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Personnel

SERVICE RETIREMENTS

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This instruction sets procedures for carrying out laws, policies and DoD directives that govern retirements for service (but not for physical disability). Physical disability retirement procedures are in Air Force Instruction (AFI) 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. It also implements Air Force Policy Directive 36-32, *Military Retirements and Separations*. It applies to commissioned officers and enlisted members of the Regular and Reserve components of the US Air Force and to former members of the US Air Force Reserve components who are age 60. **Attachment 1** lists references, abbreviations, acronyms, terms, and addresses.

This instruction requires personnel to collect and maintain information protected by the Privacy Act of 1974 under the authority of Title 10, United States Code (U.S.C.), Armed Forces Sections 631, 632, 633, 634, 635, 636, 638, 1251, 1331, 8911, 8914, 8917, 8918, and 8924 and Executive Order 9397. The required Privacy Act Statement is in **Attachment 2** and in prescribed forms. System of Records Notice F035 AF M PC- *Military Personnel Records System*, applies. Process supplements that affect any military personnel function as shown in AFI 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8).

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1 (**Attachment 13**). This changes the high year of tenure (HYT) for technical sergeants (TSgts) from 22 to 24 years of service (YOS), master sergeants (MSGts) from 24 to 26 YOS and senior master sergeants (SMSgts) from 26 to 28 YOS (paragraph **2.20**). See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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Chapter 1

RESPONSIBILITIES

1.1. Department of Defense (DoD) Committees.

1.1.1. The Per Diem, Travel and Transportation Allowance Committee approves the information in this AFI concerning travel and transportation entitlements.

1.1.2. The Defense Finance and Accounting Service Headquarters (DFAS-HQ) approves the information on military retired pay.

1.1.2.1. Overall DoD guidance on retired pay matters is in the DoD Military Retired Pay Manual (DoD 7000.14-R, volume 7, Part B, 30 November 1992).

1.2. The Military Personnel Flight (MPF). MPF prepares and processes the AF Form 1160, **Military Retirement Actions**, for Air Force members in the grades of colonel and below according to the procedures in the instructions on the reverse of the form. These instructions also specify the disposition of the copies.

1.2.1. MPF personnel make sure that each member gets a Retirement Options or Entitlement Fact Sheet ([Attachment 3](#)) between the start of retirement processing and receipt of retirement orders.

1.2.1.1. For members retiring overseas, the MPF provides a copy of the applicable fact sheet on entitlement information ([Attachment 4](#) or [Attachment 5](#)).

1.3. The Colonels Group, Support Division (AFDPOB) processes the AF Form 1160 for colonels and colonel selectees.

1.4. Assistant for General Officer Matters (AFDPG) provides information on retirement to general officers and general officer selectees.

1.5. The Retirements Section, Air Force Military Personnel Center (HQ AFMPC/DPMARR2) processes the AF Form 1160 for lieutenant colonels and below retiring from extended active duty (EAD).

1.6. The Retirements Branch, Air Reserve Personnel Center (HQ ARPC/DPAR) processes the AF Form 1160 for Reserve members not on EAD.

Chapter 2

GENERAL INFORMATION, PLACE OF RETIREMENT AND RESTRICTIONS ON RETIREMENTS

Section 2A—General Information

2.1. Eligibility. Members are eligible to retire if they have at least 20 years of total active federal military service (TAFMS) . If members are officers and they wish to retire in their officer grade, they must also have 10 years of commissioned service.

2.1.1. As a temporary force reduction measure that expires 30 September 1995 (P.L. 102-484), and extended until 30 September 1999 (P.L. 103-160, section 561) members may be authorized early retirement (10 U.S.C. 8911 and 8914). However, as of 30 Jun 94, DoD has not implemented the extension in P.L. 103-160; therefore, the Air Force may use the temporary early retirement until 30 September 1995.

2.1.1.1. Members may retire with at least 15 but less than 20 years of service, if they meet other set criteria as determined by the Secretary of the Air Force (SAF).

2.1.1.2. An officer may have 8 years of commissioned service (lowered from 10 years) to retire in an officer grade.

2.1.2. MPFs take retirement applications from members up to 12 months, but no less than 120 days, in advance of the members meeting the minimum required service. Members must not be restricted from retiring by reasons in [Table 2.1](#), [Table 2.2](#), or paragraph [3.2](#).

2.1.2.1. The 12-month limit in paragraph [3.2](#) on submitting an application doesn't apply under the 7-day option (7DO) program.

2.1.3. The MPF will process any application an eligible member signs and gives to the MPF unless prohibited or delayed by a restriction in [Table 2.1](#) or [Table 2.2](#).

Section 2B—Place of Retirement

2.2. General Rules. A member may retire in:

-- The Continental United States (CONUS). Members assigned to a duty station in the contiguous United States retire at the duty station.

-- Overseas. Members serving overseas (including Alaska, Hawaii, or a US territory or possession) retire at the overseas duty station (see paragraph [2.3](#)) or at a separation processing base of choice [SPBC] (see paragraph [2.4](#)).

2.2.1. Don't change the unit of assignment or permanent duty station of members who are within 8 months of retirement without first notifying:

2.2.1.1. HQ AFMPC/DPMARR2, 550 C Street West, Ste 11, Randolph AFB TX 78150-4713.

2.2.1.2. For colonels and colonel selectees, AFDPOB, 1040 Air Force Pentagon, Washington DC 20330-1040.

2.2.2. *EXCEPTION:* You may move members because of:

2.2.2.1. Unit deactivation.

2.2.2.2. Change of unit or duty station for those who have had notice to start processing for mandatory retirement.

2.2.3. See paragraph 2.4.4. for procedure of assigning members to an authorized place of retirement that is based on publication of retirement orders.

2.3. Overseas Duty Station. Members may retire at the overseas base to:

2.3.1. Live permanently in that country. Prior to the date of retirement, members and their family members must comply with command and host government residency rules (for member and family members).

2.3.2. Live temporarily in that country and later move to a final overseas or CONUS home of selection (HOS) within the 1-year time limit set in the Joint Federal Travel Regulation (JFTR). Members and family members must comply with command and host government residency rules.

2.3.3. Move immediately to another overseas site as a final HOS by the most direct route as determined by the Traffic Management Office (TMO). Members and family members must comply with the overseas HOS command and host government residency rules.

2.3.4. Move directly to the final HOS in CONUS. Member must take at least 5 days of permissive TDY (PTDY) or terminal leave to use this option. In addition, members must call AFMPC to confirm arrival in the States to fulfill the Status of Forces Agreement.

2.4. Separation Processing Base of Choice (SPBC). An SPBC is an Air Force base in the United States (US) with an MPF and Financial Services Office (FSO) selected by the retiring member as the base nearest or most directly en route to the member's projected HOS.

2.4.1. A member has 1 year from the retirement date to make a final HOS move from the area of the SPBC to anywhere in the US.

2.4.2. Members not authorized HOS allowances may receive travel and transportation allowances from their last base to the place they actually travel, with reimbursement limited to their home of record (HOR) or the place they entered into active duty (PEIAD). These members may select the SPBC nearest to where they intend to live with travel and transportation reimbursement limited to the base closest to the member's HOR or PEIAD, whichever is greater. Therefore, these members will normally have an appropriate separation processing base (ASPB) different from their SPBC.

2.4.3. The ASPB is the base listed in separation travel orders as the place to which the member may receive full travel allowances or the location to which the member is directed to report. For retirees with HOS entitlements, the SPBC and ASPB are the same.

2.4.4. Assign the member permanent change of station (PCS) without permanent change of assignment (PCA) to the unit of the host MPF. If there is more than one MPF at the base, choose the unit of the major command (MAJCOM) in control of the base. If it is a Reserve unit, make sure the unit has a Reserve Identity Code "O" or "3" in column ARR-ID of the personnel accounting symbol (PAS) directory.

2.4.4.1. If the military needs to bring a member back to a place other than the SPBC (which becomes the ASPB), the agency that needs the member's presence asks for authorization from HQ

AFMPC/DPMARR2, AFDPOB for colonels and colonel selectees, or AFDPG for general officers and general officer selectees.

2.5. Overseas Processing Base Responsibilities:

2.5.1. The overseas MPF publishes PCS without PCA orders on retiring members. However, AFDPG publishes PCS without PCA orders for general officers.

2.5.2. After the MPF receives retirement orders (or a notice from HQ AFMPC/DPMARR2 or AFD-POB that they have published retirement orders), the MPF issues PCS without PCA orders that assign the member to the processing base of choice. No orders are needed if member is retiring overseas.

2.5.3. The MPF also:

2.5.3.1. Gives 25 copies of the retirement order to the member. If the member is retiring overseas, the MPF keeps the remainder of the copies for its own use.

2.5.3.2. Sends a CRT (cathode ray tube)-gram or message to the SPBC MPF at least 5 workdays before member's departure providing arrival date, retirement effective date, PTDY, terminal leave, and any other pertinent data.

2.5.3.3. Provides PCS without PCA orders that tells the member when to report to the SPBC (but no earlier than 3 workdays before retirement or the date leave is to start).

2.5.3.4. Evaluates mode of travel, travel time required, and time to deliver and pickup a privately owned vehicle (POV) at port and schedule the member's departure date.

2.5.3.5. Counsels members regarding their rights and entitlements to travel for themselves and their family members and for transportation of household goods (HHG) to a retirement home as stipulated in the JFTR.

2.5.3.6. Provides a fact sheet on entitlements information ([Attachment 4](#) or [Attachment 5](#)).

2.5.3.7. Advises that travel pay is limited to the cost of traveling from the overseas duty station to the processing base to the final HOS, or from the overseas duty station directly to the HOS.

2.5.3.8. If the member's SPBC is different than the ASPB, include both in the PCS without PCA orders. Identifies the SPBC with an asterisk in the AF Form 899, **Request for Authorization for Permanent Change of Station-Military** , block title: Unit, MAJCOM and Address of Unit to Which Attached. Includes the following statement in the remarks section of this form: "Member elects to separate at (name and location of SPBC). Full TDY per diem is payable for days needed to complete processing. All other travel and transportation allowances are limited to the cost of separating at (name and location of the ASPB)."

2.5.3.9. Prepares the final DD Form 214, **Certificate of Release or Discharge from Active Duty** . *Note: A member who is retiring at an SPBC signs the DD Form 214, but the MPF will not authenticate it in item 22.* Such authentication could constitute legal separation from the Air Force and cause legal and jurisdictional problems as a violation of the Status of Forces Agreement signed with the host country.

2.5.4. The member hand carries the field personnel records to the SPBC so that the SPBC can verify entries on the DD Form 214.

2.5.4.1. If the member can't hand carry the records, the MPF mails them far enough in advance to arrive before the member's SPBC processing.

2.5.5. The overseas processing base MPF notifies HQ AFMPC/DPMARR2 when members are within 60 days of their projected departure date and they haven't received retirement orders.

2.5.5.1. HQ AFMPC/DPMARR2 provides the order number, fund citations, and other pertinent retirement information by message to the overseas MPF.

2.5.5.2. If the overseas MPF subsequently receives the orders, it forwards the orders to the SPBC MPF within 1 workday of receipt. The MPF also notifies the SPBC MPF by message or CRT-gram, with an information copy to the FSO, of the member's arrival.

2.6. Separation Processing Base of Choice (SPBC) or Appropriate Separation Processing Base (ASPB) Responsibilities. The SPBC/ASPB MPF:

2.6.1. Verifies entries on the DD Form 214 from member's field personnel records, retrieves identification (ID) cards and passports, and ensures that the member meets new ID card requirements.

2.6.2. If member requests withdrawal of retirement or change of retirement date, the SPBC or ASPB helps the member submit the AF Form 1160.

2.6.3. The local commander completes section II of the AF Form 1160.

2.6.4. The MPF obtains and includes the losing commander's recommendation.

2.6.5. The MPF mails or sends by data fax the AF Form 1160 to HQ AFMPC/DPMARR2.

2.6.6. The MPF notifies the overseas MPF if member fails to report within 72 hours of scheduled date.

2.7. Travel and Transportation Entitlements for Overseas Retirees. The MPF provides members with a copy of either [Attachment 4](#) or [Attachment 5](#), as appropriate, and advises them to contact the TMO.

2.7.1. The TMO will brief the members on their travel and transportation options specified in the JFTR.

2.7.2. The MPF computes the travel time depending on the mode of travel. Credit 1 day if by air transportation and 1 day for every 350 miles if travel is by POV. Give members 1 day each to deliver and pick up a POV at a port. Allow 3 days if a Friday is involved.

2.7.3. The FSO may give a member advanced travel pay from the overseas duty station to the port of embarkation and from the CONUS port of debarkation to the separation base or HOS. Pay advance travel pay from a processing base to a HOS subject to the limits in the JFTR, paragraph U5165.

2.7.3.1. Retiring members submit a final travel voucher to the processing base FSO.

2.7.3.2. There may be a difference in travel pay of a member and his family members. The MPF ensures members understand what travel entitlements are pertinent to them and their family members.

2.8. Leave in Connection with Retirement. Members who wish to take terminal leave or PTDY in connection with their retirement must apply for retirement at least 120 days before the requested date plus the

desired number of leave days or PTDY to allow enough time to process the application and issue retirement orders. Members may not depart on terminal leave or PTDY until receipt of retirement orders.

2.8.1. If the member has selected an SPBC, the MPF assigns the member PCS without PCA for retirement processing as specified in paragraph 2.4.

2.8.1.1. Before approving the leave, the overseas commander gets the member's signature on this statement and places it in the unit relocation folder (URF) as a temporary document:

“I understand that approval of my request for leave in connection with my retirement, if granted, is only for my personal benefit and convenience. I agree to be in a leave status and to depart on the date I have shown in my leave request, or as soon as the CONUS MPF completes my processing. I won't return to a duty status before the date of my retirement .”

2.8.2. Some retiring members may take special leave in excess of 60 days. Members retiring under the 7-day option (see paragraph 2.19.), who don't have enough time to finish retirement processing and also take this special leave, retire the 1st day of the 2nd month following the date eligible for return from overseas (DEROS).

2.8.2.1. The MPF delays the date of member's return to comply with the reporting instructions. In the personnel transaction identifier (PTI) 958, enter code “72” (Retirement under 7-Day Option) in SPEC-PROG-ID and the word “LEAVE” in the remarks section.

2.8.3. Keep personnel granted terminal leave or PTDY in connection with retirement assigned to their units. Leave taken before DEROS isn't a tour curtailment and, therefore, isn't a basis for getting an early replacement.

2.9. Permissive Temporary Duty (PTDY) in Connection with Retirement. Members retiring for years of service may get PTDY to help in their job or house search (see AFI 36-3003, *Military Leave Program* (formerly AFR 35-9) and paragraph 2.8.).

2.10. Application of Medal of Honor Recipient. Process retirement application sent by a Medal of Honor recipient regardless of restrictions.

2.11. Approval and Disapproval Authority. The Secretary of the Air Force (SAF) is the final authority to approve or disapprove voluntary retirement applications. The SAF delegates this authority to the Director, Secretary of the Air Force Personnel Council (AFPC), and to designated Special Assistants when appropriate.

2.12. Retirement Orders. These HQs publish retirement orders:

2.12.1. HQ AFMPC/DPMARR: Orders on members retiring from extended active duty (EAD) under 10 U.S.C. 632, 633, 635, 636, 638, 8911, 8914, 8917, 8918, and 1331.

2.12.2. AFDPOB: Orders on EAD colonels retiring under 10 U.S.C. 637, 8911, and 8918.

2.12.3. HQ ARPC/DPAR: Orders on Reserve members not on EAD retiring under 10 U.S.C. 8911 or 8914.

2.12.4. The appropriate HQ generates orders on computer or publishes them on AF Form 2652, **Retirement Special Order—Service or Age** , and AF Form 2655, **Retirement Special Order—**

Amend, Rescind, Revoke and Other Actions. Computer-generated orders don't require a seal or signature although the word "official" must appear above the signature element.

2.12.5. HQ AFMPC/DPMARR also publishes orders appointing an enlisted member (with 10 years or more of commissioned service) as an officer in the Reserve of the Air Force and places the member on the Retired Reserve List. Such orders are authorized if they were not previously published when the member separated as an officer to then enlist as an airman to attain 20 years of active service. The member must have a Reserve appointment in order to retire as a commissioned officer.

2.13. Publishing Orders. Allow at least 30 days, from the date of approval notice in the personnel data system (PDS), before asking for status of retirement orders.

2.14. Rescinding and Amending Orders. A fully executed order, if regular and valid, is final. It may only be revoked, rescinded, or amended if there is fraud, manifest error, mathematical error, mistake of law, or substantial new evidence. Amend or rescind retirement orders in rare situations when a member is unable to complete retirement processing before the effective retirement date.

2.14.1. In circumstances such as medical hold, civil confinement, late departure from overseas, or so on, the MPF immediately notifies HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) and sends documents to justify amendment or rescission of the retirement order. Prompt notice prevents the member from having to apply for corrective action to the Air Force Board for Correction of Military Records. Use the AF Form 2655 or a computer generated order to amend or rescind the retirement.

2.15. Reserve Status of Retired Member. A member of an Air Force Reserve component retired under Title 10 U.S.C. Section 8911 automatically transfers to the Retired Reserve according to 10 U.S.C. 274(1), as amended. By policy, the Air Force assigns to the Retired Reserve any other member who is or becomes a member of the Air Force Reserve at retirement.

2.15.1. A Regular or Reserve enlisted member retired under Title 10 U.S.C. Section 8914 performs active duty required by law until the active service plus inactive Reserve service totals 30 years. During the period of inactive Reserve service, Regular enlisted members also keep their status as retired enlisted members of the Regular Air Force.

2.16. Retired Members Ordered to Active Duty. When there is a valid requirement, the SAF may order retired members of the Regular Air Force or of the Retired Reserve who retired under 10 U.S.C. 8911 or 8914 back to active duty (10 U.S.C. 688).

Section 2C—Retirement Restrictions

2.17. General Information on Retirement Restrictions. Restrictions to retirements are in [Table 2.1](#) and [Table 2.2](#). In general, [Chapter 3](#) covers the laws that apply to retirement.

2.18. Waiver of Restrictions. Members applying for retirement earlier than their active duty service commitment (ADSC) date or having other restrictions to retirement as listed in [Table 2.1](#) or [Table 2.2](#) must request a waiver of the ADSC or restriction. The member applies for a waiver on the AF Form 1160. If they receive waiver approval, members generally may not receive approval for a later request to withdraw their retirement application to stay on active duty.

2.18.1. **Actions by the MPF.** The MPF checks the applicable blocks in section I and includes a recommendation by the member's commander. Restrictions will not be waived for those conditions in [Table 2.1](#). You may ask to waive those in [Table 2.2](#) for hardship or in the best interest of the Air Force. The data element codes used to apply for retirement and request a waiver are in [Table 2.2](#) and [Attachment 6](#).

2.18.2. **Waiver Requests Based on Hardship.** Applicants must write what the hardship is and how early or delayed retirement would ease or eliminate it. Also, they must show that the hardship came up, or got worse, after the ADSC or restriction happened, and show what efforts they made to remedy the problem by other than a change to retirement.

2.18.2.1. To support the request for waiver based on hardship, the package must contain detailed documents like written statements, letters, or certificates (originals only) from those who know about the problem (such as a doctor or chaplain). Include statements showing the extent of the problem, and why a change to the member's retirement would solve it.

2.18.3. **Waiver Requests Based on Best Interest of the Air Force.** Applications citing "best interest of the Air Force" must clearly show how a change to the retirement would serve Air Force interests.

2.18.3.1. Although the member makes the request, the commander recommends whether the approval would be in the best interests of the Air Force and gives supporting reasons for the recommendation.

2.18.3.2. If the commander bases the recommendation on local manning conditions, include in the remarks section of the AF Form 1160 the MPF chief's comments on base level manning in the member's specialty and actions taken to remedy the situation.

2.18.4. **Waiver Justification Not Required in Certain Cases.** The appropriate HQ may approve an application without a waiver of any unfulfilled ADSC from members whose retirement date coincides with:

- An involuntary date of separation (DOS).
- An expiration of term of service (ETS).
- Reaching 30 or more years of active military service.

2.18.4.1. The MPF certifies this is the case by entry in the remarks section of the PTI 958/95A transaction (APPL-RET-SEP-NAR-RMKS) of the AF Form 1160.

2.18.5. **Making Personal Commitments Before Waiver is Approved.** MPF personnel caution members not to make any personal commitments (such as buying or selling a house or business) before they receive approval of their waiver requests.

2.19. Seven-Day Option (7DO). Subject to the restriction in [Table 2.2](#), members may apply for retirement according to the 7DO procedures in AFI 36-2110, *Assignments*, and in [Table 2.3](#) in this AFI. Members electing this option have 7 days in which to apply to retire in lieu of accepting an assignment. A member who has an assignment selection date (ASD) may apply for retirement before receipt of the assignment notice, but the retirement date must be no later than the date in the applicable rule in [Table 2.3](#), column E. The appropriate HQ may waive the 7DO provisions only in unique or unusual circumstances.

2.19.1. The MPF completes AF Form 1160, Section III, circling the applicable PTI and special program identifier in blocks 13a and c. For enlisted members, the MPF inputs PDS transaction PTI 958 (or 95A if applicable), with SPEC-PROG-ID coded "72," for 7DO. For officers, mail the original AF Form 1160 to HQ AFMPC/DPMARR2 (or to AFDPOB for colonels and colonel selectees). Use AF Form 1160, Section IV, to show the officer's desired retirement date.

2.19.1.1. Retirement under the 7DO may be:

2.19.1.1.1. No later than 12 months after the notice of assignment for lieutenant colonels and below.

2.19.1.1.2. No later than the 1st day of the 4th month, for colonels and colonel selectees.

2.19.1.2. After an assignment comes through the PDS and before the MPF enters the 7DO retirement transaction in the PDS, the MPF ensures PTI 526 is in. Include the date on which the member received notice of the assignment. A valid 7DO application doesn't require PTI 520. After the appropriate HQ approves the retirement, a PTI 510 flows to the MPF to cancel the assignment, if appropriate.

2.19.1.3. If a member applying for retirement sent the application on or after the ASD, the MPF tells the member to reapply, if eligible, under the 7DO program.

2.19.1.4. If a member reapplies, the MPF updates the PDS to show the proper data code and new retirement date. If the original application is in the PDS, the MPF tells HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) without delay that the member has reapplied. If the member is ineligible or declines to reapply under the 7DO, the MPF tells the appropriate HQ to cancel the retirement.

2.19.2. Effect of Exceptional Family Member Program (EFMP) Requests, or Assignment Reclama, on the 7-Day Option. Members eligible to apply for a 7DO retirement sign the AF Form 1160 and give it to the MPF no later than 7 calendar days after the assignment notice. Even if the member should reclama the assignment, or request deferment or reassignment for humanitarian or EFMP reasons, the 7DO period is not delayed while the deferment or reclama is in process. If the request is disapproved, the member has another 7 calendar days to apply for a hardship retirement (under paragraph [2.18.](#)).

2.19.2.1. Approval of an assignment reclama, humanitarian, or EFMP request doesn't, in itself, support withdrawal of a retirement request submitted under the 7DO. Members with a valid hardship may still apply for retirement under paragraph [2.18.2.](#) at any time after the 7DO period has passed if they can substantiate that severe personal hardship would otherwise result.

2.19.2.2. To input PTI 958 in the PDS after the 7DO period has passed, the MPF enters SPEC-PROG-ID code "70" in DIN RFI and mails documented evidence of hardship to HQ AFMPC/DPMARR2 (or to AFDPOB for colonels and colonel selectees).

2.19.3. Enlisted 7-Day Option (PCS Declination Policy). Don't confuse applying for retirement under the 7-day option (in lieu of PCS) with the separate and distinct action of declining to get retainability for reassignment by signing a PCS declination statement. Members who sign a declination statement may not apply for retirement until the appropriate assignment manager cancels the assignment and removes it from the base-level file by flow of PTI 510 to the MPF.

2.19.3.1. CONUS-assigned enlisted members with 19 or more years of total active federal military service (TAFMS) who decline to get retainability for a PCS assignment, receive an involuntary DOS of 6 months from assignment notice or a DOS on the last day of the month they complete:

2.19.3.1.1. 20 years TAFMS.

2.19.3.1.2. An ADSC.

2.19.3.1.3. A CONUS maximum stabilized tour.

2.19.3.2. Eligible members apply for retirement to be effective the 1st day of the month following the established DOS or earlier.

2.19.3.3. The MPF sends retirement applications according to [Table 3.2](#). In the PDS transaction PTI 958, the MPF updates SPEC-PROG-ID "72" (7-day option) to identify the application as "in lieu of PCS" and thus not subject to withdrawal.

2.19.3.4. Detailed information on PCS declinations and the impact of an involuntary DOS on retirement is in AFI 36-2110 (formerly AFR 39-11).

2.19.4. Retirement Options Available to Officers (Lieutenant Colonel and Below) Who are Ineligible to Elect the 7-Day Option. Officers, who have an ADSC more than 12 months from the date of assignment notice, may apply for retirement in lieu of PCS. If approved, retirement is on the date the member requests or on a date the SAF directs.

