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Personnel

APPLYING FOR THE PALACE CHASE AND PALACE FRONT PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-32, *Military Retirements and Separations.* It explains how Air Force officers and enlisted members apply for entry into the Air National Guard of the United States (ANGUS) and the US Air Force Reserve (USAFR) under the PALACE CHASE and PALACE FRONT programs. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Title 10, United States Code (U.S.C.), Sections 504, 505, 508, and 12102; 44 U.S.C. 3101; and Executive Order 9397 (22 November 1943) grant the authority to collect and maintain such information. Privacy Act system of Records notices F036 AF PC C, *Military Personnel Records System,* and F036 AF PG Q, *Personnel Data System*, also apply. Refer to **Attachment 1** for Glossary of References and Supporting Information. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*. HQ AFPC/DPPRSR must coordinate all supplements. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. The Forms Management Program IAW AFI 37-160, volume 8, *The Air Force Publications and Forms Management Program-Developing and Processing Forms,* affects this instruction.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1 which changes **Table 1.1.** rule 11 to allow non-rated USAF Academy graduates on initial ADSC to apply for PALACE CHASE separation after completing 3 years of active duty to pursue ordination in critically manned faith groups, while serving in an Air Reserve Component; incorporates paragraph **1.3.8.1.** which adds the requirement for written certification of acceptance into a post baccalaureate degree program leading to ordination; changes **Table 1.1.** note 2 to note 3; adds paragraph 1.7.1.2 to include additional application coordination with HQ AFPC/DPAH for officers applying for PALACE CHASE separation to pursue ordination. See the last attachment of publication, IC 2003-1 for the complete IC. A bar (|) indicates revision from the previous edition.

Chapter 1— PALACE CHASE PROGRAM **4**

1.1. Program Description and Requirements. 4

1.2. National Guard Bureau (NGB/DP) and Office of the Chief, Air ForceReserve (HQ USAF/RE): 4

1.3. PALACE CHASE Applicant: 4

1.4. Active Duty Air Force MPF Personnel Relocation Element (DPMAR): 5

Table 1.1. Eligibility Criteria For PALACE CHASE Applications. 5

1.5. Active Duty Air Force Losing Commander. 10

1.6. HQ AFPC/DPAXX, Assignments Noncommissioned Officers (NCO) andOfficers: 11

1.7. HQ AFPC/DPPRSR: 11

1.8. ARC Recruiter: 12

1.9. Active Duty Air Force Base Separation Authority (or a designated representative): 12

1.10. Active Duty Air Force MPF Career Enhancement Element: 12

1.11. HQ ARPC/DA: 13

1.12. Gaining ARC Personnel Employment Element and/or Selecting Officials: 13

1.13. Gaining ARC Personnel - Recall Procedures For Failure to Report: 14

1.14. Gaining ARC Personnel - Recall Procedures For Unsatisfactory Participation: 15

1.15. Gaining ARC Personnel - Recall Procedures For Unsatisfactory Performance or Behavior 16

Chapter 2— PALACE FRONT PROGRAM **17**

2.1. Program Description. 17

2.2. Active Duty Air Force Base MPF: 17

Table 2.1. Active Duty Air Force MPF Responsibilities. 17

2.3. ARC Recruiter: 19

2.4. ARC Gaining MPF: 19

2.5. Information Collections, Records, and Forms. 19

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION **21**

Attachment 2—FORMAT FOR PTI 970, REMARKS **26**

Attachment 3—FAILURE TO REPORT NOTICE **28**

Attachment 4—UNSATISFACTORY PARTICIPATION NOTICE **29**

Attachment 5—NOTIFICATION OF INTENT TO RECALL 30

Attachment 6—AFFIDAVIT OF SERVICE BY MAIL 31

Attachment 7—REQUEST FOR RECALL 32

Attachment 8—AF FORM 2631, PALACE CHASE STATEMENT OF UNDERSTANDING/CONTRACT 34

Attachment 9—IC 2003-1 TO AFI 36-3205, APPLYING FOR THE PALACE CHASE AND PALACE FRONT PROGRAMS 36

Chapter 1

PALACE CHASE PROGRAM

1.1. Program Description and Requirements. The PALACE CHASE program is an early release program which allows active Air Force officers and enlisted members to request to transfer from active military service to an Air Reserve Component (ARC). ARC refers to the Air National Guard of the United States (ANGUS) and the United States Air Force Reserve (USAFR). Character of Discharge is Honorable. Discharge is for convenience of the government. The application process takes approximately 7 - 8 weeks after Headquarters Air Force Personnel Center (HQ AFPC) receives it.

1.1.1. The Air Force may waive the member's remaining active duty service commitment (ADSC) or term of enlistment (TOE) if the member:

1.1.1.1. Agrees to the terms of the PALACE CHASE Statement of Understanding/Contract and repays any unserved portion of bonuses, tuition assistance, or scholarships as required. Repayment does not reduce commitment to the ARC.

1.1.1.2. Accepts an extended Selected Reserve (ANGUS or USAFR) assignment or is assigned to the Participating Individual Ready Reserve (PIRR) Category E, 50 points a year, non-pay position, until a selected Reserve position becomes available.

1.1.1.3. Consents to recall to EAD if they fail to report to the ARC assignment, fail to satisfactorily participate in ARC training, or fail to satisfactorily perform in accordance with 10 U.S.C. 12301(d) for a period as long as the unfulfilled TOE or ADSC or 12 months (whichever is greater). Consents to a National Crime Information Check (NCIC) in accordance with (IAW) 5 U.S.C. 9109.

1.1.2. The Air Force suspends the PALACE CHASE program during full mobilizations of the ARC.

1.2. National Guard Bureau (NGB/DP) and Office of the Chief, Air ForceReserve (HQ USAF/RE):

1.2.1. Implement the PALACE CHASE program in the ANGUS and the USAFR.

1.2.2. Provide HQ AFPC/DPPRSR with a sufficient staff to manage the PALACE CHASE program.

1.2.3. Authorize HQ AFPC/DPPRSR, ANGUS, and USAFR personnel to approve or deny PALACE CHASE applications based on an evaluation of applicants' probable success in the ANGUS or USAFR unit program, the Individual Mobilization Augmentee (IMA) program, or the PIRR.

1.3. PALACE CHASE Applicant:

1.3.1. Requests an application from the Active Duty MPF Relocations Element.

1.3.2. Withdraws an active Career Job Reservation (CJR) before applying for PALACE CHASE.

1.3.3. Contacts an ARC recruiter to locate a tentative ARC position. A unit may not hold the position more than 45 days.

1.3.4. May reapply after 120 days from the date following a notification of denial for manning.

1.3.5. May reapply as soon as any erroneous disqualifying factors are corrected or removed from the application.

1.3.6. May request the withdrawal of an application by providing written justification with squadron commander's recommendation for enlisted members and wing commander's recommendation for officers.

1.3.6.1. Officers must also submit a completed AF Form 780, **Officer Separation Actions**, with block 4e checked.

1.3.6.2. May not reapply for PALACE CHASE for 1 year after an approved withdrawal from the program.

1.3.7. Officers must resign Regular commission prior to accepting an appointment as a Reserve officer.

1.3.8. Completes all required forms to include AF Form 2631, **PALACE CHASE Statement of Understanding/Contract**, and AF Form 1288, **Application for Ready Reserve Assignment**. Officers also complete AF Form 780. Enlisted also complete DD Form 4-1-2, **Enlistment/Reenlistment Document Armed Forces of the United States**, when required by paragraph **1.10.**

1.3.8.1. In addition to the required forms in paragraph **1.3.8.**, non-rated officers who are applying for seminary, in target critical shortage Air Force Chaplain Service, must also provide written certification of acceptance into the post baccalaureate degree program leading to ordination in the approving body from one of the religious organizations that are authorized to endorse clergy to serve as military chaplains. That post-graduate degree program must be in the field of theological or related studies from an accredited educational institution listed in the current edition of the American Council on Education (ACE) Accredited Institutions of Post-secondary Education and relevant ACE supplements to that publication. The qualifying degree program will require no fewer than 72 semester hours (108 quarter hours) of graduate level work.

1.4. Active Duty Air Force MPF Personnel Relocation Element (DPMAR):

1.4.1. Provides prospective applicants with information about the PALACE CHASE program, eligibility criteria and application procedures as follows in sequential order.

1.4.2. Verifies applicants' eligibility according to **Table 1.1.**

Table 1.1. Eligibility Criteria For PALACE CHASE Applications.

RULE	A	B	C
	Applies to		
	OFF	AMN	An applicant must:
1	X	X	Be a US citizen.
2	X		Have completed at least two-thirds of the initial total ADSC by requested date of separation (DOS).
3	X	X	Be medically qualified for worldwide duty. ***EXCEPTION:*** Pregnant members are eligible.
4	X	X	Meet the weight standards established in AFI 40-502, *Weight Management Program*.

