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Personnel

SERVICE RETIREMENTS



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

This instruction directs the collection of information protected by the Privacy Act of 1974.

The authority to collect and maintain the prescribed records in this instruction are Title 10, United States Code (USC), Section (§) 8013, and the *Secretary of the Air Force*. The following system of record applies: F036 AF PC C, *Military Personnel Records System*.

Refer to [Attachment 1](#) for glossary. The Paperwork Reduction Act of 1995 affects this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afirms.amc.af.mil>.

Refer recommended changes and conflicts between this and other publications to the OPR at HQ AFPC/ DPPRRP, 550 C Street West Suite 3, Randolph AFB TX 78150-4713 on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication**. This publication may not be supplemented. Send an information copy to HQ AFPC/DPDXI, 550 C

Street West, Suite 48, Randolph AFB TX 78150-4750. Refer to AFI 33-360, *Publications and Forms Management*, for supplement process instructions.

SUMMARY OF CHANGES

This change provides new guidance reducing the High Year Tenure (HYT) for all, technical sergeants (TSgts), master sergeants (MSgts), and senior master sergeants (SMSgts). Additionally, this change establishes an HYT based off a specific total active federal military service date (TAFMSD) for applicable ranks that are affected by the HYT reduction. A margin bar (/) indicates newly revised material.

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Chapter 1

INTRODUCTION

1.1. Statutory Authority. Specific references to Titles 5 and 10, United States Code (USC) and other parts of law are cited in chapters where they apply. Laws that apply to both Regular and Reserve military members are carried out without discrimination among Regular members, among Reserve members, and between Regular and Reserve members (10 USC §10209).

1.2. Department of Defense (DoD) Guidance. Overall DoD guidance on retired pay matters is the DoD Financial Management Regulation (DoD 7000.14-R, Volume 7B, April 2003).

1.2.1. HQ USAF/A1P approves information in this Air Force Instruction (AFI) concerning travel and transportation entitlements.

1.2.2. The Defense Finance and Accounting Service Headquarters (DFAS-HQ) approves information regarding military retired pay in this instruction.

1.3. The Secretary of the Air Force (SAF). The SAF can make exceptions to the requirements in this instruction, unless specifically forbidden by law.

1.4. AF IMT 1160, Military Retirement Actions. The Military Personnel Flight (MPF) prepares and processes the AF IMT 1160 according to instructions on reverse of the form. Make and distribute copies according to the instructions.

1.4.1. Air Force members in grades of colonel and below use the AF IMT 1160 to:

1.4.1.1. Apply for voluntary retirement.

1.4.1.2. Request waiver of a restriction to retirement.

1.4.1.3. Show intent to retire on mandatory retirement date.

1.4.1.4. Request withdrawal of, extension, or change to an approved retirement date.

1.4.1.5. Request consideration for 10 percent additional retired pay for extraordinary heroism (where applicable and for enlisted members only).

1.4.2. If an eligible member signs both a pre-application checklist and a retirement application, the MPF will process the application unless prohibited or delayed by a restriction listed in **Table 2.1** or **Table 2.2**. When no condition prohibits submission of the application or no restriction exists, give applicant a copy of the pre-application checklist (**Attachment 7**) before accepting the application (AF IMT 1160). Answer any questions and have members sign the checklist to show they understand the information provided. File the signed copy of the Pre-application Checklist in Section 3 of the Unit Personnel Records Group (UPRG).

1.4.3. When a member submits a retirement application, the MPF must give the member a Retirement Options or Entitlement Fact Sheet (**Attachment 3**) between the start of retirement processing and receipt of retirement orders.

1.4.4. For members retiring overseas, the MPF must provide a copy of the applicable fact sheet on entitlement information (**Attachment 4** or **Attachment 5**).

1.5. Air Force Generals' Group (AF/DPG). Provides information on retirement and publishes retirement orders for general officers and general officer selectees.

1.6. Air Force Colonels' Group (AF/DPO). Processes the AF IMT 1160 and publishes retirement orders for colonels and colonel selectees.