2.19.4.1. Officers with lengthy ADSCs will proceed on their assignments if the Air Force critically needs their services. However, they remain eligible to retire on completing their original ADSC.

2.19.4.2. The MPF completes AF Form 1160, section III, and mails it to HQ AFMPC/DPMARR2 showing the officer's requested retirement date in section IV, "Remarks."

2.20. Retirement in Conjunction with High Year of Tenure (HYT) Date. Members request voluntary retirement to be effective no later than the 1st day of the month following the HYT date. Members apply for voluntary retirement or separate at these HYT dates: Staff Sergeants (SSgts) 20 years of service (YOS), Technical Sergeants (TSgts) 24 YOS, Master Sergeants (MSgts) 26 YOS, Senior Master Sergeants (SMSgts) 28 YOS, and Chief Master Sergeants (CMSgts) 30 YOS.

2.20.1. Members may submit requests for extension of a HYT retirement date based on extreme hardship not common to contemporaries, or best interest of the Air Force to HQ AFMPC/DPMARR2 for consideration on a case-by-case basis. Approval requires detailed evidence that the member must stay on active duty to resolve the hardship and can eliminate the problem within the extension period. The period is the time needed to solve the problem, but may not exceed 1 year.

2.20.1.1. The mission support and squadron commander may disapprove requests not meeting this criteria.

2.20.2. Wing or comparable level commanders may request HYT extensions on uniquely qualified noncommissioned officers (NCOs) filling critical positions when they are essential to the success of a vital mission and suitable replacements can't be found. Submit fully justified requests (containing unit, wing commander and MAJCOM recommendation) through command channels no earlier than

1 year and no later than 6 months before the individual's HYT. The maximum extension period is 1 year.

2.21. Request for Withdrawal or Change of Month. If retirement on the scheduled date will cause severe hardship for the member or the immediate family, or if it isn't in the best interest of the Air Force, submit a request for withdrawal or change of month. The request package must contain pertinent written documents. **Table 3.2.**, rules 6 and 7, show how to make these requests. Withdrawal or extension usually won't be approved if the member is retiring under the 7DO.

2.21.1. Requests for Retirement Withdrawal or Extension of Retirement Date Based on Hardship. The request package must tell what the hardship is and show, with written evidence, how retention on active duty will ease or solve the problem. Also, members must show that the hardship came up, or got worse, after they applied for retirement and that they could not reasonably foresee the hardship at the time they made retirement plans.

2.21.1.1. The MPF codes SPEC-PROG-ID as "70" (hardship) in the PDS transaction PTI 95A or 95B. Show in the remarks section of the transaction the date the member signed AF Form 1160.

2.21.2. Requests for Retirement Withdrawal or Extension Based on Best Interest of the Air Force. The member initiates these requests.

2.21.2.1. The commander or other senior official provides evidence that clearly shows it is in the best interest of the Air Force for the member to stay on active duty. A commander who recommends disapproval gives the reasons.

2.21.2.2. In the PDS transaction PTI 95A or 95B, the MPF codes the SPEC-PROG-ID "73" (best interest of the Air Force). In the remarks section show the date on which the member signed the AF Form 1160.

2.21.3. Request for Retirement Withdrawal or Extension Based on Promotion. These requests may be approved if the member was selected for promotion after applying for retirement. Enlisted personnel who applied for retirement under the 7DO may not apply for withdrawal or extension based on promotion.

2.21.3.1. For members selected for promotion to MSgt, SMSgt, or CMSgt, the MPF shows on the AF Form 1160 that the member has signed a statement agreeing to fulfill the promotion commitment.

2.21.3.2. The member sends the withdrawal request within 10 workdays after confirming the promotion.

2.21.3.3. Because members selected for SSgt or TSgt have no ADSC, they may retire the 1st day of the month following the effective date of promotion or extend their retirement date for up to 6 months.

2.21.3.4. In the PTI 95A or 95B, the MPF enters SPEC-PROG-ID code "71" (withdrawal or extension of retirement based on promotion). In the remarks block, show the date on which the member signed the request for withdrawal or extension.

2.21.4. Approval. The appropriate HQ usually approves requests for an earlier retirement date unless the date is otherwise restricted.

2.21.5. **Request for Retirement Withdrawal or Extension for Medical Reasons.** A member may not request withdrawal or extension to stay on active duty solely to resolve a medical problem or receive medical treatment. If the member’s medical problems are severe enough to warrant a change of retirement date, the local medical facility uses the medical hold procedures detailed in **Chapter 5**.

2.22. Request for Extension Beyond a Date of Separation (DOS). The MPF may not accept or process a request to extend a retirement past the DOS of an enlisted member, or the mandatory DOS of an officer except as shown in paragraph **4.2.2**.

Table 2.1. Conditions that Preclude Submission or Processing of Retirement Application.

R U L E	A	B
	If member	then
1	is under investigation	MPF suspends processing of application until investigation is complete. Then if one or more of the restrictions in Table 2.2 . apply, process accordingly. When no further action is taken after investigation is completed, return to NORMAL application processing (see note 1).
2	is serving overseas or on a CONUS maximum stabilized tour and requests retirement date beyond DEROS or tour completion date (see note 2)	member must delay submission of retirement application until arrival at new duty station, when desired date is later than the first day of month after DEROS or tour completion date. Member becomes subject to restrictions existing at that time.
3	applies for retirement on or after ASD and is not eligible to apply under paragraph 2.19. , or applies under paragraph 2.19. for an unauthorized date	restriction will not be waived. MPF won't accept application unless ASD is canceled. Member must proceed PCS and may not submit application until arrival at new duty station. Member is subject to any other restrictions existing at that time (see note 3).

NOTES:

1. If member applied for retirement and it later develops that a restriction applies, MPF immediately notifies HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) and the MAJ-COM so that retirement processing is suspended.
2. Pertains to members who apply for retirement before ASD. If the application was submitted on or after ASD, member may apply, if eligible, under 7-day option rules (see **2.19**.paragraph **2.19.** and **Table 2.3**).
3. **2.18.2**.Paragraph **2.18.2.** and paragraph **2.19.2.** show how to apply for retirement under hardship conditions.

Table 2.2. Restrictions on Retirement That May Be Waived In The Best Interest Of The Air Force Or For Hardship Not Common To Other Air Force Members.

R U L E	A	B	C	D
	If member	then restric- tion is waiver- able	and cite special program ID (see note 1) and waiver code	and
1	departed duty station on a CONUS-to-CONUS move on or after 15 January 1987, and will not complete 24 months on station or departed duty station on an overseas-to-CONUS tour and will not complete 12 months on station as of requested retirement date (time computed from date arrived station) (see note 2)	for hard-ship or in the best interest of the Air Force	28	MPF sends AF Form 1160 indicating basis for waiver.
2	applies for retirement less than 4 months, plus desired terminal leave (see paragraph 2.8.) and PTDY, in advance of requested retirement date (no waiver required when application submitted under 7-day option per paragraph 2.19.)		24	
3	has not completed, as of requested retirement date, the 2-year ADSC for promotion and is not entitled to retire in a higher permanent Reserve grade (see notes 2 and 3)		25	

R U L E	A	B	C	D
	If member	then	restriction is	and cite
4	holds the grade of Lt Col, Col, Brigadier General or Major General and has not served on active duty at least 3 years in that grade as of the requested retirement date (see notes 4, 5 and 6)	by the President for extreme hardship or in exceptional or unusual circumstances	26	
5	is on an overseas tour and will not complete the ADSC as of the requested retirement date (see notes 2 and 7)	for hardship	23	
6	is an officer and will not complete ADSC resulting from Air Force Institute of Technology (AFIT) training as of requested retirement date	for hardship or in the best interest of the Air Force	21	
7	will not complete ADSC resulting from professional military education as of requested retirement date	for hardship or in the best interest of the Air Force	22	MPF sends AF Form 1160 indicating basis for waiver.
8	will not complete any ADSC resulting from education or training not otherwise specified herein as of requested retirement date		29	

R U L E	A	B	C	D
	If member	then restric- tion is waiver- able	and cite special program ID (see note 1) and waiver code	and
9	is MC or DC officer who will not complete ADSC for additional or incentive special pay (MC); continuation pay (DC); or sponsored training, as of requested retirement date		30	
10	applies for voluntary retirement during war or when war is imminent, or in an emergency as declared by the President or Congress		31	
11	is subject to action initiated under AFI 36-3208 (formerly AFR 39-10) or AFI 36-3206 (formerly AFR 36-2) that could lead to involuntary discharge and is retirement-eligible as of date of application (see notes 8 and 9)	in the best interest of the Air Force	32	MPF sends AF Form 1160 and discharge case file to HQ AFMPC/DPMARR2 for referral to the SAF when the discharge board convening authority decides to suspend discharge processing. When the convening authority decides to complete discharge processing, the MPF returns the AF Form 1160 to the member, advising that a new application may be submitted when discharge action is complete (see note 3).

R U L E	A	B	C	D
	If member	then restric- tion is waiver- able	and cite special program ID (see note 1) and waiver code	and
12	is subject to an action initiated under one of the following instructions that may result in an involuntary separation or demotion: -- AFI 36-3209 (formerly AFR 35-41 volume 3). -- AFI 36-3206 (formerly AFR 36-2) -- AFI 36-3207 (formerly AFR 36-12) -- AFI 36-2503 (formerly AFR 39-30) and is retirement-eligible as of date of application or eligible as of date specified in applicable instruction (see notes 8, 9 and 10)		33	suspend the administrative action and send case and AF Form 1160 with recommendation. Send through the MAJCOM (except for cases involving members in grade of MSgt and below that are processed under AFI 36-2503 (formerly AFR 39-30) (see note 3).
13	is in default with respect to public funds	in the best interest of the Air Force	34	MPF sends report of circumstances and AF Form 1160 with recommendation through the MAJCOM (see notes 3 and 11).
14	is serving under a suspended court-martial sentence and is retirement eligible as of date of application		35	MPF sends pertinent courts-martial orders and AF Form 1160 with recommendation through the MAJCOM (see notes 3 and 11).

R U L E	A	B	C	D
	If member	then restric- tion is waiver- able	and cite special program ID (see note 1) and waiver code	and
15	is under court-martial charges and trial has not begun, and member is retirement-eligible as of date of application		36	MPF sends AF Form 1160 with copy of charges to the General courts-martial (GCM) convening authority. When the GCM convening authority recommends retirement before trial, MPF sends AF Form 1160, with charges and allied papers, through the MAJCOM for SAF decision (see notes 3 and 11). When GCM convening authority does not recommend retirement before trial, MPF suspends processing the application. When sentenced, AF Form 1160 is processed under rules 16 and 17 as applicable. When charges are withdrawn or dismissed, or the accused is acquitted, MPF resumes processing of AF Form 1160 (see notes 11 and 12).
16	is under court-martial sentence, including dishonorable discharge, bad conduct discharge, dismissal, or confinement at hard labor for over 6 months, and is retirement-eligible as of date of application (see notes 11 and 12)			MPF does not process application until sentence has been approved by convening authority and when required, by officer exercising general courts-martial jurisdiction. MPF sends AF Form 1160 with copy of staff judge advocate review and accompanying documents through the MAJCOM for SAF decision. An approved retirement does not preclude completion of a sentence to confinement. Record of trial is sent in normal course and will be made available at HQ USAF/JAJ as necessary.

R U L E	A	B	C	D
	If member	then restric- tion is waiver- able	and cite special program ID (see note 1) and waiver code	and
17	is under court-martial sentence, not including any punishment shown in rule 16 and is retirement-eligible as of date of application (see note 12)			MPF does not process application until approved sentence has been reviewed and found to be legally sufficient according to Article 65(c) (special or summary courts-martial), or Article 69 (general courts-martial), Uniform Code of Military Justice (UCMJ). When requested retirement date is earlier than punishment completion date, the retirement date may be delayed. However, an approved retirement does not preclude completion of a sentence to confinement (see note 11).
18	is under civil charges that, in case of conviction, may result in initiation of an administrative discharge action, and is retirement-eligible as of date of application	in the best interest of the Air Force	37	When nature of charges may warrant action under rule 11 or 12, MAJCOM suspends processing of application until final disposition of those charges. When charges do not warrant such suspension or final disposition does not lead to action under rules 11 or 12, MAJCOM may process application normally (see notes 3 and 11).
19	has been notified of proposed action under Article 15, Uniform Code of Military Justice (UCMJ)		39	MPF does not process application until the base staff judge advocate has reviewed the Article 15, UCMJ action and found it legally sufficient. When requested retirement date is earlier than punishment completion date, the recommendation of the commander imposing punishment must indicate that punishment was or will be remitted by the requested date (see notes 3 and 11).

NOTES:

1. If submitted under hardship provisions, enter special program identifier "70." If in the best interest of the Air Force, enter "73."

2. A member, who cannot serve as specified by reason of DOS, must request a retirement date effective the 1st day of DOS month.
3. If a member has applied for retirement and it later develops that a restriction applies, the MPF immediately notifies HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) and the MAJCOM to suspend retirement processing. Instructions under the applicable rule in this table then apply.
4. Officers who cannot justify waiver of the time-in-grade (TIG) requirement, or whose waiver request is disapproved, may ask to retire in the next lower grade held satisfactorily on active duty for at least 6 months. Show such requests in the remarks section of AF Form 1160 over the applicant's signature and include documentation to substantiate waiver of any ADSC.
5. Reserve officers, who are notified they will be released from active duty without their consent and who then apply for retirement and are retired under 10 U.S.C., 8911, are considered to have retired involuntarily. Thus, their retired grade is set according to 10 U.S.C. 1370(a)(1), provided any promotion ADSC is waived.
6. For Lt Colonels and Colonels wishing to voluntarily retire in their officer grade, 10 U.S.C. section 1370 (a) (2) reduced the requirement of having 3 years time in grade to 2 years, subject to a 2 percent limit per year. This provision expires in law 30 September 1995 but was extended until 30 September 1999 by P.L. 103-160, section 561; however, as of 30 June 1994, DoD has not yet authorized its use beyond 30 September 1995.
7. Members whose overseas tours are extended or curtailed will have their ADSC date adjusted to equal their date eligible for return from overseas (DEROS).
8. See the governing instruction for retirement eligibility criteria, allowable retirement date, and specific processing procedures.
9. When members have an ETS prior to the date they become retirement-eligible, and retirement in lieu of discharge is approved by the Secretary of the Air Force, the Secretary may direct extension of enlistment to allow the member to retire on the 1st day of the month after the month in which 20 years TAFMS is completed.
10. Officers with 20 years TAFMS who have completed less than 10 years (8 years if retired before 30 September 1995) Total Active Federal Commissioned Service (TAFCS) may apply for separation for the purpose of enlisting and retiring in an enlisted grade (see paragraph 3.8.). P.L. 103-160, section 561 extended the provision of requiring only 8 years TAFCS to retire as an officer to 30 September 1999; however, as of 30 June 1994, DoD has not implemented this extension.
11. MPF ensures that officer grade determination action is completed and included with the case being forwarded (see Table 3.2., note 2).
12. Applications usually are not acted upon between opening of a court-martial and sentencing. When sentence is set aside and a rehearing is authorized, case reverts to Rule 15 until the rehearing starts.

Table 2.3. Retirement Under 7-Day Option.

R U L E	A	B	C	D	E
	If member is	and	and as of	and has	then the member
1	an officer in the grade of lieutenant colonel or below (see notes 1 and 2)	selected or nominated to attend an educational or training course, or has an ASD	the training selection or nomination or PCS notification date is eligible or within 12 months of being eligible for retirement	no ADSC or an ADSCD that will expire within 12 months after the event notification date	must retire on the date AFMPC determines to be in the best interest of the Air Force, but no later than 12 months after the event notification date.
2				an ADSCD more than 12 months after the event notification date	is not eligible to retire under the 7-day option (see note 3).
3	a colonel or colonel selectee (see notes 1 and 4)		the selection or nomination date or ASD, is eligible or within 3 months of being eligible for retirement	no ADSC or an ADSCD that will expire within 3 months after the event notification date	must retire no later than the first day of the fourth month after the event notification date.
4				an ADSCD more than 3 months after the event notification date	may request waiver of the ADSC. If approved, member must retire by the first day of the fourth month after event notification date, or a date determined by HQ AFMPC to be in the best interest of the Air Force. If waiver is disapproved, member is not eligible to retire under the 7-day option.

R U L E	A	B	C	D	E		
	If member is	and	and as of	and has	then the member		
5	enlisted	completing a CONUS maximum stabilized tour (including extended or curtailed tour date)	tour completion date is eligible for retirement	no ADSCD	must retire on the first day of the month following tour completion date (see note 5).		
6				an ADSCD beyond tour completion date	is not eligible to retire under the 7-day option.		
7			tour completion date is within 1 year of being eligible for retirement	no ADSCD	must retire on 1st day of the month following 20 years TAFMS.		
8	enlisted			an ADSCD beyond 20 years TAFMS	is not eligible to retire under the 7-day option.		
9				completing an overseas tour (including extended or curtailed tour date)	DEROS is eligible for retirement	no ADSCD	must retire on the first day of the month following the DEROS.
10						an ADSCD beyond DEROS	is not eligible to retire under the 7-day option policy.
11		is selected or nominated for assignment or training while serving in the CONUS (including maximum CONUS tour when reassignment is not in conjunction with tour completion)	assignment notification date is eligible or within 6 months of being eligible for retirement	no ADSCD as of the retirement date specified in column E	must retire on or before the first day of the 7th month after the assignment notification date (see note 5).		

R U L E	A	B	C	D	E
	If member is	and	and as of	and has	then the member
12				an ADSCD beyond the first day of the seventh month following the assignment notification date	is not eligible to retire under the 7-day option policy.
13			assignment notification date is within 7 through 12 months of being eligible for retirement	no ADSCD	must retire on first day of the month following 20 years TAFMS.
14				an ADSCD beyond 20 years TAFMS	is not eligible to retire under the 7-day option policy

NOTES:

1. Lieutenant colonels and colonels must serve on active duty at least 3 years after the effective date of promotion to be eligible for voluntary retirement in those grades. However, if otherwise eligible to exercise the 7-day option, these officers may request retirement in the next lower grade. Send the signed request, with justification for waiver of any ADSC, by mail as part of the retirement application to HQ AFMPC/DPMARR2, 550 C St W, Ste 11, Randolph AFB TX 78150-4713 (or AFDPOB, 1040 Air Force Pentagon, Washington DC 20330-1040, for colonels and colonel selectees.) (The FY91 National Defense Authorization Act (NDAA) of 5 November 1990 reduced the requirement of having 3 years of TIG to 2 years and of having 10 years of active commissioned service to 8 years for officers to retire in their current grade. This provision of law expires 30 September 1995. P.L. 103-160, section 561 extended this measure until 30 September 1999; however, as of 30 Jun 94, DoD has not implemented this extension).
2. When officers (lieutenant colonel and below) apply for retirement before being notified of selection or nomination, the requested retirement date may be no later than 12 months from date of application.
3. See paragraph [2.19.4](#) for retirement under other than 7-day option.
4. Colonels and colonel selectees serving overseas or on a CONUS maximum stabilized tour must retire no later than the first day of the month after DEROS or tour completion date, or on a date determined by HQ USAF/DPO to be in the best interest of the Air Force.
5. Retirement eligible enlisted members who, by reason of DOS, cannot retire the 1st day of the 7th month after assignment notification date must request retirement effective the first day of their

current DOS month. See AFI 36-2606 (formerly AFR 35-16, volume 1) for conditions under which an enlistment extension may be granted.

Chapter 3

VOLUNTARY RETIREMENT IN OFFICER OR ENLISTED STATUS

3.1. Voluntary Authority. **Table 3.1.** shows the section of law, and the conditions for applying for voluntary retirement. In addition, unless a member receives a waiver (paragraph **2.18.**) or is entitled to retire in a higher grade (paragraph **7.2.** and paragraph **7.3.**), the member must meet the applicable time-in-grade (TIG) requirements shown in **Table 2.2.**) and **Chapter 7** (per 10 U.S.C. 1370). *Note: The FY91 NDAA of 5 November 1990 (presently codified at 10 U. S.C. 8911[b]) reduced the requirement of having 10 years of active commissioned service to 8 years for officers who want to retire. This provision of law expires 30 September 1995. P.L. 103-160 section 561, extended this measure until 30 September 1999; however, as of 30 June 1994, DoD has not implemented this extension.*

3.2. General Procedures. Eligible members may apply for retirement no earlier than 1 year before the desired retirement date, but no later than 120 days plus the desired amount of terminal leave and PTDY. Members may only apply if neither **Table 2.1.** or **Table 2.2.** restricts them. *EXCEPTION:* When the request is under the 7DO (see paragraph **2.19.**). Enlisted members ask for a retirement date that falls within their current enlistment or extension of enlistment.

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

3.2.2. The effective date of all nondisability retirements is set by 5 U.S.C. 8301 as the first day of the month after the month in which retirement otherwise would be effective.

3.2.3. The MPF takes the steps in **Table 3.2.** when processing retirement applications. Check to see if the applicant meets minimum eligibility requirements in **Table 3.1.** or is limited by restrictions in **Table 2.1.** or **Table 2.2.** Explain the effect of any restrictions and waiver procedures. When no restriction exists, give applicants a copy of the Preapplication Checklist (**Attachment 7**) before accepting the AF Form 1160. Answer any questions and have members sign the checklist to show that they understand the information provided. Put a signed copy of the Preapplication Checklist in Section 3 of the Unit Personnel Records Group (UPRG).

3.2.3.1. By message (during MINIMIZE, by mail), the MPF notifies the Colonel's Group (AFD-POB) when any colonel or colonel selectee applies for retirement. Send an information copy of the message to the MAJCOM Director of Personnel (DP) and to the intermediate level headquarters DP. Include the date of the application, requested date of retirement, the member's duty Air Force specialty code (AFSC), and the date on which terminal leave or PTDY (or both) will begin, if applicable.

3.2.3.2. The MPF makes sure that the AF Form 1160 is accurate and complete according to instructions on the AF Form 1160. Make sure that justification of any waiver request meets the requirement of **Chapter 2, Section 2C.**

3.2.3.3. In cases involving more than one waiver or one special program, the MPF shows in the remarks section of the PDS transaction all waiver codes and special program ID codes, for example, "WR30," "SP70." If any retirement action involves a request for waiver of a restriction, withdrawal of an application, or change of retirement month, enter the proper code in the PDS transaction. *Note: HQ AFMPC holds these transactions pending receipt of the AF Form 1160*

by mail. They won't act on requests without a matching PDS transaction. (*EXCEPTION:* Officer applications submitted under the 7DO program are processed before receipt of the AF Form 1160.)

3.2.3.4. The MPF chief may designate the noncommissioned officer in charge (NCOIC), Personnel Relocations Element, or any member in the grade of at least a TSgt or equivalent civilian grade, as an authorized person to sign AF Form 1160, section III.

3.2.4. HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) tells the MPF by PDS entry, by correspondence, or by issuing retirement orders, of the approval or disapproval decision.

3.2.5. A member who has applied for voluntary retirement:

3.2.5.1. Remains liable for assignment or training within the limits of the retirement date.

3.2.5.2. May not incur a voluntary service commitment that goes past the retirement date without withdrawing the application or getting an approved change in the retirement month.

3.2.5.3. May become ineligible for promotion.

3.2.5.4. May become ineligible to reenlist.

3.3. Application by Members Assigned to Geographically Separated Unit (GSU). GSU orderly room personnel help members to fill out AF Form 1160, section I, and arrange for a medical examination, if elected or required, as shown in **Table 3.2**. The GSU sends the AF Form 1160, with 1 copy, to the member's servicing MPF.

3.3.1. If a restriction in **Table 2.2** applies, the GSU sends a request for waiver or other documents with the application.

3.3.1.1. If the member's commander is:

3.3.1.1.1. On the GSU's base, the GSU also sends the commander's recommendation.

3.3.1.1.2. Not on the same base, the servicing MPF asks the commander for the recommendation.

3.3.1.2. The GSU advises the commander about the member's application (as shown in **Table 3.2**) even if the commander doesn't need to make a recommendation.

3.3.2. When the AF Form 1160 comes back to the MPF from the unit, the MPF processes it as shown in **Table 3.2**.

3.4. Application by General Officers. A general officer applies for retirement by sending a personal, handwritten letter to the Chief of Staff, or the HQ USAF DCS, Personnel, at least 4 months before the desired effective date.

3.4.1. Ordinarily, Brigadier or Major Generals must have served on active duty in the grade from which they are retiring for not less than 3 years.

3.4.1.1. The President may waive this time in cases involving extreme hardship or exceptional or unusual circumstances.

3.4.1.2. Officers who don't meet the time requirement retire in the next lower grade held on active duty satisfactorily for at least 6 months, as determined by the SAF.

3.4.2. Lieutenant Generals or Generals serving or having served in positions of importance and responsibility designated by the President to carry these grades, may, at the discretion of the President, be retired, by and with the advice and consent of the Senate, in the highest grade held while serving on active duty.

3.5. Application by Members of Reserve Components Not on Extended Active Duty. The MAJCOM for Air National Guard (ANG) members is the National Guard Bureau, Director of Personnel, (NGB/DP). For Air Force Reserve members, it is Headquarters Air Reserve Personnel Center (ARPC).