RULE	A	B	C
	Applies to		
	OFF	AMN	An applicant must:
5	X	X	If overseas: submit application 6 months prior to Date Eligible for Return from Overseas (DEROS) for an early release equal to DEROS. May apply for up to 6 months early release if DEROS equals DOS (highest ADSC for officers).
6	X		Be eligible for a Reserve appointment in accordance with AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary).*
7		X	Have completed 24 months of a 4-year initial enlistment or 36 months of a 6-year initial enlistment by requested DOS.
8		X	Be eligible for reenlistment.
9		X	Possess Primary AFSC skill level 3 or higher (see note 1).
10	X	X	Have a valid security clearance on file.
			An applicant must not:
11	X		Be a USAF Academy graduate on initial ADSC. ***EXCEPTION:*** Non-rated USAF Academy graduates on initial ADSC may apply after completing 3 years of active duty to pursue ordination in critically manned faith groups. **(see note 2)**
12	X	X	Be notified of PCS assignment. ***EXCEPTION:*** Does not apply to Overseas members.
13	X	X	Be in a formal training course (see note 1).
14	X	X	Have a rating of "2" or below on any of the last three EPRs or have a referral OPR.
15	X	X	Be a drug or alcohol abuser.
16	X	X	Have a court-martial conviction or be awaiting trial by court martial.
17	X	X	Have a pending voluntary or involuntary separation.
18	X	X	Be serving on the Control Roster.
19	X	X	Have an Assignment Limitation Code (ALC) of K (be a conscientious objector).
20	X		Have an ALC of any of the following: B, C, F, G, K, R, T.
21	X	X	Have religious convictions that preclude an unrestricted assignment.
22	X	X	Be a member of the ANGUS or USAFR serving on EAD.
23		X	Be within 6 months of normal DOS at the time of application. ***EXCEPTION:*** Does not apply to Overseas members.

RULE	A	B	C
	Applies to		
	OFF	AMN	An applicant must:
24		X	Have Assignment Availability Codes (AAC): 05, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 31, 37, 38, 52.
25	X		Have an AAC of one of the following: 02, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 26, 31, 37, 48, 52, 75, 82, 83, 84, 93. 94, 95, 96.
26	X	X	Have any medical conditions which preclude unrestricted assignments, deployments, fitness testing, or prolonged sitting, standing, or running (see note 3).

NOTES:

1. Enlisted personnel who have retrained or who attended their initial technical training course of more than 10 academic days during the past 12 months may not enter the ARC under the PALACE CHASE program in a different AFSC from their current control or duty AFSC.
2. Officer must provide written certification of acceptance into a post baccalaureate degree program leading to ordination in the approving body from one of the religious organizations that are authorized to endorse clergy to serve as military chaplains. The degree must be in the field of theological or related studies from an accredited educational institution listed in the current edition of the American Council of Education (ACE) Accredited Institutions of Post-secondary Education and relevant ACE supplements to that publication, with no fewer than 72 semester hours (108 quarter hours) of graduate level work. (See paragraph **1.3.8.1.** for additional requirements).
3. The following are disqualifying factors: ALC code C; Assigned "4" profile on AF Form 422, **Physical Profile Serial Report**; diagnosed with any medical condition as identified in AFI 48-123, *Medical Examination and Standards*, Attachment 2, regardless of previous Medical Evaluation Board (MEB) and/or previous Physical Evaluation Board (PEB)/MEB disposition.

1.4.3. Ensures member correctly completes sections 1, 2, 4, and 5 of AF Form 2631, **PALACE CHASE Statement of Understanding/Contract**. Ensures that the applicant reads, understands, and initials each item on the form and signs the form. Ensures the witnessing official signs the form.

1.4.3.1. AF Form 2631 is the contract between the Air Force and the service member. It requires the member to serve in the ARC Selected Reserve if assignment is available or PIRR until a position is available for a specific period of time (double enlisted members' remaining TOE and triple officers' remaining ADSC). The minimum contract period is 1 year and the maximum is 6 years.

1.4.3.2. Agencies may delegate contract approval to the same level of authority that approves separation orders for officers and enlisted.

1.4.4. Contacts HQ AFPC/DPPRSR for guidance if necessary.

1.4.5. Gives the enlisted and officer applicant one copy of AF Form 1288. Also gives the officer applicant an AF Form 780 IAW AFI 36-3207, *Separating Commissioned Officers.*

1.4.6. Tells the applicant to have the first endorsement on AF Form 1288 signed by the squadron commander for enlisted and signed by wing or comparable commander for officers.

1.4.7. Creates a PALACE CHASE relocation file on each applicant. Files copies of AF Forms 1288, 2631, 780, waiver letters, and any other pertinent documents in the file.

1.4.7.1. Maintains the relocation file for 1 year after a withdrawal of application or 120 days after the member's separation or denial.

1.4.8. Destroys the application package per AFMAN 37-139, *Records Disposition Schedule*, table 36-15, rule 22.

1.4.9. Sends a copy of the information contained in applicant's UIF, if on file, to appropriate ARC recruiter.

1.4.10. Sends the member's last three enlisted performance reports (EPR) to the ARC recruiter if one of them is a referral EPR.

1.4.11. Requests the member provide the information listed in **Attachment 2** with the application.

1.4.12. Sends officer's and airmen's applications through a PTI 970. Use **Attachment 2** as a guide for remarks in the update. Fax AF Form 1288 and AF Form 2631 on all applicants with AF Form 780 on officers to DSN 665-4664. Fax official weight verification with body fat percentage when member is within 5 pounds of maximum weight requirements.

1.4.13. Ensures that the applicant does not go on TDY during application process without coordination between the commander or director of operations and HQ AFPC/DPPRSR. If currently scheduled for TDY or in a TDY status, member may not apply until return from duty.

1.4.14. May check PC III HAF level system SURF "LOSS" to verify tentative approval.

1.4.14.1. Directs the applicant to the appropriate local In-Service Recruiter (ISR) to locate a position. You may find information regarding IMA positions on the Internet at: **http://www.arpc.org**.

1.4.14.2. Gives the member the phone numbers of ANGUS units within 100 miles commuting distance of intended residence if member requests. Air National Guard Readiness Center (ANGRC)/Recruiting & Retention Division will provide new roster upon request at DSN 278-7500. You may also find a copy on the Internet at: **http://www.goang.af.mil**.

1.4.14.3. Ensures that the ARC Personnel Employment Element or selecting official, whichever is appropriate, completes the second endorsement on AF Form 1288.

1.4.14.4. Directs the applicant to schedule a Periodic Health Assessment (PHA) if the applicant's last assessment was more than 12 months prior to the date of application. Have an applicant whose last assessment was less than 12 months prior to this date complete DD Form 2697, **Report of Medical Assessment** and AF Form 422, **Physical Profile Serial Report.**

1.4.15. Sends these items to the gaining ARC recruiter upon tentative approval for release or request by appropriate recruiter or MPF:

1.4.15.1. AF Form 1288.

1.4.15.2. Records review Report of Individual Personnel (RIP).

1.4.15.3. Training Records.

1.4.15.4. A certified copy of the applicant's PHA, AF Form 422, and DD Form 2697 dated within six months of DOS, if applicable.

1.4.15.5. Information contained in the UIF (IAW AFI 36-2907, *Unfavorable Information File [UIF] Program*) when applicable.

1.4.15.6. Referral EPRs when applicable.

1.4.16. Notify applicant's unit commander, after the tentative separation approval, when ANGUS or USAFR unit requires an interview. Seven days of permissive TDY are permitted for ARC job interviews when required. Tentative approval means approved pending verification of ARC position availability. Application will be disapproved if no assignment vacancy is available.

1.4.17. Forwards AF Form 1288 to the base separation authority (or a designated representative) for the third or fourth endorsement, whichever is applicable.

1.4.18. Forwards requests for withdrawal to HQ AFPC/DPPRSR. Sends withdrawal requests by datafax number DSN 665-4664. ***NOTE:*** Enlisted applicants must provide a written withdrawal request with the squadron commander's recommendation. Officers must provide a written request with the wing or comparable commander's recommendation.

1.4.19. May reprocess a PALACE CHASE application after 1 year when withdrawal is approved.

1.4.20. May reprocess a PALACE CHASE application after 120 days when denied due to manning.

1.4.21. May immediately process a PALACE CHASE application after correction or removal of disqualifying factors.

1.4.22. Begins base separation processing immediately after receiving a final approval notice via PTI 977/976 Transaction Register (TR) or PC III Notice from HQ AFPC/DPPRSR. Final approval is contingent upon locating a valid ARC position.

1.4.23. Completes section three of AF Form 2631.

1.4.23.1. The reporting date at the gaining unit is the prescribed Joint Travel Regulation travel time plus 7 days.

1.4.23.2. Computes the PALACE CHASE Contract Expiration Date for enlisted as follows: subtract the approved separation date from the previous DOS; multiply by two; then add to approved separation date. The contract date should not be less than one year nor greater than six years. Compute officers the same except multiply by three.