1.7. The Chiefs' Group (AF/DPE). Provides information on retirement, processes the AF IMT 1160 and publishes retirement orders for chief master sergeants (CMSgts).

1.7.1. AF/DPE processes High Year Tenure (HYT) extension requests for CMSgts (see paragraph [2.21.6](#)).

1.8. The Retirements Section, Air Force Personnel Center (HQ AFPC/DPPRR). Processes the AF IMT 1160 and publishes retirement orders for lieutenant colonels and below retiring from extended active duty (EAD). See paragraph [1.7](#) for exception.

1.9. The Retirements Eligibility Division, Air Reserve Personnel Center (HQ ARPC/DPPR). Processes the AF IMT 131, **Application for Transfer to the Retired Reserve**, for Reserve members and for Air National Guard (ANG) members not on EAD. HQ ARPC/DPPR also processes applications for retired pay at age 60.

Chapter 2

GENERAL INFORMATION, PLACE OF RETIREMENT AND RESTRICTIONS ON RETIREMENTS

Section 2A—General Information

2.1. Eligibility.

2.1.1. To be eligible for non-disability retirement, officers and enlisted members must complete 20 years of total active federal military service (TAFMS). If members are officers and they wish to retire in an officer grade, they must have 10 years of active commissioned service.

2.1.1.1. All Air Force active duty enlisted members desiring voluntary retirement must request retirement on an AF IMT 1160. Officers who wish to retire on a date earlier than, or on, their mandatory separation date (MSD) must request retirement on an AF IMT 1160. (See **Chapter 4** for mandatory retirement, required by Title 10 USC, for Regular and certain Reserve officers.) Other than Regular and certain Reserve officers who are retired on their MSD, all active duty members will be separated on their Date of Separation (DOS) if they have not requested and been approved for a voluntary retirement. The following examples are provided:

2.1.1.1.1. If a Regular officer desires to retire on a date earlier than the MSD (or in a voluntary status on that MSD), an application must be submitted.

2.1.1.1.2. If a Reserve officer desires retirement on the involuntary DOS established upon completion of 20 years of active duty (or first retirement eligibility as an officer), an application must be submitted.

2.1.1.1.3. If an active duty enlisted member desires retirement on their HYT date, the member must submit a retirement application.

2.1.2. Officers must have 10 years of total active federal commissioned service to retire as an officer (10 USC §8911).

2.1.3. Unless granted a waiver under some provision of law, to be eligible for voluntary retirement in a grade above major, a commissioned officer *must* have served on active duty in that higher grade *for not less than three years* or they will retire in the next lower grade as directed by 10 USC §1370.

2.1.4. If the member will be retirement eligible as of the requested retirement date, the member may complete a retirement application prior to completing the minimum required service if the member is not prohibited or restricted by reasons listed in **Table 2.1**, **Table 2.2** or paragraph **3.2**. If no restrictions apply, the application may be submitted up to 12 months, but no less than 120 days in advance of the desired retirement date, which should include any intended terminal leave or permissive temporary duty (PTDY).

2.1.4.1. Retirement applications submitted under the assignment declination for officers or the 7-day option (7DO) for enlisted members follow time limits specified in AFI 36-2110, *Assignments*, paragraph 2.37.).

2.1.5. Only Regular officers and certain Reserve officers are subject to mandatory retirement, required under Title 10, USC and must take place on the date set by the statute that applies (see [Chapter 4](#)). Officers who have an MSD must retire no later than that date even if previously approved for a voluntary retirement at a later date.

Section 2B—Place of Retirement

2.2. General Rules.

2.2.1. A member may retire in:

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

2.2.1.2. Overseas. Members serving overseas (including Alaska, Hawaii, or a US territory possession) retire at the overseas duty station (see paragraph 2.3.) or, if approved, at a separation processing base (SPB) (see paragraph 2.4).

2.2.2. Do not change the unit of assignment or permanent duty station of members who are within 8 months of retirement without first notifying the applicable office: **EXCEPTION:** You may move members because of unit deactivation, change of unit, or duty station for those who receive notice to start processing for mandatory retirement.