3.5.1. Authorities for Retirement.

3.5.1.1. ANG and Air Force Reserve enlisted members who accrue at least 20 years of active military service may retire under 10 U.S.C. 8914.

3.5.1.2. ANG and Air Force Reserve officers must have at least 20 years of active military service and also have 10 years active commissioned service (8 years if retiring between 1 October 1990 and 30 September 1995. P.L. 103-160 section 561 extended this measure until 30 September 1999; however, as of 30 June 1994, DoD has not implemented this extension). They retire under 10 U.S.C. 8911.

3.5.1.3. **Chapter 9** addresses Air Reserve Component members entitled to retired pay benefits at age 60, under 10 U.S.C. 1331.

3.5.2. Air Force Reserve members apply for retirement using AF Form 1160. Obtain the form from one of these sources:

3.5.2.1. The servicing MPF.

3.5.2.2. The consolidated Reserve personnel office (CRPO).

3.5.2.3. HQ ARPC/DPAR, 6760 E Irvington Place, #1900, Denver CO 80280-1900.

3.5.3. Send the AF Form 1160 at least 90 days, plus any planned PTDY and terminal leave, before the desired retirement date. Fill in items 1 through 4 and 11, showing the member's home address in item 4 rather than the unit of assignment. Check the applicable block in item 10 to acknowledge member's transfer or current assignment to the Retired Reserve.

3.5.4. Submitting Applications. Send applications:

3.5.4.1. From Reserve component members on extended active duty (EAD) to HQ AFMPC/ DPMARR2.

3.5.4.2. From non-EAD Reserve component members to HQ ARPC/DPAR.

3.5.4.3. From Air National Guard (ANG) component members to HQ ARPC/DPAR with a copy to The Adjutant General of their state.

3.5.5. Reserve component members don't need a medical examination.

3.5.6. After receiving the AF Form 1160, HQ ARPC will:

3.5.6.1. Establish a case file, prepare an audit to verify service, prepare a statement of service and attach it to the AF Form 1160.

3.5.6.2. Forward pay application forms to the member and upon receipt, send the completed pay documents to the Defense Finance and Accounting Service, Cleveland Center (DFAS-CL).

3.5.6.3. Publish retirement order and send copies to the member, CRPO, DFAS-CL, and others as appropriate.

3.5.6.4. Prepare retirement certificates to mail with the orders and updates the PDS.

3.5.7. Air Force Reserve component members, retiring under 10 U.S.C. 8911 or 8914, must comply with other chapters of this instruction as applicable. For example, in [Table 2.2](#), rules 2, 3, 4, and 10 through 19 apply to these members; the remaining rules in that table do not apply due to the nature of the Reserve assignment system.

3.6. Application for Release From Active Duty to Revert to Retired Status. Release a member, who was called back to active duty from retired status for a specific period, on the last day of that duty and return the member to retired status on the next day. Release a recalled enlisted member who completes 30 years TAFMS or reaches 55 years of age, on the last day of the month when either occurs. Return the member to retired status the next day.

3.6.1. HQ AFMPC/DPMARR2 (or AFDPOB for colonels) starts release action 8 months before the date of release by sending a notice to the MPF.

3.6.1.1. The MPF processes the applications of members who ask for release before completing their specific or indefinite tour as shown in [Table 3.2](#).

3.7. Retired Pay Increase Due to Extraordinary Heroism. Deeds of extraordinary heroism may entitle an enlisted member to receive 10 percent additional retired pay.

3.7.1. An enlisted member who receives the Medal of Honor, the Air Force Cross, or an equal Army or Navy decoration, receives the additional 10 percent in retired pay.

3.7.2. Those enlisted members who have the Silver Star, the Distinguished Flying Cross (DFC) for heroism in a noncombat action, or the Airman's Medal, may ask for a Secretarial decision on whether extraordinary heroism was involved and on award of the additional 10 percent retired pay.

3.7.3. Enlisted members who receive other decorations don't get the 10 percent increase even if the award involved heroism or heroic achievement.

3.7.4. Even though the enlisted member qualifies for the 10 percent increase, the total amount of retired pay can't be more than 75 percent of the member's active duty basic pay at the time of retirement.

3.7.4.1. Don't add this 10 percent to the basic pay multiplier; it is an additional 10 percent of the already calculated retired pay.

3.7.5. If an enlisted member claims extraordinary heroism, the MPF screens the member's records to see if it includes a Secretarial decision.

3.7.5.1. If the record established extraordinary heroism and the member qualifies for the 10 percent increase, fill in AF Form 1160, section I, and check the appropriate block in item 7. Attach the order or letter authorizing the additional retired pay.

3.7.5.2. If the records show no prior review, fill in AF Form 1160, Section I, and check proper block in item 7. Then:

3.7.5.2.1. Attach a copy of order awarding the decoration and the official citation.

3.7.5.2.2. If the award documents aren't in the records, get these documents from the member:

3.7.5.2.2.1. A citation or a statement by the enlisted member describing the act of heroism.

3.7.5.2.2.2. A narrative recommendation for award of the decoration, if available.

3.7.5.2.2.3. Any other related documents or facts the enlisted member may have that add to the data the Secretary needs in making the decision.

3.7.5.3. Mail the AF Form 1160 with appropriate documents to HQ AFMPC/DPMARR1.

3.8. Officers Desiring Retirement in Enlisted Status. Officers with 20 years TAFMS who wish to retire before completing 10 years of active commissioned service (8 years if retired before 30 September 1995. P.L. 103-160, section 561 extended this measure until 30 September 1999; however, as of 30 June 1994, DoD has not implemented this extension) must first be separated according to AFI 36-3207, *Administrative Separation of Commissioned Officers* (formerly AFR 36-12). They must also be accepted for, and enlisted in the Regular Air Force for the purpose of retirement.

3.8.1. The officer sends the resignation or request for release to the Separations Branch (HQ AFMPC/DPMARS) to be effective 3 calendar days before desired retirement date.

3.8.2. The MPF attaches a signed AF Form 1160 with these entries left blank: grade (item 3), effective date of retirement (item 11), and dates under items 12 and 14. The MPF also submits a separate letter requesting grade determination for enlistment.

3.8.3. After the approval of the officer's resignation or release, the Enlistment and Reenlistment Branch (HQ AFMPC/DPMAPE) makes a determination as to enlisted grade and sends enlistment authorization to the servicing MPF.

3.8.4. HQ AFMPC/DPMARS sends the AF Form 1160 to HQ AFMPC/DPMARR2.

3.8.5. When the member enlists in the Regular Air Force for the purpose of retiring, HQ AFMPC/DPMARR2 fills in the authorized enlisted grade in item 3 and the dates in items 11, 12, and 14 of the AF Form 1160. Only then does the completed AF Form 1160 become a valid application for retirement. At that time, HQ AFMPC/DPMARR2 publishes retirement orders and gives the MPF the special order number and fund citation by telephone.

3.8.5.1. The MPF must tell the officers they won't be able to take terminal leave or PTDY. Members must have retirement orders in hand before they can depart in a PTDY or leave status. Because orders under sub paragraph 3.8. aren't published before the date of enlistment, PTDY or terminal leave isn't possible.

3.9. Immediate Retirement of Members Removed From the Temporary Disability Retired List (TDRL). Eligible members removed from the TDRL may ask for retirement for years of service or age upon removal from the TDRL (see AFR 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, paragraph 7.27 [formerly AFR 35-4]).

3.9.1. The USAF Physical Disability Retirements Division (HQ AFMPC/DPMAD) notifies the TDRL member of the Physical Evaluation Board (PEB) recommendation for removal from TDRL for the member's review and comments.

3.9.2. After the TDRL member responds, HQ AFMPC/ DPMAD submits the case for Secretarial determination.

3.9.3. A member so released initiates a request for retirement and returns the request to HQ AFMPC/ DPMAD to complete the processing.

3.9.4. HQ AFMPC/DPMAD advises HQ AFMPC/ DPMARR2 to issue orders effecting member's removal from the TDRL the last day of the month and service retirement on the 1st day of the following month. HQ AFMPC/DPMARR2 provides a copy of retirement order to HQ AFMPC/DPMAD who sends it to member.

3.10. Suspension or Curtailment of Voluntary Retirement Due to National Emergency (Stop Loss). When an emergency requirement makes it necessary to minimize active duty losses, the Air Force may suspend certain voluntary retirements. Members may be involuntarily retained as specified in 10 U.S.C. 671b when Congress is not in session, having adjourned sine die, and the President determines that it is in the national interest to do so.

3.10.1. When notified by the Officer Policy Division (HQ USAF/DPXO) and the Enlisted Policy Division (HQ USAF/DPXE) to suspend active duty losses, HQ AFMPC/DPMAR announces suspension of retirements by AIG message (includes MINIMIZE).

3.10.2. The Force Management Division (HQ USAF/ DPXF) determines if the suspension will be either across the board or selective.

NOTE: Officers with 20 years [minimum of 15 years if eligible and retiring under the early retirement program that ends 30 September 1995 (P.L. 102-484), and extended until 30 September 1999 (P.L. 103-160 section 561); DoD has not yet implemented this extension beyond 30 September 1995, therefore, the Air Force can only use this provision until 30 September 1995] active service who wish to retire before completing required years of active commissioned service must retire in enlisted status. The 30 September 1995 expiration of the 8 years commissioned service for retirement purposes was also extended until 30 September 1999 by P.L. 103-160 section 561, but DoD has not yet implemented this extension either. See AFIs 36-3207 (formerly AFR 36-12), and 36-2002 (formerly AFR 33-3), for requesting separation in order to enlist in the Regular Air Force for the purpose of retirement.

Table 3.1. Voluntary Retirement.

R	A	B	C
U	If member is a	then authority for	and approval is
L		retirement is 10	at
E		U.S.C.	
1	Regular or Reserve officer who has at least 20 years active service (minimum of 15 years if eligible and retiring under the early retirement program that ends 30 September 1995), including 10 years active commissioned service (8 years if retiring between 1 October 1990 and 30 September 1995) and meets the time in grade requirements shown in paragraph 3.1. (see note)	8911	discretion of the SAF or designee.
2	Regular officer who has at least 30 years active service as of retirement date	8918	discretion of SAF or designee.
3	Regular or Reserve officer who has at least 40 years active service as of the retirement date	8924	member's request.
4	Regular enlisted member who holds valid appointment as Reserve officer and who has active commissioned service as prescribed in rule 1	8911	discretion of SAF or designee.
5	Regular or Reserve enlisted member who has at least 20 years (minimum of 15 years if retiring under the early retirement program that ends 30 September 1999) but less than 30 years active service as of retirement date	8914.	
6	Regular enlisted member who has at least 30 years active service as of retirement date	8917	member's request.

Table 3.2. Preparing And Processing Application For Voluntary Retirement.

R	A	B	C	D
U L E	If the personnel action involves	and the member is retiring in	then the MPF	and
1	application for voluntary retirement	officer status	completes section I of AF Form 1160 according to instructions on reverse of form; sends AF Form 1160 to member's unit for completion of section II; completes section III of AF Form 1160 (see note 1). When there is information that would raise doubts that the officer served satisfactorily in the higher grade, the MPF ensures the commander notifies officer that AFPC will make a grade determination (paragraph 7.5.) (see note 2)	using the AF Form 1160 as a source document, enters PTI 958 within 1 workday after the AF Form 1160 is returned from the unit. Files original of AF Form 1160 in the UPRG as a permanent document, and holds a copy pending receipt of AFMPC decision.
2		enlisted status	completes section I of AF Form 1160; if necessary, extends member's enlistment according to AFI 36-2606 (formerly AFR 35-16), so that DOS is at least equal to requested retirement date; when applicable, enters "Highest Grade Held on Active Duty" in the PDS; obtains documents for use in making a grade determination for advancement consideration (see note 3); when PTI 958 includes lost time during current enlistment, reports inclusive dates and sends supporting documents to HQ AFMPC/DPMDOA, 550 C Street West, Ste 20, Randolph AFB TX 78150-4722; sends AF Form 1160 to member's unit for completion of Section II; completes Section III of AF Form 1160 (see note 1)	

R	A	B	C	D
U L E	If the personnel action involves	and the member is retiring in	then the MPF	and
3		officer or enlisted status	when a restriction is involved, helps member to define and document a waiver request (documentation not required when requested retirement date is the 1st day of member's DOS month); includes expiration date and specific reason for a service commitment; obtains recommendation and supporting reasons from member's commander (see note 1)	makes sure that the PDS transaction contains both the waiver code and special program ID, when applicable, and the date AF Form 1160 was sent. Sends copy of AF Form 1160, with documentation, to HQ AFMPC/DPMARR2 (or to AFDPOB for colonels and colonel selectees) routing through the MAJCOM only when a restriction as defined in Table 2.2. , rules 11 through 19 applies. Files original of AF Form 1160 in UPRG as a permanent document and suspenses copy pending receipt of HQ AFMPC decision.
4	election of a medical examination	officer or enlisted status	notifies medical facility that member has requested a medical examination. The medical facility uses the instructions in AFI 48-123 (formerly AFR 160-43) to determine the requirement and scope of the medical examination. If the facility schedules an examination, it may be no more than 1 year and no later than 60 days before retirement unless approved by HQ AFMPC/DPMMM (Surgeon)	notifies those members scheduled for medical examination by the medical facility. Complies with Chapter 5 and AFI 36-2102 (formerly AFR 35-17).
5	nonelection of a medical examination		determines when the criteria in paragraph 5.1. require an examination; when required, schedules the examination as prescribed by rule 4 in this table	when examination is required, notifies the member of examination appointment furnished by the medical facility, according to Chapter 5 in this AFI and AFR 36-2102.

R	A	B	C	D
U L E	If the personnel action involves	and the member is retiring in	then the MPF	and
6	a request for change of retirement month (PTI 95A)		completes section I of AF Form 1160 according to instructions on reverse of form; includes the expiration date and specific reason for a service commitment; obtains recommendation of member's commander (when waiving rules in Table 2.2.), to include reasons for the recommendation; completes Section III of AF Form 1160 (see note 2)	makes sure the PDS transaction contains the special program ID (and waiver code, when applicable), and the date AF Form 1160 was sent. Using a copy of AF Form 1160 as a source document, inputs PTI 95A or 95B, as appropriate, within 1 workday after the unit returns the AF Form 1160. Sends original of AF Form 1160 with documentation (only for withdrawals, extensions, or acceleration requiring waiver) to HQ AFMPC/DPMARR2 (AFDPOB for colonels and colonel selectees), routing through the MAJCOM only when a restriction as defined in Table 2.2. , rules 11 through 19 applies. Files copy of AF Form 1160 in the UPRG as a temporary document and suspenses copy pending receipt of AFMPC decision.
7	a request for withdrawal of application (PTI 95B)			
8	reporting any other circumstance that would alter the effect of the application or a previous request			

R	A	B	C	D
U	If the personnel	and the	then the MPF	and
L	action involves	member is		
E		retiring in		
9	receipt of Report on Individual Personnel (RIP)-Retirement Action Notification	officer or enlisted status	on receipt of RIP from HQ AFMPC, notifies member of decision	on receipt of signed first endorsement from member, files in UPRG.
10	a claim for extra-ordinary heroism	enlisted status	checks the appropriate block in item 7 of AF Form 1160 when extraordinary heroism is claimed or has been established; refers to paragraph 3.7. for information and action	attaches required documents and sends copy of AF Form 1160 to HQ AFMPC/DPMARR1. When not in connection with a retirement application, sends documents with the original of AF Form 1160.

NOTES:

1. 1. MPF makes sure AF Form 1160 goes to and returns from the unit within 7 workdays after the member signs the application.
2. 2. Upon receiving a retirement application with questionable information that raises doubt the officer served satisfactorily in the higher grade, the MPF will notify the member's commander. The commander then informs the member that the AFPC will make a grade determination (paragraph 7.5.). The MPF sends the commander's recommendation and the officer's comments with the retirement application to HQ AFMPC/DPMARR2 (or to AFDPOB for colonels).
3. 3. Within 5 workdays after updating PTI 958, the MPF mails copies of these documents to HQ AFMPC/DPMARR2:
 - i. The order promoting member to the highest grade held;
 - ii. The order or other documents effecting demotion; and
 - iii. All of the member's enlisted performance reports (APRs or EPRs) while serving in the higher grade (include copy of the APR/EPR written following demotion action if member served at least 6 months in the higher grade during the period of the report).

Chapter 4

MANDATORY RETIREMENT

4.1. Applicability. This chapter only applies to Regular officers.

4.2. Mandatory Retirement Date.

4.2.1. **Table 4.1.** lists the date set by law for retirement and the conditions for regular officers to retire.

4.2.1.1. The actual date of retirement is the 1st day of the month after the month in which retirement otherwise would be effective (see paragraph 4.4.).

4.2.2. The SAF or designee may delay an officer's retirement to complete action with a view to trial by court-martial, or medical evaluation (10 U.S.C. 639, 640).

4.2.2.1. The MPF sends a request to delay a mandatory retirement date to HQ AFMPC/DPMARR2 (or to AFDPOB for colonels and colonel selectees)

4.2.2.2. The appropriate HQ then forwards the request for Secretarial determination.

4.2.2.3. If the SAF or designee approves the delay, the appropriate HQ rescinds the officer's retirement order and extends the mandatory retirement date from month to month until completion of the action.

4.2.3. Send a request for delay with a view to trial by court-martial when a commander who is initiating court-martial charges notifies the officer, and the notice is within 60 days of the mandatory retirement.

4.2.4. Send a request for delay for medical evaluation when medical evaluation and disability retirement action require observation or treatment that can't be completed by the mandatory retirement date. Send this request within 60 days of the mandatory retirement date when officer is on medical hold by HQ AFMPC/DPMARR2. Procedures in paragraph 5.5. then apply.

4.3. Service for Mandatory Retirement. Base the service used to establish the mandatory retirement date of Regular commissioned officers on their active commissioned service (**Table 4.1.**). *Exception* : For mandatory retirement of officers on 14 September 1981, add any creditable service under the laws in effect on that date to all active commissioned service performed after that date, and use to compute service under the laws in effect on 15 September 1981.

4.4. Uniform Retirement Date. Title 5, U.S.C. 8301 sets the effective date of all service retirements as the 1st day of the month after the month in which retirement otherwise would be effective. Service days performed after an officer's mandatory retirement date but before the effective date of retirement on the 1st day of the following month (see **Table 4.1.**, notes 1 and 2) are not credited in computing the rate of active duty pay (38 Comptroller General 5) or basic pay for retirement (Comptroller General Decision B-153784, 27 October 1969).

4.5. Notification of Mandatory Retirement. About 12 months before the officer's retirement date, HQ AFMPC/DPMARR2 (or AFDPOB for colonels) enters a PDS transaction (PTI 95H) that tells the MPF to start retirement processing.

4.5.1. When it receives this transaction, the MPF gives notice to the officer's commander by RIP product. The notice states that unless the member asks for an earlier retirement date, the appropriate HQ will publish orders (no later than 90 days before the effective retirement date) retiring the member on the scheduled mandatory date.

4.5.2. By personal letter, the commander tells the officer of the mandatory retirement date and the other information provided in the RIP. For colonels, the support group commander or other appropriate senior officer sends the notice. For the purpose of this notice, "commander" is usually the senior officer present in the member's unit of assignment, or another senior officer in the member's rating chain of command channel.

4.5.3. The Officer Promotion Branch (HQ AFMPC/ DPMAJB) sends the MPF a list of those captains and majors not selected for promotion.

4.5.3.1. The MPF sends to those officers notice of their required retirement and tells them that, in 90 days, the mandatory date will become a change in DOS in the PDS.

4.6. Actions Following Notification. A notified officer indicates his or her plans to retire on the mandatory date or on an earlier voluntary date (by checking the proper block in Section I of the AF Form 1160) and gives the form to the MPF for processing.

4.6.1. Actions by the MPF:

4.6.1.1. Enters PDS transaction PTI 95D, which contains code "91" in SPEC-PROG-ID (data identification number [DIN] RFI) if the member is retiring on the mandatory date.

4.6.1.2. Enters PDS transaction PTI 958, which must contain code "93" in SPEC-PROG-ID if the officer is voluntarily retiring on a date that is earlier than the mandatory date (paragraph 4.7.).

4.6.1.3. Files the original AF Form 1160 in the UPRG as a permanent document.

4.6.1.4. Makes sure the officer meets the time-in-grade requirement to ensure eligibility for voluntary retirement in the current grade (Table 2.2. and Chapter 7).

4.6.1.5. If a restriction shown in Table 2.1., rule 1, or Table 2.2., rules 12 through 19 applies, sends the original AF Form 1160 through the MAJCOM and file a copy in the UPRG.

4.6.2. Normally, the designated SAF official may waive a restriction to retirement if the date is within 6 months before the mandatory retirement date. Table 2.2., column C, lists the applicable waiver codes.

4.6.2.1. The MPF indicates the waiver code in the APPL-WAIVER-REQMT section of the PTI 958.

4.6.3. The MPF follows the procedures for scheduling a retirement physical examination in Chapter 5 and AFI 36-2102, *Preparation of Personnel Selected for Relocation--Base Level Procedure s* (formerly AFR 35-17) and AFI 48-123, *Medical Examination and Medical Standards* (formerly AFR 160-43).

4.7. Voluntary Retirement on the Mandatory Retirement Date. Officers (except as shown in paragraph 4.7.3.) may apply for their voluntary retirement to be the same as their mandatory retirement date, if they are eligible to voluntarily retire under any other provision of law.

4.7.1. The officer checks the “Application for Voluntary Retirement” block in Section I of the AF Form 1160.

4.7.2. The MPF enters PTI 958 which must contain SPEC-PROG-ID “91.”

4.7.3. **EXCEPTION:** Colonels who have the statutory right to complete the years of service allowed under a prior law, and who are retiring under 10 U.S.C. 8921, may apply for voluntary retirement, but the requested voluntary retirement date must be 1 or more months earlier than the mandatory retirement date (paragraph 4.4. and Table 4.1., note 2).

4.7.3.1. Use the rates of basic pay in effect on the officer’s mandatory cut-off date (that is, the date the officer completes the maximum service for mandatory retirement) in computing the retired pay.

4.8. Tenure and Retirement of Permanent Academy Professors. The SAF or designee may retire permanent professors having more than 30 years of service as a commissioned officer or keep them to age 64 (10 U.S.C. 8920 and 1251).

4.8.1. Compute the professor's service as a commissioned officer by adding the years of service as a professor to any other active federal commissioned service.

4.8.2. Being selected a permanent professor in most cases justifies retention to age 64.

4.8.3. The Secretary may make exceptions to this policy.

4.8.4. At the discretion of the President, a permanent professor, below the grade of brigadier general, may retire as a brigadier general (paragraph 7.3.). The Superintendent of the United States Air Force Academy sends the recommendation to AFDPOB (or to HQ AFMPC/ DPMARR2 if the professor is a lieutenant colonel) with a copy to AFDPG.

4.9. Recall or Retention of Regular Officers Beyond Mandatory Retirement Date.

4.9.1. Any retired officer of the Regular Air Force may be ordered to active duty under 10 U.S.C. 688. Send requests for recall to the Personnel Procurement Division (HQ AFMPC/DPMAP) with self-supporting justification.

4.9.2. The Air Force may defer the mandatory retirement of Regular officers under 10 U.S.C. 637. Send requests for retention or continuation to the Promotions Division (HQ AFMPC/DPMAP).

4.10. Right to Retire Under Prior Law. Retire officers, who held or were on a promotion list to the Regular (permanent) grade of colonel or major on 15 September 1981, under the laws in effect on that date.

4.10.1. Colonels in this situation retire on the 30th day after competing 30 years of service or retire on the 5th anniversary of their permanent promotion, whichever is later (10 U.S.C. 8921). Compute their service under 10 U.S.C. 8927.

4.10.2. Eligible officers who, on 15 September 1981, held the Regular (permanent) grade of major, captain, or first lieutenant, and who have twice failed selection for promotion retire under 10 U.S.C. 8913. Compute their service under 10 U.S.C. 8927.

4.11. Selective Early Retirement. Under the provisions of 10 U.S.C. 638 and 638a, the Air Force may, by a selection board, consider officers in the grade of captain through major general for involuntary retirement earlier than their mandatory retirement date (as shown in **Table 4.1.**, rules 1 through 9). Authority to select officers for early retirement is in DoD Directive 1332.32, 22 January 1982.

4.11.1. Under the supervision of HQ AFMPC/DPMARF, the senior rater completes an Air Force Form 3538, **Retention Recommendation**, on all eligible officers considered by Selective Early Retirement Boards (SERB). For lieutenant colonels or colonels, the head of the management level or designated representative evaluates the recommendation. For captains and majors, the senior rater's rater or designated representative evaluates the recommendation.

4.11.1.1. Use the form to recommend officers for retention on active duty or selection for early retirement. Give the ratees a signed copy of the form if recommending retirement, along with a memorandum advising of their right of rebuttal.

