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MEMORANDUM FOR DISTRIBUTION C ALMAJCOM-ALFLDCOM-ALFOA/CC

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 changes to 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*.

This guidance is applicable to all uniformed Guardians. It establishes guidance for Guardians on sustained duty (SD) and on non-sustained duty (NSD) (not on sustained duty) in the United States Space Force (USSF) as part of a Space Force Single Component Service. 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.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Recommendation for change of publication; route DAF Form 847, Recommendation for Change of Product, 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 Space Force Guidance Memorandum (SPFGM) OPR for non-tiered compliance items, as applicable.

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

RICHARD L. ANDERSON
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 118-159) directed the transfer of the covered space functions of the Air National Guard (ANG) 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 Air Force Reserve (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 the end of 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 codified in Subtitle F are equivalent to existing terms. When applying 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)). (IDT, Muster, Funeral Honors)
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 Space Force Active Status (SFAS) who are either on sustained duty (SD) orders or non-sustained duty (NSD) orders. 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 work roles will be referred to as Guardians on SD and Guardians in part-time work roles, as Guardians on NSD to ensure consistency when referencing the Guardians and their duty status and work roles.

Chapter 2: Manpower and Requirements Determination.

2.1. Policy and Guidance.

2.1.1. IAW DAFI 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 Guardians on SD and Guardians on NSD workforce resources in the accomplishment of USSF missions.

2.1.1.3. Document Guardians on SD and Guardians on NSD workforce billets in the Manpower and Programming Execution System.

2.1.1.4. Oversee the programming and execution of manpower funding associated with Guardians on SD and Guardians on NSD manpower.

2.1.1.5. Provide organizational analysis and design for units with Guardians on SD and Guardians on NSD workforces.

2.1.1.6. Provide Guardians on SD and Guardians on NSD approved programmed requirements by grade and Future Years Defense Program (FYDP) to the Directorate of Military Policy and Management (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.

(REVISED) 3.2.1. All Guardians, regardless of work role, are eligible for and encouraged to apply to any developmental opportunities currently available. Guardians on NSD will utilize the same developmental opportunities and training as Guardians on SD and there will not be specific opportunities directed to members based on their respective duty status.

(REVISED) 3.2.2. A member on NSD is not excluded from any opportunity; however, they may be required to transition to SD 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) or the

Directorate of Senior Leader Management (SF/S1L) offices for more information.

(REVISED) 3.2.3. If a Guardian on NSD chooses to participate in an in-residence developmental opportunity that requires a permanent change of station (PCS) and/or incurs a service commitment, the member must transition to SD to complete that opportunity and perform their outplacement if the service commitment must be completed in active duty per statute or policy indicated in DAFMAN 36-2139, *Active Duty Service Commitments and Reserve Service Commitments*.

3.2.4. A Guardian on NSD is not required to transition to 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.

(NEW) 3.2.5. A Guardian on NSD is not required to transition to a SD to complete an in-residence short course that only requires a temporary duty (TDY). To complete this course, the Guardian will be placed on TDY orders and receive active duty points for the days on TDY. When the course and TDY are complete, the Guardian will return to their NSD work role duties.

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

(REVISED) 3.2.7. Guardians should refer to the career paths from SF/S1D and SF/S1L to visualize what their career could look like in their specific instances.

3.2.8. IAW Officer Training Course (OTC) attendance policy, officers that move from NSD to SD, who are already qualified in their Space Force Specialty Code (SFSC) / Air Force Specialty Code (AFSC) are not required to attend OTC.

(NEW) 3.2.9. IAW career field education and training plans (CFETPs), specialty requirements and Career Field Manager (CFM) direction, enlisted members that move from NSD to SD, 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.

(NEW) 3.2.10. Both Guardians in SD and NSD are eligible for participation in a SkillBridge Program prior to their transition out of active duty service. A Guardian may only participate in one SkillBridge Program in their career at the time of transition that must be approved by their commander and is subject to rank and timing restrictions per the Space Force SkillBridge Program Policy. Guardians should refer to Space Force Instruction (SPFI) 36-2672, *SkillBridge Program*, for more information and guidance on the program and participation.

3.2.11. During the bridging period, both Guardians on SD and NSD will remain eligible for tuition assistance benefits. Utilizing the equivalency table at Table 1, Guardians on SD will be eligible for Military Tuition Assistance (MilTA) and should continue to utilize the Air Force Virtual Education Center (AFVEC) system with processing by AFPC. Guardians transferring into NSD will remain eligible during the bridging period for Reserve Tuition Assistance (ResTA) and should continue to utilize the AFVEC system with processing by ARPC. Members should refer to DAFI 36-2681, *Voluntary Education Program*, for more information on tuition assistance programs.

3.2.12. If a transferring member is currently actively utilizing ResTA at the time of their transfer to NSD, the member may continue to utilize those benefits and should ensure that a copy of their new orders is uploaded into the AFVEC system for continuity. If a transferring member is currently actively utilizing ResTA at the time of their transfer to SD, the member should coordinate with the proper POCs in SF/S1D, ETM, and HAF/A1D for more information about utilizing MilTA benefits after transfer.

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 are 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 are managed through SF/S1D per direction in DAFI 36-2686 on a case-by-case basis.

(NEW) **Note:** All inquiries relating to USSF senior leader development for transferring members in grades O-6 and above and E-8 and above will be managed through SF/S1L on a case-by-case basis.

3.3.3. If an Air Reserve Component (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, give up quota/seat and 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).

(NEW) **Note:** Transferring members in grades O-6 and above and E-8 and above who have been selected to attend or are participating in senior leader development courses should consult with SF/S1L.

3.4. Service Commitments Incurred Through DE.

(REVISED) 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 USSF.

Chapter 4: Adverse Administrative Actions.

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

4.2. 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 SD and NSD, and vice versa.

4.3. A Guardian on NSD with a UIF or Control Roster is eligible for an assignment IAW guidance specified in DAFI 36-2110, this memorandum, and the GAT process.

(NEW) Chapter 5: Medical Management.

5.1. DAFMAN 48-108, *Physical Evaluation Board Liaison Officer (PEBLO) Functions: Pre-Disability Evaluation System (DES) and Medical Evaluation Board (MEB) Processing*, is applicable to all Guardians.

5.1.1. In partnership with the Headquarters Air Force Surgeon General, Space Force Medical Operations Directorate (HAF/SG SF) and the Air Force Reserve Command Surgeon General (AFRC/SG), the Guardian Support Management Office (GSMO) will be the centralized liaison for Guardians on NSD related to medical management.

5.1.2. **Medical Approval Authority/Adjudication Actions.** For Guardians on NSD, AFRC/SG serves as the medical approval authority for adjudication actions related to all fitness for duty determinations, which includes but is not limited to; Initial Review In Lieu Of (I-RILO) cases with Assignment Limitation Code (ALC) placement, and referral to the appropriate Disability Evaluation System (DES) process, (Medical Evaluation Board (MEB) or Non-Duty Related Disability Evaluation System (ND-DES)) when a waiver cannot be granted, medical hold, non-emergent elective surgery requests, and other medical clearance adjudications deemed appropriate and necessary.

5.2. DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, is applicable to all Guardians.

5.2.1. **Line of Duty.** The Air Force Reserve (AFR) Line of Duty (LOD) board will provide recommendations for cases related to Guardians on NSD to SF/S1. Figure 5.1 addresses DAFI 36-2910, Table 3.1., Processing Timelines for LOD Determinations. Figure 5.2 addresses DAFI 36-2910, Table 3.2., Authorities for Informal LOD processing. Figure 5.3 addresses DAFI 36-2910, Table 3.3., Authorities for Formal LOD Processing.

5.2.1.1. **Incapacitation Pay.** Incapacitation (INCAP) Pay eligibility requires an LOD determination of In Line of Duty (ILOD) and finding by credentialed military medical provider that the member has an unresolved health condition requiring treatment that renders the member unable to perform military duties or is able to perform military duties but demonstrates a loss of civilian earned income. Figure 5.4 addresses DAFI 36-2910, Table 7.1, INCAP Pay Coordination, Approval and Appeal authorities.

5.2.1.2. **Medical Continuation.** A Guardian on NSD orders, in Inactive Duty for Training (IDT) or Annual Training (AT) status, may be eligible for up to 30 days of pre-Medical Continuation (MEDCON) orders with approval from the member, the member's home station unit Commander/Delta Commander, FLDCOM and the orders issuing authority, if the member has incurred or aggravated an injury, illness or disease ILOD.

5.3. Directive: Department of Defense Directive (DoDD) 6200.04, *Force Health Protection (FHP)*, is applicable to all Guardians.

5.3.1. **Reserve Health Readiness Program.** Reserve Health Readiness Program is the Department of War (DoW), Defense Health Agency (DHA), program that provides Individual Medical Readiness (IMR), Dental Readiness, and deployment services to service members geographically remote from a medical treatment facility (MTF).

Figure 5.1. Processing Timelines for LOD Determinations.