1.4.23.3. Travel time to gaining unit is unpaid.

1.4.24. Completes AF Form 100, **Request and Authorization for Separation**. Adds these statements to the form: "This is a PALACE CHASE separation, report to your gaining unit." "Recruiter ID is (4 digit code)."

1.4.25. Schedules the member for reenlistment, if required (see paragraph **1.10.**).

1.4.26. Confirms with the Financial Services Office the repayment of any unearned portion of an enlistment or reenlistment bonus for enlisted; bonuses, special pay, tuition assistance, or scholarships for officers.

1.4.27. Tells the member the date to report to the gaining unit.

1.4.28. Gives the member copies of DD Form 214, **Certificate of Release or Discharge from Active Duty**, AF Forms 100 and 2631, and DD Form 2697 to take to the gaining ARC MPF unless member departs on terminal leave, then mail the day after separation to member's forwarding address.

1.4.28.1. Sends those enlisted members approved for a USAFR assignment or PIRR to the Career Enhancement Element to complete DD Form 4-1-2 when member has an expired military service obligation (MSO) or an MSO that does not cover the PALACE CHASE contract period.

1.4.28.2. On the member's DOS, mail their Field Personnel Records to the gaining ARC MPF (address on the AF Form 1288, 2nd endorsement), with AF Form 100, AF Form 1288, AF Form 2631, DD Form 2697 (dated within 6 months of DOS), UIF and DD Form 214. Mail DD Form 4-1-2 to the same address, when applicable.

1.4.29. Ensures that the appropriate offices complete all separation actions before the DOS established in the approval notice. Makes sure that commanders do not approve terminal leave until all separation processing is completed and separation SPD approval is in the system. Terminal leave is not authorized if member is required to reenlist (see paragraph **1.12.**).

1.4.30. Places the member in PTI HLD. Requests a later DOS for members who cannot complete the required actions before their DOS.

1.4.30.1. Sends enlisted members' requests for a later DOS to HQ AFPC/DPPRSR by datafax DSN 665-4664.

1.4.30.2. Sends officer requests and AF Form 780 with appropriate blocks checked for later DOS to HQ AFPC/DPPRSR by fax DSN 665-4664.

1.4.31. Does not terminate security clearance information. It flows in the system to the gaining unit.

1.4.31.1. Distributes the completed AF Form 2631:

1.4.31.2. The original goes in the member's field personnel record group (FPRG).

1.4.31.3. One copy goes for microfilming to HQ AFPC/DPSRI1, Records Image Branch, 550 C Street West Suite 21, Randolph AFB TX 78150-4723.

1.4.31.4. Two copies go to the member to bring to the gaining ARC unit's MPF or Consolidated Reserve Personnel Office (CRPO); base individual mobilization augmentee administrator (BIMAA) for IMAs.

1.4.32. Completes Joint Uniform Military Pay System (JUMPS) action PTI E53 according to AFCSM 36-699 volume 1, *Personnel Data System.*

1.4.33. Provides recruiters with completed AF Form 100 and AF Forms 973.

1.5. Active Duty Air Force Losing Commander. the Squadron commander for enlisted members, the Wing or comparable commander for officers:

1.5.1. Completes the first endorsement of the enlisted and officers' AF Form 1288 within two weeks.

1.5.2. Completes section III of AF Form 780 for officers within two weeks.

1.5.3. Describes the applicant's service, if recommending approval.

1.5.4. Provides a full explanation, if recommending denial.

1.5.5. Ensures the applicant does not go on TDY during the application process without coordination with MPF relocations element (see paragraph **1.4.13.**).

1.6. HQ AFPC/DPAXX, Assignments Noncommissioned Officers (NCO) andOfficers:

1.6.1. Reviews all PALACE CHASE applications on members whose Control Air Force Specialty Code (CAFSC) falls within their area of responsibility.

1.6.2. Considers the ANGUS or USAFR role in Air Force mission capability when recommending approval or denial of an applicant's transfer. Recommends denial only if the member's loss will be detrimental to Air Force mission capability. Provides a complete explanation when recommending disapproval.

1.7. HQ AFPC/DPPRSR:

1.7.1. Receives Transaction Register (TR) generated by Active Duty Air Force MPF submission of PTI 970 update and required forms.

1.7.2. Forwards application to HQ AFPC/DPAXX for career field manning recommendation.

1.7.2.1. In addition to paragraph **1.7.2.**, DPPRSR forwards application for non-rated officers applying for seminary training in target critical shortages in the Air Force Chaplain Service to HQ AFPC/DPAH for verification of target shortages and manning recommendation.

1.7.3. Approves or denies PALACE CHASE transfers from active military service to Selected Reserve or PIRR positions. Those designated by Secretary of the Air Force (SAF) approve officers for separation from Active Duty under this program. Secretary of the Air Force Personnel Council (SAFPC) approves and disapproves officers for separation when there is a disagreement in recommendations or high cost of training involved.

1.7.4. Contacts ANGUS and USAFR recruiters to locate positions for applicants.

1.7.5. Makes applicants' DOS approximately 75 days from the date of final approval.

1.7.6. Enters PTI 977/976 into Personnel Data System (PDS) to approve PALACE CHASE separations.

1.7.7. Enters PTI 973 for enlisted, PTI 971 for officers, denied PALACE CHASE separation, into PDS.

1.7.8. Enters PTI 971, approved withdrawal for PALACE CHASE separation, into PDS. Enters PTI 975 for cancellations.

1.7.9. Processes requests from the ARC (see paragraphs **1.13.** through **1.15.**) to recall to EAD, as a Reservist, any individual who:

1.7.9.1. Fails to report to the gaining ARC unit.

1.7.9.2. Fails to perform more than the first scheduled Unit Training Assembly (UTA).

1.7.9.3. Fails to complete a DD Form 4-1-2 or AF Form 2631.

1.7.9.4. Fails to reenlist or secure an appointment at the gaining unit because of misconduct or other reasons within the member's control.

1.7.9.5. Fails to satisfactorily participate in the reserve component, resulting in discharge in accordance with AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

1.7.9.6. Refuses to affiliate with the Selected Reserve while on assignment to the PIRR with at least 1 year remaining on the PALACE CHASE contract.

1.7.10. Denies incorrect or incomplete recall requests and mails them back to the member's unit for correction and resubmission.

1.7.11. Processes and mails recall orders to member's last known mailing address, with copies to the losing ARC unit and ANGRC/DPMME or HQ AFRC/DPR as appropriate.

1.7.12. Ensures that the HQ AFPC/DPWCM Deserter Information Screening Center enters names of individuals who fail to report for duty into the NCIC within 30 days following their reporting date.

1.8. ARC Recruiter:

1.8.1. Screens applicants' personnel and medical records for reenlistment eligibility.

1.8.2. Schedules an interview for an applicant if required. Interviews by telephone if possible. USAFR refer to the current AFRC/CV manning policy.

1.8.3. Ensures completion of the second endorsement on the AF Form 1288.

1.8.4. Provides assignment information to HQ AFPC/DPPRSR within 15 days of approval notification from HQ AFPC/DPPRSR. May provide the following information by telephone, e-mail, Cathode Ray Tube (CRT), or fax: PAS code, position number, RE-Code, Unit designation, ARC base, Recruiter ID code, name and phone number of recruiter and member. Notifies HQ AFPC/DPPRSR for extensions.

1.8.5. Returns an AF Form 1288 with 2nd Endorsement completed and complete mailing address of gaining unit to the Active Duty MPF.

1.9. Active Duty Air Force Base Separation Authority (or a designated representative):

1.9.1. Completes the third or fourth endorsement (whichever is applicable) on AF Form 1288. Recommends approval or denial before the applicant's approved separation date. Limits reasons for denial recommendation to:

1.9.1.1. Poor performance.

1.9.1.2. Disciplinary reasons.

1.9.1.3. Nonacceptance by the ARC.

1.9.2. Informs HQ AFPC/DPPRSR before the member's separation from active service of any physical, performance, or disciplinary problems that may affect the applicant's probability of success in the ANGUS or USAFR, including not meeting weight requirements, medical complications, and so on.

1.10. Active Duty Air Force MPF Career Enhancement Element:

1.10.1. Completes DD Form 4-1-2 for enlisted members assigned to an USAFR position or PIRR when the following occurs: The member has an expired MSO or an MSO that does not cover the PALACE CHASE contract period.

1.10.2. Do not complete DD Form 4-1-2 when member will transfer to the ANGUS.

1.10.3. Completes the DD Form 4-1-2 IAW AFI 36-2606, *US Air Force Reenlistment, Retention and NCO Status Program*, with the following exceptions: Reenlistment should cover the entire period of the PALACE CHASE contract date in years and weeks. Item 8 - enter: US Air Force Reserve; Item 8b - enter: "The purpose of this reenlistment is to fulfill a PALACE CHASE Contract". ***NOTE:*** The effective date of enlistment is the day following separation from active duty.