4.11.2. Officers may send a signed brief letter to the board. Submit the letter in good faith and ensure it contains accurate information to the best of your knowledge. Submit attachments except those on behalf of other officers or those that are not a matter of record. It must arrive before the date the board convenes. Address the letter to:

President

FY (insert the appropriate year and appropriate grade designation)

Selective Early Retirement Board

HQ AFMPC/DPMARF

550 C Street West, Ste 11

Randolph AFB TX 78150-4713

4.11.2.1. Destroy letters to the board after the board adjourns unless the officer provides a stamped, self-addressed envelope and asks for the letter back.

4.12. Special Selection Board (SSB). An officer selected for early retirement under 10 U.S.C. 638 and 638a may request an SSB if the records contained an error when the officer met the original SERB.

4.12.1. Officers who failed to review their record for errors or omissions, and thus didn't seek corrective action before the originally scheduled board adjourned will not receive SSB consideration.

4.12.2. The SSB considers officers if:

4.12.2.1. The original SERB board that considered the officers was contrary to law or involved material error of fact or material administrative error; or

4.12.2.2. The original SERB didn't have available material information as directed by pertinent Air Force policies.

4.12.3. Officers who believe their selection resulted because of an error or injustice may request a correction of record to include consideration by an SSB.

4.12.4. Retired individuals submit applications for correction to the Air Force Board for Correction of Military Records (AFBCMR) per AFI 36-2603, *Board for Correction of Military Records* (formerly AFR 31-3). **Note: Applicant justifies the request for SSB consideration on the DD Form 149, Application for Correction of Military Records Under the Provisions of Title 10 U.S.C., Section 1552.**

4.12.5. Active duty officers who discover an error may also apply for correction and board consideration. Such officers apply using AF Form 948, **Application for Correction/Removal of Evaluation Report**, as provided in AFI 36-2401, *Correction of Airman and Officer Evaluation Reports* (formerly AFR 31-11). Include specific justification to support the request.

4.12.6. If the error doesn't involve an officer performance report, the officer may apply to the Vice Commander, Air Force Military Personnel Center (HQ AFMPC/CV) through the Appeals and Analysis Branch (HQ AFMPC/ DPMAJA). This application requires no form, but the request must ask for an SSB and provide sufficient information to prove that the earlier proceedings included an error.

4.12.7. If an error is found and corrected, the AFMPC Vice Commander may then direct an SSB. Timeliness in applying is important. All action stops if an application for relief can't be processed prior to the applicant's mandatory retirement. Officers selected for early retirement won't be retained on active duty beyond the statutory time limit in 10 U.S.C. 638. **Note: Applications to the AFBCMR aren't affected by this deadline.**

4.12.8. Procedures for the SSB. HQ AFMPC/DPMAJA notifies in writing those officers the SSB will consider and provides them an opportunity to send a letter to the Board. **Note: Advise officer that the application for correction of record must specifically request SSB consideration for approved corrections.**

4.12.8.1. Hold the SSB separately or with other regular boards. Board will replicate the original SERB board, to the maximum extent possible.

4.12.8.2. The SSB considers the record of an officer as it would have appeared to the original SERB board with correct records. The board also compares the record with a sampling of records of officers of the same competitive category who were both selected or not selected for early retirement by the original boards.

4.12.8.3. Each board member signs the written report of the results of the SSB. The report goes to the SAF or designee for approval. The report lists the name of each officer selected or not selected for early retirement. Remove the retirement date (that the SERB established) for officers subsequently selected for retention.

4.12.8.4. Officers that are not retained retire as scheduled, although they may appeal through the AFBCMR if they haven't yet used this course of action.

4.12.8.5. The SAF or designee must approve the results of all SSBs.

4.13. Suspension of Mandatory Retirement of Regular Officers Due to War or National Emergency (Stop Loss). The President may suspend the operation of laws relating to mandatory retirement of Regular officers under 10 U.S.C. 644.

4.13.1. This authority is delegated to the SAF or designee who decides each case on its own merits.

4.13.2. After SAF or designee approval, HQ USAF/ DPXOR notifies HQ AFMPC/DPMAR to announce the suspension and give instructions by AIG message (including MINIMIZE).

Table 4.1. Mandatory Retirement of Officers.

R	A	B	C	D
U L E	If the officer is a	and serving in or selected for promotion to the grade	then the mandatory retirement date will be (see paragraph 4.4. for effective retirement date)	and authority is 10 U.S.C.
1	Regular major general (see note 1)	after 15 September 1981	the 1st day of the 1st month after the 5th anniversary of the officer's appointment to the grade, or on the 1st day of the month in which the officer completes 35 years of active commissioned service whichever is later; unless selected for continuation on active duty under 10 U.S.C. 637	636.
2			the 1st day of the month after the month in which the officer reaches age 62 (when the officer has not reached the 5th anniversary of appointment or 35 years service)	1251.
3	Regular brigadier general (see note 1)		the 1st day of the 1st month after the 5th anniversary of officer's appointment to the grade, or on the 1st day of the month after the month in which the officer completes 30 years of active commissioned service, whichever is later; unless selected for continuation on active duty under 10 U.S.C. 637	635.
4			the 1st day of the month after the month officer reaches age 62 (when the officer has not reached the 5th anniversary of appointment or 30 years service)	1251.
5	Regular colonel (see note 2)	after 15 September 1981	the 1st day of the month after the month in which the officer completes 30 years of active commissioned service; unless selected for continuation on active duty under 10 U.S.C. 637	634.
6	Regular colonel (see note 2)		the 1st day of the month after the month in which the officer reaches age 62 (when the officer has not reached 30 years active commissioned service)	1251 (see note 3).
7			no later than the 1st day of the 7th calendar month after the SAF or designee approves the board report when the officer has been selected for early retirement	638 and 638a
8	Regular lieutenant colonel		the 1st day of the month after the month in which the officer completes 28 years of active commissioned service; unless selected for continuation on active duty under 10 U.S.C. 637	633.
9			the 1st day of the month after the month in which the officer reaches age 62 (when the officer has not reached 28 years of service)	1251 (see note 3).
10		no later than the 1st day of the 7th calendar month after the SAF or designee approved the board report when the officer has been selected for early retirement.	638 and 638a	
11	Regular major or captain		no later than the 1st day of the 7th calendar month after the month in which the SAF or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 U.S.C. 632(a)(3) for retention to complete 20 years TAFMS, and 637(a) for further retention of a Regular major, by selection board action, to complete no more than 24 years active commissioned service	632 and 8911.

R	A	B	C	D
U L E	If the officer is a	and serving in or selected for promotion to the grade	then the mandatory retirement date will be (see paragraph 4.4. for effective retirement date)	and authority is 10 U.S.C.
12			the 1st day of the month after the month in which the officer reaches age 62	1251 (see note 3).
13			no later than the 1st day of the 7th calendar month after the SAF or designee approves the board report when the officer has been selected for early retirement	638 and 638a
14	Regular first lieutenant		no later than the 1st day of the 7th calendar month after the SAF or designee approves the board report when officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 U.S.C. 631(a)(3) for retention to complete 20 years of TAFMS	631 and 8911.
15			the 1st day of the month after the month in which the officer reaches age 62	1251.
16	permanent professor or registrar of the USAF Academy		the 1st day of the month after the month in which officer becomes age 64	

NOTES:

1. Base the mandatory retirement date of Regular officers serving in the temporary grade of major general or brigadier general on 15 September 1981, who hold a lower Regular grade, and who are then promoted under section 601(a) of Public Law 96-513 to a Regular grade equal to their temporary grade, on the permanent grade they held, and the laws in effect on 14 September 1981. But their mandatory retirement date may be no earlier than 30 days after they complete 30 years of service computed under 10 U.S.C. 8927.
2. Retire a Regular colonel who, on 15 September 1981, was serving in or on a recommended list for promotion to that grade under 10 U.S.C. 8921 unless the colonel receives promotion to the Regular grade of brigadier general or continues on active duty by selection board action under 10 U.S.C. 637. (Although section 8921 was repealed on 15 September 1981, it still applies to officers who held the grade of colonel on that date.)
3. By the 1989 amendment to 10 U.S.C. 1251c, the Air Force may defer Regular medical officers, dental officers, and nurses from retirement until age 68 if, during the period of deferment, the officers perform duties consisting primarily of providing patient care or performing other clinical duties, or duties necessary to meet the needs of the Air Force.

Chapter 5

RETIREMENT MEDICAL EXAMINATION

5.1. Standard Medical Examination. Members retiring for length of service aren't required by law to have a physical examination, although they may have one if they request it.

5.1.1. The medical treatment facility (MTF) uses the guidance in AFI 48-123 (formerly AFR 160-43) to determine the requirement and scope of the medical examination. Consider the date of member's last examination when making this determination. In some cases, an examination is necessary, but don't delay retirement past the scheduled date because of an incomplete examination.

5.2. Optional Examination. Unless one or more of the conditions listed here apply, the member decides whether to have a physical examination.

5.2.1. The MPF presumes the member is physically fit unless it has clear and convincing evidence to the contrary.

5.2.2. Evidence that could result in disability retirement usually comes from periodic physicals, hospitalizations, clinic visits, or through the member's commander under AFIs 48-123 and 41-113, *Administration of Medical Activities* (formerly AFR 168-4).

5.2.3. Follow AFI 48-123 regarding the extent of the examination.

5.2.4. Members who don't want an examination sign a statement to that effect as shown in AFI 36-2102 (formerly AFR 35-17).

5.2.5. Identify members who choose to have an examination to the medical facility as indicated in [Table 3.2.](#), rule 4.

5.3. Mandatory Examination.

5.3.1. Conduct a retirement physical examination if a member has a 4-T physical profile or is on limited assignment status (LAS). Process members on LAS according to AFI 36-3212 (formerly AFR 35-4).

5.3.2. Other reasons to conduct an examination:

5.3.2.1. If the medical authority decides it is necessary.

5.3.2.2. If the member hasn't had a standard periodic examination within 3 years of the retirement date.

5.3.2.3. If the member is a repatriated prisoner of war.

5.4. Administrative Guidelines:

5.4.1. The MPF notifies the MTF of members who choose to have a medical examination. Provide the member's name, social security number (SSN) and retirement date.

5.4.1.1. The medical facility uses the guidance in AFI 48-123 to determine the requirement and scope of the examination.

5.4.2. The MPF notifies the member of the date and time to report to the medical facility.

- 5.4.2.1. If the member doesn't want an examination, send the member's nonelection statement to the MTF giving his or her name, grade, SSN, and retirement date.
- 5.4.3. The MTF notifies the MPF of the scheduled exam and the MPF passes this on to the member.
- 5.4.4. If the member does not require a physical examination, the MTF endorses the member's nonelection statement and returns it to the MPF according to [Table 3.2.](#), rule 5.
- 5.4.5. The member's commander makes sure that the member is available for examination.
- 5.4.6. Directors of base medical services and commanders of medical treatment centers make sure the examination and required laboratory tests are completed on time and monitor consultations, even those performed at other facilities.
- 5.4.7. The medical facility commander sees that the examination is completed before the scheduled retirement date.
- 5.4.7.1. For members qualified for continued active duty, the MTF files the medical report in the health record subgroup of the member's field personnel record (FPR). No further action is necessary.
- 5.4.7.2. If the member's medical condition is questionable, the MTF sends a review instead of Medical Evaluation Board (MEB) to HQ AFMPC/DPMMM. The MTF also tells the MPF when it places a member in a medical hold status.
- 5.4.7.3. Retirement processing continues on the presumption that the member is medically qualified for continued duty unless HQ AFMPC/DPMMM places the member in medical hold status according to AFI 48-123.
- 5.4.8. HQ AFMPC/DPMMM decides if the member is qualified for retirement.
- 5.4.8.1. If the member is qualified, this office stamps "Return to Duty" on the review (instead of MEB narrative summary) and returns the review to the medical facility for filing in member's health records.
- 5.4.8.2. If the member is not medically qualified, this office directs an MEB; places the member on medical hold for MEB or Physical Evaluation Board (PEB) processing if the member is within 60 days of the retirement date; and sends instructions by message to the medical facility with an information copy to HQ AFMPC/DPMARR or AFDPOB (for colonels or colonel selectees), HQ AFMPC/DPMAD, the servicing MPF, and the appropriate MAJCOM/SG.
- 5.4.9. HQ AFMPC/DPMMM notifies the MTF and appropriate MAJCOM/SG if, after reviewing the MEB from the medical treatment facility, it directs a PEB.
- 5.4.9.1. HQ AFMPC/DPMAD, sends the results to DPMMM, DPMARR2 or AFDPOB (for colonels or colonel selectees), the servicing MPF and the MTF.

5.5. Physical Examination of General Officers and Medical Service Officers:

- 5.5.1. General Officers asking for, or requiring, a physical examination under paragraph [5.1.](#) are examined at a medical facility chosen by the MAJCOM surgeon. The command surgeon makes sure that the examination is complete at least 90 days before retirement, if time permits. If the officer is qualified for continued active duty, send the Report of Medical Examination and related documents to be added to the officer's health record subgroup.

5.5.1.1. If the officer's medical qualification is in doubt, send the report to HQ USAF/SGP, Washington DC 20314, who advises HQ AFMPC/DPMMM of further actions.

5.5.1.2. In all cases, send an information copy of the examination report and attachments to HQ AFMPC/DPMMM. Also advise AFDPG whenever an MTF or other authority recommends processing a general officer through disability channels.

5.5.2. Medical Service Officers (Other Than General Officers). Officers of the Biomedical Sciences Corps (BSC), Dental Corps (DC), Medical Corps (MC), Medical Service Corps (MSC), and Nurse Corps (NC) who ask for, or require, an examination according to paragraph 5.1., may use their own facility. If the examination results in MEB or PEB action, AFI 41-113 (formerly AFR 168-4) applies.

5.6. Surgical Treatment Before Effective Date of Retirement. HQ AFMPC/DPMMM approves elective surgery for a member on retirement orders who desires surgery within 6 months of an approved retirement date. Approval does not delay the retirement date regardless of hospitalization or convalescence. Do not put the member on medical hold in these cases.

5.7. Procedures for Initiating a Medical Hold. The MTF sends a full narrative summary to HQ AFMPC/DPMMM justifying the need for medical hold when a member is within 60 days of the retirement date and a medical officer determines that the member isn't qualified for worldwide duty. Enlisted members may waive the medical hold in writing. Officers may not waive the medical hold because they serve at the direction of the President.

5.7.1. The MPF keeps an active suspense file and follows up when told HQ AFMPC/DPMMM might place the member in medical hold. Counsel the member on retirement status and on the procedures of this paragraph. If the MPF hasn't rescinded retirement orders and the member is not available to start retirement processing, check with local MTF to find out member's status. Contact HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) if status can't be determined locally. Tell the member at once if the status of the retirement orders changes.

5.7.2. HQ AFMPC/DPMMM:

5.7.2.1. Decides medical hold.

5.7.2.2. Sends instructions to the MTF.

5.7.2.3. Sets a date for completing reevaluation and disposition of member's case.

5.7.2.4. Tells HQ AFMPC/DPMARR2 or AF/DPOB if medical hold is approved.

5.7.2.5. Tells the MAJCOM surgeon (SG) of the suspense date given to the MTF.

5.7.3. The MAJCOM/SG makes sure the case is completed on time.

5.7.4. HQ AFMPC/DPMARR2 or AFDPOB:

5.7.4.1. Rescinds the retirement order when told that member is on medical hold.

5.7.4.2. Lets the MPF know by phone or message.

5.7.4.3. Places the case in suspense until a final medical decision is made.

5.7.4.4. If the scheduled retirement date has passed, makes sure that member is "carried over" 3 months at a time until they hear:

5.7.4.4.1. From HQ AFMPC/DPMAD that member is retiring for disability (see AFI 36-3212).

5.7.4.4.2. From HQ AFMPC/DPMMM that member has been returned to duty.

5.7.4.5. If the member is returned to duty, immediately issues orders retiring the member for length of service on the previously scheduled date. If that date has passed, issues orders retiring the member on the 1st day of the month after release from medical hold.

5.7.4.6. If the member needs to move household goods before new orders are published, HQ AFMPC/DPMARR2 or AFDPOB issues a certificate authorizing the move. See AFI 24-501 *Do It Yourself (DITY)* (formerly AFR 75-25) and the JFTR, volume 1, paragraph U5130.

5.7.5. After HQ AFMPC/DPMMM notifies agencies that it has returned the member to duty, the MPF notifies HQ AFMPC/DPMARR2 of member's desired retirement date, the number of terminal leave and PTDY days authorized, and the number of days member has sold since 10 February 1976.

Chapter 6

RECOGNITION ON RETIREMENT

6.1. Recognition of Members Being Retired. Recognition on retirement is a long-standing tradition of military service. Each commander makes sure members leave with a tangible expression of appreciation for their contribution to the Air Force and its mission and with the assurance that they will continue to be a part of the Air Force family in retirement.

6.1.1. Commanders ensure members have a retirement ceremony to recognize their contributions.

6.1.1.1. An overseas commander holds the retirement ceremony there for those going back to the CONUS for retirement.

6.1.1.2. When this overseas ceremony is not possible, the CONUS separation base holds it.

6.1.1.3. As part of the advance notice required by paragraph 2.5., the overseas MPF asks the CONUS MPF to hold the ceremony at the CONUS base.

6.1.2. As a courtesy, offer the retiring member a formal ceremony in keeping with the customs and traditions of the Service. A general officer conducts the ceremony, if possible. Encourage holding the retirement ceremony as part of formal military formations when conditions permit. Invite relatives and friends to attend.

6.1.2.1. At the ceremony present:

6.1.2.1.1. A DD Form 363AF, **Certificate of Retirement**.

6.1.2.1.2. The Air Force Retired Lapel Button.

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

6.1.2.1.4. If appropriate, the Presidential Letter of Appreciation (paragraph 6.6.).

6.1.2.1.5. Any awards, decorations, honors, or letters of appreciation.

6.1.2.1.6. If appropriate, either the AF Form 1344, **Certificate of Appreciation (for Husbands)**, or AF Form 1346, **Certificate of Appreciation (for Wives)**, to the retiree's spouse (paragraph 6.3.).

6.1.2.2. Commanders follow formal ceremony procedures unless the member prefers otherwise. If the member doesn't want a formal ceremony, or for any reason (leave or hospitalization) can't be present for duty on the retirement date, the commander personally presents all decorations and any awards or honors to the member at another time. Don't mail the retirement certificate to a retirement address unless you have no other choice.

6.1.2.3. Non-EAD members retiring or transferring to the Retired Reserve may take part in retirement ceremonies. Make arrangements with host officials in advance. (*Note: The member pays for any travel.*) Give a DD Form 363AF to members who are entitled, as of the effective date of transfer to the retired Reserve, to receive retired pay under any provision of law. If not, give an AF Form 951, **Certificate of Transfer to the Retired Reserve** (paragraph 6.4.). *Note: A Reserve member who is entitled to retire in a permanent Reserve grade higher than the active duty grade wears the uniform and insignia of the higher grade at the retirement ceremony.*

6.1.3. Usually, the unit commander gives a letter of appreciation to members who retire with 30 years active federal service, although they may also give letters to those with less than 30 years active service.

6.1.3.1. AFDPG prepares the letter for general officers.

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

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

6.1.5.1. The commander makes sure members have every award and decoration to which they are entitled before retirement.

6.1.5.2. Retiring members who aren't receiving an award may choose to have their ceremony separate from those who are.

6.1.6. Personnel who arrange the retirement ceremony must keep in mind that the ceremony is an event of great significance to the member. A few reminders for arranging the ceremony:

6.1.6.1. Be sure that commanders take an active part in preparing the ceremony.

6.1.6.2. Discuss with the members what type of ceremony they desire.

6.1.6.3. Ensure that all award elements and certificates are ready. Avoid using "dummy" elements the member can't keep.

6.1.6.4. Announce the ceremony so that friends and associates can attend.

6.1.6.5. Arrange seating for special guests.

6.1.6.6. Have a photographer at the ceremony.

6.2. DD Form 363AF, Certificate of Retirement. Goes to each person who retires (except those who are disability retired who have less than 20 years of active service). Place it in a binder (National Stock Number 7510-00-134-8179).

6.2.1. Signature level:

6.2.1.1. A general officer or colonel in the member's chain of command signs the DD Form 363AF.

6.2.1.2. The Chief of Staff signs certificates for general officers.

6.2.2. These offices are responsible for preparing the DD Form 363AF:

6.2.2.1. The servicing MPF or unit orderly room prepares certificates for Regular members or ANG/USAFR members on EAD below general officer grades.

6.2.2.2. AFDPG, NGB/DPG, or HQ USAF/REPS, as appropriate, prepares them for their general officers.

6.2.2.3. HQ ARPC/DPAR prepares the certificates for Reserve members not assigned to a unit or an individual mobilization augmentee (IMA) position.

6.2.2.4. HQ AFMPC/DPMDOO (officer) or HQ AFMPC/ DPMDOA (enlisted) prepares certificates for members removed from TDRL and permanently retired with over 20 years of active service and for members who need replacement certificates.

6.2.2.5. The MPF/CRPO prepares certificates for Reserve members below general officer grade who are not on EAD and not assigned to a unit or IMA position.

6.2.2.6. The member's servicing MPF or unit orderly room prepares the certificates for members retiring at an Army or Navy hospital. A general officer or colonel of the other armed force presents the certificate.

6.2.3. The DD Form 363AF changes when a new Air Force Chief of Staff (CSAF) takes office. When the effective date of retirement is on or after the new CSAF's appointment date, uses certificates with the new CSAF's signature.

6.2.3.1. If the new certificates don't arrive in time for the retirement:

6.2.3.1.1. Advise the retiring member that the certificate isn't available.

6.2.3.1.2. Obtain the member's forwarding address.

6.2.3.1.3. Send the new certificate when it arrives.

6.2.3.1.4. Use proper mailing materials to protect the certificate.

6.3. AF Form 1344, Certificate of Appreciation (for Husbands), and AF Form 1346, Certificate of Appreciation (for Wives). The spouse of a member who retires for length of service or disability receives an AF Form 1344 or 1346, as applicable.

6.3.1. Don't give certificates to spouses of members:

6.3.1.1. Who are disability retired with less than 20 years of active service.

6.3.1.2. Who retire in lieu of demotion, elimination, and so on.

6.3.1.3. Whose service has been marred by punishment, reprimands, or mediocre performance.

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

6.3.3. To prepare the AF Forms 1344 and 1346:

6.3.3.1. In the name element space, enter the spouse's legal first name, middle initial, and last name after "this is to certify;"

6.3.3.2. In the date element space, enter date of the member's retirement, spelling out the day, month, and year;

6.3.3.3. Below the left signature line, enter the name and grade of the officer who will sign. Obtain signature at the same level as for the DD Form 363AF (paragraph 6.2.)

6.4. AF Form 951, Certificate of Transfer to the Retired Reserve.

6.4.1. Give this certificate to:

6.4.1.1. Non-EAD Reserve members who, upon their application, are transferring to the Retired Reserve according to **Chapter 8** of this AFI.

6.4.1.2. Members on EAD transferred to the Retired Reserve on their release from active duty (unless they are getting a DD Form 363AF).

6.4.2. Prepare the AF Form 951 and send it to the member, or to the place where the member will take part in a retirement ceremony (paragraph **6.1.**).

6.4.2.1. The certificate reflects the Reserve grade held on the date of retirement.

6.4.3. Preparation and signatures:

6.4.3.1. AFDPG prepares and the Air Force Chief of Staff signs the certificate for all general officers on EAD.

6.4.3.2. The member's servicing MPF prepares the AF Form 951 for ANG/USAFR members (other than general officers) on EAD. A general officer or colonel in the member's chain of command or the chain of command of the MPF signs the certificate.

6.4.3.3. The NGB/DPG prepares certificates for ANG general officers not on EAD that the Director of ANG signs.

6.4.3.4. HQ USAF/REPS prepares and the Chief of Air Force Reserves signs the certificates for USAFR general officers not on EAD.

6.4.3.5. Even if the ANG or USAFR members are not on EAD, the servicing MPF prepares the AF Form 951. The certificate is signed by:

6.4.3.5.1. The Adjutant General for ANG members not on EAD.

6.4.3.5.2. The Chief of Air Force Reserve for Reserve members not on EAD.

6.4.3.6. HQ ARPC/DPA prepares certificates for members not assigned to a Reserve unit or not assigned to an IMA position. It is signed by a general officer or colonel at HQ ARPC.

6.4.4. HQ ARPC/DPA stocks and issues AF Form 951.

6.5. AF Form 423, Certificate of Appreciation (for Husbands of Selected Reserve Retirees), and AF Form 953, Certificate of Appreciation (for Wives of Selected Reserve Retirees). The spouse of a non-EAD Reserve member who retires from the Selected Reserve (that is, those reservists eligible for retired pay at age 60 and assigned to training category A, B, or D) receives an AF Form 423 or 953, as applicable. However, consider the desires of the member. A ceremony isn't required in order for a spouse to receive a certificate, and the spouse need not be present.

6.5.1. The office responsible for preparing the member's certificate in paragraph **6.4.** also prepares the certificate for the spouse and sends it (along with the AF Form 951) to the place where the member retires.

