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SECRETARY OF THE AIR FORCE**

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Personnel

**ADMINISTRATION OF SANCTUARY IN
THE AIR RESERVE COMPONENTS**

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This Instruction implements AFD 36-21, *Utilization and Classification of Air Force Military Personnel*. It establishes guidance and procedures for administering the provisions of active component (AC) and reserve/guard sanctuary. The Instruction applies to the United States Air Force Reserve (USAFR) and United States Air National Guard (USANG). The Chief of Air Force Reserve and Director, Air National Guard endorse the guidance in this publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions regarding this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functionals chain of command.

SUMMARY OF CHANGES

This Instruction has been substantially revised and must be completely reviewed. The revision clarifies active duty and Reserve sanctuary processes, including delegation of authority to Numbered Air Force (NAF)/CCs, Readiness Management Group (RMG)/CC and the ANG Adjutant Generals (TAG) as final approval authority for tour requests, demobilization guidance, continuation for medical evaluation, as well as other significant changes.

Chapter 1—ACTIVE DUTY SANCTUARY 4

1.1. Purpose: 4

1.2. Definition: 4

1.3. Guidance. 4

Chapter 2—MANAGEMENT OF ACTIVE DUTY SANCTUARY 5

2.1. Management. 5

2.2. Air Reserve Component Manday Definitions. 6

2.3. Sanctuary Policy: 7

2.4. Continuation for Medical Evaluation: 7

Chapter 3—PROCESSING ACTIVE DUTY SANCTUARY WAIVERS 9

3.1. Requirement: 9

3.2. Final Tour Approval. 9

Chapter 4—DEMOBILIZATION AND ACTIVE DUTY SANCTUARY 10

4.1. General Guidance. 10

4.2. FSS/PM Responsibilities: 10

4.3. Reassignment to Active Duty. 10

4.4. Options at 20 Years TAFMS. 11

Chapter 5—RESERVE SANCTUARY 12

5.1. General Guidance: 12

5.2. Enlisted Eligibility: 12

5.3. Enlisted Ineligibility: 12

5.4. Officer Eligibility: 12

5.5. Officer Ineligibility: 13

5.6. Member Status. 13

5.7. ARPC Responsibilities. 13

5.8. Pre-Separation Counseling: 13

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 14

Attachment 2—MAILING ADDRESSES FOR CORRESPONDENCE 17

Attachment 3—STATEMENT OF UNDERSTANDING 18

Attachment 4—STATEMENT OF UNDERSTANDING 20

Attachment 5—UNIT/IR CLAIM FOR SANCTUARY PROTECTION 22

Attachment 6—ANG CLAIM FOR SANCTUARY PROTECTION

24

Attachment 7—UNIT/IR REQUEST TO INVOKE SANCTUARY

25

Attachment 8—ANG REQUEST TO INVOKE SANCTUARY

27

Attachment 9—DECLINATION

29

Attachment 10—ASSIGNMENT WORKSHEET

30

Chapter 1

ACTIVE DUTY SANCTUARY

1.1. Purpose: Title 10 United States Code (USC), § 12686(a) and 12646(e) establish an active duty (AD) retirement sanctuary for members of all Air Reserve Components (ARCs). “Under regulations to be prescribed by the Secretary concerned, which shall be as uniform as practicable, a member of a Reserve component who is on AD (other than for training), and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system...may not be involuntarily released from that duty before he becomes eligible for that pay, unless release is approved by the Secretary” (Title 10 USC § 12686(a)). In general, AD sanctuary means any Air National Guard (ANG)/United States Air Force Reserve (USAFR) officer/enlisted member who attains 18 (but less than 20) years of AD must be retained on AD unless he/she: voluntarily separates; is medically disqualified for continued service; or is separated or discharged for cause. Additionally, all AD served “counts” for the computation of the 18 years of Total Active Federal Military Service (TAFMS) required toward reaching the sanctuary zone. **Note:** Reserve sanctuary statutes are addressed separately in Chapter 5 of this document.

1.2. Definition: AD sanctuary protection begins with 18 years of TAFMS and ends with 20 years of TAFMS. It provides a member with a limited entitlement to remain on AD for the purpose of qualifying for an AD military retirement. Additionally, it protects the Air Force from unexpected costs, ensures control on pay, entitlements, end strength, grade, and AFSC distribution. The sanctuary statute does not deny anyone their entitlement to a 20 year retirement; members may continue to accrue AD points while performing any voluntary tour of AD with a signed/approved waiver in place.

1.3. Guidance. A member desiring to invoke sanctuary protection under Title 10 USC § 12686(a) must claim such protection while on AD (other than for training) and while in the sanctuary zone. The request must be in writing (attachment 5,6,7, 8 and 10 as applicable) and submitted to the respective NAF/RMG/CC or NGB/A1 (or State JFHQs as applicable) for processing. Requests from USAFR Joint Service unit members should be forwarded by their servicing personnel section directly to AFRC/A1RY for consideration by AFRC/CV. Absent a written claim for sanctuary zone protection, the service will consider the member’s release from AD as voluntary and sanctuary protection will be deemed not properly requested.

Chapter 2

MANAGEMENT OF ACTIVE DUTY SANCTUARY

2.1. Management. The Secretary of the Air Force (SECAF) requires the ARC to manage the two-year window of potential sanctuary eligibles. Additionally, by HQ Air Force Reserve Command (AFRC)/CV delegation; NAF/Wing/CCs and Readiness Management Group (RMG)/CC will maintain overall responsibility for administration of the sanctuary program for USAF Reservists. For ANG members, NGB/A1, State Joint Forces Headquarters (JFHQs), Force Support Squadrons/Flights and commanders will maintain overall responsibility for the sanctuary program of their Guardsmen. In order to meet this requirement, the following process is in place for all ARCs, with indications of variances shown as applicable.