1.10.4. Gives the member a copy of the new DD Form 4-1-2. Gives 3 copies to Relocations Element to mail with FPRG to the gaining unit's servicing MPF or CRPO.

1.11. HQ ARPC/DA:

1.11.1. Notifies the Reserve recruiter on approval of a PALACE CHASE application for an IMA position.

1.11.2. Notifies HQ AFPC/DPPRSR when a PALACE CHASE IMA is an unsatisfactory participant, before taking action to discharge or reassign the member out of the Selected Reserves.

1.11.3. Functions as a support personnel activity (SPA) through the Assignments Distribution Branch (HQ ARPC/DAA) for PALACE CHASE personnel assigned to the PIRR while awaiting a vacancy in the Selected Reserves.

1.11.4. Updates the TOE and Expiration Term of Service (ETS).

1.12. Gaining ARC Personnel Employment Element and/or Selecting Officials:

1.12.1. Gives PALACE CHASE placements priority in accordance with AFI 36-2115, *Assignments within the Reserve Components.*

1.12.2. Interviews applicants and determines eligibility before making selections (include a review of members' health records by supporting ARC medical unit). USAFR personnel, refer to HQ AFRC/CV manning policy. Do not impose additional requirements or criteria to ARC policies for selection.

1.12.3. Completes the second endorsement of the AF Form 1288 with assignment data if appropriate. Include the complete mailing address in the remarks section. Return the form to the losing Active Duty MPF or In-Service Recruiter, whichever is applicable.

1.12.4. Reenlist members whose MSO does not extend beyond the length of their PALACE CHASE contract. Do a conditional enlistment until receipt of necessary documents. Date of reenlistment is the day after their DOS (Date of Separation) from the Air Force.

1.12.4.1. Reenlistment is for the period needed to complete the Ready Reserve obligation specified in the PALACE CHASE contract. Item 8b Remarks should state: "The purpose of this reenlistment is to fulfill a PALACE CHASE Contract."

1.12.5. Obtain agreement from the ANGRC/MPPSO before accepting an officer into the ANGUS under PALACE CHASE.

1.12.6. Administer the state ANGUS oath for Reserve officers on the day following their release from active duty.

1.12.7. Update PALACE CHASE base identification data: FORCE-ADJ-RSN (data identification number (din) RAH, code F); CONTRACT-RSN (din SAP, code B); CONTRACT-DT (din, SAQ code YYMMDD).

1.12.8. Do not authorize reassignment of contracted PALACE CHASE personnel to the PIRR without approval from HQ AFPC/DPPRSR and the agreement of NGB or HQ AFRC/DPML or HQ ARPC/DP (IMAs).

1.12.9. Do not authorize discharge of contracted PALACE CHASE personnel without approval from HQ AFPC/DPPRSR and the agreement of NGB or HQ AFRC/DPML or HQ ARPC/DP (IMAs).

1.12.9.1. Unit commanders who feel reassignment or discharge is in the best interest of the Air Force must submit a memorandum through channels to AFPC. The memorandum must demonstrate one of the following:

1.12.9.1.1. The circumstances precluding the member's satisfactory participation are unique and create a hardship not experienced by other participating Guard or Reserve members.

1.12.9.1.2. Reassignment to the PIRR is in the best interest of the Air Force.

1.12.9.1.3. Discharge is in the best interest of the Air Force.

1.12.9.2. A wing or comparable commander or IMA program manager (IMA) must endorse the memorandum, forward it directly to HQ AFPC/DPPRSR, and send copies to HQ AFRC/DPML or ANGRC/DPMMO.

1.12.10. May release PALACE CHASE members for enlistment into the active Air Force or transfer into another ANGUS or USAFR unit or an IMA position.

1.12.10.1. The provisions of the original AF Form 2631 remain in effect.

1.12.10.2. Does not release PALACE CHASE members for transfer to non-Air Force components.

1.12.11. Provide PALACE CHASE members with a written schedule of training dates.

1.13. Gaining ARC Personnel - Recall Procedures For Failure to Report:

1.13.1. Send certified return receipt letter to member of intent to recall for failure to report within 10 days of report date. (See **Attachment 3**). Send letter by first class mail when attempts to deliver by certified mail are unsuccessful. Complete an affidavit of service (by mail) and file it in the case file (see **Attachment 6**), if the member fails to acknowledge receipt of the letter sent by certified and first class mail.

1.13.2. Send letter of notification to HQ AFPC/DPPRSR within 10 workdays of all PALACE CHASE personnel who fail to report or fail to return after the first UTA or inactive duty for training (IDT) (IMAs) (including those assigned to the PIRR who refuse to accept reassignment to a participating position).

1.13.3. If member fails to acknowledge notification to report on date specified, proceed with the recall request.

1.13.3.1. Forward these documents to HQ AFPC/DPPRSR with request for recall:

1.13.3.1.1. AF Forms 100, 1288, and 2631.

1.13.3.1.2. DD Form 4-1-2, DD Form 93, and DD Form 214.

1.13.3.1.3. SF 93, **Report of Medical History**.

1.13.3.1.4. Copy of certified letter of notification of intent to recall to member (see **Attachment 3**).

1.13.4. Hold the member's FPRG until HQ AFPC/DPPRSR provides disposition instructions.

1.14. Gaining ARC Personnel - Recall Procedures For Unsatisfactory Participation:

1.14.1. Take the following appropriate actions within 30 days of each infraction. Failure to do so may make it legally impossible to recall the member.

1.14.2. Notify members by certified return receipt mail after each unexcused absence or UTA (see **Attachment 4**). Send the letter by first class mail when attempts to deliver by certified mail are unsuccessful.

1.14.2.1. Notify members after their fourth unexcused absence (fifth for IMAs) that they are in violation of their PALACE CHASE contract and that continuing such conduct could result in a demotion and a recall to EAD.

1.14.2.2. Demote members as the commander determines appropriate in accordance with applicable directives.

1.14.2.3. Take these actions after a member's ninth unexcused absence:

1.14.2.3.1. Notify the member of the intent to recall, using certified return receipt mail (see **Attachment 5**). Send the letter by first class mail when attempts to deliver by certified mail are unsuccessful.

1.14.2.3.2. Complete an affidavit of service (by mail) and file it in the case file, if the member fails to acknowledge receipt of the letter sent by certified and first class mail. (see **Attachment 6**).

1.14.2.3.3. Maintain copies of correspondence and certified mail receipts.

1.14.2.3.4. Write to the postmaster at the member's last known address and ask for verification of the address if the certified receipt does not come back.

1.14.2.3.5. Forward correspondence to the member's new address if available.

1.14.2.3.6. Proceed with the recall if the postmaster confirms that the last known address is correct. Include the postmaster's response. Make every effort to locate member’s current address.

1.14.2.3.7. Complete a check of the NCIC IAW 5 U.S.C. 9109.

1.14.2.3.8. Process the member for immediate discharge instead of recall if the NCIC check reveals disqualifying information.

1.14.2.3.9. Submit the recall request to HQ AFPC/DPPRSR, including AF Forms 100, 1288, and 2631; DD Forms 4-1-2 ,93 and 214; and SF 93; a memorandum stating that the NCIC found no derogatory information; all notices to the member; and demotion orders (see **Attachment 7**).

1.14.2.4. Mail copies of correspondence on all recall requests to:

1.14.2.4.1. Unit CC and MPF.

1.14.2.4.2. BIMAA (IMAs).

1.14.2.4.3. MAJCOM Reserve Affairs (IMAs).

1.14.2.4.4. HQ ARPC/DAA (IMAs).

1.14.2.5. Update the member's new GI Bill eligibility status, DIN EB1, to "H," on receipt of recall orders.

1.15. Gaining ARC Personnel - Recall Procedures For Unsatisfactory Performance or Behavior :

1.15.1. Some examples of unsatisfactory performance or behavior are: Not fulfilling responsibilities commensurate with their grade, not completing on-the-job training within the required time frames, or not maintaining weight standards.

1.15.2. Take the following appropriate actions within 30 days of each infraction. Failure to do so may make it legally impossible to recall the member.

1.15.3. Counsel members concerning unsatisfactory performance or behavior.

1.15.4. Document the counseling and have the members acknowledge understanding.

1.15.5. Administer memorandums of reprimand and administrative actions.

1.15.6. Demote members as commander determines appropriate.

1.15.7. Notify members of intent to recall as indicated in paragraph **1.14.2.3.1.** through **1.14.2.3.6.**

1.15.8. Complete a check of the NCIC. Process members for immediate discharge if the NCIC check reveals derogatory information.

1.15.9. Submit recall requests to HQ AFPC/DPPRSR as described in paragraph 1.14.3.3 through **1.14.2.3.9.**

Chapter 2

PALACE FRONT PROGRAM

2.1. Program Description. The PALACE FRONT program is a transfer program which allows active Air Force officers and enlisted members to transfer from the United States Air Force (USAF) to the ANGUS or the USAFR the day after separation from the Air Force non-PALACE CHASE, normally upon completing ADSC or on reaching their DOS.