6.5.2. HQ ARPC/DPA stocks and issues the forms.

6.6. Presidential Recognition on Retirement from Military Service. Present a DD Form 2542, **Certificate of Appreciation for Service in the Armed Forces of the United States**, which bears the signature and seal of the President, to each member of the active and Reserve forces retiring on or after 1 October 1989, who completes 20 (a minimum of 15 years if retiring under the early retirement program

that ends 30 September 1999) or more years of service and attains retired pay. Present the certificate along with other documents as shown in paragraph 6.1. at retirement.

- 6.6.1. The MPF or member's orderly room prepares the certificate for authorized EAD members.
- 6.6.2. The MPF/CRPO:
 - 6.6.2.1. Prepares the DD Form 2542 for non-EAD Reserve members eligible to receive retired pay under any provision of law.
 - 6.6.2.2. Sends it, along with DD Form 363AF, to the member's unit for presentation at the retirement ceremony, or to any other location the member designates.
 - 6.6.2.3. Sends the DD Form 2542, along with AF Form 951, for presentation to non-EAD members being transferred to the Retired Reserve who will receive retired pay under 10 U.S.C. 1331, but haven't reached age 60.
- 6.6.3. Using the format in DoDI 1348.34, request signed Presidential letters of appreciation and give them to:
 - 6.6.3.1. Regular, Guard, and Reserve personnel retiring on or after 1 October 1989 with at least 30 years service for retired pay purposes (30 years satisfactory service for non-EAD Reserve members).
 - 6.6.3.2. Medal of Honor recipients.
 - 6.6.3.3. Former prisoners of war who qualify for or have been awarded the POW Medal.
 - 6.6.3.4. The Chief Master Sergeant of the Air Force.
 - 6.6.3.5. The Chairman and Vice Chairman of the Joint Chiefs of Staff.
 - 6.6.3.6. The Chief of Staff, USAF.
- 6.6.4. The MPF, Personnel Relocations Element, identifies from a review of member's records applicants who qualify for a letter of appreciation.
- 6.6.5. The MPF/CRPO prepares a memorandum for the Office of the SAF, White House Liaison (SAF/LLI), 1160 Air Force Pentagon, Washington DC 20330-1160, asking for the letter.
- 6.6.6. The MPF/CRPO provides all the pertinent service information and the reason member qualifies for the recognition.
- 6.6.7. AFDPG sends request on behalf of general officers.
- 6.6.8. Send a request for the Presidential letter no earlier than 65 days or later than 45 days before the retirement to provide enough time to receive the letter and present it at the ceremony.
 - 6.6.8.1. Late requests are considered up to 60 days after retirement.
 - 6.6.8.2. In the request ask SAF/LLI to send the letter to member's home address when it's apparent it won't return in time for presentation at the retirement ceremony, or when the member is on 35 or more days terminal leave and PTDY.
- 6.6.9. HQ ARPC/DPA:
 - 6.6.9.1. Submits requests for letters of appreciation for eligible Reserve members not on EAD.

6.6.9.2. Shows in the request that SAF/LLI should send the letter to the member's home address, unless there is enough time for it get to some other designated location before the member retires.

6.7. Preparing Retirement Documents. The MPF:

6.7.1. Completes and distributes DD Form 214.

6.7.2. Completes the AF Form 728, **Transmittal of Retired Pay Package**, with required attachments, and sends them to DFAS-CL/RO, Post Office Box 99191, Cleveland OH 44199-1126, according to AFMAN 36-2622, *Base Level Military Personnel Data System* (formerly AFM 30-130, volume 1).

Chapter 7

DETERMINING RETIRED GRADE AND PAY

7.1. General Information. This chapter gives information on appropriate retired grade, advancement to a higher grade on the retired list, computing service for retired pay and estimating retired pay. Service computation complies with the provisions of current laws including the Defense Officer Personnel Management Act (DOPMA). The information here is a guide, not a complete or authoritative reference on all these subjects. This information does not pertain to members addressed in **Chapter 9**, (non-Regular service at age 60) nor to members retired for disability (see AFI 36-3212).

7.2. General Rules on Retired Grade:

7.2.1. A commissioned officer retiring for years of service retires in the highest grade held on active duty for at least 6 months. However, for lieutenant colonels and colonels see paragraph **7.2.2.2.**

7.2.1.3. For brigadier and major generals, see paragraph **7.2.2.4.**

7.2.2. 1. The SAF or designee determines if the service was satisfactory.

7.2.2.1. Officers who hold or held the positions shown in paragraph **7.3.** need only to serve satisfactorily on active duty in that grade for 1 day.

7.2.2.2. The FY91 National Defense Authorization Act (NDAA) of 5 November 1990 (P.L. 101-510, Div. A, Title V, section 552) reduced the requirement of having 3 years TIG to 2 years for lieutenant colonels and colonels wishing to retire in their current grade, subject to a 2 percent limitation in the Act. The Secretary of Defense authorized the Air Force to use this provision of law. This law expires 30 September 1995 (although P.L. 103-160 section 561 extended this provision to 30 September 1999, DoD has not yet authorized its use past 30 September 1995).

7.2.2.3. The SAF or designee may approve a limited number of voluntary retirements for lieutenant colonels and colonels who have served satisfactorily in their current grade for at least 2 years, as addressed in paragraph **7.2.2.2.**; otherwise, a lieutenant colonel or colonel must serve satisfactorily on active duty for 3 years.

7.2.2.4. Ordinarily, brigadier and major generals may voluntarily retire in grade if they served satisfactorily on active duty in that grade for least 3 years.

7.2.2.5. Even though officers don't meet the TIG criteria, the President may approve retirements of officers who have at least 6 months of satisfactory active duty in that grade. This approval happens in cases involving extreme hardship or exceptional or unusual circumstances.

7.2.2.6. Officers who don't meet the minimum TIG requirements, or whose waivers are not approved, retire in the next lower grade held on active duty satisfactorily for at least 6 months, as determined by the SAF or designee under 10 U.S.C. 1370(b).

7.2.3. Enlisted members of the Regular or Reserve forces retiring for other than disability retire in the Regular or Reserve grade held on the date of retirement unless entitled to a higher grade under some other provision of law.

7.2.4. Reserve officers who apply for retirement under 10 U.S.C. 8911 after being told they will be released from active duty involuntarily, retire in the highest grade held on active duty satisfactorily for at least 6 months.

7.3. Higher Retired Grade for Regular Commissioned Officers in Special Positions. A commissioned officer of the Regular Air Force who is serving or has served in a position of importance and responsibility under 10 U.S.C. 601 or a position identified in 10 U.S.C. 8962 (a) may, in the discretion of the President and with the advice and consent of the Senate, be retired in the highest grade held on active duty.

7.3.1. A permanent professor of the United States Air Force Academy who is in a grade below brigadier general retires, at the discretion of the President, in the grade of brigadier general under 10 U.S.C. 8962(b) and 1370, and paragraph 4.8. of this AFI.

7.3.1.1. Compute retired pay using the rates for the grade held on the last day of active duty.

7.4. Advancing Regular Enlisted Members to a Higher Grade After 30 Years of Service:

7.4.1. **Advancement on the Retired List.** Regular enlisted members may, when their active service plus service on the retired list total 30 years, be advanced (on the retired list) and receive retired pay in the highest grade held on active duty satisfactorily, as determined by the SAF or designee under 10 U.S.C. 8964.

7.4.2. **Restoration of Former Grade.** Retired enlisted members who have been advanced on the retired list to a higher commissioned grade may, on approval of the SAF or designee, be restored to their former status on the retired list.

7.4.2.1. Members send requests to HQ AFMPC/ DPMARR2 within 3 months after being advanced.

7.4.2.2. An election to return to a former grade is not reversible (29 Comptroller General 179; 10 U.S.C. 8965).

7.5. Satisfactory Service in a Higher Grade. The SAF or designee decides if service in a higher grade was satisfactory.

7.5.1. The Air Force Personnel Council (AFPC) announces the SAF decision on cases:

7.5.1.1. That involve General Officers.

7.5.1.2. Where the highest grade held was terminated for cause (unless the member held the higher grade for at least 6 months during a previous period of service and received an honorable discharge in that grade).

7.5.1.3. Where evidence leaves doubt that the member served satisfactorily in the higher grade.

7.5.1.4. Where the member holds the higher grade at time of retirement and retirement is due to elimination or demotion action.

7.5.1.5. Where evidence proves that elimination for cause would have been proper at the time the member held highest grade. Commanders will:

7.5.1.5.1. Notify members applying for retirement in lieu of administrative or punitive action that, even if the Air Force approves the retirement, they may be retired in a grade lower than the one in which they are currently serving, if the SAF or designee determines their service in the higher grade wasn't satisfactory.

7.5.1.5.2. Submit, with the retirement application, any documentation to substantiate that the members' service in their current grade was satisfactory.

7.5.1.5.3. Advise members that they may submit documentation to support their service in their current grade was satisfactory.

7.5.1.6. Where the member is eligible for advancement on the retired list (under 10 U.S.C. 8964) and held the highest grade on active duty for less than 6 months. *Note: In any case where the member held a grade that is two or more grades higher than the retired grade and evidence shows that service in the highest grade wasn't satisfactory, the member may be advanced on the retired list to the next lower grade that was held satisfactorily on active duty.*

7.5.1.7. Where the member is eligible for advancement under 10 U.S.C. 8964 to a higher active duty grade attained after retirement. Such cases involve retired members who held positions in active Reserve organizations, were promoted to a higher grade than the one retired in, and had active duty in the higher grade for a total of at least 6 months. The member sends copies of the promotion order and documents verifying each period of active service while holding the higher grade to HQ AFMPC/ DPMARR2.

7.5.2. Under 10 U.S.C. 1370, the SAF or designee may retire an officer in a grade lower than the highest grade held when the officer did not hold the higher grade satisfactorily.

7.5.2.1. The commander:

7.5.2.1.1. Notifies the officer in writing that the SAF or designee will make this grade determination in any case that involves doubts as to satisfactory service in the higher grade.

7.5.2.1.2. Makes a recommendation regarding retirement grade and includes a statement to that effect.

7.5.2.1.3. Gives the officer a reasonable amount of time to submit comments, through command channels, to the SAF or designee.

7.6. General Information On Retired Pay Computation. The Defense Finance Accounting Service-Cleveland Center computes retired pay under the provisions of the DoD Military Retired Pay Manual. However, use **Table 7.1.** for estimating retired pay. The active duty pay raise effective 1 January 1984 eliminated, for most members, the pay inversion mode that had existed since 1 October 1974.

7.6.1. **Pay Inversion.** Pay inversion meant that pay for retired members increased by frequent cost of living adjustments that were higher than active duty pay increases. This inversion caused some members to receive less retired pay than those who had retired earlier with the same service and grade.

7.6.1.1. Some senior colonels and general officers may benefit by using this provision in 10 U.S.C. 1401a(f) known as the Tower Amendment for retired pay computation.

7.6.1.2. Cost of living increases applied to retired pay are tied by law to Consumer Price Index (CPI) changes.

7.6.2. **Service Used in Computing Retired Pay.** This computation depends on which law the member retires under. In counting the years of service for the retired pay multiplier (**Table 7.1.**, column D), give credit at the rate of 2-1/2 percent per year; thus, credit 20 years as 50 percent.

7.6.2.1. In addition, for members who retired on or after 1 October 1983, credit each whole month of service at the rate of 1/12 of 2-1/2 percent per month, Don't count days if less than 30. Thus:

- 7.6.2.1.1. 1 month is credited as .21 percent per month.
- 7.6.2.1.2. 2 months as .43 percent.
- 7.6.2.1.3. 3 months as .63 percent.
- 7.6.2.1.4. 4 months as .83 percent.
- 7.6.2.1.5. 5 months as 1.05 percent.
- 7.6.2.1.6. 6 months as 1.25 percent.
- 7.6.2.1.7. 7 months as 1.45 percent.
- 7.6.2.1.8. 8 months as 1.68 percent.
- 7.6.2.1.9. 9 months as 1.88 percent.
- 7.6.2.1.10. 10 months as 2.08 percent.
- 7.6.2.1.11. 11 months as 2.29 percent.

EXAMPLE: The multiplier for 20 years and 6 months of service is 51.25 percent.

7.6.2.2. If the member is retiring in a grade higher than the current active duty grade, use the monthly base pay the member would be entitled to if serving on active duty in the higher grade.

7.6.2.3. Retired pay can never be more than 75 percent of the member's monthly base pay.

7.6.2.4. **Table 7.1.**, note 2, and **Attachment 8** show how to compute service for officers under 10 U.S.C. 1405.

7.6.3. Preventing a Pay Inversion. The Tower Amendment, 10 U.S.C. 1401a(f) effective 7 October 1975, allows DFAS-CL to compute retired pay on an earlier rate of basic pay if that would be more favorable to the member.

7.6.3.1. The member must have been retirement eligible when the earlier rate of basic pay was in effect.

7.6.3.2. Only the amount of service and the grade held on the last date of the earlier rate may be used in the calculation.

7.6.3.3. For the purposes of retirement pay calculation, only statutory restrictions on time in grade (TIG) will be considered. TIG restrictions waivable by Air Force policy will be considered to be waived upon approval of the retirement application.

7.6.4. Computing Retired Pay of Members Retiring on the Date of an Active Duty Raise. By law (10 U.S.C. 8991), members retiring voluntarily on the date that an active duty pay increase goes into effect may use those rates in computing their retired pay (**Table 7.1.**, rules 1 through 4). *EXCEPTIONS:* Officers who do not have at least 20 years and 1 month of active military service, and regular colonels retiring on the mandatory retirement date established under the laws in effect before 15 September 1981 must use the old rates.

7.6.5. Retired Pay Computation for Members Entering the Service on or After 8 September 1980. Compute the retired pay of anyone who first entered a uniformed service (that is, was enlisted, inducted or appointed) on or after 8 September 1980 by a different method than is used for those already in the service. The law, 10 U.S.C. 1407, provides for calculating a retired pay base that is the average of a member's highest 36 months of active duty pay. It currently affects only new members who retire for physical disability.

7.6.6. Retired Pay Computation for Members Entering the Service On or After 1 August 1986. The Military Retirement Reform Act (Public Law 99-348) further changed future retirement benefits for members entering military service (that is were enlisted, inducted or appointed on or after 1 August 1986).

7.6.6.1. Under the new system, for members who retire with less than 30 years of service, the pay multiplier is reduced by 1 percent for every year of service less than 30 years. Therefore, retired pay for 20 years of service is 40 percent of the highest 36 months of active duty pay. *EXAMPLES:* The multiplier for 22 years of service is 47 percent (55% minus 8); 24 years equals 54 percent (60% minus 6); 26 years equals 61 percent (65% minus 4), and so on.

7.6.6.2. The multiplier reverts to the full percentage point at 62 years of age.

7.6.6.3. The multiplier reduction is not applicable to disability and Reserve retirees.

7.6.6.4. Annual cost of living adjustments (COLAs) after retirement will be 1 percent less than the consumer price index (CPI). At age 62 the lost inflation reductions are restored to retired pay in a one-time recalculation. From then on, CPI minus 1 percent continues.

7.7. Recomputation of Retired Pay To Show Advancement on the Retired List. A member of the Air Force who is advanced to a higher grade according to 7.4. is entitled to recompute retired pay on that advancement (10 U.S.C. 8992).

7.8. Recomputation of Retired Pay To Show Later Active Duty. A member entitled to retired pay, who is later recalled and serves on active duty (other than for training), is entitled to recompute retired pay on being released from that duty. (See 10 U.S.C. 1402.)

7.9. Computing Retired Pay of a Member Involuntarily Reduced in Grade. Members retire in the grade held on the date of retirement. However, members eligible to retire on the last day of the month before the date of reduction may compute pay on the basic rate of the higher grade. Compute retired pay based on the amount of service credited on the last day of the month before the reduction. Members are eligible if:

7.9.1. The reduction was not due to court martial.

7.9.2. The member completed the active duty service commitment of the higher grade.

Table 7.1. General Rules for Estimating Retired Pay of Members Who Entered Duty Before 8 September 1980.

R U L E	A	B	C	D	E
	If mem-ber is retiring	under 10 U.S.C.	then take monthly basic pay member would receive based on	and multiply by 2 1/2 percent of the years of	and add
1	in enlisted status	8914	active duty grade (see note 1)	active service (see note 2)	10 percent of the product of column C and D for extra-ordinary heroism, total not to exceed 75 percent.
2		Reserve grade (if not on EAD) (see note 1)			
3		8917	active duty grade (see note 1)		
4	voluntarily in officer status	8911, 8918, 8920, or 8924	active duty grade, permanent Reserve grade, or highest grade held satisfactorily (see note 1)	service computed per 10 U.S.C. 1405 (see note 2 and Attachment 8).	
5	mandatorily in officer status	633, 634, 635, 636, or 1251	active duty grade or highest grade held satisfactorily (see note 1)	service for mandatory retirement or service computed per 10 U.S.C. 1405, whichever is greater (see note 2 and Attachment 8)	amount necessary to increase product of column C and D to 50 percent of pay on which computation is based (see note 3).

NOTES:

1. Compute at rates applicable on date of retirement.
2. Use only active service for determining an enlisted member's retired pay multiplier. Use service creditable according to 10 U.S.C. 1405 for determining an officer's retired pay multiplier. (See **Attachment 8**.) Credit member who retired on or after 1 October 1983 for each full month of service that is in addition to each full year of service, at the rate of 1/12 of 2 1/2 percent.
3. Applies to officers who were on active duty on 14 September 1981 and who are required to retire under 10 U.S.C. 1251 with less than 20 years active service.

Chapter 8

TRANSFER OR ASSIGNMENT TO THE RETIRED RESERVE

8.1. Retired Reserve. The Retired Reserve consists of members transferred or assigned under 10 U.S.C. 274 and DoD Directive 1200.15, 16 February 1973. This chapter doesn't apply to paragraph 2.15. about certain members applying for transfer or assignment to the Retired Reserve.

8.2. EAD of Members in the Retired Reserve. The Air Force may keep on EAD or order to EAD a member transferred or assigned to the Retired Reserve at any time there is a valid need for the member's service. The Air Force may order members to active duty involuntarily, if they have retired under 10 U.S.C. 8911 or 8914, or if the Secretary of Defense decides that not enough qualified Reserves in an active status are readily available (10 U.S.C. 672[a], 672[d], 675, 688).

8.3. Privileges of Members of the Retired Reserve:

8.3.1. Members who are not eligible for retired pay under 10 U.S.C. 1331 may wear the uniform on proper occasions (AFI 36-2903, *Dress and Personal Appearance of Personnel* [formerly AFR 35-10]).

8.3.2. Members who are eligible for retired pay under 10 U.S.C. 1331 but who have not reached age 60 receive:

- A **United States Uniform Services Identification Card**, DD Form 2AFRES (Red), per AFI 36-3001, *Issuing and Controlling Identification Cards* (formerly AFR 30-20).
- Limited commissary privileges (12 shopping days per calendar year).
- Base Exchange privileges.
- Other base privileges, including Morale, Welfare and Recreation programs and theater.
- Membership in an open mess, if authorized by the rules of the mess (AFI 34-115, *Air Force Club Program* [formerly AFR 215-11]).
- Authorization to wear the uniform on proper occasions (AFI 36-2903 [formerly AFR 35-10]).
- Some travel entitlements as advised by the TMO (DoD Directive 4515.13-R and the JFTR).
- Full-time coverage under the Servicemen's Group Life Insurance (SGLI).

8.3.2.1. Within 120 days of transfer to the Retired Reserve, Retired members apply for SGLI coverage to the Office of SGLI, 212 Washington St., Newark NJ 07102. Provide a copy of the retirement order. Members make premium payments to that office. Coverage for retired Reservists is available until the first month's retired pay is received, or to 61 years of age, whichever occurs first (38 U.S.C., chapter 19).

8.3.3. Members retired under 10 U.S.C. 1331 at age 60 receive retired pay (10 U.S.C. 1401). Upon presenting a verified DD Form 1172, **Application for Uniformed Services Identification Card-DEERS Enrollment**, they receive a DD Form 2 (Ret)(Blue), **United States Uniformed Services Identification Card**.

8.3.3.1. The DD Form 2 authorizes the use of commissary, base exchange, and other base privileges. It also provides Uniformed Services Health Benefits for military members and their authorized family members including care in a Uniformed Services Facility and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), until the member reaches age 65.

8.3.3.2. The DD Form 2 allows for air travel on a space available basis. Travel for accompanied authorized family members is available for overseas travel only.

8.3.4. These members may participate in the Survivors Benefit Plan (SBP). Members make SBP elections at the time they receive their 20-year notification letter.

8.3.4.1. Compute the SBP on the member's gross retired pay. SBP guarantees that the member's beneficiary will receive an annuity of 55 percent of the gross retired pay until the beneficiary reaches age 62, when the annuity drops to 35 percent of the gross retired pay.

8.3.4.2. The member may elect SBP coverage and survivor benefits offered under civil service retirement. There is no conflict of interest that prohibits coverage under both programs at the same time.

8.4. Eligibility for Transfer or Assignment to the Retired Reserve.

8.4.1. Transfer to the Retired Reserve is automatic for:

8.4.1.1. Reserve officers retired for service under 10 U.S.C. 8911.

8.4.1.2. Reserve members retired for disability under 10 U.S.C. 1201, 1202, 1204, or 1205.

8.4.2. Members listed in paragraph **8.4.2.1.** through **8.4.2.10.** may apply for transfer or assignment to the Retired Reserve.

8.4.2.1. Reserve members retired for age and service under 10 U.S.C. 1331 and those eligible for retirement under this law except they haven't yet reached age 60.

8.4.2.2. Reserve members on active duty as a Regular enlisted member who meet any other requirement in paragraph **8.4.2.**

8.4.2.3. Reserve members who have completed a total of 20 years of honorable service in the armed forces.

8.4.2.4. Reserve members who have completed 10 or more years of active federal commissioned service in the armed forces.

8.4.2.5. Reserve members on EAD who have been found physically disqualified and separated as a result of service-connected disability, not as a result of their own misconduct, regardless of the total years of service. Do not deny application by members in this category.

8.4.2.6. Reserve members not on EAD who have been found physically disqualified for active duty under 10 U.S.C. 1004. Don't transfer Air National Guard of the United States (ANGUS) members under this provision without the consent of the governor or other appropriate authority of the jurisdiction concerned.

8.4.2.7. Reserve members who reach 37 years of age and who have:

8.4.2.7.1. Completed a minimum of 8 years of service described in **Chapter 9**, paragraph **9.3.** (including at least 6 months of honorable service on active duty in time of war or national emergency) or paragraph **9.4.**

8.4.2.7.2. Consistently supported the armed forces in an outstanding manner and the SAF or designee approves the action.

8.4.2.8. Prior Reserve members who were honorably separated, if they qualify for appointment or enlistment as a Reserve of the Air Force and meet any other requirement listed in paragraph **8.4.2.**

8.4.2.9. Prior Regular officers removed from active duty for twice failing selection for promotion and who haven't received severance pay for such removal, if qualified for a Reserve appointment and if they meet any other requirement in paragraph **8.4.2.**

8.4.2.10. Temporary officers retired or separated for disability under 10 U.S.C., chapter 61, who apply for appointment and concurrent transfer.

8.4.3. These members may not apply for assignment or transfer to the Retired Reserve:

8.4.3.1. Commissioned officers of the Regular Air Force.

8.4.3.2. Reserve members who are or were separated from active duty for reasons that involve moral or professional dereliction or in the interest of national security.

8.5. Grade in the Retired Reserve. See **Table 8.1.**

8.6. AF Form 131, Application for Transfer to the Retired Reserve. Reserve members, non-status personnel, and Regular airmen use AF Form 131 to apply for transfer or assignment to the Retired Reserve. Get the form at base personnel offices or from ARPC. Fill out the original only, and send the signed form according to **Table 8.2.**

8.7. Forwarding Application. Send AF Form 131 at least 60 days but no more than 90 days before the effective date of transfer or assignment to the Retired Reserve.

8.7.1. Enlisted members of the United States Air Force Reserve (USAFR) request that the current enlistment be extended for an unspecified period of time, conditional on transfer to the Retired Reserve (AFI 36-2606, *The USAF Reenlistment, Retention, and NCO Status Programs* [formerly AFR 35-16, volume 2]).

8.7.2. Because members on EAD in Reserve status apply for transfer to the Retired Reserve at the same time they apply for release from EAD or for retirement with pay, they may not always be able to comply with the minimum 60-day lead-time. Approval of transfer to the Retired Reserve depends on approval of the application for release or retirement.

8.7.3. Enlisted members retired at HYT submit application for assignment to the Retired Reserve (AF Form 131) 12 months before retirement date.

8.8. Approval Authority. The SAF or designee has the authority to approve applications for transfer or assignment to the Retired Reserve. SAF delegates the authority to HQ ARPC to approve applications and take final action to transfer or assign members to the Retired Reserve as shown in **Table 8.3.** and **Table 8.4.**

8.9. Units with Members Transferred to the Retired Reserve. When they receive documents from HQ ARPC (**Table 8.4.**, note 2), the unit commander or the commander's designated representative prepares an appropriate retirement ceremony consistent with the meaning of the transfer action considering the member's personal desires. See **Chapter 6**

Table 8.1. Grade In The Retired Reserve.