2.1.1. For USAFR: AFRC/A1RI will produce a monthly report/roster containing a list of personnel who are in or nearing AD sanctuary (*members who have accumulated 16 ½ yrs, but less than 20 years TAFMS*). The report/roster will contain the names of members, the type of tour, and amount of current TAFMS. The updated sanctuary products will be made available on the A1RY Plans, Programs and Entitlements Community of Practice (CoP): [[https://afkm.wpafb.af.mil/community/views/home.aspx? Filter=RC-DP-00-01](https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=RC-DP-00-01)]. This report/roster will be monitored by Program Managers for all IMAs, Units for TRs and the Air Reserve Personnel Center (ARPC)/DPASO for Mobilization Assistants (MAs). Additionally, FSS/PM responsibilities are to maintain the report or roster, provide the roster to all agencies concerned on a “need to know” basis, and monitor members with a pending LOD/MEB issue. Review sanctuary eligibility when placing new accessions on any type of AD tour. There may be a time delay between accession and gain to the Point Credit Accounting and Reporting System (PCARS) from which the information is taken for tracking the TAFMS.

2.1.1.1. Air Reserve Orders Writing System (AROWS-R) has been modified to identify members who are in or nearing AD sanctuary zone, alerting the Wing Commander, RMG/CC, or ARPC that a waiver is required before approving the tour of voluntary AD. **Note:** The following statement is mandatory on each AD order (based on the receipt of a sanctuary waiver from the member): “The member has waived the sanctuary protection of Title 10 U.S.C. § 12686(a) for the period of AD authorized by this order.”

2.1.2. **For ANG:** ANG Force Support Squadrons/Flights (FSS/FSF) and State Joint Forces Headquarters (JFHQ) are responsible for producing monthly reports to monitor sanctuary eligibility.

2.1.2.1. The Air National Guard Reserve Order Writing System (AROWS) will flag (via “hardhold”) any order that will bring a Title 32 (T32) ANG unit member beyond 16 years of TAFMS to ensure that the total years of AD service are verified prior to the order being approved. If the order publication is for a period of less than 180 days and brings the member into AD sanctuary, the member must complete and sign the waiver to AD sanctuary (attachment 4) prior to the order being approved. This is applicable to those members serving on voluntary Title 10 USC § 12301(d) or T32 Active Duty for Operational Support (ADOS) days.

2.1.2.2. Those members placed on T32 Special Training (ST) orders that are doing T32 operational support (not actual training) and whose ST order brings them into AD sanctuary, must follow the same procedures for completing an AD sanctuary waiver prior to orders being approved. The following statement is mandatory (based on the receipt of a sanctuary waiver from the member) on each AD order: "The member has waived the sanctuary protection of Title 10 U.S.C. § 12686(a) for the period of AD authorized by this order." Those involuntarily activated have the right to invoke AD sanctuary and be assessed into the active component Air Force.

2.2. Air Reserve Component Manday Definitions. Air Reserve Component members performing Active Duty for Operational Support (ADOS), Reserve Personnel Appropriation (RPA), Military Personnel Appropriation (MPA), Active Duty for Training (ADT), and ANG Special Training (ST). Any ARC member performing ADOS (T10 or T32), RPA, MPA or applicable ST tours specifying 180 days or less for which the period of AD would result in the member qualifying for AD sanctuary, may *not* begin the tour without an approved waiver in place prior to the tour start date. Any error or breach of policy, with regard to sanctuary waivers, is avoided if the member (who is in or whose upcoming tour would place them in the sanctuary zone) has a signed/approved waiver in place prior to the tour start date for any *voluntary* tours of active duty. See Attachments 3 and 4 for applicable waiver templates for voluntary tours. Although a member has a signed/approved waiver in place, he/she will continue to accumulate active duty points during the waiver period which could eventually lead to an active duty retirement. Waiver requirements do not apply to members performing IDT, ADT or are activated under involuntary authorities under Title 10 USC §12301(a), 12302, or 12304. See chapter 4 for additional information regarding involuntary activation and sanctuary eligibility. **Note:** When supporting regular Air Force missions, ARC members are placed on an MPA tour. When supporting ARC missions, ARC members are placed on an RPA/ADOS (T32 for ANG) tour.

2.2.1. Reserve Personnel Appropriation (RPA): RPA tours fall into two categories; Active Duty for Operational Support (RPA/ADOS) and Active Duty for Training (RPA/ADT).

2.2.1.1. Active Duty for Operational Support (ADOS) (formerly known as Active Duty for Special Work [ADSW]; however AROWS-R still reflects ADSW as tour type): RPA/ADOS is considered voluntary AD. IAW Title 10 USC § 12686(b), if the period of ADOS specifying less than 180 days will result in the member qualifying for AD sanctuary, a signed/approved waiver must be completed prior to the tour start date. The waiver requirement must be coordinated between the using organization and the organization of assignment, when applicable. Members will not be able to commence the tour without an approved waiver prior to tour start date. ANG T32 ADOS tours are also subject to AD sanctuary waiver rules.

2.2.1.2. Active Duty for Training (ADT): Members performing RPA/ADT tours are not eligible to claim sanctuary protection. **For USAFR:** See AFI 36-2254, Volume I, *Reserve Personnel Participation* for definitions of training categories. **For ANG:** See ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, for definitions of training categories.

2.2.2. Military Personnel Appropriation (MPA) [defined by AFI 36-2619, Military Personnel Appropriation Man-Day Program]: If an ARC member performs a MPA tour of less than 180 days, and the period of AD would result in the member qualifying for AD sanctuary, the member may *not* begin the tour without an approved waiver in place prior to the tour start date. The need for a waiver must be coordinated between the using organization and the unit of assignment if applicable.

2.2.3. Special Training (ST): For ANG members placed on T32 Special Training (ST) orders performing T32 operational support (not actual training) and the applicable ST order brings the member into AD sanctuary, the same sanctuary procedures must be followed for completing the AD sanctuary waiver prior to orders being approved and published.