2.2.2.1. HQ AFPC/DPPRR, 550 C Street West, Suite 3, Randolph AFB TX 78150-4713 for members in the grade of lieutenant colonel and below. **EXCEPTION:** The Chiefs Management Office (AF/DPE), 550 C Street West, Suite 30, Randolph AFB TX 78150-4732 should be notified for CMSgts.

2.2.2.2. For colonels and colonel selectees, AF/DPO, Crystal Plaza 6, 2221 South Clark Street STE 500, Arlington VA 22202-3745.

2.2.2.3. For general officers, AF/DPG will give instructions.

2.2.3. See paragraph [2.4.1](#) for procedures of assigning members to an authorized place of retirement that is based on publication of retirement orders.

2.3. Overseas Duty Station. Members who are serving at an overseas duty station at the time of their retirement may retire at the overseas base to:

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

2.3.2. Live temporarily in that country and later move to a final overseas or CONUS home of selection (HOS) within the 1-year time limit set in the Joint Federal Travel Regulation (JFTR, U-5365). Members and family members *must* comply with command and host government residency rules.

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

2.3.4. Move directly from the overseas duty station to the final HOS in CONUS. Members and family members *must* comply with command and host government residency rules.

Member must take at least 5 days of PTDY or terminal leave to use this option. Additionally, members must call AFPC/ DPPRS (1-800-472-3654) to confirm arrival in the States.

2.3.5. The MPF will monitor the member's retirement processing for completion (including a retirement physical examination, if requested) and, if requested by the member, assure that a retirement ceremony is held at the member's duty station before the member travels to HOS in another overseas location.

2.3.6. HQ AFPC/DPSOR or AF/DPG, as appropriate, will not issue "Permanent Change of Station (PCS) without Permanent Change of Assignment (PCA)" orders for members who designate a home of selection elsewhere overseas (see paragraph 2.13.2).

2.3.7. Members will not be allowed to retire overseas without meeting host country residency requirements prior to their projected date of separation. MPF/S ensures members meet country requirements or ensures members have made proper arrangements to depart the overseas location. MPF/S ensures members not taking permissive TDY or terminal leave in conjunction with retirement depart the overseas area with sufficient travel time to reach the CONUS by their retirement date. If a member's travel is delayed due to a missed flight, etc, and the member will not be able to reach the CONUS before the projected retirement date, the MPF/S must contact the orders publishing authority as soon as possible for processing instructions.

2.4. Separation Processing Base (SPB). Members assigned overseas will complete processing at their current location unless approval is granted for travel to a SPB. A SPB is an Air Force base in the CONUS with a Military Personnel Flight/Section (MPF/S) and Financial Services Office (FSO) nearest to the member's projected HOS.

2.4.1. If support facilities do not exist at the member's overseas location, a hardship exists that warrants travel to a SPB, or travel to a SPB would be in the best interest of the Air Force, member will submit a request, which includes full justification and concurrence of the member's commander, to HQ AFPC/DPSOR (for colonels and below) or AF/DPG (for general officers and general officer selectees) as appropriate. If approved, HQ AFPC/DPSOR or AF/DPG, as applicable, will determine the appropriate SPB closest to the member's HOS and prepare travel orders directing movement.

2.4.2. Members retiring at the SPB have 1 year from the retirement date to make a final HOS move from the area of the SPB to anywhere in the US.

2.4.3. Members not authorized HOS allowances may receive travel and transportation allowances from their last base to the place they actually travel, with reimbursement not to exceed returning to their home of record (HOR) or the place they entered into active duty (PLEAD).

2.4.4. DELETED.

2.5. Overseas Processing Base Responsibilities.

2.5.1. HQ AFPC/DPSOR (for colonels and below) or AF/DPG (for general officers and general officer selectees) publishes PCS without PCA orders on retiring members approved for travel to a SPB (see paragraph 2.4.1.1.). For all other members retiring from overseas, the publishing authority includes appropriate travel authorizations on the retirement orders.