R U L E	A	B	C	D
	If the member is	and	and	then member is
1	a Reserve commissioned officer	is recommended for promotion to a higher Reserve grade; or found qualified for Federal recognition in a higher Reserve grade	before being promoted, is transferred to the Retired Reserve (except under 10 U.S.C. 1002) because of physical disability; or as a result of completing the number of years of service; or as a result of reaching the age at which his or her retirement, transfer to the Retired Reserve, or discharge, is required by law	placed on the USAF Reserve Retired List in the grade for which he or she has been recommended or found qualified for federal recognition (see note 1).
2		a member of the Retired Reserve and who, while serving on active duty (other than for training), is promoted to a higher temporary grade		on release from that duty, advanced on the USAF Reserve Retired List to that grade (see note 1).
3		rule 1 or 2 does not apply	is transferred to the Retired Reserve	placed on the USAF Reserve Retired List in the highest grade in which he or she served satisfactorily, as determined by the Secretary (see note 1).
4	other than a Reserve commissioned officer	is assigned to the Retired Reserve		placed on the USAF Reserve Retired List in the current grade held (see note 2).

NOTES:

1. **EXCEPTION:** Unless the member holds an appointment to a higher grade or is entitled to a higher grade under another provision of law. *Note: Unless otherwise provided by law, no person is entitled to increased pay or other benefits because of 10 U. S.C. 1374.*
2. Upon receipt of retired pay at age 60, the individual is placed on the USAF Retired List in the highest grade satisfactorily held, as determined by the SAF or designee, or in the highest grade for which eligible according to law.

Table 8.2. Forwarding AF Form 131, Application for Transfer to the Retired Reserve.

RULE	A	B	C	D	E
	If the applicant is	serv- ing on active duty	and	and	then send application to
1	a member	yes			HQ AFMPC/DPMARR2 (or AFDPOB for colonels and colonel selectees) through retirement channels or send the application to HQ AFMPC/DPMARS in response to communication from that office (see notes 1 and 3).
2	an Air National Guard (ANG) member	no			the servicing MPF. PDS entry flows to HQ AFMPC and HQ ARPC. Send application and field personnel records to HQ ARPC through The Adjutant General of assigned state.
3	a Reserve member		unit assigned	a general officer or colonel	the servicing MPF or CRPO. PDS entry flows to HQ AFMPC, AFDPG, AFRES, and HQ ARPC (see note 2).
4				all other grades	the servicing MPF or CRPO. PDS entry flows to HQ AFMPC and HQ ARPC (see notes 1 and 2).
5			not unit assigned	a general officer or colonel	HQ ARPC. PDS entry flows to HQ AFMPC, AFRES, and AFDPG (see note 2).
6				all other grades	HQ ARPC. PDS entry flows to HQ AFMPC (see notes 1 and 2).
7	other than rules above				HQ ARPC. HQ ARPC sends an application submitted under paragraph 8.4.2.7.2. to AFPC.

NOTES:

1. If AF Form 131 is checked to show that the member desires appointment to the former commissioned grade for the purpose of assignment to the Retired Reserve, immediately send a copy of the completed AF Form 131 to HQ ARPC/DPAR, 6760 E. Irvington Place, #1900, Denver CO 80280-1900, for necessary appointment action. Sending this copy doesn't alter current procedures for entering data in the PDS. If the member is a former Regular officer, send a copy of the completed AF Form 131, on enlistment, to HQ AFMPC/DPMARR2, 550 C Street West, Ste 11, Randolph AFB TX 78150-4713.
2. On receiving AF Form 131 from a selected reservist, properly annotated with spouse's name, the MPF or CRPO ensures compliance with AFMAN 36-2622 (formerly AFM 30-130, volume 1, paragraph 17-7d) when transmitting PDS transaction to HQ ARPC/DPAR.
3. Regular enlisted members who also have a Reserve commissioned status send applications to HQ ARPC/DPAR.

Table 8.3. Approval Authority for Transfer or Assignment to the Retired Reserve.

R U L E	A	B	C
	If individual is a non-EAD applicant who	and is	then HQ ARPC may
1	isn't pending elimination action	eligible under criteria in paragraph 8.4. and no information indicates that the applicant should not be retained, appointed, or enlisted as a Reserve of the Air Force	approve application for transfer or assignment to the Retired Reserve. <i>GO TO</i> Table 8.4.
2	is being eliminated under AFI 36-8001 (formerly AFR 35-41, volume 3) and HQ ARPC or HQ AFRES/DPA is authorized by regulation to approve and take final action on the pending elimination		
3	is being eliminated under AFI 36-8001 (formerly AFR 35-41, volume 3) and HQ ARPC or HQ AFRES/DPA determines that the pending or approved elimination action would result in the award of DD Form 256AF, Honorable Discharge		
4	was formerly eliminated under conditions shown in rules 2 and 3		

Table 8.4. HQ ARPC Action on Application for Transfer to the Retired Reserve.

R U L E	A	B
	If ARPC	then ARPC
1	approves application	tenders the member an appointment, when appropriate, and places member's name on the USAF Reserve Retired List; complies with AFI 36-2002 for enlistment as a Reserve of the Air Force or AFI 36-2606 for reenlistment or extension of Reserve enlistment, when appropriate; publishes Reserve orders announcing transfer or assignment and placement on the Reserve Retired List (see notes).
2	determines individual isn't eligible	returns application without action or transmits disapproval through PDS.
3	recommends disapproval	sends application to AFPC.
4	does not have approval authority	sends application with recommendation to AFPC.

NOTES:

1. If the reservist is assigned to either a category A unit or is an IMA, HQ ARPC sends orders to the member's MPF or CRPO who advises the member of the information contained in paragraph [6.1.2.3.](#) and paragraph [8.3.](#)
2. If the reservist is not in a category A unit or in an IMA position, HQ ARPC sends the order, certificate, and required information to the member's mailing address, advising of the information in paragraph [6.1.2.3.](#) and paragraph [8.3.](#)

Chapter 9

DETERMINING RETIRED PAY FOR NON-REGULAR SERVICE AT AGE 60

9.1. Age and Service Requirements.

9.1.1. A person may apply for and receive retired pay who:

9.1.1.1. Is at least 60 years old.

9.1.1.2. Has qualified by completing at least 20 years of service computed under paragraph 9.3. and 9.4.

9.1.1.3. Has performed the last 8 years of satisfactory Federal service while a member of any category of the armed forces except a Regular component, the Fleet Reserve, or the Fleet Marine Corps Reserve.

9.1.1.4. Is not entitled, under any other law, to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or the Fleet Marine Corps Reserve.

9.1.2. No one who was a member of a Reserve component, the Army without component, or other category listed in 10 U.S.C. 1332 (a) (1) before 16 August 1945 is eligible for this retired pay unless the person:

9.1.2.1. Performed active duty after 5 April 1917 and before 12 November 1918, or after 8 September 1940 and before 1 January 1947, or

9.1.2.2. Performed active duty, other than for training after 26 June 1950 and before 28 July 1953, or after 13 August 1961 and before 31 May 1963, or after 4 August 1964 and before 28 March 1973.

9.1.3. For the purpose of computing the last 8 years of satisfactory service, the service doesn't have to be continuous. The 8 years may be either before or after 1 July 1949, but after that date include only the years in which the member gets at least 50 points according to paragraph 9.4.

9.1.3.1. Reserve members serving in the Regular Army, Air Force, Navy, Marine Corps, or Coast Guard, earn active service, but this service isn't also credited as reserve service and doesn't count towards the last 8 years of satisfactory service. *EXAMPLE:* A member who served 14 years as a reservist and then 6 years in the Regular Air Force must serve an additional 6 years in a Reserve status to qualify for this retired pay.

9.1.4. As provided by 10 U.S.C. 1331(d), HQ ARPC notifies each person who becomes eligible for this retired pay.

9.1.5. Only HQ ARPC notification is valid (*EXCEPTION:* HQ AFMPC/DPMAD notifies an eligible member when related to a decision under AFI 35-2902, formerly AFR 35-4).

9.1.5.1. Once HQ ARPC notifies the member, the entitlement may not be taken away because of wrong information or a mistake in calculating creditable service, unless the error was directly due to the member's fraud or misrepresentation.

9.1.5.2. HQ ARPC adjusts the number of years of creditable service to correct an error, miscalculation, misinformation or administrative decision. The member receives retired pay according to

the correct number of years of creditable service from the date HQ ARPC grants retired pay (10 U.S.C. 1406).

9.1.5.3. Because of the restrictions on denying or revoking eligibility for retired pay, HQ ARPC may set controls and procedures to avoid errors, miscalculations, misinformation and erroneous administrative determinations.

9.2. Proof of Eligibility. Granting retired pay to a person under 10 U.S.C., chapter 67, is proof of this entitlement only if payment began after 14 October 1966. HQ ARPC notice of completing the years of service under 10 U.S.C., chapter 67, is proof of the person's later entitlement only if the notice was given after 14 October 1966.

9.2.1. Reserve personnel involuntarily relieved from active service who aren't eligible for retired pay under any law when separated and who get readjustment pay, or separation pay under 10 U.S.C. 1174 (which concerns members involuntarily released from active duty after 15 September 1981) may qualify for retired pay at a later date. They receive reduced retired pay until the total amount equals the readjustment or separation pay.

9.2.2. HQ ARPC notifies eligible Air Reserve Component members within 1 year after they complete the years of service that make them eligible for this retired pay. Prepare the notice according to [Attachment 9](#). Issue the letter of notification (original and one copy) and a wallet-sized copy, in the name of the Commander, HQ ARPC, and authenticate it by getting the handwritten signature of the official or employee directly responsible for deciding the eligibility of the Reserve member.

9.2.2.1. Send the original and the wallet-sized copy to the member. They are the member's final proof of completing 20 years of satisfactory service. Put the copy in the member's master personnel record group.

9.2.2.2. Don't consider a partial year of satisfactory service when issuing the notification letter. *EXCEPTION:* Do consider it if the applicant has earned sufficient points to qualify the partial year as satisfactory. Transfer the applicant to an inactive status, effective with the corresponding date of the partial year ([Attachment 10](#)).

9.3. Creditable Service Before 1 July 1949. Service before 1 July 1949 used in determining entitlement to retired pay at age 60 is in 10 U.S.C. 1332(a)(1), (3), and (4).

9.4. Creditable Service After 30 June 1949. Add the member's years of service for each 1-year period after 30 June 1949 in which member has been credited with at least 50 points per 10 U.S.C. 1332(a)(2).

9.5. Noncreditable Service. 10 U.S.C. 1334 lists service that isn't creditable for entitlement to this retired pay. For enlisted members, consider Academy service as active federal service and credit it for this retired pay. (See Comptroller General Decision B-195448, 3 April 1980.)

9.6. Converting Years of Service for Computing Retired Pay. [Table 9.1](#) explains the method of converting service for computing pay.

9.7. General Information on Application Procedures. An individual doesn't need military status to apply for retired pay benefits. An individual applies in the format prescribed by [Attachment 2](#) and signs and sends it with documents to the appropriate office as shown in [Table 9.2](#). Include a list of ser-

vice in the application if HQ ARPC has not verified such service or if the individual believes that the service may not be on record in the Air Force.

9.8. How to Apply:

9.8.1. **Active and Inactive Status and Retired Reserve Members Not on EAD.** About 6 months before their 60th birthday, members receive a set of application documents with a letter from HQ ARPC notifying them of the termination of their active or inactive status by reason of attaining maximum age. HQ ARPC verifies all creditable service and provides the individuals with the total retirement points.

9.8.1.1. If members question the total retirement points, they may send substantiating documents.

9.8.2. **Reserve Members Serving on EAD.** These members receive a letter from HQ AFMPC/DPMARS notifying them of the termination of their active status by reason of reaching the maximum age.

9.8.2.1. If a member elects to retire, the servicing MPF helps prepare the application and related documents required by [Table 9.2](#).

9.8.2.2. The member may request a retirement physical examination ([Chapter 5](#)).

9.8.3. **Nonstatus Applicants.** These individuals get help and the documents necessary for applying from HQ ARPC.

9.9. **Date Retired Pay Begins.** The entitlement to retired pay begins on the date the member meets the requirements of paragraph [9.1](#). However, the statute of limitations requires that a claim be filed within 6 years from the date the entitlement first accrued. If the member doesn't send the application by the 6th anniversary of initial accrual, 1 day of retired pay will be lost for each day of delay. *EXAMPLE:* If a member reaches age 60 on 9 January 1980 and didn't file the application for retired pay until 1 April 1986, the member is due pay only from 1 April 1980 forward.

9.10. Approval Authority.

9.10.1. The SAF or designee has the authority to approve applications for retired pay benefits under this chapter.

9.10.2. Approval authority is delegated to HQ ARPC for members not on EAD and for those who don't have military status.

9.10.3. When an application is approved, issue orders as shown in paragraph [9.11](#).

9.10.4. Tell the member if the eligibility requirements haven't been met.

9.11. AF Form 548, Reserve Retired Pay Order, and AF Form 553, Amendment/Revocation of Reserve Retired Pay Order.

9.11.1. HQ ARPC/DPAR publishes orders authorizing receipt of retired pay under 10 U.S.C. 1331 and places the member on the USAF Retired List, using AF Form 548 or a computer-generated order.

9.11.2. HQ ARPC/DPAR amends or rescinds orders on AF Form 553 or by a computer-generated order.

9.11.3. HQ ARPC stocks and uses these forms.

Forms and titles:

AF Form 114, **Arrears of Retired Pay Designation and/or Annuity Beneficiary Changes**

SF 1199A, **Direct Deposit Sign-up Form**

ARPC Form 0-66, **Data for Payment of Reserve Retired Personnel**

ARPC Form 0-508, **Survivor Benefit Plan Election**

TD Form W-4, **Employee's Withholding Allowance Certificate**

Table 9.1. Computing Years of Service and Retired Pay of Members Authorized in this Chapter.

S T E P	A	B
	To compute	take these steps
1	years of service and any fraction of a year	add each day of active duty, including active duty for training prior to 1 July 1949.
2		add each year before 1 July 1949 at the rate of 50 calendar days per year and proportionately for each fraction of a year. Exclude active duty credited in step 1. Credit service in a Reserve component of an armed force, in the Army, or the Air Force without component, or in any other category covered by 9.3.paragraph 9.3. (To obtain proportionate year point totals, add the periods, day for day, then multiply the total by 50, and divide the product by 365.)
3		after 1 July 1949, add active duty points, points for inactive duty training and membership points according to AFI 36-8001 (formerly AFR 35-41, volume 2). Credit inactive duty points up to a maximum of 60 points in any year including membership for 2 or more partial years that, added together, equal 1 year or less.
4		divide the sum of steps 1, 2, and 3 above by 360; carry the quotient to three decimal places; and round off to two decimal places. <i>EXAMPLE</i> : 4734 divided by 360 = 13.150 or 13.15.
5	retired pay	multiply the result of step 4 by 2 1/2 percent (.025); round off the product to four decimal places. <i>EXAMPLE</i> : 13.15 x .025 = .32875 or .3288.
6		determine the monthly active duty basic pay the member would receive if serving on active duty (at the time granted such pay) in the highest temporary or permanent grade satisfactorily held during the entire period of service and multiply by the product of step 5 to determine monthly retired pay. <i>EXAMPLE</i> : Basic pay \$885.00 x .3288 = \$290.99.

Table 9.2. Preparing and Forwarding Application for Retired Pay Benefits.

R U L E	A	B
	If applicant is a member of	then member initiates an application according to Attachment 2 and attaches a copy of AF Form 114, SF 1199A, ARPC Forms 0-66 and 0-508 and TD Form W-4 (see note) and
1	the USAFR not serving on EAD or is an individual who doesn't have military status	sends the application to HQ ARPC/DPAR, 6760 E. Irvington Place, #1900, Denver CO 80280-1900.
2	the ANG not serving on EAD	sends the application to HQ ARPC, through the servicing MPF (who attaches field personnel record group), and State Adjutant General.
3	a Reserve component serving on AD as a Regular Air Force member	requests discharge from this status according to AFI 36-3208 (formerly AFR 39-10), attaches the request to the application, and sends it to HQ AFMPC/DPMARR2, 550 C Street W, Ste 11, Randolph AFB TX 78150-4713.
4	a Reserve component serving on EAD in any grade below brigadier general who has no other appointment	sends the application to HQ AFMPC/DPMARR2 (or AFDPOB for colonels).
5	A Reserve component serving on EAD in a general officer grade	sends the application to HQ AFMPC/DPMARR2 through AFDPG.

Chapter 10

DROPPING RETIRED MILITARY PERSONNEL FROM THE ROLLS OF THE AIR FORCE

10.1. Background Information. This chapter tells how members entitled to military retired pay are dropped from the rolls of the Air Force under DoD Directive 1332,16 and 10 U.S.C. 1161(b) when their retired pay is forfeited under 5 U.S.C., chapter 83, sub chapter II.

10.2. DoD Policy. It is DoD policy that retired members of the military service be dropped from the rolls of the military department only when they are deprived of their retired pay under 5 U.S.C., chapter 83, subchapter II. This policy supports DoD views that members earn retired pay and that the service withholds it only under extremely limited circumstances. In carrying out this policy, DoD treats members uniformly under substantially similar circumstances regardless of their military component.

10.3. General Procedures. When pay is deprived under the conditions set forth in 5 U.S.C., chapter 83, sub chapter II, DFAS-CL sends the following information and documentation to HQ AFMPC/DPMAR:

- 10.3.1. Member's grade, name and social security number.
- 10.3.2. Date of retirement.
- 10.3.3. Offenses involved, sentence received, and date of sentence.
- 10.3.4. A copy of the court order or judgment, certified or otherwise properly authenticated.
- 10.3.5. Any other available pertinent data.

10.4. Recommendations. HQ AFMPC/DPMAR assembles and sends all records in the case, with recommendations for dropping the member from the rolls of the Air Force, to SAF or designee.

- 10.4.1. SAF or designee forwards the package to the Office of the Secretary of Defense for presentation to the President according to DoDI 1320.4, 29 October 1981.
- 10.4.2. HQ AFMPC/DPMAR notifies DFAS-CL, HQ AFMPC/DPMDO, and the member of the final decision.

10.5. Processing Orders. For retired members dropped from the rolls of the Air Force, HQ AFMPC/DPMAR asks the 1100 National Capital Regional Support Group, Military Personnel Division (1100 NRG/DPM) to publish the order. The member does not receive a separation certificate.

10.6. Forms Prescribed.

AF 131, Application for Transfer to the Retired Reserve	8.6
AF 423, Certificate of Appreciation (for Husbands of Selected Reserve Retirees)	6.5
AF 548, Reserve Retired Pay Order	9.11
AF 553, Amendment/Revocation of Reserve Retired Pay Order	9.11
AF 951, Certificate of Transfer to the Retired Reserve	6.4
AF 953, Certificate of Appreciation (for Wives of Selected Reserve Retirees)	6.4
AF 1160, Military Retirement Actions	1.2
AF 1344, Certificate of Appreciation (for Husband)	6.3
AF 1346, Certificate of Appreciation (for Wife)	6.3
AF 2652, Retirement Special Order-Service or Age	2.12.4
AF 2655, Retirement Special Order-Amend, Rescind, Revoke, and Other Actions	2.12.4
AF 3538, Retention Recommendation	4.11.1
DD 363AF, Certificate of Retirement	6.2
DD 2542, Certificate of Appreciation for Service in the Armed Forces of the United States	6.6

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, TERMS
AND DISTRIBUTION*****References***

Title 5, United States Code, Section 8301 and Chapter 83

Title 10, United States Code, Sections 274, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 644, 687, 688, 1161, 1174, 1201, 1202, 1204, 1205, 1251, 1331, 1332, 1333, 1370, 1401, 1407, 8911, 8913, 8914, 8917, 8918, 8921, 8962a, 8964, 8965, 8991

Defense Officer Personnel Management Act (DOPMA), 15 September 1981

DoD Directives 1200.15, 16 February 1973, 1332.16, 10 March 1970, 1332.20, 26 February 1982, and 1332.32, 22 January 1982

DoD Instructions 1215.7, 15 October 1993, 1320.4, 29 October 1981 and 1348.34, 13 September 1989

Executive Order 9397

FY91 National Defense Authorization Act, 5 November 1990

FY92 National Defense Authorization Act, 5 December 1991

FY93 National Defense Authorization Act, 23 October 1992

29 Comptroller General 179

38 Comptroller General 5

Comptroller General Decisions B-153784, 27 October 1969 and B-195448, 3 April 1980

Public Law 96-513

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

ADSCD—Active Duty Service Commitment Date

AFBCMR—Air Force Board for Correction of Military Records

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Council

AFSC—Air Force Specialty Code

ANG—Air National Guard

ANGUS—Air National Guard of the United States

ASD—Assignment Selection Date

ASPB—Appropriate Separation Processing Base

BSC—Biomedical Sciences Corps

CHAMPUS—Civilian Health and Medical Program of the Uniformed Services

CMSGT—Chief Master Sergeant

COLA—Cost Of Living Adjustment

CONUS—Continental United States

CPI—Consumer Price Index

CRPO—Consolidated Reserve Personnel Office

CRT—Cathode Ray Tube

CSAF—Air Force Chief of Staff

DC—Dental Corps

DEROS—Date Eligible for Return from Overseas

DFC—Distinguished Flying Cross

DFAS—Defense Finance and Accounting Service

DIN—Data Identification Number

DoD—Department of Defense

DOPMA—Defense Officer Personnel Management Act

DOS—Date of Separation

DP—Director of Personnel

EAD—Extended Active Duty

EFMP—Exceptional Family Member Program

EPR—Enlisted Performance Report

ETS—Expiration of Term of Service

FPR—Field Personnel Records

FSO—Financial Services Office

GCM—General Court-Martial

GSU—Geographically Separated Unit

HHG—Household Goods

HOR—Home of Record

HOS—Home of Selection

HQ—Headquarters

HYT—High Year of Tenure

ID—Identification

IMA—Individual Mobilization Augmentee
JFTR—Joint Federal Travel Regulation
LAS—Limited Assignment Status
MAJCOM—Major Command
MC—Medical Corps
MEB—Medical Evaluation Board
MPF—Military Personnel Flight
MSC—Medical Service Corps
MSGT—Master Sergeant
MTF—Medical Treatment Facility
NC—Nurse Corps
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer in Charge
NDAA—National Defense Authorization Act
OPR—Officer Performance Report
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDS—Personnel Data System
PEB—Physical Evaluation Board
PEIAD—Place Entered into Active Duty
POV—Privately-Owned Vehicle
PTDY—Permissive Temporary Duty
PTI—Personnel Transaction Identifier
RCSBP—Reserve Component Survivor Benefit Plan
RIP—Report on Individual Personnel
SBP—Survivor Benefit Plan
SAF—Secretary of the Air Force
SERB—Selective Early Retirement Board
SG—Surgeon
SGLI—Servicemen's Group Life Insurance
SMSGT—Senior Master Sergeant

SPBC—Separation Processing Base of Choice
SSB—Special Selection Board
SSGT—Staff Sergeant
SSN—Social Security Number
TAFCS—Total Active Federal Commissioned Service
TAFMS—Total Active Federal Military Service
TDRL—Temporary Disability Retired List
TIG—Time in Grade
TMO—Traffic Management Office
TSGT—Technical Sergeant
UCMJ—Uniform Code of Military Justice
UPRG—Unit Personnel Records Group
URF—Unit Relocation Folder
USAFR—United States Air Force Reserve
USC—United States Code
7D0—7-Day Option

Terms

Active Duty—Full-time duty in a military service of the United States. A general term applied to all active military service including full-time National Guard duty, without regard to duration or purpose.

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

Active Military Service—A general term that includes Regular officers on the active duty list, Regular airmen, and Reserve Component members serving on extended active duty.

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

Best Interest of the Air Force—A situation or circumstance that is determined by the member's commander, or other senior officials, to be of such significance that the unit or Air Force mission would be adversely affected if the member's request for waiver of a retirement restriction, or withdrawal or extension of retirement, is not approved.

Commander—Unless otherwise specified, refers to the immediate commander of the member concerned, and includes squadron section commanders if they have been appointed in special orders.

Commissioned Officer—A member of the Air Force having rank or grade of second lieutenant or above.

Date of Appointment—Date the officer accepted appointment in any component of the Air Force or in the Air Force without a component.

Extended Active Duty—A tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve Components. Strength accountability for persons on extended active duty changes from the Air Reserve Components to the active force. Active duty for training and active duty in a service academy or armed forces preparatory school are not creditable as extended active duty.

Hardship—A situation or circumstance that imposes undue privation or suffering on the member, his or her household, or immediate family. The circumstances may not be those common among retirement-eligible members; for example, the existence of employment or school year considerations. This term relates only to restrictions on retirement identified in table 2-2 as being waivable for hardship reasons, and to withdrawal or extension of retirement. It does not relate to humanitarian deferment policies in AFI 36-2110, *Assignments* (formerly AFRs 36-20 and 39-11).

Inactive Duty Training—Authorized training performed by a member of a Reserve component not on active duty, annual training, or active duty for training. Consists of regularly scheduled unit training periods, additional training periods, or equivalent training, and performed by them in connection with the prescribed activities of the organization to which they are assigned.