2.2. Active Duty Air Force Base MPF:

2.2.1. Ensures that the Personnel Relocations Element provides counseling for eligible officers and enlisted members when an ANGUS or USAFR recruiter is not assigned or attached to the active duty MPF.

2.2.2. Authorizes ANGUS and USAFR recruiters to work in the MPF Personnel Relocations and Employment element.

2.2.3. Provides office space for the ANGUS and USAFR recruiters in an area close to the Personnel Relocations Element.

2.2.4. Provides appropriate office equipment, administrative support, copiers and PDS access to In-Service Recruiters (ISR).

2.2.5. Ensures phone service for the recruiter with at least Defense Switching Network (DSN) and local calling capability.

2.2.6. Notifies PALACE FRONT applicant's unit commander when ARC unit requires an interview. Seven days of permissive TDY are permitted for job interviews. USAFR refer to AFRC/CV manning policy.

2.2.7. Does not terminate PALACE FRONT applicant's security clearance in system.

2.2.8. Completes other MPF responsibilities as outlined in **Table 2.1.**

Table 2.1. Active Duty Air Force MPF Responsibilities.

LINE	A	B	C
	Applies to		
	ANGUS	USAFR	Action:
1	X	X	Provides yearly separation briefing schedules and updates to ARC recruiters when requested.
2	X	X	Provides roster of individuals scheduled for separation within 180 days to ARC recruiters when requested.
3	X	X	Includes the ARC recruiters on AF Form 907, **Relocation Preparation Checklist**.

LINE	A	B	C
	Applies to		
	ANGUS	USAFR	Action:
4	X	X	Gives recruiters current separation RIP and personnel forms (i.e. EPRs, OPRs), if requested. (Include derogatory information contained in UIF if applicable)
5	X	X	Enters PTI 977 or 976 to project member to gaining unit upon receipt of AF Form 1288 with completed second endorsement (if separation approval is at base level). This is for assignments only.
6	X	X	Completes AF Form 100, **Request and Authorization for Separation.** Include the gaining ARC unit information and Recruiter ID Code on the form.
7	X	X	Provides recruiter with completed AF Form 100, **Request and Authorization for Separation,** and AF Form 973, **Request and Authorization for Change of Administrative Orders**
8	X	X	Forwards the member's FPRG, including medical and dental records and UIF (IAW AFI 36-2907, *Unfavorable Information File (UIF) Program*), to the gaining unit's servicing MPF (see notes 1,2 and 3).
9	X	X	Forwards the member's Command Record Group as directed in AFI 36-2608, *Military Personnel Records System*.
10	X	X	Forwards the AF Form 1288 to HQ AFPC/DPPRS on all officers and those enlisted members whose approval for separation is HQ level to request PALACE FRONT system update (PTI 977 or 976).
11	X	X	Ensures Regular officers complete Oath of Office for Reserve commission and forwards to HQ ARPC with a copy of the completed AF Form 1288. ARPC will update transfer to the ARC upon approval of Reserve commission.

NOTES:

1. For discharged members who immediately reenlist or gain an appointment in the USAFR or the ANGUS for a specific Reserve unit or as an IMA, send the FPRG to the ARC MPF or HQ ARPC/DAA (IMAs or PIRR). If the member reenlists or gains appointment to the IRR, send the records to HQ ARPC/DSMP (see AFI 36-2608, Military Personnel Records System, for further guidance).
2. For released members assigned to an ARC unit, send the FPRG to the gaining ARC MPF or to HQ ARPC/DAA (IMAs) on the first workday after release (see AFI 36-2608 for further guidance).
3. When a VA Claim is involved, make a copy of the medical records for the VA and send the original to the gaining ARC MPF.

2.3. ARC Recruiter:

2.3.1. Requests briefings schedule from local MPFs.

2.3.2. Counsels separating active duty personnel eligible for continued military service who will not reenlist in the Regular Air Force.

2.3.3. Ensures that applicants meet current reenlistment, appointment, and assignment criteria.

2.3.3.1. Ensures that applicants do not have any medical conditions which preclude unrestricted assignments, deployments, fitness testing, or prolonged sitting, standing or running. They must not have an ALC-C nor assigned "4" profile on the AF Form 422.

2.3.3.2. Ensures that applicants have not been diagnosed with any medical condition identified in AFI 48-123, attachment 2, regardless of previous MEB or previous PEB/MEB disposition.

2.3.4. Locates and reserves a position for each approved applicant.

2.3.5. Assists the member in completing AF Form 1288. Ensures that the member forwards the form to the active duty (AD) commander for the first endorsement and returns the form for the second endorsement and the approval or denial of an assignment.

2.3.6. Ensures completion of the second endorsement on AF Form 1288 with assignment data and interview requirement. Submits form to the Air Force AD Personnel Relocations Element, HQ AFPC/DPPRS if applicable, and the gaining ARC MPF.

2.3.7. Obtains required source documents for reenlistment, appointment, and assignment.

2.3.8. Advises the member to hand-deliver needed documents to the gaining unit (OPRs, EPRs, RREV RIP, etc.).

2.4. ARC Gaining MPF:

2.4.1. Reenlists or appoints members in the ARC (HQ ARPC/DAA for IMAs) the day after their DOS when required. ***EXCEPTION:*** Grants the member up to a 10-day grace period of concurrent service when needed to obtain documents or for travel time.

2.4.2. Does not impose additional requirements or criteria for approval of applicants.

2.4.3. Makes reenlistment or appointment conditional until receipt of necessary documents or until the member meets reenlistment or appointment criteria.

2.5. Information Collections, Records, and Forms.

2.5.1. Information Collections. No information collections are created by this publication.

2.5.2. Records. No records are created by this publication.

2.5.3. Forms Prescribed.

2.5.3.1. Adopted Forms. AF Form 100, **Request and Authorization for Separation**, AF Form 422, **Physical Profile Serial Report**, AF Form 780, **Officer Separations Actions**, AF Form 907, **Relocation Preparation Checklist**, AF Form 973, **Request and Authorization for Change of Administrative Orders**, AF Form 1288, **Application for Ready Reserve Assignment**, DD 214, **Certificate of Release or Discharge from Active Duty**, DD 2697, **Report of Medical Assess-**

ment, DD Form 4-1-2, **Enlistment/Reenlistment Document Armed Forces of the United States,** and Standard Form 93, **Report of Medical History**.

2.5.3.2. AF Form 2631, **Palace Chase Statement of Understanding/Contract.**

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

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Sections 504, 505, 508, and 12102, 12301(D), *Armed Forces*, 1983 Edition

Title 44, United States Code, Section 3101, *Public Printing and Documents,* 1991 Edition

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons,* 22 November 1943

AFI 33-360 Vol 1, *Publications Management Program*

AFCSM 36-699 Vol 1, *Personnel Data System*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories*

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2606, *US Air Force Reenlistment, Retention and NCO Status Program*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFPD 36-32, *Military Retirements and Separations*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

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

AFMAN 37-139*, Records Disposition Schedule*

AFI 37-160 Vol 8*, The Air Force Publications and Forms Management Program – Developing and Processing Forms*

AFI 40-502, *Weight Management Program*

AFI 48-123, *Medical Examination and Standards*

Abbreviations and Acronyms

AAC—Assignment Action Code

AD—Active Duty

ADSC—Active Duty Service Commitment

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

ALC—Assignment Limitation Code

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

BIMAA—Base Individual Mobilization Augmentee Administrator

CAFSC—Control Air Force Specialty Code

CC—Commander

CF—Office of Director, NGB

CJR—Career Job Reservation

CRT—Cathode Ray Tube

CRPO—Consolidated Reserve Personnel Office

DD Form—Department of Defense Form

DEROS—Date Eligible for Return from Overseas

DIN—Data Identification Number

DOS—Date of Separation

DP—Director of Personnel

DPPRSR—Palace Chase Separations Office

DSN—Defense Switching Network

EAD—Extended Active Duty

EPR—Enlisted Performance Report

ETS—Expiration Term of Service

FPRG—Field Personnel Record Group

HAF—Headquarters Air Force

HLD—Hold

HQ—Headquarters

IAW—In Accordance With

IDT—Inactive Duty for Training

IMA—Individual Mobilization Augmentee

IRR—Individual Ready Reserve

ISR—In-Service Recruiter

JUMPS—Joint Uniform Military Pay System

MAJCOM—Major Command

MFR—Memo for Record

MPF—Military Personnel Flight

MSO—Military Service Obligation

NAF—Numbered Air Force

NCIC—National Crime Information Computer

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

NGB—National Guard Bureau

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

OPR—Officer Performance Report

PAS—Personnel Accounting Symbol

PCS—Permanent Change of Station

PDS—Personnel Data System

PHA—Physical Health Assessment

PIRR—Participating Individual Ready Reserve

POC—Point of Contact

PME—Professional Military Education

PTI—Personnel Transaction Identifier

RE Code—Reenlistment Eligibility Code

RIP—Report of Individual Personnel

SAF—Secretary of the Air Force

SAFPC—Secretary of the Air Force Personnel Council

SPA—Support Personnel Activity

SSN—Social Security Number

SURF—Single Uniform Retrieval Format

TDY—Temporary Duty

TOE—Term of Enlistment

UIF—Unfavorable Information File

USAF—United States Air Force

USAFR—United States Air Force Reserve

U.S.C—United States Code

UTA—Unit Training Assembly

Terms

Air National Guard (ANG)—The Federally recognized ANG of each state, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, and Guam.