2.3. Sanctuary Policy: Current policy and law requires an ARC member who is in the sanctuary zone, or would be based upon publication of an order to active duty under a MPA, RPA/ADOS, T32 ADOS or applicable T32 ST tour specifying a period of duty of less than 180 days must have a signed/approved waiver of sanctuary protection (attachment 3 or 4) prior to order being issued. This requirement exists for any voluntary tour of less than 180 days until the member is through the sanctuary zone. Mobilization policy is a separate issue (see chapter 4). Although a member has a signed/approved waiver in place, he/she will continue to accumulate active duty points during the waiver period which could eventually lead to an active duty retirement. In the event a member is placed in a voluntary order status (MPA, RPA/ADOS, T32 ADOS or T32 ST Tour) without executing a sanctuary waiver and declines to separate voluntarily from the AD tour or is not medically disqualified, separated or discharged for cause and elects to invoke sanctuary protection, the following procedures are required:

2.3.1. For USAFR: Members are accessed into the AFR Active Guard/Reserve Program. The documents at attachment 5 will be completed and forwarded to AFRC/A1RY for processing for placement. AGR end-strength is congressionally mandated and request for exceptions will not be addressed for these situations. The member will be assigned to a position based on the needs of the AFR and such assignment terminates upon the member reaching eligibility for an immediate AD retirement.

2.3.2. For ANG: The State is required to provide full-time military employment, utilizing the current authorized AGR resources. Attachment 6 will be completed by the member with assistance of the unit and submitted to the State for placement. NGB/A1 will not provide the State additional AGR resources for these situations. Any such assignment will terminate upon member reaching eligibility for an immediate retirement.

2.4. Continuation for Medical Evaluation: The ability to recall or continue a Reserve Component (RC) member for medical evaluation under Title 10 USC § 12301(h) is independent from the member's sanctuary right under Title 10 USC § 12686.

2.4.1. If a RC member is placed on Title 10 USC § 12301(h) orders and has 18 but less than 20 years of active duty service, the member is requested to process a sanctuary waiver while under medical treatment (attachment 3 or 4 as applicable).

2.4.2. If the continued medical care or recall for medical evaluation occurs during the period of an already established sanctuary waiver period, the member is not required to process another sanctuary waiver unless the Title 10 USC § 12301(h) orders will take the member beyond the previously established waiver period. If the continued medical care or recall for medical evaluation occurs during the period of the waiver, the member may *not* claim sanctuary.

2.4.2.1. If the medical evaluation finds the member medically unfit for duty he/she would be processed for a medical evaluation board review under Reserve regulations and the authority of the Secretary. If the member is not medically disqualified and does not have a waiver in place, he/she would continue on AD under the terms of the 12301(h) AD order.

Chapter 3

PROCESSING ACTIVE DUTY SANCTUARY WAIVERS

3.1. Requirement: Members who are in or whose upcoming tour would qualify them for sanctuary protection must affirmatively waive the applicability of Title 10 USC § 12686(a) in order to perform any voluntary tour of AD (*other than training*) of less than 180 days. Waivers must be submitted prior to publication of any order (*other than training*) specifying a period of less than 180 days performed under Title 10 USC § 12301(d). Additionally, if any published order (*other than training*) of less than 180 days, currently covered by a waiver, is extended; an additional waiver for the period of the extension is required before the amendment can be published. *The member will continue to accumulate points during the waiver period.* ANG Members entering sanctuary zone will not be provided orders under Title 10 USC § 12301(d) in excess of 179 days. While waivers are not required from members *involuntarily mobilized* under Title 10 USC § 12301(a), 12302 or 12304 or for published orders under Title 10 USC § 12301(d) specifying periods in excess of 179 days; such action shall be evaluated by the unit commander with coordination of appropriate MAJCOM functional manager to ensure maintainability of active component Force Management actions.

3.1.1. Prior to performing a voluntary tour that may result in eligibility for sanctuary, ARC members must submit a *Statement of Understanding* (USAFR attachment 3, ANG attachment 4) to their Commander, servicing FSS or Program Manager (PM). The waiver must accompany the AD tour request, or the tour will not be approved and orders will not be published. Any extension of AD cannot commence without an additional waiver for the period of the tour extension. ARC members must ensure AD tour requests accompanied by the waiver, are received NLT 45 calendar days before tour start date, unless extreme circumstances preclude compliance. The approval authority may require justification for a tour requested on short notice. Short-notice tour requests should be the exception rather than the norm.

3.1.2. A copy of the signed *Statement of Understanding* (sanctuary waiver), approved AD tour request, and published orders for each member must be kept on file at the assigned organization until the member separates or retires from the ARC.

3.1.2.1. If an AD tour covered by an approved sanctuary waiver is curtailed for any reason, and the member requests another voluntary tour of AD; the member is required to initiate a new waiver.

3.2. Final Tour Approval.

3.2.1. **AFRC unit reservists:** NAF/CC

3.2.2. **Individual Reservist (IR)/IMA:** RMG/CC

3.2.3. **AFRC members of United States Joint Force:** AFRC/CV

3.2.4. **MA members.** ARPC/DPA

3.2.5. **ANG members.** Each level of command up to State JFHQ may recommend approval/disapproval of the tour request. Final approval authority within the ANG is the TAG.

Chapter 4

DEMOBILIZATION AND ACTIVE DUTY SANCTUARY

4.1. General Guidance. For Members who have been involuntarily mobilized under Title 10 USC § 12301(a), 12302 or 12304; NAF/A1, RMG/DP, and ANG wings will establish accountability procedures to ensure each member is counseled on his/her sanctuary rights with follow-up action taken as required. AF/REG will establish accountability for Mobilization Assistants (MAs).