Member is:	Agency	Action Completed Within
	Informal LOD Determination	
USSF Guardian in Space Force Active Status on Non-Sustained Duty (GNSD)	GNSD Member	Member will report to the Medical Treatment Facility (MTF) and Immediate CC and provide records to the MTF within 5 calendar days (see Note 2)
	LOD-Medical Focal Point (MFP)	Initiate and route to medical officer within 5 calendar days of receiving necessary records and request from member
	Medical Military Provider	Completed medical officer portion of LOD and routes to Commander within 30 calendar days (see Note 4) where a fulltime provider is available the military medical provider will complete medical officer portion of LOD and route to Commander within 5 calendar days
	Immediate Commander	10 calendar days
	Delta Staff Judge Advocate	Optional – 5 calendar days
	Delta Commander or equivalent Senior Officer present	Optional – 5 calendar days
	LOD Determination Board S1 Approving Authority	30 calendar days (see Note 1)
	LOD Program Manager (PM)	1 calendar day
	Member's written appeal of final determination	30 calendar days
USSF GNSD (see Note 1)	Formal LOD Process (see Note 3)	
	LOD PM	2 calendar days (see Note 2)
	Investigating Officer	50 calendar days
	Wing Legal Advisor	45 calendar days
	Delta Commander or equivalent senior officer	5 calendar days
Member is:	Agency	Action Completed Within
	LOD Determination Board and S1 Approving Authority	20 calendar days (see Note 1)
	LOD PM	2 calendar days
	Unit commander	4 calendar days (see Note 2 and Note 3)
	If member appeals- a written appeal request	30 calendar days
USSF GNSD	Informal Death LOD	
	LOD-MFP	1 calendar day
	Military Medical Provider	2 calendar days
	Immediate Commander	5 calendar days
	Legal Advisor (optional)	4 calendar days
	Delta Commander or equivalent senior officer	3 calendar days
	LOD Determination Board S1 Approving Authority	14 calendar days
	LOD PM	1 calendar day
	Next of Kin: If next of kin wants to file an appeal, a written request is required.	180 calendar days
USSF GNSD	Formal Death LOD (see Notes 4 and 5)	

	Military Medical Provider	2 calendar days (see Note 4)
	LOD MFP	1 calendar day
	LOD PM	1 calendar day
	Immediate Commander	5 calendar days
	Legal Advisor	4 calendar days
	Delta Commander or equivalent senior officer	5 calendar days
	LOD Determination Board	10 calendar days
	Immediate Commander	4 calendar days
	LOD PM	1 calendar day
	Next of Kin: If next of kin wants to file an appeal, a written request is required.	180 calendar days

Notes:

1. Once an informal LOD determination is initiated following a request by the member, deltas have 60 calendar days to initiate and process the LOD to the LOD board S1 for approval and total process timeline is 90 days. Deltas have 140 calendar days to process formal LOD with an additional 20 workdays for the LOD Determination Board; total processing time is 160 calendar days.
2. For LOD determination notification only; not included in processing timeline.
3. If an LOD determination results in initiation of a formal investigation, the formal investigation processing timeline will have another 90 calendar days (starting with the investigating officer through the LOD Determination Board) to complete the formal investigation
4. If toxicology reports are required and relevant to the LOD (e.g., the conveying medico-legal death investigation authority), the LOD timeline begins when the Military Medical Provider is in receipt of any toxicology reports that are relevant to the LOD.
5. Formal LODs will be expedited to a 90-calendar day timeline.

Figure 5.2. Authorities for Informal LOD Processing.

Member is:	Immediate Commander	Appointing Authority	Reviewing Authority	Authority	Appellate Authority
USSF GNSD	Immediate Commander G-Series CC at lowest level unit in which member is assigned	Delta Commander or equivalent	LOD Determination Board (See Note 1)	Delta Commander or equivalent	FLDCOM Commander
Note: 1. The LOD Determination Board consists of AFRC/SG, S1, JA					

Figure 5.3. Authorities for Formal LOD Processing.

Member is:	Immediate Commander	Appointing Authority	Reviewing Authority	Authority	Appellate Authority
USSF GNSD	N/A	Delta Commander or equivalent	LOD Determination Board (See Note 1)	Field Commander/S1	Field Commander/CD
Note: 1. The LOD Determination Board consists of AFRC/SG, S1, JA					

Figure 5.4. INCAP Pay Coordination, Approval and Appeal Authorities.

Coordination, Approval and Appeal Authorities		
USSF GNSD	Role:	Processing Timeline: (See note 3)
Member	Request INCAP Pay (Initial/Extension)	(See Note 1)
INCAP Pay PM	Review/process INCAP Pay PM	3 workdays
Military Treatment Facility	Coordinate/recommend	5 workdays
Immediate/Unit Commander	Coordinate/recommend	5 workdays
Finance Office (GSMO Financial Management Branch)	Coordinate/certify	5 workdays
Legal Advisors	Coordinate/recommend	9 workdays
Delta Commander	Initial INCAP Pay Approve/Disapprove Initial INCAP Pay INCAP Pay Extensions Coordinate/recommend INCAP Pay Extensions Appeals Coordinate/recommend all INCAP Pay appeals	3 workdays
The Enterprise Talent Management (ETM)/GSMO (See Note 2)	INCAP Pay Extensions Coordinate/recommend INCAP Pay Extensions Appeals Coordinate/recommend all INCAP pay appeals	30 workdays (See Note 1)
SF/S1	INCAP Pay Extensions Approve/Disapprove INCAP Pay Extensions Appeals • Approve Initial INCAP Pay • Recommend disapproval of INCAP Pay appeal requests to SAF/MR	10 workdays
SAF/MR	Final INCAP Pay Appeal Authority	10 workdays
Notes: 1. Not included in processing timeline. 2. Includes SG and Legal Advisor review. 3. Processing timeline resets when an INCAP Pay package is returned due to missing required or outdated documentation		

(REVISED) Chapter 6: Assignments.

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

6.1.1. The Guardian Assignment Timeline (GAT) cycles are conducted annually for applications, with a separate mandatory assignment process occurring every 36 months.

6.2. DAFI 36-2110, Table 3.1., Assignment Availability Codes, will include the Assignment Availability Codes (AAC) in Figure 6.1.

6.3. DAFI 36-2110, Table 12.2., Reassignments to the Ready Reserve and Standby Reserve, USSF GNSD equivalencies are listed in Figure 6.2.

6.4. DAFI 36-2110, Table 12.3., Involuntary Reassignments to the Air Reserve Personnel Center (ARPC), USSF GNSD equivalencies are listed in Figure 6.3.

6.5. Guardians are eligible for transfer from SD to NSD upon meeting the following prerequisites:

6.5.1. SFSC Qualification. The member must be fully qualified in the SFSC into which they are requesting to transfer.

6.5.2. Required Training.

6.5.2.1. Officers: Successful completion of OTC is mandatory.

6.5.2.2. Enlisted: Successful completion of IST is mandatory.

6.5.3. Service Commitment. All Sustained Duty Service Commitments (SDSC) must be fulfilled prior to the effective date of transfer.

6.5.4. Fitness Qualification: Must have a current Human Performance Assessment.

(NEW) Figure 6.1. Assignment Availability Codes.

RULE	CODE	Applies to:	Description:	Update Authority:
71	ST	Only to ANG transfers under NDAA FY25, Section 514; expires 3 years after consent to transfer	USSF - ANG IST under NDAA FY25, Section 514	ETM
72	SU	Only to ARC interservice transfers with 15-18 years Satisfactory Service at transfer; expires when Guardian reaches 20 years Satisfactory Service	USSF - ARC IST with 15-18 years of Satisfactory Service at transfer	ETM
73	SW	Guardians in any status filling a billet designated as a Special Programs Assignment; expiration date determined by billet owner	USSF - Special Assignments Program	ETM

(NEW) Figure 6.2. Approval Authority Unit USSF GNSD Equivalencies.

AFR Approval Authority Unit	USSF GNSD Approval Authority Unit
Wing CC or equivalent	Delta CC or equivalent
ARPC/DPTTS & ARPC/DPA	ETM
AF/RE	SF/S1L

(NEW) Figure 6.3. Approval Authority Unit USSF GNSD Equivalencies.

AFR Approval Authority Unit	USSF GNSD Approval Authority Unit
Wing/CC or equivalent	Delta/CC or equivalent
HQ AFRC/A1	HQ SF/S1
HQ AFRC/SG	HQ AFRC/SG (see Note 1)
Note: 1. Medical cases will be coordinated through ETM/GSMO Medical Technician.	

(REVISED) 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 SD IAW statute or applicable policy. Guardians are not eligible for an NSD assignment until this commitment is complete.

7.2.1. For ADSC/SDSC comparison table, refer to Table 7.1.

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

7.3.1. For RSC/NSDSC comparison table, refer to Table 7.2.

7.4. Transfers from ARC during PMA implementation period will incur a 2-year SDSC for transfer into SD or 3-year NSDSC for transfer into NSD.

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

7.5.1. A DAF Form 63 for SDSCs requires a Guardian to complete the service commitment while on SD. A DAF Form 64 for NSDSCs allows a Guardian to transfer between SD and NSD.

7.6. Transfer of Service Commitments to Space Force Duty Service Commitments: All transferees from other components or services to the USSF will incur a service commitment. Any existing Active Duty Service Commitment (ADSC) or Reserve Service Commitment (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.