Air National Guard of the United States (ANGUS)—A reserve component of the United States Air Force consisting of all Federally recognized units, organizations, and members of the ANG of the states, the District of Columbia, and the Commonwealth of Puerto Rico. ANGUS members are also members of the USAFR in the same Federally recognized enlistment or appointment grade they hold in the ANGUS. Members join the ANGUS by concurrently enlisting or gaining an appointment, in the same grade, in the Federally recognized Air National Guard of a state and as a Reserve of the Air Force.

Component—All units, organizations, and members of the USAF, ANGUS and the USAFR (see 10 U.S.C. 261).

Extended Active Duty (EAD)—A tour of active duty (normally for more than 90 days), performed by a member of the Air Reserve Components.

Headquarters Air Reserve Personnel Center (HQ ARPC)-A MAJCOM direct —reporting unit of HQ Air Force Reserve Command.

Inactive Duty Training (IDT)—Authorized training for a Reservist not on active duty, annual training, or active duty for training. IDT consists of regularly scheduled unit training periods, additional training periods, or equivalent training.

Individual Mobilization Augmentee (IMA)—A Reservist attending drills and in training whom the Air Force preassigns to an active component's billet, a Selective Service System billet, for occupation on or shortly after mobilization.

Military Service Obligation (MSO)—The period of time that a member will serve in a Regular or Reserve component of the Armed Forces as required by the Military Selective Service Act of 1967 or 10 U.S.C. 651 (as amended).

NGB/CF—Office of the Director, Air National Guard of the United States.

Participating Individual Ready Reserve (IRR)—That portion of the Ready Reserve consisting of members assigned to Category E positions (must accumulate 50 points per year for a good retirement year, non-pay).

Selected Reserve Position—Unit vacancy or IMA positions for points and pay.

Separation Authority—An Air Force official authorized by AFI 36-3208, *Administrative Separation of Airmen*, to take final action with respect to a specified type of separation. Separation of officers is in accordance with AFI 36-3207, *Separating Commissioned Officers,* under the authority of the Secretary of the Air Force.

Term Of Enlistment (TOE)—The length of a member's enlistment. The termination date for enlisted

members is the normal expiration of term of service (ETS).

United States Air Force Reserve (USAFR)—All Reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States.

Unit Training Assembly (UTA)—An authorized and scheduled period of inactive duty training at a unit.

Addresses

ANGRC/DPEO Military Personnel Actions Branch
/DPMME Medical Service Education Division
/DPR Recruiting and Retention Branch
Andrews AFB MD 20331-5001

HQ USAF/RE Office of the Chief, Air Force Reserve

Washington DC 20330-5000

HQ AFPC/DPPRSR Palace Chase Separations Section
/DPPRSO Officer Separations Section
550 C St W, Suite 11
Randolph AFB TX 78150-4713

HQ AFPC/DPSRI Records Image Branch
550 C St W, Suite 21
Randolph AFB TX 78150-4723

HQ AFRC/DPMF Personnel Employment Branch
/DPML Personnel Relocations Branch
Robins AFB GA 31098-1635

HQ ARPC/DAA Assignments Management Division
/DSMP Records Processing Branch
6760 E Irvington Place #2200
Denver CO 80280-5000

Attachment 2

FORMAT FOR PTI 970, REMARKS

WG/CC RECOMMENDATION FOR OFFICERS: (comments mandatory if recommending disapproval)

SQ/CC RECOMMENDATION FOR ENLISTED: (comments mandatory if recommending disapproval)

MEMBER'S DUTY PHONE:

UNIT REQUESTED:

RECRUITER: (Include DSN and recruiting identification number if applicable.)

INTENDED RESIDENCE AFTER SEPARATION: (city, state, and ZIP code)

STANDARD DOS IS 75 DAYS AFTER APPROVAL. (Estimate approximately 90 days from date of request) (Justification required if requesting a different date.)

DOES MEMBER HAVE A UIF OR A SUBSTANDARD EPR? IF YES, FORWARD DATED COPIES TO HQ AFPC/DPPRSR.

DOES MEMBER HAVE A MILITARY SPOUSE? IF YES, DOES THE SPOUSE INTEND TO APPLY FOR EARLY RELEASE UNDER PALACE CHASE? (If the spouse does intend to apply for early release, submit both applications at the same time and ensure that DIN AMU remarks on both applications indicate that both husband and wife are applying.)

IS MEMBER WILLING TO RETRAIN?

IF YES, IS MEMBER WILLING TO ATTEND TECHNICAL SCHOOL FOR THE NEW AFS?

HEIGHT, WEIGHT, AND BODY FAT IF REQUIRED: (Members are ineligible if their weight or body fat exceeds the standards outlined in AFI 40-502, *Weight Management Program*). Only those members in codes 4 or 5 and within these standards are eligible without an authorized exemption.)

DATE OF LAST MILITARY PHYSICAL EXAMINATION:

MEMBER'S HOME OF RECORD: (Enter the place where the member began active duty.)

PERSONNEL RELOCATIONS ELEMENT: (Enter POC and DSN.)

Attachment 3

FAILURE TO REPORT NOTICE

DATE

MEMORANDUM FOR (RANK/NAME OF MEMBER)

FROM: UNIT ADDRESS

SUBJECT: Failure to Report or Return after 1st Unit Training Assembly (UTA)/Inactive Duty Training (IDT)

1. This is to inform you that we have recorded your failure to report or failure to return after the first (UTA/IDT).

2. In accordance with AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs,* you are in violation of your PALACE CHASE contract and subject to recall to extended active duty (EAD).

3. You may submit a written statement as to why we should not take this action, not later than 15 days from the date of this letter. If I do not receive your statement, I will forward my recommendation to AFPC without your statement.

SIGNATURE BLOCK

Attachment 4

UNSATISFACTORY PARTICIPATION NOTICE

DATE

MEMORANDUM FOR (RANK/NAME OF MEMBER)

FROM: UNIT ADDRESS

SUBJECT: PALACE CHASE Unsatisfactory Participation

1. Your absence from scheduled training on (date or dates) is unexcused.

2. In accordance with AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs,* accumulation of 9 or more unexcused absences is a violation of your PALACE CHASE contract and could result in your demotion and/or recommendation for recall to extended active duty (EAD).

3. You may have a valid excuse for this absence because of illness, injury, emergency, or other circumstances beyond your control. In such a case, you must furnish this office appropriate documentation, such as a doctor's certificate, affidavit, etc., with your written request to be excused <u>not later than 15 days from the date of this letter</u>. If documentation is not readily obtainable, indicate in your request the date you will complete it. The request to be excused is subject to review and approval.

4. You are ordered to report for duty on (date) at (time) hours at (place). If you have any questions, contact (rank/name of individual) at (phone number).

SIGNATURE BLOCK

Attachment 5

NOTIFICATION OF INTENT TO RECALL

DATE

MEMORANDUM FOR (RANK/NAME OF MEMBER)

FROM: UNIT ADDRESS

SUBJECT: Notification of Intent to Recall to Extended Active Duty

1. Despite previous counseling and correspondence, your participation/performance has not improved. Therefore, I am recommending your immediate demotion and/or recall to extended active duty for violation of your PALACE CHASE contract.

2. You may submit a written statement as to why we should not take this action within 15 days from the date of this letter. If you choose not to respond, I will forward my recommendation without your statement.

SIGNATURE BLOCK

1st Ind

MEMORANDUM FOR (UNIT)

1. I acknowledge receipt of this letter.

2. I do/do not intend to submit a written statement.

SIGNATURE BLOCK

Attachment 6

AFFIDAVIT OF SERVICE BY MAIL

(STATE)

(COUNTY)

(NAME, GRADE, SSN) being duly sworn, states:

That he or she is a member of (Unit, Base, State, Zip)

That on (date), in the performance of his or her official duties, mailed an original letter dated (date). Subject: Notification of Intent to Recall to Extended Active Duty, To: (Name, Grade, SSN, Address), by certified mail, restricted delivery, return receipt requested and by first class mail, that being the last address the member supplied for the receipt or forwarding of mail. The letter included a postage-paid return envelope and was properly addressed and sealed. The letter carried sufficient postage and was placed in an official US Postal Service mailbox.