Note: ARTs contact AFRC/A1CS, DSN 497-1332 or 497-1321 for guidance before making a sanctuary decision.

4.2. FSS/PM Responsibilities: Immediately upon notification of mobilization, counsel and advise each affected individual of his/her options. 60 days prior to demobilization date, re-advise the individual of available options and ensure the understanding the requirement to select the option of choice must be completed NLT 45 calendar days prior to demobilization date.

These options are only available if the member has been mobilized involuntarily under Title 10 USC § 12301(a), 12302 or 12304.

4.2.1. **Option #1--Decline sanctuary zone protection:** Upon completion of counseling, if the individual indicates he/she does not desire to invoke sanctuary zone protection IAW Title 10 USC § 12686(a), the individual must sign a *Declination* statement (attachment 9).

4.2.2. **Option #2--Invoke sanctuary protection:** Upon completion of counseling, if the individual indicates he/she desires to invoke sanctuary protection IAW Title 10 USC § 12686(a), the individual must sign the *Request to Invoke Sanctuary* statement (attachment 7 or 8 as applicable) and complete an *Assignment Worksheet* (attachment 10). ARC personnel who claim sanctuary apply for active duty retention through their respective NAF (unit), RMG (IR/PIRR), NGB/A1PO (ANG), or AFRC/A1RY (Joint Services unit members) who will, in turn, electronically forward the sanctuary claim forms (Attachment 7 or 8 and 10) for O-5 and below to Air Force Personnel Center (AFPC); and to Headquarter Air Force Colonel Management Office (AF/DPO) for O-6. The ARC member will be identified to AFPC or AF/DPO for immediate accession into the AD Air Force under Title 10 USC § 12301(d) upon completion of the involuntary mobilization tour. If a member invokes sanctuary and is not medically disqualified, separated, or discharged for cause, AFPC will make this member available for worldwide assignment based on Air Force needs.

Note: Advise members to be timely in their decisions; processing time may affect orders, pay and benefits.

4.3. Reassignment to Active Duty. Upon notification of assignment to AD by AFPC/DPSOAA (enlisted), or AFPC/DPSIPR (officer O-5 and below), or AF/DPO (Colonels):

4.3.1. **For unit members:** AFPC/DPSOAA, DPSIPR or AF/DPO will publish respective AD orders; a copy will be sent to the gaining and losing FSSs. The FSS will process the member for AD.

4.3.2. **For IR members:** AFPC/DPSOAA, DPSIPR or AF/DPO will publish respective AD orders; a copy will be provided to RMG/CC who in-turn notifies the Program Manager of assignment selection. The gaining FSS will process member for AD.

4.4. Options at 20 Years TAFMS. The following options are available to the member upon completion of 20 years TAFMS:

4.4.1. Request a voluntary active duty retirement via AF Form 1160, *Military Retirement Actions* through Virtual Military Personnel Flight (vMPF).

4.4.2. **USAFR only:** Forego active duty retirement and request reassignment back to a Reserve unit by contacting a Reserve recruiter for initiation of AF Form 1288. If the member is a prior Air Reserve Technician (ART), he/she may request restoration back to ART status by contacting AFRC/A1CS, DSN 497-1332 or DSN 497-1331.

4.4.3. **ANG only:** Members are not eligible to return to the ANG. Members should request a voluntary active duty retirement via AF Form 1160 through vMPF.

Chapter 5

RESERVE SANCTUARY

5.1. General Guidance: Reserve sanctuary under Title 10 USC § 1176 (b) (enlisted), 12646(a) and (b) (officer) is provided for Air Force Reserve and Air National Guard members serving in an active Reserve status who have completed at least 18, but fewer than 20 years of satisfactory service.

5.2. Enlisted Eligibility: Reserve members in an active status who are selected to be involuntarily separated (other than for physical disability or for cause), or whose term of enlistment expires and who are denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status are entitled to be credited with at least 18, but less than 20 years of service computed under Title 10 USC § 12732, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent.

5.2.1. Extension of ETS:

5.2.1.1. **For USAFR:** Members denied reenlistment who require an extension of ETS to obtain 20 years of satisfactory service must go through their servicing Force Support Squadron (FSS). The member and or Force Support Squadron must obtain coordination with RMG/DP (IR & PIRR only), AFRC/A1KP (TRs and ARTs only), or AFRC/A1A (AGRs only).

5.2.1.2. **For ANG:** A member who will not be qualified for retirement upon reaching age 60, but will qualify before attaining age 62, and is otherwise qualified for retention, may be extended to qualify for retirement under the provisions of Title 10 USC § 1176 (b). This provision only applies when a waiver for retention beyond age 60, IAW ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*, was granted by ANG at the time of enlistment. This type of extension request will be forwarded by the State to NGB/A1PO for final action.

5.3. Enlisted Ineligibility: Enlisted members in an active status selected to be involuntarily separated for physical disability, for cause, or denied reenlistment for physical disability or for cause; are not eligible for Reserve sanctuary under Title 10 USC § 1176(b).

5.4. Officer Eligibility: Title 10 USC § 12646 allows officers within the age limitations, and physical qualifications, and otherwise eligible for continued service to be eligible for Reserve sanctuary, if they have completed 18, but less than 20 years of satisfactory service, and are otherwise eligible for Reserve retirement.

5.4.1. ARPC/DPTTS will adjust, as permitted by Title 10 USC § 12646(a) or (b), and individual's MSD if attained prior to reaching 20 years satisfactory service.

5.4.1.1. If the member has 18 years satisfactory service upon expiration of MSD, their MSD will be extended by three years;

5.4.1.2. If the member has 19 years satisfactory service when MSD expires, they will be extended for two years.

5.4.2. Individual Ready Reserve (S7) members are placed into a Reserve sanctuary unit, while unit and IMA members continue service with their assigned organization.