Table 7.1. ADSC/SDSC Comparison Table.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
1	EAD from a service academy (10 USC § 9348, <i>Cadets: Agreement to Serve as Officer</i>)	5 years. (T-0)	5 Year SDSC	29	Upon formal withdrawal or elimination from the program, the member will incur an ADSC of 2 years. (T-1)
2	EAD from Air Force Reserve Officer Training Corps	4 years. (T-1)	4 Year SDSC	31	1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33 as defined in DAFMAN 36- 2032. (T-1) 2. If one accepted extended scholarship entitlements, the member will serve an additional ADSC equivalent to the entitlement extension. (T-1) The additional ADSC runs consecutively not concurrently to the original 4year ADSC.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
3	EAD for all other commissioning sources (see Table A2.2 for Medical) Warrant Officer Training School	4 years for Line of the Air Force (including Judge Advocate General Corps) and Space Force officers. (T-1) 3 years for Chaplains. (T-1) 5 years for Warrant Officers (T-2)	4 Year SDSC	31	
4	EAD for recall to active duty	Equal to DOS on EAD orders. (T-1)	SDSC Equal to DOS on EAD Orders	31	

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
5	Direct Accession (i.e., the accession of a member in a professional disciple prior to OTS), Warrant Officers, Minimum Term of Service, and Constructive Credit	3 years. (T-1)	3 Year SDSC	12	
6	PCS (CONUS to CONUS) (DoDI 1315.18, <i>Procedures for Military Personnel Assignments</i> , and DAFI 36- 2110)	2 years. (T-0)	2 Year SDSC (PCS to sustained duty)	11	1. Excludes “low-cost” And “no- cost” PCS. See DAFI 36-2110 for additional details. 2. Permissive and Humanitarian PCS still incur an ADSC. However, the humanitarian PCS ADSC may be reduced to a six-month commitment if a hardship condition exists after PCS move. Request should be sent to AFPC/DPMLT.
7	PCS (Overseas to CONUS) (DoDI 1315.18 and DAFI 36- 2110)	1 year. (T-1)	1 Year SDSC (PCS to sustained duty)	11	No DAF Form 63 required for Overseas PCS.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
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)	SDSC Equal to initial DEROS; or subsequent changes to DEROS	11	1. As an example: If a curtailment or extension occurs to the DEROS, the ADSC will be adjusted to match the new DEROS. (T-1) 2. No DAF Form 63 required for this PCS.
9	Promotions	2 years for promotion to E-7 and E-8. (T-1) 3 years for promotion to E-9. (T-1)	(Note 2)	10	1. There is no ADSC for officer promotions. 2. There is no ADSC for enlisted promotions from E-1 through E-6. 3. See DAFI 36-3203, <i>Service Retirements</i> , for retired grade requirements. 4. Demotion action does not relieve an enlisted member of an ADSC previously incurred for promotion.
10	Undergraduate Pilot Training (10 USC § 653, <i>Minimum Service Requirements for Certain Flight Crews Position</i>)	10 years. (T-1)	(Note 2)	80	Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1)
11	Undergraduate Navigator Training and Combat Systems Officer (10 USC §	6 years. (T-0)	(Note 2)	04	Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1)

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
	653)				
12	Undergraduate Air Battle Manager Training	6 years. (T-1)	(Note 2)	35	Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1)
13	Undergraduate Remotely Piloted Aircraft (RPA) Training	6 years. (T-1)	(Note 2)	37	Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1)
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)) -	No ADSC.	(Note 2)	05	1. Owning MAJCOM or FLDCOM of the course can make exceptions to the No ADSC requirement. 2. HAF/A3 is responsible for ensuring updated ADSCs are warranted and do not cause any unforeseen issues. 3. The ADSC will be updated in ETCA for the AFT courses that are covered by this rule; if there are changes to this rule, they will require an ETP. (T-1) 4. ETPs have an expiration date (not to exceed 10 years).

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
	Requalification (any fixed, rotary wing aircraft, or unmanned aerial system RPA), including senior officer qualification courses as defined in AFMAN 11202 V1, <i>Aircrew Training</i> - 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)				

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
15	Test Pilot School (all AFSCs; includes USSF)	See ETCA. (T-1)	See ETCA. (T-1)	05	1. Owning MAJCOM or FLDCOM commander of the course can prescribe ADSC requirement. 2. HAF/A3 is responsible for ensuring updated ADSCs are warranted and do not cause any unforeseen issues. 3. Upon formal withdrawal or elimination from the training, the member will incur a 2-year ADSC from the course elimination date, using Reason Code 33. (T-1) 4. Test Pilot School graduates do not incur an ADSC for initial qualification, requalification, or PIT training if the training is in direct support of Flight Test or Test Pilot School Instructor duty. For these occurrences, AFMC will coordinate with AFPC for adjudication of these ADSCs. (T-1)
16	USAF (or USSF equivalent) Weapons Instructor Course (all AFSCs) Career Enlisted Aviator Advanced Instructor Courses	See ETCA. (T-1)	(Note 2)	76	1. Owning MAJCOM or FLDCOM commander of the course can prescribe ADSC requirement. 2. HAF/A3 is responsible for ensuring updated ADSCs are warranted and do not cause any unforeseen issues. 3. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33. (T-1) 4. Members selected for formal in-unit or unit funded courses that are

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
					listed in ETCA https://usaf.dps.mil/teams/app10etca/SitePages/home.aspx?isdlg=1 will still incur the ADSC. (T-1) This rule is not intended to drive an ADSC for a nonformal course.
17	Flying Instructor Qualification courses	No ADSC.	N/A	77	1. Owning MAJCOM or FLDCOM commander of the course can prescribe ADSC requirement. 2. HAF/A3 is responsible for ensuring updated ADSCs are warranted and do not cause any unforeseen issues. 3. The ADSC will be updated in the ETCA for the AFT courses that are covered by this rule; if there are changes to this rule, they will require an ETP. (T-1) 4. ETPs have an expiration date (not to exceed 10 years).
18	TG-16A Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)	No ADSC	N/A	89	1. Owning MAJCOM or FLDCOM commander of the course can prescribe ADSC requirement. 2. HAF/A3 is responsible for ensuring updated ADSCs are warranted and do not cause any unforeseen issues. 3. The ADSC will be updated in

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
19	TG-15A/B Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)	No ADSC	N/A	89	the ETCA for the AFT courses that are covered by this rule; if there are changes to this rule, they will require an ETP. (T-1) 4. ETPs have an expiration date (not to exceed 10 years).
20	Power Flight Program Pilot and Mission or Instructor Pilot Qualification (applies only to the 306th Flying Training Group)	No ADSC	N/A	91	
21	T-41 Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)	No ADSC	N/A	87	
22	T-51, T-52, T- 53A Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)	No ADSC	N/A	87	

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
23	UV-18 Pilot Initial Qualification	No ADSC	N/A	92	
24	Initial Training: Combat Rescue Officer (AFSC 13DX), Air Liaison Officer (AFSC 13LX), and Special Tactics Officer (AFSC 13CX)	6 years	N/A	84	1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1) 2. The ADSC for Combat Rescue Officer will be associated with the AETC Combat Rescue Officer course. (T-2) The ADSC for Special Tactics Officer will be associated with the Air Force Special Operations Command (AFSOC) Advanced Skills Training course. (T-2) The ADSC for Air Liaison Officer will be associated with the AETC Air Liaison Officer Basic course. (T-2)

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
25	Combat Aviation Advisor initial Mission Qualification Course (CAAMQC) (applies only to AFSOC)	4 years	N/A	93	1. Due to operational requirements, Combat Aviation Advisor aircrew members may be required to crossflow and/or retrain into aircraft or airframes for AFSOC and/or U.S. Special Operations Command-directed missions. Therefore, they will not incur any additional AFT ADSCs while they are serving as Combat Aviation Advisors. (T-2) 2. AFSOC will notify AFPC/DPMLT of the effective date of the ADSC. 3. Upon formal withdrawal or elimination from the program, the member will incur an ADSC using Reason Code 33 for 1 year or equivalent to the time spent in training, whichever is greater. (T-1)
26	Career Enlisted Aviators attending AFT -Initial qualification (any fixed, rotary wing aircraft, or unmanned aerial system RPA)	4 years. (T-2)	N/A	05	1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33. (T-1) 2. This rule does not apply to NPS Accessions attending initial and/or mission qualification training into their first major weapons system.
27	Joint Interface Control Officers	2 years	N/A	39	ACC/A3 is responsible for notifying AFPC/DPMLT of the effective date of the ADSC.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
28	Federally-sponsored fellowships and educational programs lasting 20 weeks (140 days) or longer including, but not limited to, all advanced graduate programs, in-residence PME, Education with Industry, Advanced Studies Group programs, technical training, Air Force funded industry training and AFIT nonclinical fellowships (this list is not all inclusive). (10 USC § 2005 and DoDI 1322.10, Policy on	3 years Exception: 3 times the length of the period of the education not to exceed 4.5 years for master's degree and not to exceed 5 years for Doctorate Degrees (Health Professions Officers follow Table A2.2 guidance). (T-1)	1-5 Year SDSC depending on program	78 PME: 07	1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. 2. Members selected for in-unit or unit funded courses will still incur the ADSC. (T-2) 3. AFIT students who are attending AFIT on a part-time basis will not incur an ADSC for completion of AFIT courses. (T-2) 4. For AFIT students attending civilian institutions, this ADSC normally begins upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC. (T-1)

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
	Graduate Education for Military Officers)				
29	Corporate, foundation, or educational institution sponsored fellowships, scholarships, and grants (10 USC § 2603, <i>Acceptance of Fellowship, Scholarships, or Grants</i>)	3 times the length of training (Health Professions Officers follow Table A2.2 for guidance). (T-0)	SDSC 3 times the length of training	32	Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1)
30	Computer Network Operations Development Program	3 years	3 Year SDSC	38	1. The ADSC begins on the course graduation date. 2. Upon formal withdrawal or elimination from the program, the member will incur an ADSC using Reason Code 33 for 1 year or equivalent to the time spent in training, whichever is greater. (T-1)