SIGNATURE BLOCK

Attachment

Copy of letter

Sworn and subscribed before me the ____day of (Month and Year)

SIGNATURE BLOCK

Attachment 7

REQUEST FOR RECALL

DATE

MEMORANDUM FOR DPPRSR

FROM: UNIT ADDRESS

SUBJECT: Request for Recall to Extended Active Duty

Request you recall (Rank, Name, SSN) to Extended Active Duty for violation of their PALACE CHASE contract. The following information is submitted in support of the recall request:

a. Date reported to current unit: (if applicable)

b. Current address:

c. Previous address:

d. Civilian occupation: (If known)

e. Name and address of civilian employer: (If known)

f. Number of excused absences since assignment:

g. Number of unexcused absences since assignment:

h. Travel distance and time from residence to unit location:

The member did/did not request separation for hardship reasons. (If yes, indicate why the hardship was not approved)

SIGNATURE BLOCK

(Wing/Group CC or rep)

Attachments:

1. AF Form 1288
2. AF Form 2631
3. AF Form 100
4. DD Form 4-1-2

5. DD Form 93
6. DD Form 214
7. SF 93
8. Demotion Order, if applicable
9. NCIC check
10. Postmaster check
11. All correspondence with mbr including copies of return receipts

Attachment 8

AF FORM 2631, PALACE CHASE STATEMENT OF UNDERSTANDING/CONTRACT

PALACE CHASE STATEMENT OF UNDERSTANDING/CONTRACT

PRIVACY ACT STATEMENT

***AUTHORITY*: 10 U.S.C. 504, 505, 508, 510; 5 U.S.C. 9109; AND EO 9397**
***PURPOSES:* To document your understanding of eligibility criteria, application procedures, and the obligation incurred as the result of separation under PALACE CHASE.**
***ROUTINE USES*: None**
***DISCLOSURE IS VOLUNTARY*: Disclosure of your SSN is voluntary. Failure to complete the applicable portions of this form will result in denial of your application for early release from active military service.**

NAME *(Last, First, Middle Initial)*	GRADE	SSN
DOE, MARK J.	SSGT	000-00-0000

1. I have been counseled regarding my plans to transfer from active duty in the United States Air Force to a position in the Selected Reserve of the Air Force under the provisions of the PALACE CHASE Program. I understand that:	MEMBER'S INITIAL
a. The ANG or USAFR unit will normally provide only 1 or 2 days employment per month. I have considered the need to support myself (and my family). I have considered the availability of employment in the area of my intended residence.	MJD
b. I am required to locate a category A or B ANG or USAFR position with assistance of a recruiter. If I do not locate a position, Air Force Personnel Center (AFPC) will return my application without further action. If I locate a position on my own, I will provide the Military Personnel Relocations Element with my unit designation, name and DSN number of my point of contact to be included in my application when forwarded to AFPC for coordination. My contact with ANG or USAFR personnel will only be to obtain position information. Formal blocking of a position will be accomplished through the recruiter or completed AF Form 1288.	MJD
c. AFPC will not normally approve placement of PALACE CHASE applicants into ANG, USAFR, or IMA positions more than 100 miles from intended residence. I realize that I must provide a definite city and state of intended residence on my PALACE CHASE application.	MJD
d. If my application is for a specific ANG or USAFR unit, or IMA position, and I will accept no other position, I must indicate this on my application. If I am approved for release and no preference of category A or B units or positions is indicated on my application, AFPC will attempt to place me in the ANG or USAFR unit or IMA position nearest my intended residence.	MJD
e. My final acceptance for PALACE CHASE is determined by coordination between AFPC and the gaining unit or ARPC. I will not enter into any binding agreements based on the assumption that I am separating from the active Air Force early and will not initiate any type of movement of personal affects until I receive special orders affecting my release from active duty.	MJD
f. If I am accepted into an ANG unit to fill an airman position, I will be required to reenlist in the Air National Guard of the United States. If I am accepted into the USAFR to fill an airman position, and my military service obligation will expire before termination of my PALACE CHASE contract, I will be required to reenlist in the USAFR for a period at least as long as the remainder of my PALACE CHASE contractual agreement. If I am accepted into the Participating Individual Ready Reserve (PIRR), I will be required to reenlist in the USAFR for the entire period of the PALACE CHASE contractual agreement. If I am an officer, I agree to accept a Reserve commission.	MJD
g. If I have been paid a bonus, I will be required to repay the unearned portion of the bonus prior to my separation from active duty. If I am an officer and have been paid tuition assistance, bonuses, or scholarships, I will repay any unearned portion prior to my separation from active duty. Repayment of any of above does not eliminate ADSC nor adjust PALACE CHASE contract date	MJD
h. Travel pay (*mileage*) and shipment of hold baggage or household goods will be determined by the distance to my home of record or place of last enlistment, whichever is farther. Period of last enlistment is defined as the last continuous period of active duty without a break in service. I have no travel pay entitlements to the gaining ANG or USAFR unit or IMA position unless it is located in the same geographical area as my home of record or place of last entitlement. The military status of my spouse, if applicable, will have no bearing on my travel entitlements. The reporting date at the gaining unit is determined by Joint Travel Regulation travel time plus 7 days. Travel time to the gaining unit is in a nonpay status.	MJD
i. I will not be allowed to withdraw my PALACE CHASE application if I have departed my active duty station on terminal leave, my date of separation has passed, or the Air Force has expended or obligated funds for my PALACE CHASE movement. If I decide to withdraw my PALACE CHASE application after it has been transmitted to AFPC, I will be required to submit full written justification to AFPC.	MJD
j. I will not be authorized leave, including terminal leave, after my PALACE CHASE separation is approved unless all separation processing has been completed. If I am required to complete a Reserve reenlistment immediately upon separation from active duty (*see paragraph f above*), I will not be authorized terminal leave unless my gaining USAFR unit or IMA position is collocated with my current active duty unit	MJD
k. My PALACE CHASE contract expiration date will be triple my remaining active duty service commitment (officers) or double my remaining term of enlistment (enlisted) for a minimum of 1 year and a maximum of 6 years.	MJD
l. My grade when reporting to the gaining ANG or USAFR unit or IMA position will not be higher than the grade I hold upon separation from active duty, regardless of the authorized grade of the position I am being assigned to. If I am being assigned to a higher grade position, promotion will be determined after reporting to the gaining unit or position based on ANG or USAFR promotion directives and internal policies of the gaining unit or ARPC. If I am required to accept a reduction in grade as a condition of assignment into the gaining unit or IMA position, I will be informed of it prior to my acceptance of the position.	MJD

AF FORM 2631 20000101 *(EF-V3)* PREVIOUS EDITION IS OBSOLETE.

m. During the PALACE CHASE contractual period after separation from active duty, I will not be released for enlistment or commissioning in a Non-Air Force component.	MJD
n. If I separate under PALACE CHASE and fail to report to and reenlist in the ANG or USAFR unit or IMA position, or fail to participate, or perform satisfactorily in reserve training, as required by statute, AFMAN 36-8001 and AFI 36-3205, I am a volunteer and I consent to be recalled to extended active duty for the time that remains on my active duty service commitment, term of enlistment upon separation from active duty, or for 12 months, whichever is greater, I may also be subject to administrative action for failure to comply with the provisions of the separation order. Furthermore, I consent to a national agency check (NCIC) IAW 5 U.S.C. 9109. I have read, understand and accept the terms and conditions set forth in AFI 36-3205.	MJD
o. If I am ordered to extended active duty for breach of my PALACE CHASE Selected Reserve Service contract, I am a volunteer and I consent to recall. I understand that my status will be as a Reservist on extended active duty and I will be ineligible to reenlist at the end of the recall period, except under the conditions outlined in AFI 36-2002.	MJD
p. I will not receive a new uniform issue from the ANG or USAFR; therefore, I must retain my uniforms from active duty.	
q. I will keep my ANG or USAFR unit of attachment informed of my current home and business addresses and phone numbers. I must report a change of address and telephone number within 30 days by completing an AF Form 512, change of Address/Telephone (ANG/USAFR). I will fulfill all responsibilities commensurate with my grade. I further understand that failure to do so will be considered unsatisfactory performance and may result in my recall to extended active duty.	MJD
r. I understand that upon approval, this statement of understanding/contract will constitute the contract between myself and the United States Air Force, subject to coordination between AFPC and the gaining unit or ARPC (see e. above).	MJD
2. In consideration for the United States Air Force waiving my unfulfilled Term of Enlistment (TOE)/Active Duty Service Commitment Date (ADSCD), I, the undersigned, agree:	
a. To assignment to the Participating Individual Ready Reserve (PIRR) if no category A or B position is available. I will be reassigned to a category A or B ANG or USAFR unit or IMA position, when available.	MJD
b. To reassignment to a category A to B Reserve position or Air National Guard position at any time prior to PALACE CHASE Contract expiration date, and that further concurrence from me is not required prior to reassignment.	MJD
c. That failure to accept reassignment to a category A or B position in an Air Force Specialty that I possess, within reasonable commuting distance from my residence and/or subsequent failure to participate satisfactorily in that position for the duration of this contract will be cause for my return to extended active duty.	MJD
d. As a member of the Ready Reserve, I will remain immediately available for Active Duty, Active Duty for Training and Inactive Duty for Training as required to fulfill the requirements of my duty position or as directed by proper authority.	MJD
e. That I will faithfully attend Active Duty for Training and Inactive Duty for Training periods and fulfill training requirements of 10 U.S.C. 270, 32, 502, and Air Force Manual 36-8001 (at least 48 Inactive Duty for Training drill periods and 15 days Active Duty for Training periods, 24 Inactive Duty for Training and 12 Active Duty for Training are required for category B IMAs, and at least 48 Inactive Duty for Training drill periods and 12 days Active Duty for Training are required for category A IMAs).	MJD
f. That if on flying status, I will perform such Flying Training periods in addition to Active Duty for Training and Inactive Duty for Training referenced in paragraph 2e above as proper authority may direct to ensure personnel maintain proficiency in aircraft assigned to the unit.	MJD
3. Section 3 will be completed upon final approval of my PALACE CHASE application.	