2.5.2. After the MPF receives retirement orders, the MPF issues PCS without PCA orders that assign the member to the SPBC. No orders are needed if member is retiring overseas.

2.5.3. The MPF also:

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

2.5.3.2. If member is authorized travel to SPB, notifies the SPB MPF/S at least 5 workdays before member's departure, providing arrival date, retirement effective date, PTDY, terminal leave, and any other pertinent data.

2.5.3.3. Ensures member's projected departure from the overseas area allows member to report to SPB, if applicable, no earlier than 3 workdays, and no later than 1 workday before start of permissive TDY/terminal leave/retirement effective date.

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

2.5.3.5. Counsels about provisions in the JFTR for the member's and family's travel rights and entitlements and for transportation of household goods (HHG) to a retirement HOS.

2.5.3.6. DELETED.

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

2.5.3.8. DELETED.

2.5.3.9. Ensures member has contacted HQ AFPC/DPSOY regarding preparation of DD Form 214, *Certificate of Release or Discharge from Active Duty*. Member will be provided completed DD Form 214 after retirement effective date to avoid legal and jurisdictional problems, along with violation of the Status of Forces Agreement the US government has with the host country.

2.5.4. DELETED.

2.5.4.1. DELETED.

2.5.5. The overseas processing base MPF/S notifies HQ AFPC/DPSOR (or AF/DPG, AF/DPO, or AF/DPE, as appropriate) if they have not received retirement orders within 60 days of the member's projected departure date.

2.6. Separation Processing Base (SPB) Responsibilities. The SPB MPF/S:

2.6.1. Retrieves identification cards and passports. Ensures member meets new ID card requirements. Ensures member completes any desired processing, such as the Transition Assistance Program, and contacts the FSO to complete a travel voucher prior to departing on permissive TDY/terminal leave.

2.6.2. If the member requests withdrawal of retirement or change of retirement date, the SPB helps the member submit the request through the virtual MPF (self-service actions). The local commander will review and provide a recommendation via the virtual MPF.

2.6.3. The MPF/S notifies the overseas MPF/S if member fails to report within 72 hours of scheduled retirement processing date.

2.6.4. DELETED.

2.6.5. DELETED.

2.6.6. DELETED.

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

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

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

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

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

2.7.3.2. There may be a difference between what a member is entitled in travel pay and what entitlements apply for family members. The MPF makes sure that members understand what travel entitlements are pertinent to them and their family members.

2.8. Leave in Connection with Retirement. The member's commander must approve PTDY and terminal leave. Members who wish to take PTDY and/or terminal leave in connection with their retirement must apply for retirement at least 120 days before the desired PTDY and terminal leave. Members may not depart on terminal leave or PTDY until receipt of retirement orders.

2.8.1. If the member is authorized travel to a SPB, HQ AFPC/DPSOR or AF/DPG, as appropriate, assigns the member PCS without PCA for retirement processing as specified in paragraph 2.4.

2.8.1.1. Before approving the leave, the overseas commander gets the member's signature on the below statement and forwards it to the MPF Relocation Office to file in the relocation folder:

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

2.8.2. Some retiring members may take special leave accrual (SLA) in excess of 60 days. Members retiring under the assignment declination or 7DO (see paragraph 2.19), who do not have enough time to finish retirement processing and also take this SLA, retire the 1st day of the 2nd month following the date eligible for return from overseas (DEROS).

2.8.2.1. The MPF delays the date of member's return to comply with the reporting instructions and enters code "72" (Retirement under assignment declination or 7DO) in the military personnel data system (MilPDS).

2.8.3. Personnel who are granted terminal leave or PTDY in connection with retirement remain assigned to their units. Leave taken before a member's DEROS is not a tour curtailment so is not a basis for getting an early replacement.

2.9. Permissive Temporary Duty (PTDY) in Connection with Retirement. Members retiring for years of service may be authorized PTDY (see AFI 36-3003, *Military Leave Program*).