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
31	Offensive Cyberspace Operator work role training or National Security Agency or US Cyber Command training equivalent	3 years	3 Year SDSC	38	1. The ADSC begins 24 months from the start of the date. 2. The ADSC will be adjusted to reflect 36 months from final course graduation date. (T-1) 3. Members who withdraw or are eliminated will incur a 24 month ADSC. (T-1) 4. Program manager is responsible for ensuring the Oracle Training Application is accurate and updated prior to course begins.
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)	(Note 2)	09	The ADSC begins after the last date of the term.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
33	Post-911 GI Bill transfer of education (38 USC § 3319, <i>Authority to transfer unused education benefits to family members</i>)	4 years. (T-0)	(Note 2)	85	
34	Legal Education Funded Legal Education Program (FLEP) (10 USC § 2004, <i>Detail of Commissioned Officers as Students at Law Schools & DoDI 1322.12</i>) Excess Leave Program (ELP) (10 USC § 2004) Funded Master of Laws (LL.M.) Programs (10 USC § 2005 &	FLEP: 2 years for each year of education; (T-0) ELP: 4 years; (T-1) FLEP/ ELP combined: minimum of 5 years; (T-0) LL.M/SLIP: 3 years.	N/A	FLEP & ELP: 79 LL.M.: 78	1. FLEP/ELP Students: ADSC begins upon completion of any other unfulfilled ADSC (e.g., EAD). Additionally, no portion of the education period (including legal internship) may satisfy any existing ADSC. Exception: The ADSC for initial PCS to Law School is fulfilled during the education period. 2. FLEP students who withdraw or eliminate is required to serve one year for each year, or part thereof, of participation in the program. 3. ELP students who withdraw or eliminate is required to serve one month for each month of participation in the program. 4. LL.M. students, upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using reason code 33 IAW with Rule 38. (T-1) 5. ADSCs for LL.M.AFIT students normally begins upon graduation. However, failure to complete a

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
	DoDI 1322.10) Strategic Legal Internship Program (SLIP) (10 USC § 2005)				thesis or dissertation is not considered formal elimination or withdrawal if all requisite course work has been completed and will not excuse a member from serving the full prescribed ADSC. (T-1)
35	Educational Leave of Absence (10 USC § 708, Education leave of absence)	2 months for each month of the period of the leave of absence program. (T-1)	SDSC: 2 months for each month of the period of absence	08	
36	Assignment to a critical acquisition position under the Acquisition Professional Development Program (10 USC § 1734, <i>Career Development</i> and DAFI 63-101_20- 101, <i>Integrated Life Cycle</i>	3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager. (T-0)	SDSC: 3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager.	72 (3yrs) 73 (4yrs)	

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
	<i>Management)</i>				
37	Assignment to a KLP (DAFI 63-101_20-101)	Determined by the Service Acquisition Executive prior to selection of position. (T-0)	TBD	86	ADSC will begin from effective duty date into KLP position. (T-2) If member is transferred and/or removed from the KLP position, the ADSC incurred will be adjusted and/or removed on the effective date to a non-KLP position. (T-2)
38	Eliminated, withdrawal, or resignation of training	2 years or the length of the program ADSC, whichever is less	(Note 2)	33	ADSC is calculated from the original projected course graduation date.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
39	Aviation Bonus	ADSC length is determined by Aviation Bonus Agreement	SDSC determined by Aviation Bonus Agreement	70	See AFMAN 36-3004.
40	Blended Retirement Continuation Pay	4 years	(Note 2)	55	
41	Judge Advocate Continuation Pay	ADSC is stipulated by DAFI 51- 101, <i>The Air Force Judge Advocate General's (AFJAG) Corps Operations, Accessions, and Professional Development</i>	N/A	90	

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
42	Inter-Service Transfers (IST)/ Inter- Component Transfers (ICT)	IST: 6 years for rated officers 3 years for Chaplains 3 years for all others ICT: 4 years	4 Year SDSC (Note 1)	98 (3 years) 31 (4 years) 98 (6 years)	
43	Career Intermission Program (CIP) (10 USC § 710 and DoDI 1327.07, <i>Career Intermission Program for Service Members</i>)	1 months for every 1 month in CIP. (T-0)	1 month SDSC for every 1 month in CIP. (T-0)	08, 54	This ADSC is consecutive to other service commitments.
44	World Class Athlete Program (WCAP)	3 years	3 Year SDSC	98	1. Member will incur a 2-year ADSC for voluntary withdrawal from the WCAP, except in the case where an injury results in the member's inability to continue training. (T-1) 2. AFSVA/SVOR is responsible for notifying AFPC/DPMLT when a member is selected for WCAP to ensure the DAF Form 63 is completed.

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
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)	2 Year SDSC	05	1. Upon formal withdrawal or elimination from the program, the member will incur a 1-year ADSC using Reason Code 33. (T-1) 2. Members selected for formal in- unit or unit funded courses that are listed in ETCA https://usaf.dps.mil/teams/app10etca/SitePages/home.aspx?isdlg=1 will still incur the ADSC. (T-1) This rule is not intended to drive an ADSC for a nonformal course.
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)	2 Year SDSC	59	1. For APNE students attending civilian institutions, this ADSC will begin upon the last date of the term or semester. (T-2) 2. Failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from servicing the full prescribed ADSC. (T-1)

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
47	Command Chief and Senior Enlisted Leader Key Development Positions	30 months	N/A	03	1. Applies to SELs filling 9D100 and 9V000 Key Development Positions. 2. Notification of selection will be provided by Air Force Chief Master Sergeant Management Office (AF/A1LE). (T-1)
48	Foreign Area Officer Qualification (5 USC § 4108, <i>Title 5 United States Code, Employee agreements; service after training</i> and 5 CFR § 410.309, <i>Title 5 Code of Federal Regulations, Agreements to continue in service</i>)		1-3 Year SDSC		
	Non-DLI Language	Non-DLI: Up to 3		27	1. Non-DLI ADSC length: \$20,001-\$50,000 (1-year

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
	Training (SAF/IAPA funded) In-Region Training	years depending on cost of training IRT: 3 years (T-1)		27	ADSC); Over \$50,000 (3 years ADSC) 2. ADSC will begin the day after training completion date. (T-2) 3. ADSC will run concurrently with any other FAO related or existing ADSC. (T-2) 4. Failure to obtain DoD FAO certification language requirement standards is not considered formal elimination or withdrawal if all the requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC. (T-1) 5. For 3-year ADSCs, upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1) IRT: 1. ADSC will begin the day after training completion date. (T-2) 2. ADSC will run concurrently with any other FAO related or existing ADSC. (T-1) 3. Failure to obtain DoD FAO certification IRT requirement standards is not considered formal elimination or withdrawal if all the requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC. (T-1)

R U L E	If the ADSC- incurring event is for (rules apply to all members unless otherwise indicated):	ADSC is:	Space Force Service Duty Commitment (Sustained Duty Service Commitment (SDSC))	ADSC / SDSC Reason code (see Attachment 3):	Remarks:
					4. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. (T-1)

NOTES:

DAFMAN 36-2139, Table A2.1 Officer and Enlisted ADSCs, Rules 17-27, 34, 41, and 47 are not applicable to Space Force.

1. Transfers from ARC during PMA implementation period will incur a 2-year SDSC for transfer into SFAS-SD.
2. Non-Sustained duty service commitments incurred can be served while on SFAS-SD or SFAS-NSD. See Table A5.1 for list of non-sustained duty service commitments.

Table 7.2. RSC/NSDSC Comparison Table.

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
1	Officer Training School	4 years. (T-1)	N/A	81	1. Reference Note 2 (AFR Only) 2. Note 4 (USSF Only)
2	Air Force Reserve Officer Training Corps	4 years plus one month for each additional month of scholarship benefits beyond four years. (T-1)	N/A	31	1. Reference Note 2 (AFR Only) 2. If one accepted extended scholarship entitlements, the member will serve an additional RSC equivalent to the entitlement extension. (T-1) The additional RSC runs consecutively not concurrently to the original 4-year RSC. (AFR Only) 3. Note 4 (USSF Only)
3	Warrant Officer Training School	5 years for Warrant Officers. (T-2)	N/A	31	1. Reference Note 2 (AFR Only)
4	Undergraduate Pilot Training (10 USC § 653, <i>Minimum Service Requirements for Certain Flight Crews Position</i>)	10 years. (T-1)	10 Year NSDSC	80	1. Reference Note 2 (AFR Only) 2. If a Chaplain's ecclesiastical endorsement is withdrawn, the discharge authority outlined in DAFI 36-2110, will take precedence over the RSC. (T-1)
5	Undergraduate Navigator Training, ABM Undergraduate Training, and Combat	Six years. (T-0)	6 Year NSDSC	04	1. Reference Note 2 (AFR Only) 2. If a Chaplain's ecclesiastical endorsement is withdrawn, the discharge authority outlined in DAFI 36-2110, will take precedence over the RSC. (T-1)

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
	Systems Operator (CSO)				
6	Undergraduate RPA Training	Six years. (T-1)	6 Year NSDSC	37	1. Reference Note 2 (AFR Only)
7	Undergraduate Air Battle Manager	Six years. (T-1)	N/A	35	1. Reference Note 2
8	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	Three years. (T-1)	NSDSC that matches RSC	05	1. Reference Note 2 (AFR Only)