5.5. Officer Ineligibility: Officers who are discharged or transferred from an active status for physical disability, for cause, or because they have reached the age at which transfer from an active status or discharge is required by law, are not eligible for Reserve sanctuary under Title 10 USC § 12646.

5.6. Member Status. A member of the Selected Reserve (SELRES) in Reserve sanctuary remains in the SELRES and is not transferred to the Non-Affiliated Reserve Section (NARS)/NC. These members will continue to participate and earn points with their unit and may also earn points through extension courses. Non-participating IRR members are transferred to NARS/NC and may earn points through ECI courses to obtain 20 years of satisfactory service. ARPC/DPTSPR will assist members assigned to NARS/NC in finding a point only training attachment. Members remain in Reserve sanctuary until obtaining 20 years of satisfactory service or until the second or third anniversary, as appropriate under Title 10 USC § 12646, of the date on which the member would otherwise have been discharged or transferred from an active status.

5.7. ARPC Responsibilities. ARPC/DPTTS generates a monthly report from MilPDS identifying reservists (commissioned officer and enlisted members) retained in sanctuary. It is used to monitor members' participation and ensure retirement or separation at members' adjusted MSD (officer), HYTD (enlisted) or ETS (enlisted members denied reenlistment).

5.7.1. If the report reflects that a member currently has 19 or more years of satisfactory service, ARPC/DPPRS closely monitors points earned during current Retention/Retirement year. Members attaining 20 years of satisfactory service are automatically transferred to the Retired Reserve unless a request for resignation is received NLT 30 calendar days prior to MSD; or the member is in ART status covered under Title 10 USC § 10216(f).

5.8. Pre-Separation Counseling: A member in Reserve sanctuary shall receive pre-separation counseling as required by Title 10 USC § 1142.

DARRELL D. JONES, Lt General, USAF
DCS, Personnel, Manpower and Services

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

- 10 USC § 1142, *Preparation Counseling; Transmittal of Medical Records to Department of Veterans Affairs*
- 10 USC § 1176(b), *Enlisted Members: Retention After Completion of 18 or More, But Less Than 20, Years of Service*
- 10 USC § 8911, *Twenty Years or More: Regular or Reserve Commissioned Officers*
- 10 USC § 10216, *Military Technicians (Dual Status)*
- 10 USC § 12301, *Reserve Components Generally*
- 10 USC § 12302, *Ready Reserve*
- 10 USC § 12304, *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency*
- 10 USC § 12646, *Commissioned Officers: Retention of After Completing 18 or more, but less than 20 Years of Service*
- 10 USC § 12686, *Reserves on Active Duty Within Two Years of Retirement Eligibility, Limitation on Release From Active Duty*
- 10 USC § 12732, *Entitlement to Retired Pay; Computation of Years of Service*
- AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 Apr 98
- AFI 10-402V1, *Mobilization Planning and Personnel Readiness*, 9 Aug 07
- AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 Nov 02
- AFI 36-2115, *Assignments within the Reserve Components*, 8 Apr 05
- AFI 36-2132, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program*
- AFI 36-2254V1, *Reserve Personnel Participation*, 26 May 10
- AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*, 22 Jul 94
- AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 Jun 04
- AFI 36-3208, *Administrative Separation of Airmen*, 9 Jun 04
- ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, 3 Jun 10
- ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, 19 Oct 09
- ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, 1 Mar 04
- ANGI 36-2101, *Assignments within the Air National Guard*, 11 Jun 04

Prescribed Forms

N/A

Adopted FormsAF Form 847, *Recommendation for Change of Publication*AF Form 1160, *Military Retirement Actions*AF Form 1288, *Application for Ready Reserve Assignment*AF Form 1411, *Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve/Air National Guard*DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States****Abbreviations and Acronyms:*****AD**—Active Duty**ADOS**—Active Duty for Operational Support (formerly ADSW—Active Duty for Special Work)**ADSW**—Active Duty for Special Work**ADT**—Active Duty for Training**AFR**—Air Force Reserve**AFRC**—Air Force Reserve Command**AGR**—Active Guard and Reserve**ANG**—Air National Guard**ARC**—Air Reserve Component**AROWS**—Air National Guard Reserve Order Writing System**AROWS—R** – Air Reserve Orders Writing System**ARPC**—Air Reserve Personnel Center**ART**—Air Reserve Technician**ETS**—Expiration Term of Service**FSF**—Force Support Flight**FSS**—Force Support Squadron**AFPC**—Air Force Personnel Center**HQ AFRC**—Headquarters Air Force Reserve Command**HYTD**—High Year Tenure Date**IR**—Individual Reservist (includes Individual Mobilization Augmented (IMA)/Participating Individual Ready Reserve (PIRR))**JFHQ**—Joint Forces Headquarters

MA—Mobilization Assistant
MAJCOM—Major Command
MilPDS—Military Personnel Data Systems
MPA—Military Personnel Appropriation
MPF—Military Personnel Flight
MPS—Military Personnel Section
MSD—Mandatory Separation Date
NAF—Numbered Air Force
NARS—Non-Affiliated Reserve Section
NGB—National Guard Bureau
PCARS—Point Credit Accounting and Reporting System
PM—Program Manager
RC—Reserve Component
RMG—Readiness Management Group
RPA—Reserve Personnel Appropriation
SECAF—Secretary of the Air Force
SELRES—Selected Reserve
ST—Special Training
TAG—The Adjutant General
TAFMS—Total Active Federal Military Service
USAFR—United States Air Force Reserve
vMPF—Virtual Military Personnel Flight