2.10. Application of Medal of Honor Recipient. A retirement application submitted by a member who has received the Medal of Honor would be processed, even though prohibited by [Table 2.1](#) or restricted by [Table 2.2](#)

2.11. Approval and Disapproval Authority. The SAF is the final authority to approve or disapprove applications for voluntary retirement. This authority has been delegated to the Director, Secretary of the Air Force Personnel Council (SAFPC), and to designated Special Assistants when appropriate. Any application signed by an eligible member and given to the MPF must be processed unless prohibited by [Table 2.1](#) or restricted by [Table 2.2](#)

2.12. Retirement Orders. The appropriate HQ publishes retirement orders. Computer-generated orders do not require a seal or signature although the word "official" must appear above the signature element.

2.12.1. HQ AFPC/DPPRR publishes orders on lieutenant colonels and below retiring from extended active duty (EAD).

2.12.2. AF/DPG publishes retirement orders on general officers and general officer selects. AF/DPO publishes retirement orders on colonels and colonel selects. AF/DPE publishes retirement orders on CMSgts.

2.12.3. HQ ARPC/DPPRR publishes orders on retiring Reserve members not on EAD.

2.12.4. When an enlisted member held a commission as an officer at any time and previously had 10 years TAFCS, for the member to retire in that commissioned grade, they must hold a reserve commission. If the member resigned their commission, they must apply to HQ ARPC/DPPRR (see [Table 8.2](#), Rule 1, Note 1). HQ ARPC/DPPRR publishes Reserve of the Air Force appointment orders and places the member on the Retired Reserve List. Such orders are authorized if they were not previously published when the member separated as an officer then enlisted to attain 20 years of active service.

2.13. Publishing Orders. Usually, orders are published as soon as the retirement application is approved and the member's service computation is verified, if a fund citation is available for the requested date of retirement. Allow at least 3 days from the date of approval notice in MilPDS before asking for status of retirement orders. Orders are not published earlier than 12 months in advance of the approved retirement date. Retirement requests submitted with no restrictions and no waiver requests are usually processed immediately with automatically-generated orders.

2.13.1. MPFs will not furnish retiring members a letter in lieu of retirement orders to authorize their move to a HOS or HOR in conjunction with retirement. The only documents that authorize the entitlement are the retirement order or a message from the order-publishing authority (see paragraphs 2.12) approving the retirement with the retirement order number and the retirement order date. (JFTR, paragraph U5330.G. and Comptroller General Decision 52 Comp Gen 769 - 1973.)

2.13.2. Travel of Retired Personnel to Overseas Home of Selection (HOS). Retiring members eligible for overseas HOS should have administrative orders prepared by HQ AFPC/DPSOR or AF/DPG, as appropriate.

2.13.2.1. Identification of the individual and dependents. For children, include date of birth.

2.13.2.2. For those traveling by air, the authorization for travel from the appropriate aerial port of embarkation (APOE) specifying the flight upon which the individual will travel.

2.13.2.3. Location of individual's HOS.

2.13.2.4. Statement that the transportation is "for the purpose of establishing residence after retirement." Also identify the order that effects the retirement.

2.13.2.5. Air movement designator (AMD).

2.13.2.6. Authorization for HHG and POV shipment, as appropriate.

2.13.2.7. Statement that "member is responsible for ensuring that customs, immigration, and quarantine entry requirements for establishment of a home in (name of foreign country) are met."

2.13.2.8. Statement that "travel as directed is necessary in the military service" or "travel as directed is necessary (TDN)."

2.13.2.9. Accounting classification in the individual's retirement order and the parenthetical information shown after the accounting classification, (that is, insert M, D, H, I, T, or Y). Also include the customer identification code (CIC) for travel by Air Mobility Command (AMC) aircraft and Transportation Account Code (TAC) for services rendered by AMC, Military Sealift Command, and Military Traffic Management Command (MTMC) (shipment of HHG, unaccompanied baggage, POV).

