty (including sustained duty) or inactive duty for training orders to perform military duties, for the UCMJ to apply, or receive pay.

Sustained Duty (SFAS-SD) (Disambiguation): Voluntary full-time active duty service in the Space Force under 10 USC § 20105 under a specified term of enlistment or an officer’s service commitment that is most comparable to a member of the Air Force or Space Force Regular Component on active duty.

New military accessions will enter the USSF on sustained duty. Guardians on sustained duty will fill the majority of USSF full-time billets where military personnel are required.

Not on Sustained Duty (SFAS-NSD) (Disambiguation): Guardians that are in Space Force Active Status but are not on sustained duty are available to perform military duty either on active duty or inactive duty for training. Guardians on SFAS-NSD may be ordered to active duty using the same authorities available to order members of reserve components to active duty. This may be a voluntary order under 10 USC § 20104 or an involuntary order under 10 USC § 20106.

SFAS-NSD Guardians have a minimum level of participation defined as at least 48 scheduled drills and not less than 14 days of active duty or active duty for training for not more than 30 days each year.

SFAS-NSD Guardians must be on an active duty or inactive duty order for training (IAW USC Title 10, §20104 or §20106) to perform military duties, to be under UCMJ authority, or receive pay. After the period of active/inactive duty, the Guardian is released and cannot perform military duties or receive pay.

Work Roles: Under the PMA, there are two different levels of participation or “work roles” for Military Guardians: full-time (typically performed by Guardians on SFAS-SD); and part-time (typically performed by Guardians on SFAS-NSD). FT is defined as a work role requiring continuous 365-day active duty support and a part-time is any work role that requires less than continuous 365-day support.

The type of work role needed to fill a requirement documented on the USSF Unit Manpower Document (UMD) is identifiable by the Resource Identification Code (RIC) which indicates base level of resourcing/days required for a given position/billet.

While the level of participation for a given work role does not dictate whether a SFAS-SD or SFAS-NSD Guardian is required to fill a billet/assignment, the workload and duties of the assignment (i.e., Command, First Sergeant, etc.) may drive the requirement for a SFAS-SD fill.

Space Force Active Status. “The status of a member of the Space Force who is not in a space force inactive status and is not [in a space force] retired [status].” Source: 10 USC § 101(e)(1). (Associated Terminologies: Active Duty, Active Duty List, Active Service, Active Status, Space Force Officer List)

Sustained Duty.

“Full-time duty by a member of the Space Force ordered to such duty by an authority designated by the Secretary of the Air Force - (A) in the case of an officer - (i) to fulfill the terms of an active-duty service commitment incurred by the officer under any provision of law; or (ii) with the consent of the officer; and (B) in the case of an enlisted member, with the consent of the enlisted member as specified in the terms of the member's enlistment or reenlistment agreement.” Source: 10 USC § 101(e)(4)

“Enlisted Members. An authority designated by the Secretary of the Air Force may order an enlisted member of the Space Force in a space force active status to sustained duty, or retain an enlisted member on sustained duty, with enlistment or reenlistment agreement.” Source: 10 USC § 20105(a)

“Officers. (1) An authority designated by the Secretary of the Air Force may order a Space Force officer in a space force active status to sustained duty (A) with the consent of the officer; or (B) to fulfill the terms of an active-duty service commitment incurred by the officer under any provision of law. (2) An officer ordered to sustained duty under paragraph (1) may not be released from sustained duty without the officer's consent except as provided in chapter 2009 or 2011 of this title.” Source: 10 USC § 20105(b)

For the purposes of laws providing pay and benefits for members of the armed forces and their dependents and beneficiaries... “Sustained duty performed by a member of the Space Force under section 20105 of this title shall be considered active duty as a member of a regular component.” Source: 10 USC § 20108(2)

“Except as specified in 10 USC § 20401, or modified in chapter 2009 of Title 10, the provisions of chapter 59 of Title 10 related to separations that are applicable to officers and enlisted members of a regular component apply to officers and enlisted members of the Space Force.” Source: 10 USC § 20401

“Except as specifically provided in Chapter 2013, the provisions pertaining to the retirement of regular officers and regular enlisted members in Chapters 61, 63, 69, 71, 941, and 945 of Title 10

shall apply to Space Force officers and enlisted members who are on sustained duty”. Source: 10 USC § 20605

“During the transition period, the Secretary of the Air Force shall change the duty status of each member of the Regular Space Force to space force active status and shall, at the same time, order the member to sustained duty.” Source: Pub. L. 118-31, Section 1732

(Associated Terminologies: Active Duty, FT Work Roles, Regular, Regular Component, Transition Period)

Not on Sustained Duty.

“For the purposes of laws providing pay and benefits for the armed forces and their dependents and beneficiaries, active duty performed by a member of the Space Force in space force active status not on sustained duty shall be considered active duty as a member of a reserve component.” Source: 10 USC § 20108(3)

Note: “The term "reserve active-status list" means a single list for the Army, Navy, Air Force, or Marine Corps (required to be maintained under section 14002 of this title) that contains the names of all officers of that armed force who are in an active status in a reserve component of the Army, Navy, Air Force, or Marine Corps and are not on an active-duty list.” 10 USC § 101(c)(7)

“Inactive duty training performed by a member of the Space Force shall be considered inactive duty training as a member of a reserve component.” Source: 10 USC § 20108(4)

“Military training, duty, or other service performed by a member of the Space Force in a space force active status not on sustained duty shall be considered military training, duty, or other service, as the case may be, as a member of a reserve component.” Source: 10 USC § 20108(1)

“Except as specifically provided in regulations prescribed by the Secretary of Defense, a member of the Space Force in a space force active status who is not serving on sustained duty shall be required to (1) participate in at least 48 scheduled drills... and serve on active duty for not less than 14 days ... or (2) serve on active duty for training for not more than 30 days each year.” Source: 10 USC 20101

(Associated Terminologies: Active duty, Inactive Duty, Inactive Duty)