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
	qualification. RSC applies to in-residence only.				
9	USAF (or USSF equivalent) Weapons Instructor Course in- residence	Three years for Intermediate and Senior schools. (T-1)	3 Year NSDSC	76	1. Reference Note 2 (AFR Only)
10	Instructor Qualification courses in- residence. Only those	Two years. (T-1)	N/A	77	1. Reference Note 2

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
	courses listed in the ETCA. (Applies to PIT, TX-2 and TX-3). RSC applies to in- residence only.				
11	Formal schools and in-residence education, as defined in DAFMAN 36- 2689, <i>Training Program</i>	One to Three years. (T-1)	N/A	78	1. Reference Note 2 (AFR Only) 2. See DAFMAN 36-2136. In the event the ETCA or applicable course guidance does not prescribe a specific retainability requirement, reservists must acknowledge a 1-year RSC for all courses that are 15 calendar days or less. (T-2) For courses longer than 15 calendar days, reservists must acknowledge a 2-year RSC. (T-2). (AFR Only) 3. RSC will be 3 years for intermediate and senior developmental/level service schools. (T-1) It will be one year for primary developmental/level service schools. (AFR Only) 4. Note 4 (USSF Only)
12	Officer PME in residence	One to Three years. (T-1)	N/A	07	1. Reference Note 2 (AFR Only) 2. Recall procedures are to be accomplished in accordance with RSC recall procedures as outlined in this guideline. (AFR Only)

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
					3. RSC will be 3 years for intermediate and senior developmental/level service schools. (T-1) It will be one year for primary developmental/ level service schools (AFR Only) 4. Note 4 (USSF Only)
13	Enlisted PME in residence	Two years. (T-1)	N/A	07	1. Note 4 (USSF Only)
14	NPS Enlistment	Four or Six years. (T-1)	N/A	82	1. DAFMAN 36-2032 “3.8.1.1.3. AFR and ANG applicants must enlist for at least a 4-year active enlistment. (T-1). The term of the member’s military service obligation (MSO) must be served as a member of the Ready Reserve in accordance with 10 USC § 12103, Reserve components: terms. (T-0)
15	Promotions: AGRs, Unit Reservist, IR	Varies.	2 Year NSDSC for E-7 and E-8; 3 Year NSDSC for E-9; None for officers	10	1. Enlisted: 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 (AFR Only) 2. 36-2502, 8.11 Reserve Service Commitment. Promotion to the ranks of MSgt, SMSgt, and CMSgt regardless of status, require 3 years of retainability. (T-1) If the Airman is unable to obtain the full 3 years retainability, he or she is not authorized the promotion to the next higher grade. (T-1) (AFR Only) 3. Officers: Members who are demoted will have RSC-incurred

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
					in Rule 2 removed. (T-1) (AFR Only)
16	Officer & Warrant Officer Tuition Assistance	Two or Four years. (T-0)	2-4 Year NSDSC	09	1.Reference DAFI 36-2681
17	Post-911 GI Bill transfer of education (38 USC § 3319, <i>Authority to transfer unused education benefits to family members</i>)	Four years. (T-0)	4 Year NSDSC	85	1. DoDI 1341.13, Section 3: Procedures, para. h.(1): If an individual transferring entitlement fails to complete the service agreed to consistent with the terms of the agreement, including any Service member requesting release from a military service obligation, the amount of any transferred entitlement that is used as of the date of such failure, or release, will be treated as an overpayment of educational assistance and will be subject to collection by the VA.
18	Blended Retirement System Continuation Pay	Four Years. (T-1)	4 Year NSDSC	55	
19	Officer and Enlisted Reserve Incentive Bonus (accession, affiliation, enlistment, retraining	Length is determined by Reserve Incentive Bonus Guide	N/A	47	1. Refer to current FY Officer and Enlisted Incentive Guide
20	PCS-AGR ONLY	Two years. (T-1)	N/A	11	1. Excludes “low-cost” And “no-cost” PCS. See DAFI 36-2110 for additional details.

R U L E	If the RSC incurring event is for:	RSC is:	Space Force Service Duty Commitment (Non-Sustained Duty Service Commitment (NSDSC))	RSC Reason Code:	Remarks:
	(CONUS to CONUS) (DoDI 1315.18, <i>Procedures for Military Personnel Assignments</i> , and DAFI 36- 2110)				2. AGRs who receive (voluntary or involuntary) tour curtailments may still have a commitment to fulfill the RSC. Procedures are outlined in DAFMAN 36-2114.
21	PCS-AGR ONLY (Overseas to CONUS) (DoDI 1315.18 and DAFI 36- 2110)	One year. (T-1)	N/A	11	1. AGRs who receive (voluntary or involuntary) tour curtailments may still have a commitment to fulfill the RSC. Procedures are outlined in DAFMAN 36-2114.
22	PCS-AGR ONLY (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	11	1. As an example: If a curtailment or extension occurs to the DEROS, the RSC will be adjusted to match the new DEROS. (T-1) 2. AGRs who receive (voluntary or involuntary) tour curtailments may still have a commitment to fulfill the RSC. Procedures are outlined in DAFMAN 36-2114.
23	Palace Chase (Officer & Enlisted)	Varies. (T-1)	N/A	99	1. Refer to DAFI 36-3211, 24.6.3 The PALACE CHASE participant's initial ARC service commitment must cover the entire length of the PALACE CHASE contract. (T-1)
24	Minimum Term of Service	N/A	3 Year NSDSC	12	Note 3 (USSF Only)

Notes:

1. Members who decline to sign the RSC event will sign a DAF Form 64. All formal training will incur an RSC. **(T-1)**

2. Individuals withdrawn or eliminated from education or training program will incur a 2- year RSC from the date the member was withdrawn or eliminated. (T-1) NPS members are not required to sign a contract for training, however, reference DAFMAN 36-2136, Reserve Personnel Participation, for recall procedures. **(T-1)**
3. This applies to inter-component transfers (ICT) from the AFR to SFAS-NSD.
4. Sustained duty service commitments incurred can only be served while on SFAS-SD. See Table A2.1 for list of sustained duty service commitments.

Chapter 8: Personnel Accountability and Strength Reporting.

8.1. IAW Title 10 United States Code (USC) Section 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.

8.2. Department of Defense Instruction (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.

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

8.4. The Space Force strength reporting will be inclusive of Guardians on SD and NSD as total SFAS.

8.5. Commanders and staff will provide personnel accounting and strength reporting for Guardians on SD and NSD to the Military Personnel Flights (MPF). Commanders will track and report Guardians on SFAS-SD and SFAS-NSD.

Chapter 9: Enlisted Promotions.

9.1. SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, is applicable to all enlisted Guardians.

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.

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 duty status (SD or NSD).

9.2.2.4. Guardians are evaluated and boarded 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 on SD or NSD will compete for promotion separately during the bridging period with separate quotas and boards/panels.

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

9.2.5. The Enterprise Talent Management (ETM) office will coordinate with Air Force Personnel Center (AFPC) and ARPC to facilitate access to board records for enlisted Guardians on NSD 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 § 1733 (2023).

9.3.1. ARC enlisted members selected for transfer to the USSF, and who are subsequently selected for promotion in the ARC 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 in the ARC 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 ARC.

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 in the ARC 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.

(REVISED) Chapter 10: Officer Promotions.

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

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 SecAF 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. As authorized by 10 USC § 20001, *Single military personnel management system*, section 1737, *Promotion Authority Flexibility*, during the bridging period, Space Force will convene selection boards to consider officers for promotion IAW the provisions of 10 USC Chapter 36, *Promotion, Separation, and Involuntary Retirement of Officers on the Active Duty List*.

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 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 to serve in the next higher grade.

10.2.2. IAW DAFI 36-2501, officers on SD are not eligible for promotion if they have not been on extended active duty (EAD) at least 120 consecutive days immediately before the central selection board's convening date. Officers on NSD are not eligible for promotion if they have not entered the Space Force at least 120 consecutive days immediately before the central

selection board's convening date. Date of entry is specified by the date listed on the officer's AF Form 133, *Oath of Office*.

10.2.3. Officer Promotion Processes.

10.2.3.1. 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.

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

10.2.3.3. Officers are considered In-the-Primary Zone or Above-the-Primary Zone only.

10.2.4. During the bridging period, officers on SD and NSD will be considered for promotion at separate SD and NSD boards.

10.2.5. Satisfactory participation is not required for Guardians on NSD to meet the board. Level of participation, by itself, does not render an officer not eligible for promotion.

10.2.6. ETM will coordinate with AFPC and ARPC to facilitate access to promotion board records for officers on NSD meeting the board.

10.2.7. Board composition will follow requirements as outlined in 10 USC § 20001, section 1737 (b)(3)(A).

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 § 1733 (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 and 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 evaluations 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 IAW SPFI 36-2401.

11.3.2. Guardians in SFIS shall not receive evaluations. Prepare evaluations upon return to SFAS IAW 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 IAW 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. Guardians on NSD. A Guardian on NSD is 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, 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 a Guardian on NSD (paragraph 11.4.2.2). Maj Wright was on 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 SD to NSD during the reporting period of 1 Dec 24 thru 30 Nov 25. He was on 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 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 SD may rate Guardians on SD and NSD.