Attachment 2

MAILING ADDRESSES FOR CORRESPONDENCE

Line #	A	B
1	AFPC/DPSIPR	550 C Street West, Suite 10, Randolph AFB 78150-4712 DSN: 665-2288 E-mail: afpc.recall.ops@randolph.af.mil
2	AFPC/DPSOAA	550 C Street West, Suite 10, Randolph AFB 78150-4712 DSN: 665-3569 E-mail: ieb.message@randolph.af.mil
3	AFRC/CV	155 Richard Ray Boulevard, Robins, GA 31098-1635
4	AFRC/A1A	155 Richard Ray Blvd, Robins AFB, GA 31088-1635
5	AFRC/A1RY	155 Richard Ray Boulevard, Robins AFB GA 31098-1635 DSN: 497-0416; FAX: 497-0632
6	NGB/A1P	3500 Fetchet Avenue, Joint Base Andrews MD 20762-5157 E-mail: ngb.a1p.actions@ang.af.mil
7	ARPC/DPASO	6760 East Irvington Place #2600, Denver CO 80280 2600 DSN: 926-6503; FAX 926-6326
8	ARPC/DPTTS	6760 East Irvington Place #1700, Denver CO 80280-1700 DSN: 926-6362; FAX: 926-8416
9	RMG/CC	233 N. Houston Road, Suite 131A, Warner Robins, GA 31093
10	AF/REP	1150 Air Force Pentagon, Washington DC 20330-1150
11	AF/DPO	1040 Air Force Pentagon, Washington DC 20330-1040

Attachment 3

STATEMENT OF UNDERSTANDING

Waiver of Active Duty (AD) Sanctuary

(Unit /Individual Reservist/Mobilization Assistant (MA))

1. I understand under the sanctuary protection provided to me by Title 10, USC § 12686(a), if I serve the period of AD which is the subject of this waiver (from (DATE) to (DATE)), I will then be serving on AD within 2 years of becoming eligible for retired pay under the military retirement system. After I enter that 2-year sanctuary, I cannot be involuntarily released from AD, without approval by the SECAF, before I become eligible for retired pay.
2. I understand that in order for me to serve on AD during the period specified above, which would bring me within the sanctuary protection, the SAF requires that I must waive my right to sanctuary protection, IAW 10 USC § 12686(b).
3. This waiver, shown by my signature below, means I will not receive sanctuary protection. Therefore, I may be released from AD without SAF approval even though serving on AD within two years of becoming eligible for retired pay.
4. I also understand neither my waiver nor any order request submitted requiring me to perform further voluntary AD service is effective until this waiver is acknowledged and tour approved by NAF/CC (unit), RMG/CC (for individual reservists (IR)), AFRC/CV (AFRC unit member of United States Joint Forces), or ARPC/CC (MAs), or designated representative.

I, (Typed Rank, Name, and last 4 of SSN) voluntarily waive my right to invoke sanctuary protection as provided under AFI 36-2131 and 10 USC § 12686(b).

(Please initial)

 I have read the above explanation and have been fully counseled on the impact it has on my participation.

 I understand that by waiving my right to claim sanctuary I am allowed to perform a voluntary tour of duty of less than 180 days (number of days shown on the military orders to which this waiver relates, cannot be altered upward or that tour extended, by amendment or otherwise without an additional waiver being executed for the time-period of the requested extension).

 I understand that while performing the approved tour I may not claim sanctuary. I further understand should I attempt to claim sanctuary while performing this tour of duty, my orders will be immediately terminated with no authorization for sanctuary claim due to breach of contract.

 I understand that for each type of AD tour or extension thereof that I request, except ADT, a new waiver will be required and accomplished.

 I understand that my AD tour will not begin until I have proper acknowledgement/ approval from the SAF or designee of this waiver.

_____ I understand that I will continue to accrue active duty points while performing this tour with a waiver in place. Upon accumulation of approximately 7305 active duty points, I will have earned an AD retirement and may retire immediately with an AD annuity, or continue to participate for additional points and pay.

_____ I understand this sanctuary waiver is irrevocable for the voluntary period of active duty for which the waiver has been executed as described in paragraph 1 above.

_____ I understand that this written document will be filed at the FSS and electronically at NAF/CC (unit), RMG/CC (IR), AFRC/A1R (unit Joint Forces members), or ARPC/CC (MA) as evidence that I have waived my right to sanctuary protection.

Member's Signature (Date)

Witness

1st Ind, (Commander)

(Date)

I support the action of (Requestor) to waive his/her sanctuary protection to perform the above voluntary tour of AD.

Typed Signature Block and Signature

cc: Individual

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

Attachment 4**STATEMENT OF UNDERSTANDING
Waiver of Active Duty (AD) Sanctuary
(Air National Guard)**

1. I understand that under the sanctuary protection provided to me by Title 10 USC §12686(a), if I serve the period of AD which is the subject of this waiver (from (DATE) to (DATE)), I will then be serving on AD within 2 years of becoming eligible for retired pay under the military retirement system. After I enter that 2-year sanctuary, I cannot be involuntarily released from AD, without approval by the SECAF, before I become eligible for retired pay.
2. I understand that in order for me to serve on AD during the period specified above, which would bring me within the sanctuary protection, the SAF requires that I must waive my right to sanctuary protection, IAW 10 USC § 12686(b).
3. This waiver, shown by my signature below, means I will not receive sanctuary protection. Therefore, I may be released from AD without SAF approval even though serving on AD within two years of becoming eligible for retired pay.
4. I also understand no order request submitted requiring me to perform further voluntary AD service is effective until this waiver is acknowledged and tour approved by TAG or designee.

I, (Typed, Rank, Name, and last 4 of SSN), voluntarily waive my right to invoke sanctuary protection as provided under AFI 36-2131 and Title 10, USC §12686(b).

(Please initial)

_____ I have read the above explanation and have been fully counseled on the impact that it has on my participation.

_____ I understand that by waiving my right to claim sanctuary I am allowed to perform a voluntary T32 ADOS, ST or T10 MPA tour of less than 180 days (number of days shown on the military orders to which this waiver relates, cannot be altered upward or that tour extended, by amendment or otherwise without an additional waiver being executed for the time-period of the requested extension).