GAINING UNIT	RNLTD	DOS
443 ARW	10 Jan 99	31 Dec 98

LOCATION	PALACE CHASE CONTRACT EXPIRATION DATE
Kelly AFB TX	10 Jan 2005

4. I further understand that as a member of the Selected Reserve of the Air Force, I will be subject to involuntary call up or mobilization to active duty in the event of a national emergency or other contingency declared by the President or the Congress of the United States..

5. The United States Air Force reserves the right to revoke this contract, for any reason, prior to my separation from active duty. The official authorized to approve this contract may revoke it by giving me notice of the revocation prior to my separation from active duty.

DATE	SIGNATURE OF MEMBER
10 AUG 98	Mark J. Doe
DATE	**SIGNATURE AND GRADE OF WITNESSING OFFICIAL**
10 AUG 98	Marilyn S. Catt

AF FORM 2631 20000101 *(REVERSE) (EF-V3)* *PREVIOUS EDITION IS OBSOLETE*

Attachment 9

IC 2003-1 TO AFI 36-3205, APPLYING FOR THE PALACE CHASE AND PALACE FRONT PROGRAMS

10 OCTOBER 2003

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1 which changes **Table 1.1.** rule 11 to allow non-rated USAF Academy graduates on initial ADSC to apply for PALACE CHASE separation after completing 3 years of active duty to pursue ordination in critically manned faith groups, while serving in an Air Reserve Component; incorporates paragraph **1.3.8.1.** which adds the requirement for written certification of acceptance into a post baccalaureate degree program leading to ordination; changes **Table 1.1.** note 2 to note 3; adds paragraph 1.7.1.2 to include additional application coordination with HQ AFPC/DPAH for officers applying for PALACE CHASE separation to pursue ordination. See the last attachment of publication, IC 2003-1 for the complete IC. A bar (|) indicates revision from the previous edition.

OPR: HQ AFPC/DPPRSR (CMSgt Susan L. Allick)

Supersedes AFI 36-3205, 1 March 2000.

Certified by: HQ AFPC/DPP (Col Steven F. Maurmann)

1.3.8.1. In addition to the required forms in paragraph **1.3.8.**, non-rated officers who are applying for seminary, in target critical shortage Air Force Chaplain Service, must also provide written certification of acceptance into the post baccalaureate degree program leading to ordination in the approving body from one of the religious organizations that are authorized to endorse clergy to serve as military chaplains. That post-graduate degree program must be in the field of theological or related studies from an accredited educational institution listed in the current edition of the American Council on Education (ACE) Accredited Institutions of Post-secondary Education and relevant ACE supplements to that publication. The qualifying degree program will require no fewer than 72 semester hours (108 quarter hours) of graduate level work.

Table 1.1. Eligibility Criteria For PALACE CHASE Applications.

RULE	A	B	C
	Applies to		
	OFF	**AMN**	**An applicant must:**
1	X	X	Be a US citizen.
2	X		Have completed at least two-thirds of the initial total ADSC by requested date of separation (DOS).

RULE	A	B	C
	Applies to		
	OFF	**AMN**	**An applicant must:**
3	X	X	Be medically qualified for worldwide duty. ***EXCEPTION:*** Pregnant members are eligible.
4	X	X	Meet the weight standards established in AFI 40-502, *Weight Management Program*.
5	X	X	If overseas: submit application 6 months prior to Date Eligible for Return from Overseas (DEROS) for an early release equal to DEROS. May apply for up to 6 months early release if DEROS equals DOS (highest ADSC for officers).
6	X		Be eligible for a Reserve appointment in accordance with AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary)*.
7		X	Have completed 24 months of a 4-year initial enlistment or 36 months of a 6-year initial enlistment by requested DOS.
8		X	Be eligible for reenlistment.
9		X	Possess Primary AFSC skill level 3 or higher (see note 1).
10	X	X	Have a valid security clearance on file.
			An applicant must not:
11	X		Be a USAF Academy graduate on initial ADSC. ***EXCEPTION:*** Non-rated USAF Academy graduates on initial ADSC may apply after completing 3 years of active duty to pursue ordination in critically manned faith groups. **(see note 2)**
12	X	X	Be notified of PCS assignment. ***EXCEPTION:*** Does not apply to Overseas members.
13	X	X	Be in a formal training course (see note 1).
14	X	X	Have a rating of "2" or below on any of the last three EPRs or have a referral OPR.
15	X	X	Be a drug or alcohol abuser.
16	X	X	Have a court-martial conviction or be awaiting trial by court martial.
17	X	X	Have a pending voluntary or involuntary separation.
18	X	X	Be serving on the Control Roster.
19	X	X	Have an Assignment Limitation Code (ALC) of K (be a conscientious objector).
20	X		Have an ALC of any of the following: B, C, F, G, K, R, T.
21	X	X	Have religious convictions that preclude an unrestricted assignment.

RULE	A	B	C
	Applies to		
	OFF	**AMN**	**An applicant must:**
22	X	X	Be a member of the ANGUS or USAFR serving on EAD.
23		X	Be within 6 months of normal DOS at the time of application. ***EXCEPTION:*** Does not apply to Overseas members.
24		X	Have Assignment Availability Codes (AAC): 05, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 31, 37, 38, 52.
25	X		Have an AAC of one of the following: 02, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 26, 31, 37, 48, 52, 75, 82, 83, 84, 93. 94, 95, 96.
26	X	X	Have any medical conditions which preclude unrestricted assignments, deployments, fitness testing, or prolonged sitting, standing, or running (see note 3).

NOTES:

1. Enlisted personnel who have retrained or who attended their initial technical training course of more than 10 academic days during the past 12 months may not enter the ARC under the PALACE CHASE program in a different AFSC from their current control or duty AFSC.

2. Officer must provide written certification of acceptance into a post baccalaureate degree program leading to ordination in the approving body from one of the religious organizations that are authorized to endorse clergy to serve as military chaplains. The degree must be in the field of theological or related studies from an accredited educational institution listed in the current edition of the American Council of Education (ACE) Accredited Institutions of Post-secondary Education and relevant ACE supplements to that publication, with no fewer than 72 semester hours (108 quarter hours) of graduate level work. (See paragraph **1.3.8.1.** for additional requirements).

3. The following are disqualifying factors: ALC code C; Assigned "4" profile on AF Form 422, **Physical Profile Serial Report**; diagnosed with any medical condition as identified in AFI 48-123, *Medical Examination and Standards*, Attachment 2, regardless of previous Medical Evaluation Board (MEB) and/or previous Physical Evaluation Board (PEB)/MEB disposition.

1.7.2. Forwards application to HQ AFPC/DPAXX for career field manning recommendation.

1.7.2.1. In addition to paragraph **1.7.2.**, DPPRSR forwards application for non-rated officers applying for seminary training in target critical shortages in the Air Force Chaplain Service to HQ AFPC/DPAH for verification of target shortages and manning recommendation.

2.5. Information Collections, Records, and Forms.

2.5.1. Information Collections. No information collections are created by this publication.

2.5.2. Records. No records are created by this publication.

2.5.3. Forms Prescribed.

2.5.3.1. Adopted Forms. AF Form 100, **Request and Authorization for Separation**, AF Form 422, **Physical Profile Serial Report**, AF Form 780, **Officer Separations Actions**, AF Form 907, **Relocation Preparation Checklist**, AF Form 973, **Request and Authorization for Change of Administrative Orders**, AF Form 1288, **Application for Ready Reserve Assignment**, DD 214, **Certificate of Release or Discharge from Active Duty**, DD 2697, **Report of Medical Assessment**, DD Form 4-1-2, **Enlistment/Reenlistment Document Armed Forces of the United States,** and Standard Form 93, **Report of Medical History**.

2.5.3.2. AF Form 2631, **Palace Chase Statement of Understanding/Contract.**