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

11.5.3. Guardians on NSD may rate Guardians on NSD only if, throughout the ratee’s evaluation reporting period, the 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 NSD:

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

11.6.2. Referral Evaluation Rebuttal Comments. After the evaluation is referred, ratees on SFAS-NSD/Guardians on 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 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 on 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		
1. I am requesting a non-rated period on my next performance evaluation in accordance with SPFI 36-2401, <i>Guardian Evaluations Systems</i>. 2. I am requesting a non-rated period to start on DD MMM YY and end on DD MMM YY. 3. If you have questions, please contact me at (requesting Guardian's contact information).		
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 <u>disapproval</u> 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 <u>requesting</u> Guardian and their <u>rater</u>. 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, *Reenlistment and Extension of Enlistment*, 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 SD or NSD.

12.3. Per DAFI 36-2606, Table 6.2 Reasons for Extension of Enlistments, Rule 12, 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 SD or NSD, then 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. Guardians on SD or NSD. Guardians serving in the Non-Commissioned Officer (NCO) Career Status Program (CSP) and those who are approved for SD or NSD do not require additional retainability. These Guardians will execute and return from approved SD or NSD 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*, are 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 of active service, 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 member's 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 will utilize 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 DAFI 36-3203, 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 their HYT adjusted IAW SRB program guidance.

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

(NEW) **13.7.** IAW DAFI 36-3203, *Service Retirements*, Table 3.2, Retirement Waivable Conditions (Best Interest of the Department of the Air Force or Hardship Not Common to Other Air Force/Space Force Member), Service Commitment Conditions, Rule 7c (3), if the member is in the USSF and will not complete, as of requested retirement date, any of the following Reserve Service Commitments or NSDSC, Promotion to E-7, E-8, or E-9, the 2-year NSDSC for promotion to E-7/E-8 or 3-year NSDSC for E-9.

13.8. IAW DAFI 36-3203, Table 3.2, Retirement Waivable Conditions (Best Interest of the Department of the Air Force or Hardship Not Common to Other Air Force/Space Force Member), Rule 12, If 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).

13.9. USSF enlisted members may reenlist or extend to serve to HYT as outlined in DAFI 36-2606, and any SDSC 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.

(REVISED) **14.2.** Receipt of special pays in the ARC does not necessitate continuation of special pays in the USSF. Members should refer to the active bonus and special pays policies to determine if the special pays will apply within the USSF. 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 & Retirements.

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

15.2. Mandatory Separation Date. DAFI 36-3203 defines MSD for the Regular Air Force (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, 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. An officer will be retired on 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 Secretary of the Air Force (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, *Selection of regular officers for continuation on active duty* or § 637a, *Continuation on active duty: officers in certain military specialties and career tracks*, 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 § 637(a), re-establishes the MSD to allow continuation of active commissioned service.

15.6. DAFI 36-3203, Table 5.1, if the officer is a major, 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; 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), *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*, 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, 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, *Officers: voluntary retirement for length of service*, (i.e., 20 years active service). **Note:** In addition, USSF will utilize TAFCS and 10 years 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 active service but not at least 10 years active service as a commissioned officer, 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 Space Force duty service commitments.

15.9. IAW DAFI 36-3203, 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, 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, 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, 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.

15.13. Regular Retirement Eligibility. Under 10 USC § 20601 and § 20603, 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.

15.14. Non-Regular Retirement Eligibility. 10 USC § 12731, *Age and service requirements*,

establishes that USSF members must have at least 20 years of Satisfactory Service to qualify for a non-regular retirement. A member serving on active duty who has completed 20 years of Satisfactory Service through a combination of SD or 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 Satisfactory Service. A year of Satisfactory Service is defined as earning 50 points within an individual's established retention and retirement year per DAFMAN 36-2136, paragraph 2.3.2.

15.15. USSF Retirement Protection (Sanctuary) and Eligibility to Transfer to Space Force Retired Status. See 10 USC § 20401, *Applicability of certain provisions of law related to separation*, 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.

15.15.1. The USSF has outlined retirement protection for all Guardians who earn between 18 and 20 years of TAFMS, and/or Satisfactory Service, 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 Satisfactory Service, and are qualified for continued service, are entitled to protections for a regular or non-regular retirement (see DAFI 36-2110).

15.15.2. 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 2 years of qualifying for a regular retirement under 10 USC § 20603 or has completed at least 18 but less than 20 years Satisfactory Service as computed under 10 USC § 12732, *Entitlement to retired pay: computation of years of service*, towards a non-regular retirement.

15.16. Enlisted Eligibility. USSF enlisted members on 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 may not be discharged, denied reenlistment, or transferred from SFAS without the member's consent.

15.16.1. USSF enlisted members on SFAS who attain 18 (but less than 20) years of TAFMS must be retained on active duty unless they are: voluntarily separated; medically disqualified for continued service; or separated/discharged for cause. All active duty 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.

15.16.2. Members denied reenlistment who require an extension of Expiration Term of Service to obtain 20 years of Satisfactory Service may go through their servicing Force Support Squadron (FSS). The member and servicing FSS must coordinate with USSF and AFPC/ARPC.

15.17. 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. An enlisted Guardian on SFAS may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before they are able to qualify for a non-regular retirement.

15.18. 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.

15.19. Adjustment of HYT. A member's HYT date is adjusted pursuant to USSF retirement protection provisions (18 years but less than 20 years of TAFMS or Satisfactory Service at HYT). Members will have their HYT adjusted to the first day following the month the member will obtain 20 years of TAFMS or Satisfactory Service. 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 Satisfactory Service will not be further adjusted, unless the member was precluded from satisfactory participation during the adjusted period due to circumstances beyond the member's control.

15.20. 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*.

(NEW) Chapter 16: Active Duty for Operational Support-Space Force.

16.1. Space Force Manual (SPFMAN) 36-2136, *Guardian Participation Program*, applies to all Guardians. DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, applies to all ADOS-SF authorities unless specifically identified in this Guidance Memorandum.

16.2. Definition of ADOS-SF. IAW DoDI 1215.06, ADOS includes all voluntary active duty performed pursuant to 10 USC § 12301, *Reserve components generally*, subparagraph (d), request of an organizational or operational commander, or as a result of reimbursable funding. ADOS-SF is the term used by the USSF to describe ADOS, including all active duty service by Guardians performed by GNSDs. The purpose of ADOS-SF is to provide the necessary skilled manpower assets to support existing or emerging requirements. The USSF Military Personnel Appropriation (MILPERS 3510) funds the ADOS-SF program.

16.2.1. SF/S1M will:

16.2.1.1. Implement the ADOS-SF program IAW SAF/MR policies and ensure compliance with Office of Secretary of War and Office of Management and Budget (OMB) directives, the USSF Annual Planning and Programming Instructions and referenced laws, directives and instructions.

16.2.1.2. Collect, adjudicate and advocate for funding consideration of ADOS-SF requirements.

16.3. Invalid uses of ADOS-SF.

16.3.1. In lieu of establishing a valid, funded USSF authorization on the unit manning document (UMD). **(T-0)**

16.3.2. For the sole purpose of performing additional duties or volunteer activities (e.g., Combined Federal Campaign Project Officer). **(T-0)**

16.3.3. To fill/backfill civilian or contract employee positions, to fill a position/function where a GNSD volunteer is the same person who normally performs this duty as a full time Federal Civil Service employee or government contractor. **(T-0)**

16.3.4. To support non-Department of War (DoW) requirements, unless reimbursement is provided, or a current support agreement is in place, possible missions include missions supporting Defense Support of Civil Authorities; DoW's response to natural disasters, chemical, biological, radiological, or nuclear incidents; wildland firefighting on US territories; support to other federal agencies; support to Foreign Military Sales, National Science Foundation, US Forest Service, National Security Agency, Federal Emergency Management Agency, State Partnership Program, and Personnel Force Innovation requirements. **(T-1)**

16.3.5. To support unfunded authorizations. **(T-1)**

16.3.6. To support command staff augmentation beyond Air Force manning levels. **(T-1)**

16.4. Valid uses of ADOS-SF.

16.4.1. To support Combatant Commander requirements registered in a Global Force Management system of record and ordered by the Secretary of War.

16.4.2. To support a critical mission in the absence of full-time personnel for a USSF position backfill that cannot currently be filled due to a vacancy or deployment. **(T-1)**

16.4.3. To provide a bridge for approved USSF programmatic actions, documented by an approved Manpower Change Control Number.

16.4.4. For Joint Organizations, requests for staff augmentation in functions where manning levels are below USSF average. **(T-1)**

16.5. ADOS-SF Eligibility. Guardians in specific training categories (see SPFMAN 36-2136, **Table 2.1** and **Table 2.2**) are authorized to perform ADOS-SF.