Member—A commissioned officer or an airman, including those who are retired.

Officer—Unless otherwise specified, a commissioned officer, either permanent or temporary.

Points—Credits awarded to Air Reserve Component personnel for active service, active duty for training, or inactive duty training and gratuitous credits for Reserve membership. Includes service for ANG members performed under 32 U.S.C.

Recommended List for Promotion—A list of officers recommended by selection boards for promotion to the next higher grade.

Regular Air Force—The Regular Air Force is a component of the Air Force. The term "Regular" with respect to an enlistment, appointment, grade, or office, means appointment, grade, or office in a Regular component.

Reserve Component of the Air Force—The United States Air Force Reserve and the Air National Guard of the United States.

Reserve Forces—Members of the Reserve component.

Reserve of the Air Force—The federal status possessed by members of the Air National Guard of the United States and the Air Force Reserve. This term is not used to identify an Air Force component or organization.

Addresses

AFPC
1662 Air Force Pentagon
Washington DC 20330-1662

DFAS-CL/RO
P.O. Box 99191
Cleveland OH 44199-1126
Attn: AF POC

HQ AFMPC/DPMA
550 C Street West Ste 04
Randolph AFB TX 78150-4706

HQ AFMPC/DPMAD
550 C Street W Ste 06
Randolph AFB TX 78150-4708

HQ AFMPC/DPMAJA
550 C Street W Ste 08
Randolph AFB TX 78150-4710

HQ AFMPC/DPMAJB1
550 C Street W Ste 08
Randolph AFB TX 78150-4710

HQ AFMPC/DPMAPE
550 C Street W Ste 10
Randolph AFB TX 78150-4712

HQ AFMPC/DPMARR1
550 C Street W Ste 11
Randolph AFB TX 78150-4713

HQ AFMPC/DPMARR2
550 C Street West Ste 11
Randolph AFB TX 78150-4713

HQ AFMPC/DPMARS
550 C Street W Ste 11
Randolph AFB TX 78150-4713

HQ AFMPC/DPMDOA
550 C Street W Ste 20
Randolph AFB TX 78150-4722

HQ AFMPC/DPMDOO
550 C Street W Ste 22
Randolph AFB TX 78150-4724

HQ AFMPC/DPMMM
550 C Street W Ste 26
Randolph AFB TX 78150-4728

HQ ARPC/DPAR
6760 E Irvington Place #1900
Denver CO 80280-1900

AFDPG
1040 Air Force Pentagon
Washington DC 20330-1040

AFDPOB

1040 Air Force Pentagon
Washington DC 20330-1040

HQ USAF/DPXER

1040 Air Force Pentagon
Washington DC 20330-1040

HQ USAF/DPXOR

1040 Air Force Pentagon
Washington DC 20330-1040

SAF/LLI

1160 Air Force Pentagon
Washington DC 20330-1160

Attachment 2**SAMPLE LETTER OF APPLICATION FOR RETIRED PAY BENEFITS**

(DATE)

(Applicant's return address)

HQ AFMPC/DPMARR2

550 C Street West Ste 11

Randolph AFB TX 78150-4713

My signature to this letter constitutes application for retired pay benefits as provided in 10 U.S.C. 1331. It also serves as application for transfer to the Retired Reserve (nonstatus applicants do not make this statement). Request retired pay effective (the first day I am eligible) or (enter a later date elected or required by AFI 36-3203 paragraph 9.9. [formerly AFR 35-7]).

(In order that service may be verified, all nonstatus applicants and those Reserve members claiming service in addition to that on record should furnish in this paragraph a summary of service to include specific periods, highest grade, service number, and armed force.)

Sincerely

(Applicants Signature, Grade, SSN)

Attachments:

1. DD Form 93
2. DD Form 1883
3. ARPC Form 0-66
4. TD Form W-4

AUTHORITY: 10 U.S.C. 8012, Secretary of the Air Force: powers and duties; delegation by: 10 U.S.C. chapter 67, *Retired Pay for Non-Regular Service*, implemented by AFI 36-3203, *Service Retirement (formerly AFR 35-7)*; and EO 9397, 22 November 1943.

PURPOSE: Enables the member to apply for retired pay benefits at 60 years of age and for transfer to the Retired Reserve, when applicable.

ROUTINE USES: Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

DISCLOSURE IS VOLUNTARY: If you do not provide the requested information, it could delay or stop processing for retired pay benefits and transfer to the Retired Reserve.

Attachment 3

RETIREMENT OPTIONS OR ENTITLEMENTS FACT SHEET

MPF: Give a copy of this fact sheet to each member at the time you give them retirement orders or when final processing starts, whichever is earlier.

A3.1. Retirement Planning. Because you are nearing retirement, you must begin careful planning for after retirement. The place you retire and the entitlements based on the place of retirement are important parts of this planning. This fact sheet is a quick reference to help you make favorable decisions. This information is not all-inclusive, and there are exceptions, so you should seek personal counseling from your MPF and the Transportation Management Officer (TMO) *before* making firm plans, and *before* you move your family or household goods.

A3.2. Place of Retirement. All members stationed in the CONUS must retire at their current duty station. (Members assigned to Geographically Separated Units (GSU) may have to go to the nearest Air Force base that has a MPF to complete retirement processing.) Members stationed overseas may retire at the overseas duty station or a processing station of choice in the CONUS. The option as to place of retirement is the same whether you retire for service or for disability. The place of retirement has a direct effect on entitlement to movement of household goods. Paragraph A3.3 and **Table A3.1.** at the end of this fact sheet outlines these entitlements.

A3.3. Entitlement to Movement of Household Goods. All members retiring for length of service (immediately following at least 8 years of continuous active duty with no single break in service of more than 90 days), and all members retiring for physical disability (without regard for length of service) are entitled to travel to a "home of selection" (retirement home). This entitlement includes travel for yourself and your authorized family members, and shipment of your household goods (including storage, if required). However, if you had less than 18 years active service as of 1 November 1981, you may receive travel and transportation allowances to any place within the United States, a place outside the United States from which you were first called or ordered to active duty to your first duty station, or to any other place at a cost not to exceed what it would have cost the government had you selected a home at a specified place in the CONUS (JFTR, volume I, paragraph U5130; AFI 24-501 [formerly AFR 75-25, **Chapter 5**]). Members retiring in the CONUS who wish to move to an overseas home of selection *must* contact the embassy of the country concerned, in advance of travel, for information about the documents necessary in order to meet host government residency requirements. In all cases, you *must* receive your retirement orders (or know the order number, date, and fund citation) before traveling or shipping and storing your HHGs. Travel to your home of selection *must* be completed and household goods turned over to a military TMO or to a carrier for shipment within 1 year from date of retirement. **EXCEPTION:** This 1 year limitation may be extended for reason of hospitalization or medical treatment, education or training (approved by the Director, Joint Personal Property Shipping Office San Antonio, 8961 Tesoro Drive, Suite 300, San Antonio TX 78286-6209), or other deserving reasons (approved by HQ AFMPC/DPMAR), as provided in JFTR, volume I, paragraph U5130, and AFI 24-101, *Passenger Travel* (formerly AFR 75-8) and AFI 24-501, *Do-It-Yourself (DITY)* (formerly AFR 75-25).

A3.3.1. The appropriate HQs issues retirement orders for members retiring for length of service as early as possible after approval of the retirement (usually within 60 days), if they can get the accounting classification fund citation and verify the service computation.

A3.3.2. You may move to a home of selection as soon as you receive retirement orders. Unless you receive an extension of the time limit for hospitalization or medical treatment, household goods may not stay in nontemporary storage at government expense for longer than 1 year immediately following date of retirement (termination of active duty) (JFTR, volume I, chapter 5, Part B, and 37 U.S.C. 401[d]). When appropriate personnel extend the home of selection time limit based on education, training, or other deserving cases, household goods may continue in nontemporary storage at government rates, but you must reimburse the government for these costs. With some exceptions, you may ship household goods from the last or any previous permanent duty station, from storage, or from the place last moved at government expense (or a combination of those places), to a designated home of selection. You may make shipment between other points if you pay costs in excess of shipment in one lot between the last permanent duty station and the home of selection (JFTR, volume I, chapter 5, Part B).

A3.3.3. An officer who separates and enlists for the purpose of retirement in enlisted status is not entitled to shipment of household goods and travel of authorized family members based on separation orders.

A3.4. Summary of Entitlements to Movement of Household Goods:

A3.4.1. For members stationed in CONUS:

A3.4.1.1. If living in government quarters, you may move at government expense to civilian quarters in the local area, then later move at government expense to home of selection. A move at government expense from local civilian quarters to other local civilian quarters will use up your entitlement to a further move to a final home of selection.

A3.4.1.2. You may put household goods in nontemporary storage while deciding on a home of selection, then move at government expense to home of selection. Storage at government expense expires no later than 1 year following retirement unless you get an authorized or approved time extension based on hospitalization or medical treatment.

A3.4.1.3. You may move directly to home of selection at government expense.

A3.4.2. For members stationed overseas:

A3.4.2.1. You may retire at an overseas duty station. You must satisfy host government residency requirements *before* retirement, unless you are stationed in Alaska, Hawaii, or a US territory or possession. See the options and procedures outlined in A3.4.1, which also apply to members stationed overseas. You must pay any import taxes or duties imposed on your personal property by the host government, territory, or possession.

A3.4.3. You may retire at a processing station of choice in the CONUS as long as it has an MPF with retirement processing capability. From the processing station of choice you may:

A3.4.3.1. Put household goods in nontemporary storage at the CONUS port for up to 1 year following retirement while deciding on a home of selection, then move at Government expense to home of selection.

A3.4.3.2. Have all or part of your HHG delivered in the vicinity of the retirement processing point while deciding on a HOS; then move to a HOS at government expense. Understand that you must pay all costs for recapping, recrating and duplicating delivery storage charges associated with the reshipment from the processing point to the final HOS by way of the port. You may continue to keep your HHG placed in Nontemporary Storage (NTS) during the overseas tour for up to 1 year after retirement and then have them shipped to HOS. You may not ship them to the processing station unless that is your HOS.

A3.4.3.3. You may move directly to your home of selection at government expense. **NOTE:** For members retiring in CONUS who are non-CONUS residents (that is, whose home of record is outside the 48 CONUS states): Travel entitlements are the same as if travel was to a CONUS state. However, you use your home of selection entitlement when you move to a home in an overseas state at government expense.

Table A3.1. Retirement Options or Entitlements.

L	Options			Entitlements		
	A	B	C	D	E	F
I N E	Members stationed	may retire at	and move off base in local area	place house-hold goods in nontemporary storage (see note 1)	have household goods delivered in vicinity of retirement processing point	ship household goods to home of selection (see notes 2 and 3).
1	overseas	overseas duty station (see note 4)	Yes (see note 5)	Yes	No	Yes
2		Separation Processing Base of Choice (SPBC)	No	Yes (see note 3)	Yes (see note 6)	
3	in CONUS	duty station only	Yes (see note 5)	Yes		

NOTES:

1. Nontemporary storage at government expense expires no later than one year following retirement.
2. Temporary storage may be authorized, depending on circumstances.
3. Travel (by non-CONUS residents) at government expense to home territory or an overseas state, in connection with retirement, usually exhausts all home of selection entitlements.
4. Member must satisfy host government requirements before retirement (except for members stationed in Alaska, Hawaii, or US territories and possessions).
5. Member must have received retirement orders (or know the order number, date, and fund citation) and must NOT enter a claim or receive payment for travel and transportation allowances before arrival at final home of selection.
6. Member is liable for any excess cost for unpacking, packing, hauling, and so forth.

Attachment 4**ENTITLEMENT INFORMATION FACT SHEET FOR RETIREES
STATIONED OVERSEAS WITH HOS ENTITLEMENTS**

BACKGROUND. This paper contains travel and transportation information that applies to retirees from overseas duty stations with home of selection (HOS) entitlements. HOS entitlements (JFTR, U5130) are provided to retirees who meet either of these criteria:

-- Retired immediately after completing at least 8 years continuous active duty with no break in service of more than 90 days.

-- Retired for physical disability or placed on TDRL regardless of length of continuous active duty prior to retirement.

Option 1. Allows members to select any retirement processing base in the United States (US) to include Alaska and Hawaii. **NOTE:** If the member's retirement processing base is in Alaska or Hawaii, substitute "US" for all references to CONUS except for HHG in NTS. Member's entitlements to NTS of HHG is at the CONUS ocean port.

Option 2. Allows members to complete outprocessing at their last overseas duty station (travel to AFB in the US is not required) provided the member takes at least 5 days terminal leave or permissive TDY.

DISCUSSION. Members retiring from the Air Force have four authorized allowances:

- a. **Member's travel.** Entitles member to travel allowances from the last duty station, to authorized TDY points (ocean ports, retirement base, and designated place of authorized family members), and from there to the member's HOS.

(1) **Overseas Travel Leg.** Includes travel from the last duty station overseas to the overseas ocean port to drop off an authorized personal vehicle for shipment, travel from there to the overseas aerial port of embarkation, and then to the CONUS aerial port of debarkation.

(2) **CONUS Travel Leg.** Includes travel from the aerial port of debarkation to the ocean port to pick up a personal vehicle, and then travel from this point to the AFB specified in the travel order for final retirement processing.

(3) **Final Retirement Travel Leg.** Includes TDY per diem at the CONUS retirement processing base and travel allowances for the trip to the HOS via the designated place where authorized family members remained if member was serving an unaccompanied overseas tour). (JFTR, U5120-G)

b. Travel of Authorized Family Members (if overseas). Authorized family members are entitled to travel allowances from the overseas station to the member's HOS (JFTR, U5230):

(1) Reimbursement of travel for authorized family members is limited to the cost of travel from last permanent duty station to the overseas aerial port of embarkation, to the CONUS port of debarkation, then directly to a point where they intend to establish a permanent residence. The cost must not exceed the cost of moving to the member's HOS.

(2) Travel of authorized family members is not payable to the member's TDY points (ocean ports or retirement base), nor is per diem payable for them at such points. (JFTR, U5203-B17.)

(3) Authorized family members who lived at a designated place while the member served an unaccompanied overseas tour, are entitled to travel from the designated place to the point where they intend to establish a permanent residence. The cost must not exceed the cost of moving to the member's HOS.

c. Transportation of Household Goods (HHG). This entitlement is limited to the cost of moving HHG from the last overseas duty station to the member's HOS via the CONUS processing station and from the last place moved or stored at government expense directly to the HOS. (JFTR, U5365.)

(1) Members have up to 1 year from the retirement date to determine the point of final shipment. HHG from the overseas station may be stored at the CONUS ocean port at government expense for this period and then shipped at a member's direction to a final residence.

(2) HHG in Nontemporary Storage (NTS) during the overseas tour may stay in NTS for up to 1 year after retirement and then shipped to the HOS. HHG may not be shipped to the processing station unless that is the member's HOS. HHG being held in NTS may only be shipped once at government expense.

(3) Members may take physical possession of property from overseas at CONUS processing stations without affecting entitlement to HOS. However, the member must pay any excess above the cost of direct shipment via the processing point (i.e., packing, crating, and duplicate delivery and storage at the processing point) if property is later shipped to the HOS. (JFTR, U5345-H3.)

d. Transportation of Privately Owned Vehicle (POV). When authorized, the POV may be shipped from the designated overseas ocean port to the designated CONUS ocean port. Members may not use surface transportation for a POV from a CONUS port. **EXCEPTION:** The member may receive one-way or en-route mileage travel allowances for dropping off or picking up the POV at the ocean port. (JFTR, U5410.)

Additional points to consider under Option 1. Before leaving the overseas base, the member must determine the US retirement processing base so that the travel order designates it. The member may elect to complete processing at the AFB in the US nearest the HOS after retirement. But selecting a retirement processing base does not constitute designating a final HOS.

Additional points to consider under both options.

a. Member and authorized family members may travel to a place where they intend to permanently reside (HOS). The member's travel voucher claim establishes the final HOS residence. Once payment is made, the member may not revoke the HOS decision. NOTE: Don't file the travel voucher until you select a final residence.

b. At the member's request, HHG will be stored at the CONUS port or continued in NTS, and the member has up to 1 year from date of retirement to determine the point of final shipment. You may ship the goods from the CONUS port or NTS only once. If you shipped the HHG directly from overseas to the US processing station, you may reship if you pay the excess cost.

c. Members usually pick up vehicles at the ocean port enroute to their retirement base and receive mileage allowance for the extra travel. If you don't pick up the POV en route, your reimbursement for POV pick up is limited to a one-way mileage allowance from the ocean port to your HOS.

Important differences between Option 1 and Option 2.

Member's travel. Option 2 does not require travel to an AFB in the United States for final processing. Thus the member does not have the problem of deciding whether to travel separately from authorized family members or bear the additional expense of their travel to and per diem expenses at the US process-

ing base. Also Under Option 2, the member uses personal time for most of the travel (permissive TDY or leave). Under Option 1, travel from an overseas duty station to the US processing station and official time spent there is duty time.

Transportation of HHG. Option 2 does not involve shipment of HHG via a processing station. The member does not have the option of taking possession of HHG at the CONUS processing station and then later reshipping the HHG to HOS by paying excess costs. Once HHG are shipped (to other than CONUS ocean port), the member has exhausted this entitlement and may not reship at Government expense.

Conclusion. Advance planning is the key to ensuring a successful transition from the military to civilian life. Members should use the information in this paper to take full advantage of their travel and transportation entitlements and be aware of Government reimbursement limits when planning their retirement move.

Attachment 5**ENTITLEMENT INFORMATION FACT SHEET FOR RETIREES
STATIONED OVERSEAS WITH HOR ONLY ENTITLEMENTS**

Background. This paper contains travel and transportation information that applies to retirees from overseas duty stations with travel and transportation entitlements to Home of Record (HOR). HOR entitlements (JFTR, U5125) apply to members being retired for length of service who have not completed at least 8 years of continuous active duty with no break in service of more than 90 days immediately prior to retirement. (**NOTE:** Members retired for physical disability or placed on TDRL, regardless of length of continuous active duty prior to retirement, are entitled to Home of Selection [HOS] entitlements.) Members entitled to HOR entitlements have these options:

Option 1. Allows these members to select the retirement processing base in the United States (US), including Alaska and Hawaii, nearest to where they intend to reside after retirement, with travel and transportation reimbursement limited to cost of travel to the base closest to the member's HOR or the place they entered into active duty (PEIAD), whichever is more distant. **NOTE:** If the member's retirement processing base is in Alaska or Hawaii, substitute "US" for all references to CONUS except for HHG in NTS. Member's entitlement to NTS of HHG is at the CONUS ocean port.

Option 2. Allows members to complete outprocessing at their last overseas duty station (they need not travel to an AFB in the US) provided the member takes at least 5 days of terminal leave or permissive TDY.

Discussion. Members retiring from the Air Force have the following allowances:

a. Member's Travel. Entitles member to travel allowances from the last duty station to authorized TDY points (ocean ports, retirement base, and designated place of authorized family members), and from there to the member's HOR or PEIAD.

(1) **Overseas Travel Leg.** Includes travel from the last duty station overseas to the overseas ocean ports to drop off an authorized personally owned vehicle (POV) for shipment, travel from there to the overseas aerial port of embarkation, and then to the CONUS aerial port of debarkation.

(2) **CONUS Travel Leg.** Includes travel from the aerial port of debarkation to the ocean port to pick up the POV, then travel from this point to the AFB specified in the travel order for final retirement processing.

(3) **Final Retirement Travel Leg.** Includes TDY per diem at the CONUS retirement processing base and travel allowances for the trip to the final residence (via the designated place where authorized family members remained if the member served an unaccompanied overseas tour. (JFTR, U5120-G.) Reimbursement is limited to the cost of traveling to the HOR or PEIAD, whichever is greater.

b. Travel of Authorized Family Members (if overseas). Entitles authorized family members to travel allowances from the overseas station to the member's HOR (JFTR, U5230):

(1) Travel reimbursement is limited to the cost of travel from last permanent duty station to overseas aerial port of embarkation, to the CONUS port of debarkation, and then directly to a point where the authorized family members intend to establish a permanent residence. The cost must not exceed the cost of moving to the member's HOR or PEIAD.

(2) Authorized family members are not reimbursed for travel to the member's TDY points (ocean ports or retirement base), nor is per diem payable for them at such points. (JFTR, U5203-B17.)

(3) Authorized family members who lived at a designated place while the member served an unaccompanied overseas tour, are entitled to travel from the designated place to the point where they intend to establish a permanent residence. The cost must not exceed the cost of moving to the member's HOR or PEIAD.

c. Transportation of household goods (HHG). Shipment is limited to the cost of moving HHG from the last overseas duty station to the member's HOR or PEIAD. (JFTR, U5360.)

(1) Members have up to 180 days from retirement to determine point of final shipment. HHG from the overseas station may be stored at the CONUS ocean port at government expense for this period. HHG in Nontemporary Storage (NTS) during the overseas tour may be continued in NTS for this period of time. (JFTR, U5380-1.)

(2) Shipment of HHG from the CONUS port to final residence is limited to the cost of moving HHG to member's HOR or PEIAD. (The member is liable for any excess cost.) HHG being held in NTS may only be shipped once at Government expense.

d. Transportation of a Privately Owned Vehicle (POV). A member may ship one authorized POV from the designated overseas ocean port to the designated CONUS ocean port. The member may not ship via surface transportation unless the member receives one-way or en route mileage travel allowances for dropping off or picking up the POV at the ocean port. (JFTR, U5410.)

Additional points to consider under Option 1. Before leaving an overseas base, the member must decide what US retirement processing base to designate in the travel order. The member may elect to complete processing at the AFB in the US nearest the HOR. Total allowances for traveling to the selected retirement base and then to the final residence must not exceed the cost of separating at the base nearest the member's HOR or PEIAD. Member must pay any added costs. Selecting a retirement base does not constitute designating a final home for HHG shipment, provided HHG are stored at port.

Additional points to consider under both options.

a. The member may travel all the way to the HOR or PEIAD (if travel is actually performed), while authorized family members may travel to a place where they intend to permanently reside. Reimbursement may not exceed the cost of moving to the member's HOR or PEIAD.

b. The member's travel voucher claim establishes the final residence. The member may not revoke the HOR decision after payment. **NOTE:** Don't file the travel voucher until you select a final residence.

c. Members usually pick up vehicles at the ocean port en route to their retirement base and receive mileage allowance for the extra travel. If they don't pick up the POV en route, reimbursement may not exceed the one-way mileage allowance from the ocean port to the member's HOR or PEIAD.

Important differences between Option 1 and Option 2.

Member's travel. Option 2 does not require travel to an AFB in the US for final processing. The member does not have the problem of deciding whether to travel separately from authorized family members or bear the additional expense of their travel and per diem expenses at the processing base. Under Option 2, the member uses personal time for most travel (permissive TDY or leave). Under Option 1, travel from the overseas duty station to the US processing station and official time spent there is duty time.

Conclusion. Advance planning is the key to ensuring a successful transition from the military to civilian life. Members should use the information in this paper to take full advantage of their travel and transportation entitlements and be aware of government reimbursement limits when planning their retirement move.

Attachment 6

DATA ELEMENT CODES USED IN CONNECTION WITH RETIREMENT

Section A

Title: Application Waiver Requirement, ADE AP-611-II

Data Name: APPL WAIVER REQMNT

Definition and Explanation: This item identifies the specific type of waiver requested by an individual when submitting separation or retirement action.

Data Use Identifiers and Explanation	Data Name	Size and Class
Application Waiver Requirement:	APPL-WAIVER-REQMNT	2N

**DATA
CODE**

DATA ITEMS AND EXPLANATIONS

- | | |
|----|---|
| 21 | Is an officer and will not complete ADSC resulting from AFIT-sponsored training as of requested retirement date. |
| 22 | Will not complete ADSC resulting from professional military education as of requested retirement date. |
| 23 | Is on an overseas tour, and will not complete ADSC as of the requested retirement date. |
| 24 | Applies for retirement less than 4 months in advance of requested retirement date. (No waiver required if application for retirement is submitted according to paragraph 2.19, 7-Day Option.) |
| 25 | Has not completed as of the requested retirement date, the 2-year ADSC resulting from promotion to major, lieutenant colonel, colonel (except MC and DC officers), MSgt, SMSgt, or CMSgt and is not entitled to retire in a higher permanent Reserve grade. |
| 26 | Holds the grade of lieutenant colonel, colonel, brigadier general or major general and has not served on active duty at least 3 years in that grade, as of the requested retirement date. |
| 28 | Departed duty station on a CONUS-to-CONUS move on or after 15 January 1987 and will not complete 24 months on station (12 months on station if on an overseas-to-CONUS tour) as of the requested retirement date. |
| 29 | Will not complete an ADSC or period of required service resulting from education or training not otherwise specified here, as of the requested retirement date. |
| 30 | Is an MC or DC officer who will not complete ADSC for additional or incentive special pay (MC), continuation pay (DC), or sponsored training as of the requested retirement date. |

DATA CODE	DATA ITEMS AND EXPLANATIONS
31	Is applying for voluntary retirement during time of war or when war is imminent, or in an emergency as declared by the President or Congress.
32	Is subject to action initiated under AFI 36-2110 (formerly AFR 39-11), that could lead to involuntary discharge and is retirement-eligible as of the date of application.
33	Is retirement-eligible as of the date of application and is subject to an action initiated under one of the following directives that may result in an involuntary separation or demotion: AFI 36-8001, (formerly AFR 35-41, volume 3), and AFI 36-3206 (formerly AFR 36-2), AFI 36-3207 (formerly AFR 36-12), or AFI 36-2503 (formerly AFR 39-30).
34	Is in default with respect to public funds.
35	Is serving under a suspended court-martial sentence and is retirement-eligible as of the date of application.
36	Is under court-martial charges and trial has not begun, or is under court-martial sentence including dishonorable discharge, bad conduct discharge, dismissal, or confinement at hard labor for over 6 months; or is under court-martial sentence not including the preceding punishment, and is retirement-eligible as of the date of application.
37	Is under civil charges that, in case of conviction, may result in the initiation of administrative discharge action, and is retirement-eligible as of the date of application.
39	Has been notified of proposed punishment under Article 15, Uniformed Code of Military Justice (UCMJ).
40	Reserved

NOTE: These codes are part of a complete list of new data element codes that are or will be published in AFR 700-20. They are furnished for the user's convenience and guidance.