_____ I understand that while performing the approved tour I may not claim sanctuary. I further understand should I attempt to claim sanctuary while performing this tour of duty, my orders will be immediately terminated with no authorization for sanctuary claim due to breach of contract.

_____ I understand that for each type of AD tour or extension thereof that I request, except ADT, a new waiver will be required and accomplished.

_____ I understand that my AD tour will not begin until I have proper approval from TAG or designee.

_____ I understand that I will continue to accrue active duty points while performing this tour with a waiver in place; upon accumulation of approximately 7305 active duty points, I will have earned an AD retirement and may retire immediately with an AD annuity, or continue to participate for additional points and pay.

_____ I understand this sanctuary waiver is irrevocable for the voluntary period of active duty for which the waiver has been requested.

_____ I understand that this written document will be filed at my State Joint Forces Headquarters, FSS/FSF and my unit as evidence that I have waived my right to sanctuary protection.

Member's Full Signature and Date

Witness Signature

(Date)

1st Ind, Unit Commander
Wing Commander
State Joint Forces Headquarters
In Turn

I support the action of requestor to waive his sanctuary protection to perform the above voluntary tour of AD.

Typed Signature Block and Signature

cc: Individual

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

Attachment 5

**UNIT/IR CLAIM FOR SANCTUARY PROTECTION
(Invoked on MPA/RPA/ADOS tour absent a waiver in place)**

MEMORANDUM FOR HQ AFRC/A1KK

A1A

IN-TURN

FROM:

SUBJ: Claim for Active Duty Sanctuary

In accordance with Title 10 USC §12686(a), I have been counseled concerning my desire to invoke my right to claim sanctuary. I am aware, as a result of claiming sanctuary; I will become an Air Guard Reserve (AGR) asset and eligible for assignment based on the needs of the Air Force Reserve Command (AFRC).

_____ (initial) I desire to invoke my right to claim sanctuary protection. I have completed and attached an AGR application. All information is current to the best of my knowledge. I acknowledge that my assignment will be based upon current mission requirements within AFRC. I further acknowledge if I decline the assignment, I will be, in effect, declining Sanctuary protection and will be required to sign a declination of sanctuary protection as a result.

 Date

 Signature
 (Include name, grade, last 4 of SSN, and phone)

Attachment
AGR application

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

AGR APPLICATION COVERSHEET As of 16 April 2010 (All other versions are obsolete) **Only completed application packages will be accepted**			
Today's Date	AGR Vacancy Number	Current Status	
Last Name, First, MI	Rank	SSN	
Current Address			
HOR Address			
Phone Numbers Home	Cell	Work	DSN
Work Email		Personal Email	
Current Unit of Assignment and Address			
Primary AFSC	Duty AFSC	Other AFSC(s) Held	
Remarks: 1. If you do not receive email confirmation within 24 hours of sending your application, please contact AFRC/A1A 478-327-1986 (DSN 497). **Please read the following and initial as acknowledgement 2. The AGR program has been mandated by Congress and is governed by DoD Instruction 1205.18, <i>Full-Time Support (FTS) to the Reserve Components</i> . This directive states, "that the AGR programs in each Military Service shall be administered as career programs". This means REAMO is obligated to take career AGRs in good standing to their military retirement. In an effort to do so, the Air Force Reserve has set forth the following priority guidelines to be followed when forwarding nominations to selecting officials: <i>If two or more qualified AFR AGRs apply --their applications are the only ones forwarded on the initial nomination package, regardless of the number of applicants that have applied.</i> <i>If fewer than two qualified AFR AGRs apply, but at least two SELRES applications (any combination of AFR AGR, ART, IMA or TR) are received, then those SELRES applications are the only ones forwarded, regardless of the number of applications received. This is done to ensure Air Force Reserve knowledge continues to serve the Air Force Reserve.</i> <i>If fewer than two qualified SELRES apply, all the applications will be forwarded, if they are otherwise qualified.</i>			
The below attachments are required and must be faxed/received in the order listed; applications not in this order will not be considered:			
<input type="checkbox"/> 1. Commander's Conditional Release (current within 60 days; not required for ANG, AD & IRR members; required for PIRR members) <input type="checkbox"/> 2. Fitness Assessment Verification (current & passing; IRR sends most recent) (must submit profile waiver for any fitness exemption) <input type="checkbox"/> 3. Last 5 OPRs/EPRs, must submit in order starting with most current report. If applicant does not have 5 OPRs/EPRs or there are gaps in your record, submit memo from your MPF or HQ ARPC explaining problem. If you do not have 5 OPRs/EPRs because you do not have enough time in the military, the applicant MUST submit a memo explaining reason. REAMO uses MilPDS to verify OPR/EPRs. <input type="checkbox"/> 4. Resume (recommend no more than 2-3 pages) (biographies are acceptable) <input type="checkbox"/> 5. Voluntary Demotion statement (if applicable) (required for enlisted members applying for position below their current grade) <input type="checkbox"/> 6. ART HYT/MSD Letter (if applicable) (required for all ARTs who have a HYT/MSD waiver -- MUST submit approval letter) <input type="checkbox"/> 7. Letters of Recommendation (optional) (if included, current within 6 months & MUST be dated) (limit 5 per application) <input type="checkbox"/> 8. Statement of Understanding (must be current form version) (must submit both pages) <input type="radio"/> Yes My application is complete and in the order listed above.			

Fax applications to 478-327-2070 (DSN) 497 or email as "ONE" complete.pdf file to: afrc.reamo@us.af.mil

Attachment 6**ANG CLAIM FOR SANCTUARY PROTECTION
(Invoked on T10 or T32 MPA, ADOS or ST tour absent a waiver in place)**

MEMORANDUM FOR JFHQS (applicable State)

FROM:

SUBJ: Claim for Active Duty Sanctuary

In accordance with Title 10 USC §12686(a), I have been counseled concerning my desire to invoke my right to claim sanctuary. I am aware, as a result of claiming sanctuary; I will become an Air Guard Reserve (AGR) asset and eligible for assignment based on the needs of the State.