16.5.1. FY requirements (see SPFMAN 36-2136, Table 1.1) will be performed, scheduled, substituted, or waived by a unit prior to a Guardian performing ADOS-SF for less than an entire FY. **(T-2)** On each ADOS-SF order request, the requester will place the statement "All FY participation requirements have been performed, scheduled, substituted, or waived. I understand all leave actions must be processed IAW DAFI 36-3003, and an ADOS-SF order will not be extended beyond the original termination date for leave purposes." **(T-2)**

16.5.2. Pregnancy and the Military Parental Leave Program (MPLP). The MPLP grants Guardians who have been on ADOS-SF for more than 12 consecutive months up to 12 weeks of non-chargeable parental leave following the birth, placement of a minor child for adoption (if adopted, or placement of a minor child with the member for long-term foster care. Guardians with confirmed pregnancy while in an ADOS-SF status can request curtailment of the order through the supported unit commander or director. A member with a confirmed pregnancy can continue serving in ADOS-SF status if a valid requirement exists and the Guardian's DAF Form 469 does not prohibit the member from performing the ADOS-SF duty required. ADOS-SF orders will not be extended beyond the original termination date for pregnancy or any leave purposes; however, ADOS-SF orders may be extended if there is a valid requirement, if funding is available, and with applicable (i.e., permanent, supported) commander(s) and/or director(s) approval. **(T-2)**

16.5.2.1. Guardians who have confirmed their pregnancy must make every effort to meet with a DoW health care provider at a military medical treatment facility or with a TRICARE authorized provider, no later than 12 weeks gestation. **(T-3)** Members are encouraged to notify appropriate command authorities upon confirmation of pregnancy, validated through a DoW health care provider or licensed non-DoW health care provider from whom the Guardian is receiving care. Guardians who have confirmed their pregnancy and choose to delay pregnancy notification to appropriate command authorities will notify the appropriate command authorities no later than 20 weeks gestation, unless notification must be made prior to 20 weeks gestation in circumstances such as duties, hazards, and conditions; required pregnancy testing; or deployed or underway. **(T-3)** Activation and/or continued ADOS-SF is contingent upon the member's ability to maintain access to obstetric care. Provisions for obstetric care should be arranged within a reasonable travel distance of the duty location, as determined by a military medical provider. The supported commander or director will curtail the ADOS-SF order, notwithstanding whether the Guardian is able to perform the duties of the order, if obstetric care is not available, if medical personnel cannot manage early complications of pregnancy, or if the pregnancy is "high risk." **(T-2)**

16.5.2.2. Costs normally associated with maternity and infant care (i.e., medical and surgical care incident to pregnancy, including prenatal care, delivery, postnatal care, treatment of complications of pregnancy, inpatient newborn) and post-natal convalescent leave shall not be considered when making a duty determination. If the supported commander or director determines the member's duty limitation(s) interferes or is not consistent with the duties to be performed during the ADOS-SF order, the supported commander or director may curtail the member's order or, at the member's request, seek other ADOS-SF opportunities for which the Guardian may be qualified to perform. If the ADOS-SF order is curtailed, the effective date will be 45 calendar days after receipt of the limitation notification.

16.5.3. Leave. See DAFI 36-3003 for leave processing requirements.

16.5.3.1. If the Guardian meets the DoW's parental leave threshold of a call or order(s) to active duty for a continuous period of more than 12 months, the Guardian will be entitled to 12 weeks non-chargeable parental leave or as much as the ADOS-SF order termination date permits. **(T-0)** Parental leave will be granted in all cases when eligible Guardians apply for it. **(T-0)** Unused parental leave at the end of the ADOS-SF order can be converted into the Reserve Component Maternity Leave (RCML) for the birthing parent but will be forfeited for the non-birthing parent. **(T-1) Note:** An interruption of a call or order(s) to active duty for a continuous period of at least 12 months constitutes a break and negate the 12-month continuous period (i.e., eligibility for maternity leave).

16.5.3.2. If the member does not meet the DoW's parental leave threshold, the Guardian may use accrued ordinary leave after the date of birth (DOB). If the member wants to use all or some accrued ordinary leave, the unit will curtail the order to that date. **(T-2)** If the Guardian does not have any ordinary leave or does not want to use ordinary leave after the DOB, the unit will curtail the ADOS-SF order to the DOB. **(T-2)**

16.5.4. Continuity of Medical Care. Transition Assistance Medical Program (TAMP), Guardians being deactivated from a contingency related ADOS-SF order of more than 30 calendar days may be eligible for 180 calendar days of transitional health care.

16.5.5. TRICARE Reserve Select. Guardians that are not eligible for Federal Employees Health Benefits may use TRICARE Reserve Select for healthcare coverage between periods of ADOS-SF.

16.5.6. Secretarial Designee Status. A pregnant Guardian being deactivated after more than 30 calendar days of ADOS-SF, may apply for Secretarial Designee status at the nearest military hospital or clinic for care. If awarded, the Guardian would be able to receive care at a military hospital or clinic as a Secretarial Designee, but not in the purchased care sector. Since all six armed services support the Secretarial Designee program, the pregnant Guardian could use another service's MTF through reciprocity. This program is covered in DAFMAN 41-210, *Patient Administration Support*.

16.5.7. Guardians assigned to SFIS or SFRS may not perform ADOS-SF.

16.6. Active Duty Sanctuary. "Sanctuary" means that any Guardian who attains 18 (but less than 20) years of active duty while serving on ADOS-SF (other than for training) must be retained on active duty unless voluntarily separated, is medically disqualified for continued service, or is discharged for cause. **(T-2)** Guardians must waive sanctuary entitlement prior to the beginning of ADOS-SF (other than for training) of less than 180 calendar days, or the member will not be authorized to perform the active duty, unless the Service determines the performance of the active duty is necessary to meet mission requirements and cannot reasonably be accomplished otherwise. **(T-2)** A Guardian cannot waive sanctuary entitlement for an ADOS-SF order greater than 179 calendar days so the member may not be authorized to perform the ADOS-SF or may be required to have consecutive orders with a waiver for each order under 180

calendar days. **(T-2)** To provide oversight, approving authorities will initiate a hard hold in the Air Reserve Order Writing System-Reserve (AROWS-R) will initiate a hard hold for approval of active duty order(s) if the Guardian has more than 16 years of TAFMS. **(T-2)** Sanctuary statements of understanding are required for Guardians performing ADOS-SF (other than for training) if the member has accrued 16.5 years of TAFMS. See DAFI 36-2110.

16.7. Requesting ADOS-SF Funding. The institutionalized, requirements-based management plan uses the Program Objective Memorandum (POM) process, whereby the commands, staffs, and agencies work closely with their respective combatant commanders, and program staffs to identify annual ADOS-SF man-day requirements. S1M will request funding from the Deputy Assistant Secretary for Budget (SAF/FMB).

16.7.1. SF/S1M will collect ADOS-SF requirements from the active component functional area managers annually.

16.7.2. SF/S1M will compile total funding requirements from the SF/S1 approved ADOS-SF final prioritized requirement list with SAF/FMB.

16.7.3. Funding will be issued from SAF/FMB via a funding authorization document and subsequently loaded into the Defense Travel System (DTS) and against Operations & Maintenance accounts, as applicable.

16.7.4. SF/S1M will review and allocate approved funding for ADOS-SF tours in the Manpower MPA Man-day Management System (M4S).

16.8. Scheduling ADOS-SF. Schedule ADOS-SF orders to start at 0001 hour and end at 2400 hours, with reporting time to conform with the local duty hours. ADOS-SF is usually planned to coincide with the availability of training supervisors or equipment. Guardians on ADOS-SF for a period of time for which the requirement overlaps holidays or weekends, must be on continuous orders until completion of training or requirement. **(T-1)** This does not negate the requirement for any necessary man-day waiver authority. Under no circumstances are Guardians performing ADOS-SF to be released during holidays or weekends and ordered to active duty again the following duty day to resume augmentation for the same duty/project. This is to protect the member and dependents (i.e., ensure no disruption of associated benefits and entitlements).

16.8.1. Guardians will request ADOS-SF days through participants active component man-day manager by filling out the ADOS-SF worksheet. This process is a requirement before orders are processed.

16.8.2. ADOS-SF orders must be processed via myFSS. **(T-1)** DAFMAN 36-2032, *Military Recruiting and Accessions*, or DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*, provide further guidance. Guardians will submit an order request electronically through myFSS to request AROWS-R orders to the GSMO Financial Management Branch at least 30 calendar days before the start date for publication of an order. **(T-1)**

16.8.2.1. Units must not approve ADOS-SF orders for the last quarter of the FY if the Guardian's FY participation requirements have not been met, not scheduled to be met, or not waived by the appropriate authority. **(T-2)**

16.8.3. The GSMO Financial Management Branch will use the Envision system to check the participants' readiness status to ensure all readiness requirements are current prior to the approval of any participation order requests.

16.8.4. The GSMO Financial Management Branch will pull the E49 (tour information) document from the M4S system, validate approved ADOS tour dates and tour information and forward to the GSMO Financial Management Branch.

16.8.5. All requested tours approved will have orders created and certified within the AROWS-R system.

16.8.6. Force Management technicians will coordinate with Guardians to ensure the GSMO Financial Management Branch receives certified orders and that members complete required in-processing actions, including applicable finance briefings and pay documentation to initiate pay entitlements.

16.8.7. Guardians on orders exceeding 30 days will receive semi-monthly pay on the 1st and 15th of each month.

16.8.8. Guardians on orders of 30 days or fewer will be paid upon completion of the tour. All travel entitlements (with exception of a PCS) will be processed through DTS.

16.9. Action Taken on Completion of ADOS-SF. The AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, (computer-generated or hard copy) must be signed by the member, certified by the approving official or individual who supervised the training, and sent to the Guardian's designated financial services office within 5 workdays after the ADOS-SF is completed. **(T-1)**

16.10. Training Category Code. Commanders or their designated representatives have the authority to determine the appropriate Training Category Code (TCC) to be used for ADOS-SF and must make sure appropriate TCCs are placed on all ADOS-SF orders. **(T-1)** TCCs are listed in SPFMAN 36-2136.

(REVISED) Chapter 17: Inactive Status.