Section B

Title: Special Program Identifier, ADE SP-174

Data Name: SPEC-PROG-ID

Definition and Explanation: Identifies special programs or conditions under which retirement applications are submitted.

Data Use Identifiers and Explanations: (Items pending approval)

DATA CODE	DATA ITEMS AND EXPLANATIONS
69	Retirement on high year of tenure date (TOPCAP)

**DATA
CODE****DATA ITEMS AND EXPLANATIONS**

70	Hardship used when a retirement application or request for change of month or withdrawal of a retirement is sent for hardship reasons
71	Request for withdrawal or change of retirement date because of active duty promotion
72	Retirement under 7-Day Option
73	Best interest of the Air Force used when a retirement application, request for change of month, or withdrawal of a retirement request is sent for best interest of the Air Force reasons
74	Revert to Retired Status
75	For use by HQ AFMPC/DPMAR/90
76	Member's retirement suspended under provisions of STOP LOSS
77	For use by HQ AFMPC/DPMAR/88
78	HYT waivers for promotion consideration
79	For use by HQ AFMPC/DPMAR/92
80	15 to 19 year retirement
81	For use by HQ AFMPC/DPMAR/93
82	For use by HQ AFMPC/DPMAR/94
86	For use by HQ AFMPC/DPMAR/95
88	Waiver of a commitment or period of required service under a specially announced strength-adjustment program
89	For use by HQ AFMPC/DPMAR
91	Member elects to retire on established mandatory retirement date
93	Member elects to retire 1 or more months before established mandatory retirement date
97	For use by HQ AFMPC/DPMAR/96
98	For use by HQ AFMPC/DPMAR/97
99	For use by HQ AFMPC/DPMAR/98

NOTE: These codes are part of a complete list of data element codes that are or will be published in AFR 700-20. They are furnished for the user's convenience and guidance.

Attachment 7**PREAPPLICATION CHECKLIST**

(MPF attaches a signed copy of this checklist to the AF Form 1160 and files it in Section 3 of the UPRG as a permanent document)

GENERAL EFFECTS OF RETIREMENT APPLICATION**A7.1. I understand that by applying for retirement, I:**

A7.1.1. Remain liable for assignment or training within the limits of the retirement date asked for or approved.

A7.1.2. May not incur a voluntary service commitment that goes beyond an approved retirement date unless I withdraw the application or receive approval of a request for change in retirement date.

A7.1.3. Do not have to fulfill an involuntary service commitment if it goes beyond an approved retirement date, except in unusual circumstances.

A7.1.4. May become ineligible to reenlist.

A7.1.5. May have to reimburse the Government the cost of advanced education equal to any unserved or unearned portion of a service commitment incurred due to Advanced Education Assistance programs.

EFFECTS OF RETIREMENT APPLICATION ON PROMOTION ELIGIBILITY

A7.2. If stationed overseas, I become ineligible for promotion if I apply for retirement on or after the 25th day of the 8th month prior to their DEROS. **EXCEPTION:** Overseas members who file retirement applications due to HYT, do not become ineligible for promotion.

TERMINAL LEAVE (AFI 36-3003 [formerly AFR 35-9])**A7.3. If I plan to request leave in connection with retirement (Terminal Leave), I understand that:**

A7.3.1. I must apply for retirement far enough in advance to allow at least 4 months of lead time for processing the application and issuing orders, plus the desired number of days of leave. (**EXAMPLE:** If my requested retirement date is 1 July, and I want 30 days of terminal leave, I submit my application no later than 1 February.) Otherwise, I might not receive retirement orders before the date I am scheduled to depart on terminal leave.

A7.3.2. I understand that authorization for leave in connection with retirement (terminal leave) is not automatic. My commander must approve it.

A7.3.3. I understand that I may not extend my approved retirement date, or withdraw my application, solely to allow me to take terminal leave.

RETIREMENT UNDER THE 7-DAY OPTION (AFI 36-2303, paragraph 2.19 [formerly AFR 35-7] and AFI 36-2110 [formerly AFRs 36-20 and 39-11])

A7.4. I understand that if I am applying for retirement under the 7-day option program, I must apply within the time period after assignment notification and for a date within the time period specified in the referenced instructions. If I am an enlisted member, I understand that an approved application for retirement under the 7-day option program may make me ineligible for promotion.

WITHDRAWAL OF APPROVED RETIREMENT OR EXTENSION OF RETIREMENT DATE (AFI 36-3203, paragraphs 2.21 and 5.7)**A7.5. I understand that after my requested retirement date has been approved:**

A7.5.1. I may withdraw my application for retirement or extend the effective date of retirement only for one of these reasons:

-- For a fully documented hardship that has occurred since I applied for retirement.

-- In the best interest of the Air Force.

-- To accept a valid active duty promotion that I was selected for and notified of after I applied for retirement.

A7.5.2. I normally will not be allowed to withdraw if I applied for retirement under the 7-Day Option (7DO) program.

A7.5.3. I can expect to retire on the approved date unless I am placed in administrative hold or medical hold (approved only by HQ AFMPC/DPMMM) and should remain in either status beyond my approved date. However, I can be carried past my original retirement date only if my orders are rescinded by HQ AFMPC/DPMARR2 (AFDPOB for colonels) before the effective date.

A7.5.4. I may not request extension or withdrawal of an approved retirement for the sole purpose of receiving promotion consideration during a forthcoming cycle.

EXTENSION OF DOS TO RETIRE COINCIDENT WITH HIGH YEAR OF TENURE (HYT) DATE

A7.6. If I am an enlisted member and my DOS precludes my retirement on completion of the maximum active service allowed for my grade, I understand I may request a 1-month enlistment extension in order to retire on the 1st day of the month following the month in which my HYT date occurs.

UNDERSTANDING OF RETIRED PAY COMPUTATION (AFI 36-3203, chapter 7)

A7.7. I have been counseled on the effect my proposed retirement date will have on my retired pay and have been given a retired pay estimate.

A7.7.1. I understand that DFAS-CL computes retired pay under the applicable formula established by law, according to my grade and years of service. Retired pay is computed by multiplying the monthly active duty base pay I receive now, or will receive at time of retirement, by 2-1/2 percent for each year of active service, if I am retiring in an enlisted status, or each year of service creditable under 10 U.S.C. 1405, if I am retiring as an officer. I understand that my retired pay may also be computed, if more favorable to me, using the provision of law in 10 U.S.C. 1401a(f) as shown in paragraph 7.6.3.

A7.7.2. I understand that military members are paid a specified amount of basic pay when they have served 1 day past any longevity-increase point established within each pay grade. For colonels, master sergeants, senior master sergeants, and chief master sergeants, longevity increases in basic pay occur at the "over 20," "over 22," "over 24" and "over 26" years of service points. To receive active duty and retired pay at any longevity-increase point, I understand I must have completed the full number of years of service, plus 1 day. **EXAMPLE:** To be paid at "over 22" I must have completed the full 22 years plus 1 day of service. If I have not served that 1 extra day, I understand DFAS-CL will compute my pay on the next lower longevity increase; that is, if I have exactly 22 years of service for basic pay, my pay must be computed on rates "over 20."

A7.7.3. I understand that service for the retired pay multiplier is credited differently. In addition to the years of active service (enlisted) or 1405 service (officers) completed, I will be credited with each month completed at the rate of 1/12 of 2-1/2 percent per month. **EXAMPLE:** An enlisted member who has 20 years and 1 month of active service has a retired pay multiplier of 50.21 percent; 21 years and 7 months, 53.95 percent, and so on.

A7.7.4. For officers, the retired pay multiplier is determined by their service computed under 10 U.S.C. 1405, as indicated in paragraph A7.7.3. Officers' 1405 service is the same as their service for basic pay unless they had a break in active service or performed inactive Reserve service after 1 June 1958 (the date that 10 U.S.C. 1405 was enacted). The service that is creditable under section 1405 is shown in AFI 36-3203, attachment 8, paragraph A8.3. Also, HQ AFMPC Records Management Division computes 1405 service dates for all retirement-eligible officers from the officer's master personnel records and enters them in the PDS. Base-level personnel may retrieve these dates by entering DIN SAI.

A7.7.5. I understand that if my retirement is effective on the same date as an active duty pay raise, my retired pay may be computed on the new pay rates (see AFI 36-3203, paragraph 7.6.4)--unless I am an officer retiring with less than 20 years and 1 month of active military service or a Regular colonel retiring on my mandatory retirement date as established under pre-DOPMA laws (see AFI 36-3203, table 4.1, note 2).

A7.7.6. I certify that all aspects of retired pay have been explained to me to my satisfaction, and how they may apply in my case. Appropriate personnel have discussed my retired pay estimate with me, and I fully understand how they calculated it. I further understand that, once I have chosen a retirement date, I may not extend that date or withdraw my application for the sole purpose of increasing my retired pay.

A7.7.7. I understand that if I have received separation, severance or readjustment pay under any provision of law for service in the armed forces, and if I later qualify for retired pay, that DFAS-CL will reduce each payment of retired pay until the total amount deducted equals the total amount of separation, severance or readjustment pay.

RECEIPT OF RETIREMENT ORDERS

A7.8. I understand that if the appropriate HQ approves my retirement application, and I am within 1 year of retirement, I can expect to receive retirement orders within 60 days from the date the MPF hears of the approval.

RECALL TO ACTIVE DUTY AFTER RETIREMENT

A7.9. I understand that if I am a retired Regular member, or a member of the Retired Reserve who has retired under 10 U.S.C. 8911 or 8914, the SAF may order me to active duty at any time after I retire (10 U.S.C. 688). If I am a member of the Retired Reserve and have not completed 20 years of active service, I understand the SAF will not recall me involuntarily unless the SAF determines that not enough qualified Reserves are readily available to supply the needed skills (10 U.S.C. 672[a] and 675).

ACKNOWLEDGMENT OF UNDERSTANDING

I acknowledge that I have been advised of the effects of my retirement application and am satisfied that all the subjects in this paper have been adequately covered. I have been given the opportunity to ask additional questions or request further information in connection with my retirement.

(Signature)

(Date)

Attachment 8

RETIRED PAY EXAMPLES AND EXPLANATORY REMARKS

A8.1. Using proper service dates and personnel data, a prospective voluntary retiree should be able to estimate retired pay based on several options now available and select a retirement date offering the most advantageous option.

A8.1.1. For officers, significant dates are:

-- Total Active Federal Military Service Date (TAFMSD).

-- Total Active Federal Commissioned Service Date (TAFCSA).

-- Pay date (total military service).

-- Effective date of promotion (not date of rank) or appointment to the grade in which the officer expects to retire.

-- 10 U.S.C. 1405 service.

A8.1.2. For enlisted personnel, significant dates are:

-- TAFMSD.

-- Pay date.

-- Effective date of promotion (not date of rank) to grade in which the member expects to retire.

A8.2. The service dates needed for estimating retired pay are in the PDS and, with the exception of 10 U.S.C. 1405 service explained below, on AF Form 1613 or (old) DD Form 13, Statement of Service, which HQ AFMPC/DPMDOO sends to the MPF for file in the unit personnel record group according to AFI 36-2604 (formerly AFR 35-3). The member should verify and agree with the dates shown or request correction.

A8.3. Figure the years of service for officers according to 10 U.S.C. 1405 by adding together the numbers in paragraphs A8.3.1 through A8.3.4:

A8.3.1. Years of active service.

A8.3.2. A maximum of 4 years of constructive service for education or training may be credited to officers who, on 14 September 1981, were designated as medical or dental officers, or commissioned officers of the Public Health Service, or to any person who, on 14 September 1981, was participating in a program leading to a Medical or Dental Corps appointment. Medical officers may be credited with 1 additional year for medical internship or the equivalent.

A8.3.3. Years of service not in paragraphs A8.3.1 or A8.3.2, that were creditable for basic pay before 1 June 1958. Include all inactive Reserve service or active service with the Commissioned Corps of the Public Health Service from 29 July 1945 through 3 July 1952 when the Commissioned Corps was a military service.

A8.3.4. One day's service for each point earned while not on active duty after 31 May 1958 subject to a limit of 60 points in any 1 year. Include inactive duty training points and gratuitous points. **NOTE:** See AFI 36-8001 (formerly AFR 35-41, volume 2) for more detailed information on creditable points. Mem-

ber usually receives an annual retirement credit summary reflecting points earned while affiliated with a Reserve unit.

A8.4. HQ AFMPC/DPMDOO computes an officer's 1405 service date (from the officer's master personnel record) and enters it in the PDS at the officer's 18-years of active service point. If the 1405 service date appears in the Headquarters Air Force (HAF) file but not in the base-level file, entering PTI HO3 VDD 407 adds it to the base-level file.

Attachment 9**SAMPLE LETTER FOR NOTIFYING AIR RESERVE MEMBERS OF
THEIR ELIGIBILITY FOR RETIRED PAY AT AGE 60**

(Date)

HQ ARPC/DPK
6760 E. Irvington Pl #2100
Denver CO 80280-2100

(Members Address)

Dear (Member)

This letter notifies you that, having completed the required years of service under the provisions of Title 10, United States Code (U.S.C.), Section 1331, you will be entitled to retired pay upon application at age 60. The Air Force may not deny or revoke your eligibility for retired pay on the basis of any error, unless it resulted directly from fraud or misrepresentation on your part. However, the Air Force may adjust the number of years of creditable service and retirement points upon which retired pay is computed to correct any error. If such a correction is made, you will be eligible for retired pay in accordance with the number of years of creditable service, as corrected, from the date that retired pay is granted.

This letter also serves as notification that you are eligible to participate in the Reserve Component Survivor Benefit Plan (RCSBP). This plan permits you to provide a monthly annuity to your designated beneficiaries in the event of your death. The options available are: Option A (defer coverage to age 60); Option B (annuity to begin on the date you would have reached age 60); and Option C (immediate annuity). Within 30 days you should receive detailed information on RCSBP by certified mail. If you do not receive the RCSBP package or if you have questions regarding it, contact the Entitlements Branch, ARPC/DPAE, DSN 926-6576 or toll free at 1-800-525-1020, extension 228. If you live in the Denver Metro Area, call 676-6576.

In the event you are now or later become entitled, under any other provision of law, to retired pay from an Armed Force or as a member of the Fleet Reserve or Fleet Marine Corps Reserve, you will not be entitled to retired pay under the provisions of 10 U.S.C. 1331, nor would you be eligible for the coverage provided under the RCSBP.

As of (date), our records show that you have accrued (#) points for retired pay. Points you subsequently accrue before age 60 will also be credited to the maximum allowed.

Sincerely

Military Personnel Technician
Point Credit Branch
Directorate of Personnel

My signature constitutes agreement with retirement points as stated:

(Member's Signature)

(date)

Attachment 10

**MINIMUM POINTS REQUIRED TO ESTABLISH A PARTIAL
RETIREMENT YEAR AS SATISFACTORY FEDERAL SERVICE (SEE NOTE)**

Number of Days in an Active Status		Number of Points Required	Number of Days in an Active Status		Number of Points Required	Number of Days in an Active Status		Number of Points Required
From	Thru		From	Thru		From	Thru	
0	7	1	125	131	18	249	255	35
8	14	2	132	138	19	256	262	36
15	21	3	139	146	20	263	270	37
22	29	4	147	153	21	271	277	38
30	36	5	154	160	22	278	284	39
37	43	6	161	167	23	285	292	40
44	51	7	168	175	24	293	299	41
52	58	8	176	182	25	300	306	42
59	65	9	183	189	26	307	313	43
66	73	10	190	197	27	314	321	44
74	80	11	198	204	28	322	328	45
81	87	12	205	211	29	329	335	46
88	94	13	212	219	30	336	343	47
95	102	14	220	226	31	344	350	48
103	109	15	227	233	32	351	357	49
110	116	16	234	240	33	358	365	50
117	124	17	241	248	34			

NOTE: Partial Retirement Year. To qualify for retired pay under 10 U.S.C. 1331, an individual may use the current partial year to establish 20 or more satisfactory years if the member requests transfer to the Retired Reserve and meets the minimum points, as shown above, through the effective day of assignment to the Retired Reserve.

Attachment 11

PROCEDURES ASSOCIATED WITH AIR NATIONAL GUARD (ANG), ACTIVE GUARD RESERVE (AGR), AND OTHER ANG ACTIVE DUTY RETIREMENTS

A11.1. Applicability. These procedures specifically apply to all ANG members not on extended active duty (EAD) who qualify for active duty retirement under 10 U.S.C. 8911 or 8914.

A11.2. Application. Members may apply at any time they have accumulated 20 years of active duty. In all cases, the member submits application (AF Form 1160) at least 90 days plus any planned terminal leave before the desired retirement date.

A11.2.1. Members may submit applications less than 90 days before the desired retirement date, but they risk a delay in their retirement pay.

A11.2.2. If extenuating circumstances cause a member to submit an application less than 60 days before the desired retirement date, the application must be accompanied by written approval from The Adjutant General (TAG).

A11.2.3. TAG must approve application withdrawals using the guidance in chapter 2, section C. Coordinate emergency verbal requests with the HQ ARPC ANG Advisor (HQ ARPC/CAG) and HQ ARPC Retirements Branch (HQ ARPC/DPAR).

A11.3. Responsibilities for Voluntary Retirement:

A11.3.1. The member:

A11.3.1.1. Submits application for retirement (AF Form 1160) after coordinating desired retirement date with the commander and MPF.

A11.3.1.2. Completes the documents in the pay packet sent by HQ ARPC/DPAR and returns packet within 10 days of receipt.

A11.3.1.3. Performs no duty after the effective date of retirement.

A11.3.2. State Headquarters or MPF:

A11.3.2.1. Determines the appropriateness of the request and sends the member the confirmed retirement date.

A11.3.2.2. Ensures that the member has properly completed the AF Form 1160.

A11.3.2.3. Enters into the PDS the effective date of retirement, the spouse's name (if the MPF requests a certificate), and the date on which terminal leave will begin.

A11.3.2.4. Provides retirement benefits counseling.

A11.3.2.5. Offers the member a medical examination.

A11.3.2.6. Publishes the order discharging the member from the ANG effective on the last day of the month before the effective date of retirement.

A11.3.2.7. Sends the discharge order and completed AF Form 1160 to HQ ARPC/DPAR to arrive no later than 60 days before the desired retirement date. Includes a copy of the last promotion order for lieutenant colonel or above. **NOTE:** See paragraph 7.2 for the time in grade requirement.

A11.3.2.8. Prepares DD Form 214, **Certificate of Release and Discharge From Active Duty**, and NGB Form 22, **Report of Separation/Discharge and Record of Service**, no later than the last day of active duty. Gives the member copies and sends copies with the discharge order to HQ ARPC/DSMP.

A11.3.2.9. Suspends the retirement and follows-up on requests from HQ ARPC.

A11.3.3. Air Reserve Personnel Center (HQ ARPC/DPAR):

A11.3.3.1. On receipt of AF Form 1160, establishes a case file.

A11.3.3.2. Verifies retirement eligibility and notifies the MPF whether the date requested is continued.

A11.3.3.3. Forwards pay application forms to the member.

A11.3.3.4. On receipt of the AF Form 1160, ANG discharge order, and last promotion order for lieutenant colonels and above, determines retirement grade (see paragraph A11.4) and household goods authorization (see attachment 3, paragraph A3.3).

A11.3.3.5. Computes service for pay and provides the MPF with approximate pay information.

A11.3.3.6. Publishes the retirement order and sends copies to the member, MPF, HQ AFMPC/DPMARR, DFAS-CL, and others as appropriate.

A11.3.3.7. Sends the pay documents to DFAS-CL.

A11.3.3.8. Prepares retirement certificates, as appropriate, and mails them with orders as requested.

A11.3.3.9. Updates the PDS.

A11.4. Retirement in Lieu of Involuntary Separation from ANG. Members may apply for voluntary retirement, if eligible, in lieu of involuntary separation for reasons of years of service, age, promotion deferral, boards or other actions.

A11.4.1. **Officers.** Send AF Form 1160 to HQ ARPC/DPAR with the involuntary separation documentation and discharge order. Officers who apply for retirement under 10 U.S.C. 8911, after being told they will be released from active duty, retire in the highest grade held satisfactorily for at least 6 months. **NOTE:** MPFs coordinate with the NGB/DP before proceeding with retirement actions covered by this paragraph.

A11.4.2. **Enlisted Members.** Members in the grade of chief master sergeant and senior master sergeant must serve on active duty in that grade for at least 2 years or receive a waiver to retire. Master sergeants must have served in that grade for at least 1 year or receive a waiver to retire.

A11.4.2.1. TAG may grant a waiver of the time in grade requirement.

A11.4.2.2. Send documentation of the waiver to HQ ARPC/DPAR (with the discharge order and AF Form 1160).

A11.4.2.3. Technical sergeants and below retire in the grade held on the date of retirement.

A11.5. Retirement Medical Examination. Generally, the procedures in chapter 5 of this regulation apply. Other considerations:

-- A member may request a medical examination, although the Air Force does not usually require one. (See paragraph 5.1.3 for mandatory examination procedures.)

-- ANG medical facilities can't perform these physicals. Follow the instructions in chapter 5 and ANGR 35-03, and schedule the examination at the closest active duty medical facility that can perform these physicals.

-- The unit funds any TDY.

-- Members must request the medical exam no later than 120 days before the requested retirement date. In some cases, an earlier lead time may be necessary.

-- Member must coordinate and cooperate with the active duty medical facility so medical personnel can perform the medical exam and gather the results before the retirement effective date.

-- Notify HQ ARPC/DPAR immediately if any irregularities are discovered in the physical exam that may necessitate extending the retirement date.

A11.6. Recognition on Retirement. Chapter 6 applies to ANG active duty retirements.

A11.7. Grade at Retirement. Chapter 7 applies to ANG active duty retirements.

A11.8. Transfer or Assignment to the Retired Reserve. Chapter 8, paragraph 8.1, 8.2, and 8.3 apply. Members are subject to recall as members of the Retired Reserve or Air Force Reserve (See chapter 2, paragraphs 2.15 and 2.16).

A11.9. Retired Pay for Non-Regular Service at Age 60. Chapter 9 does not apply to members eligible for an active duty retirement. A member who has completed 20 years of active duty may not elect to draw retired pay under 10 U.S.C. 1331. Such a member retires under the provisions of 10 U.S.C. 8911 if an officer or 10 U.S.C. 8914 if enlisted.

Attachment 12**TEXT OF IC 2001-1 TO AFI 36-3203, SERVICE RETIREMENTS**

30 APRIL 2001

SUMMARY OF REVISIONS

This revision incorporates Interim Change 2001-1 and changes the high year of tenure (HYT) for technical sergeants (TSgts) from 20 to 22 years of Service (YOS). Changed or revised material is indicated by a bar (|). The entire text of IC 2001-1 is at Attachment 12

2.20. Retirement in Conjunction with High Year of Tenure (HYT) Date. Members request voluntary retirement to be effective no later than the 1st day of the month following the HYT date. Members apply for voluntary retirement or separate at these HYT dates: Staff Sergeants (SSgts) 20 years of service (YOS), Technical Sergeants (TSgts) 22 YOS, Master Sergeants (MSgts) 24 YOS, Senior Master Sergeants (SMSgts) 26 YOS, Chief Master Sergeants (CMSgts) 30 YOS.

Attachment 13**IC 2003-1 TO AFI 36-3203, SERVICE RETIREMENTS****12 SEPTEMBER 2003****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2003-1 (**Attachment 13**). This changes the high year of tenure (HYT) for technical sergeants (TSgts) from 22 to 24 years of service (YOS), master sergeants (MSgts) from 24 to 26 YOS and senior master sergeants (SMSgts) from 26 to 28 YOS (paragraph **2.20**). See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (/) indicates revision from the previous edition.

OPR: HQ AFPC/DPPRRP (Mr John Smith)

Supersedes: AFI 36-3203, 30 April 2001.

Certified by: HQ AFPC/DPP (Col Dale Vande Hey)

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