_____ (initial) I desire to invoke my right to claim sanctuary protection. I acknowledge that my assignment will be based upon current mission requirements within the State. I further acknowledge if I decline the assignment, I will be, in effect, declining Sanctuary protection and will be required to sign a declination of sanctuary protection as a result.

Signature

(Include name, grade, last 4 of SSN, and phone)

cc: FSS/FSF
Unit CC

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

Attachment 7

**UNIT/IR REQUEST TO INVOKE SANCTUARY
(Upon Demobilization)**

MEMORANDUM FOR AFPC/DPSOAA (enlisted) or DPSIPR (officer)
WING/CC or IR/PMs
REG (MAs)
THRU

FROM:

SUBJECT: Claim for Active Duty Sanctuary

I have been counseled concerning my right to claim sanctuary in accordance with Title USC §12686(a). I am aware that as a result of claiming sanctuary, I will become an active duty asset and become eligible for assignment based on the needs of the Air Force. If enlisted, I also understand I will be ineligible for testing and promotion.

I invoke my right to claim sanctuary. I have completed and attached an assignment worksheet. All information is current to the best of my knowledge. I acknowledge that although my assignment choices will be taken into consideration, there is no guarantee I will receive an assignment to one of my requested locations.

Date

Signature Block
(Include name, grade, last 4 of SSN and phone)

6 Attachments

1. Assignment Worksheet
2. DD Form 4 w/annexes (Enlisted Only)
3. AF Form 1411 (if applicable-Enlisted Only)
4. Current AD order and amendments (Mandatory)
5. Flight records/certification (Flyers Only)
6. Resume (Mandatory for Officers Only)

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

Ind., Wing/CC/PMs (or representative)

TO: AFPC/DPSOAA (Enlisted) or DPSIPR (Officer)

Signature Block

Cc:

NAF/CC (unit) or RMG/CC (IR)

Attachment 8

**ANG REQUEST TO INVOKE SANCTUARY
(Upon Demobilization)**

MEMORANDUM FOR NGB/AIPO
AFPC/DPSOAA/DPSIPR
IN TURN

FROM:

SUBJECT: Claim for Active Duty Sanctuary

I have been counseled concerning my right to claim sanctuary in accordance with Title USC § 12686(a). I am aware, that as a result of claiming sanctuary, I will become an active duty asset and become eligible for assignment based on the needs of the Air Force. If enlisted, I also understand I will be ineligible for testing and promotion.

I invoke my right to claim sanctuary. I have completed and attached an assignment worksheet. All information is current to the best of my knowledge. I acknowledge that although my assignment choices will be taken into consideration, there is no guarantee I will receive an assignment to one of my requested locations.

Date

Signature Block
(Include name, grade, last 4 of SSN and phone)

5 Attachments

1. Assignment Worksheet
2. DD Form 4 w/annexes (Enlisted Only)
3. AF Form 1411 (if applicable-Enlisted Only)
4. Current activation order and amendments (Mandatory)
5. Flight records/certification (Flyers Only)

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

1st Ind, Unit Commander
Wing Commander
State Headquarters
In Turn

(Date)

TO: AFPC/ DPSOAA (Enlisted) or DPSIPR (Officer)

Member is eligible to claim sanctuary, will not be utilized within the Reserve, and is available for active duty with the Regular Air Force on/after (date).

Signature Block

Attachment 9
DECLINATION
(Upon Demobilization)

MEMORANDUM FOR _____ (Respective NAF/RMG/CC/REG)

FROM: _____

SUBJECT: Declination

In accordance with Title USC §12686(a), I have been counseled concerning my option to invoke my right to claim sanctuary. I am aware, as a result of claiming sanctuary I will become an active duty asset and become eligible for assignment based on the needs of the Air Force.

_____(Initials) I ***decline*** to invoke my right to claim Sanctuary Zone Protection.

Date

Signature Block
(Include name, rank, last 4 of SSN, and phone)

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.

Attachment 10
ASSIGNMENT WORKSHEET

I. PERSONAL INFORMATION:

A. NAME _____

(Last, First, MI)

RANK: _____ SSN: _____

B. CURRENT HOME INFORMATION: (Physical address prior to deployment)

Address:

_____, _____, _____

(City)

(State)

(Zip Code)

C. REQUESTED EAD DATE: _____

II. DEPENDENT INFORMATION (continue on reverse if insufficient space):

A. Name: _____ / _____ / _____

(Last, First MI)

(Spouse/Son/Dau/SD/SS/etc.) (DOB of children)

Address*: _____

(*If different than item 1B)

B. Name: _____ / _____ / _____

(Last, First MI)

(Spouse/Son/Dau/SD/SS/etc.)

(DOB of children)

Address*: _____

(*If different than item 1B)

C. Name: _____ / _____ / _____
(Last, First MI) (Spouse/Son/Dau/SD/SS/etc.) (DOB of children)

Address*: _____

(*If different than item 1B)

III. CURRENT DUTY INFORMATION:

A. Current ARC affiliation (ANG or USAFR): _____

B. Unit: _____, PAS CODE: _____
(From servicing FSS)

C. Address:

_____, _____, _____ - _____
(City) (State) (Zip Code)

IV. ASSIGNMENT CONSIDERATION

A. CONUS PREFERENCES (Base, State, or geographical area)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

B. JOIN SPOUSE (if spouse is serving on active duty in a Regular service component):

1. Do you wish Joint consideration? _____ (Yes/No)

2. Spouse's SSN _____

Spouse's branch of service: _____

Location: _____

Signature: _____

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Systems of Records Notice F036 ARPC B, Information Personnel Management Records, applies.