(REVISED) 17.1. SFIS framework and applicability are comprised of the following:

10 USC §§ 101 – 5553, Subtitle A: *General Military Law*, is applicable to all military branches.

10 USC §§ 10001 – 18506, Subtitle E: *Reserve Components*, is the framework specifically for the reserve branches of the Armed Forces.

10 USC §§ 20001 – 20605, Subtitle F: *Alternative Military Personnel Systems*, is designed for the USSF and comprised of Active, Inactive and Retired Status.

(REVISED) 17.2. SFIS Authorities: 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*, are applicable to all Guardians on NSD and SFIS.

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 IAW 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, *Transfer to inactive status list instead of separation*.

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.

(NEW) 17.2.5. SFIS management will be completed by ARPC with USSF/S1 oversight IAW DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*.

(NEW) 17.2.6. Disposition of the SFIS will reside in the following Personnel Accounting Symbol(s) (PAS) codes to account for personnel ensuring accurate tracking for administrative and operational purposes.

(NEW) 17.2.7. The following six (6) PAS Codes will be used for Guardians in a SFIS IAW 10 USC § 20002(2), *Members: duty status*; § 20107, *Transfer to inactive status: initial service obligation not complete*; DoDI 1215.06 and DoDI 1235.09:

- (1) Delayed Entry Program: S73IFLX7
- (2) Reserve Officers' Training Corps Graduate Program: S73IFLX7
- (3) Remaining Service Obligation: S73IFLX5
- (4) Personal Hardship: S73IFLX2
- (5) Remaining Service Commitment: S73IFZ6M
- (6) Key Employee Program: 963IF1ZP

Chapter 18: Accessions.

18.1. DAFMAN 36-2032 and DAFMAN 36-2604, *Service Dates and Dates of Rank*, are 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.

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 61, *Retirement or separation for physical disability*

10 USC Chapter 63, *retirement for age*

10 USC § 101, *Definitions*

10 USC §§ 101 – 5553, Subtitle A: *General military law*

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 § 637(a), *Continuation on active duty: officers in certain military specialties and career tracks*

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

10 USC § 1209, *Transfer to inactive status list instead of separation*

10 USC §§ 10001 – 18506, Subtitle E: *Reserve Components*

10 USC § 12301, *Reserve components generally*

10 USC § 12306, *Standby Reserve*

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

10 USC § 12731, *Age and service requirements*

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

10 USC § 20001, *Single military personnel management system*
10 USC §§ 20001 – 20605, Subtitle F: *Alternative Military Personnel Systems*
10 USC § 20002(2), *Members: duty status*
10 USC § 20107, *Transfer to inactive status: initial service obligation not complete*
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 § 20401, *Applicability of certain provisions of law related to separation*
10 USC § 20601, *Officers: voluntary retirement for length of service*
10 USC § 20603, *Enlisted members: Voluntary retirement for length of service*
10 USC § 20605, *Applicability of other provisions of law relating to retirement*
DoDD 1100.4, *Guidance for Manpower Management*, 12 February 2005
DoDD 6200.04, *Force Health Protection (FHP)*, 9 October 2004
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 7730.68, *Uniformed Services Human Resources Information System*, 1 September 2023
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 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and The Career Intermission Program*, 3 March 2023
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*, 16 April 2021
DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 January 2025
DAFI 36-2681, *Voluntary Education Program*, 17 December 2025
DAFI 36-2685, *Total Force Enlisted Developmental Education*, 20 March 2026
DAFI 36-2686, *Officer Development*, 9 February 2024
DAFI 36-2907, *Adverse Administrative Actions*, 14 January 2026
DAFI 36-2910, *Line of Duty (LOD), Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 3 September 2021
DAFI 36-3003, *Military Leave Program*, 26 February 2026
DAFI 36-3012, *Military Entitlements*, 6 April 2023
DAFI 36-3203, *Service Retirements*, 8 July 2025

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*, 14 January 2026
DAFI 38-101, *Manpower and Organization*, 29 August 2019
DAFI 90-160, *Publications and Forms Management*, 14 April 2022
DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025
DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*, 24 May 2021
DAFMAN 36-2136, *Reserve Personnel Participation*, 15 December 2023
DAFMAN 36-2139, *Active Duty Service Commitments and Reserve Service Commitments*, 1 July 2025
DAFMAN 36-2604, *Service Dates and Dates of Rank*, 30 June 2025
DAFMAN 41-210, *Patient Administration Support*, 12 January 2026
DAFMAN 48-108, *Physical Evaluation Board Liaison Officer (PEBLO) Functions: Pre-Disability Evaluation System (DES) and Medical Evaluation Board (MEB) Processing*, 5 August 2021
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
SPFI 36-2401, *Guardian Evaluations Systems*, 17 January 2024
SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, 11 September 2024
SPFI 36-2672, *SkillBridge Program*, 31 March 2026
SPFMAN 36-2136, *Guardian Participation Program*, 29 May 2026

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 Product*
DAF Form 2098, *Duty Status Change*
AF Form 133, *Oath of Office*
AF Form 469, *Duty Limiting Condition Report*
AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

Abbreviations and Acronyms

AAC—Assignment Availability Code
ADOS—Active Duty for Operational Support
ADOS-SF—Active Duty for Operational Support-Space Force
ADSC—Active Duty Service Commitment
AFI—Air Force Instruction
AFPC—Air Force Personnel Center
AFR—Air Force Reserve
AFSC—Air Force Specialty Code
AFVEC—Air Force Virtual Education Center
ALC—Assignment Limitation Code
ANG—Air National Guard
ARC—Air Reserve Component
ARCNet—Air Reserve Component Network
ARMS—Automated Record Management System
AROWS-R—Air Reserve Order Writing System-Reserve

ARPC—Air Reserve Personnel Center
AT—Annual Training
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager
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
DES—Disability Evaluation System
DHA—Defense Health Agency
DOB—Date of Birth
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOS—Date of Separation
DoW—Department of War
DTS—Defense Travel System
EAD—**Extended Active Duty**
ETM—Enterprise Talent Management
FLDCOM—Field Command
FSS—Force Support Squadron
FY—Fiscal Year
FYDP—Future Years Defense Program
GAT—Guardian Assignment Timeline
GM—Guidance Memorandum
GNSD—Guardians on Non-Sustained Duty
GSD—Guardians on Sustained Duty
GSMO—Guardian Support Management Office
HYT—High Year of Tenure
IAW—In Accordance With
IDT—Inactive Duty for Training
IMR—Individual Medical Readiness
INCAP—Incapacitation
IST—Initial Skills Training
LOD—Line of Duty
ILOD—In Line of Duty
I-RILO—Initial Review In Lieu Of
IST—Initial Skills Training
M4S—Manpower MPA Man-day Management System
MAJCOM—Major Command
MEB—Medical Evaluation Board
MEDCON—Medical Continuation

MFP—Medical Focal Point
MilTA—Military Tuition Assistance
MPF—Military Personnel Flight
MPLP—Military Parental Leave Program
MSD—Mandatory Separation Date
MTF—Medical Treatment Facility
NAF—Numbered Air Force
ND-DES—Non-Duty Related Disability Evaluation System
NDAA—National Defense Authorization Act
NGB—National Guard Bureau
NSD—Non-Sustained Duty
NSDSC—Non-Sustained Duty Service Commitment
OMB—Office of Management and Budget
OPR—Office of Primary Responsibility
OTC—Officer Training Class
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PEBLO—Physical Evaluation Board Liaison Officer
PM—Program Manager
POM—Program Objective Memorandum
PMA—Personnel Management Act
PRDA—Personnel Records Display Application
RCML—Reserve Component Maternity Leave
RegAF—Regular Air Force
ResTA—Reserve Tuition Assistance
RIC—Resource Identification Code
RSC—Reserve Service Commitment
SCOD—Static Close Out Date
SD—Sustained Duty
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
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
SRB—Selective Retention Bonus
TAFCS—Total Active Federal Commissioned Service
TAFCS D—Total Active Federal Commissioned Service Date
TAFMS—Total Active Federal Military Service
TAMP—Transition Assistance Medical Program

TCC—Training Category Code
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File
UMD—Unit Manning Document
USAF—United States Air Force
USC—United States Code
USSF—United States Space Force
UTC—Unit Type Code

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/RE—Chief of Air Force Reserve
HAF/SG—Air Force Surgeon General
AFRC/A1—Deputy Director of Manpower, Personnel and Services
AFRC/SG—Air Force Reserve Command Surgeon General
NGB/CF—Director of the Air National Guard
SAF/FMB—Deputy Assistant Secretary for Budget
SAF/MR—Assistant Secretary of the Air Force Manpower and Reserve Affairs
SF/S1—Deputy Chief of Space Operations for Personnel
SF/S1D—Directorate of Force Development
SF/S1L—Directorate of Senior Leader Management
SF/S1M—Directorate of Manpower, Organization and Resources
SF/S1P—Directorate of Military Policy and 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 order to perform military duties, for the UCMJ to apply, or receive pay.

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

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

Not on Sustained Duty (SFAS-NSD/GNSD) (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 NSD have a minimum level of participation defined as at least 48 IDTs and not less than 14 days of active duty or active duty for training for not more than 30 days each year.

Guardians on NSD 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 SD); and part-time (typically performed by Guardians on 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 UMD is identifiable by the Resource Identification Code (RIC) which indicates base level of resourcing/participation required for a given position/billet.

While the level of participation for a given work role does not dictate whether a Guardian on SD or NSD 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 SD Guardian.

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)

“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)

“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.

“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 War, 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).