2.13.2.10. The authority, JFTR, volume I, paragraph U5130.

2.13.2.11. **EXAMPLE:** Major Gerald Fine, 123-45-6789, USAF, Retired, and his dependent spouse, Helen J. Fine, are authorized to proceed from McGuire AFB NJ, reporting to AMC passenger Service Counter at McGuire not later than (NLT) 1850 hours, 14 Jan 85 for departure at 2000 hours, on flight T-233, to home of selection (HOS), 72 Wilhelmstrasse, Frankfurt Germany, for establishing residence after retirement according to Special Order AC-17777, Department of the Air Force (DAF), 1985. AMD: WRI FRF 3PC FN-I. Shipment of household goods and POV authorized. Member is responsible for ensuring that customs, immigration, and quarantine entry requirements for establishing a home in Germany are met. TDN: (Accounting Classification plus parenthetical information, CIC, and TAC.) Authority: JFTR, volume 1, paragraph U5130.

2.14. Rescinding and Amending Orders. A retirement order, if regular and valid, is final on the effective date of retirement. It may only be revoked, rescinded, or amended if there is fraud, manifest error, mathematical error, mistake of law, or substantial new evidence that renders the order invalid. The appropriate headquarters may amend or rescind retirement orders in rare situations when a member is unable to complete retirement processing before the effective retirement date due to circumstances such as medical hold, civil confinement, late departure from overseas or when member is subject to the prohibiting conditions in [Table 2.1](#) or restrictions in [Table 2.2](#)

2.14.1. The MPF immediately notifies HQ AFPC/DPPRR, AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees and sends documents to justify amendment or rescission of the retirement order. If AFPC/DPPRR (or AF/DPG, AF/DPO, or AF/DPE, as appropriate) is not notified promptly, the member must apply to the Air Force Board for Correction of Military Records (AFBCMR) for corrective action. Use a computer-generated order to amend or rescind the retirement. Retirement orders may be amended up to three (3) times, but must be rescinded if additional corrections are needed.

2.15. Reserve Status of Retired Member. A member of an Air Force Reserve component retired from EAD as an officer after attaining at least 20 years TAFMS automatically transfers to the Retired Reserve according to 10 USC §10154(1). By policy, the Air Force assigns any other active duty member who is or becomes a member of the Air Force Reserve at retirement to the Retired Reserve.

2.16. Retired Members Ordered to Active Duty. When there is a valid requirement, the SAF may order retired members of the Regular Air Force or of the Retired Reserve, who were retired under 10 USC §8911 or §8914, back to active duty (10 USC §688) for a 12-month limit within the 24 months following the first day of the active duty recall. Chaplains, health professionals, officers serving with the American Battle Monuments Commission, and Defense or Service Attachés may serve for periods longer than 12 months. Officers retired by selective early retirement board (SERB) and officers who request retirement after having been notified that they were to be considered for early retirement under 10 USC §638 but before being considered by that board, are not recalled to active duty unless by Congress or the President during a time of war or national emergency (10 USC §688).

Section 2C—Retirement Prohibitions and Waiverable Restrictions

2.17. General Information on Retirement Prohibitions and Restrictions. A number of conditions can temporarily prohibit or restrict submission of a retirement application. [Table 2.1](#) lists conditions prohibiting initial submission or suspending processing of previously submitted retirement application or, if one has already been submitted, these conditions suspend further processing of the application. Waiverable restrictions are contained in [Table 2.2 Chapter 3](#) covers the service necessary for voluntary retirement citing federal laws that apply to retirement.

2.18. Waiver of Restrictions. Members must request a waiver if applying for a retirement date earlier than their active duty service commitment (ADSC) date or if they have other retirement restrictions listed in [Table 2.2](#) A request for waiver should not be used solely as a means of adjusting a tour completion or ADSC date. Instead, members must request an adjustment to the tour or ADSC in conjunction with their retirement application. If members need a waiver of the

ADSC or restriction, *they must submit their request on the AF IMT 1160 and attach written justification/documentation.*

2.18.1. Actions by the MPF. The MPF checks the applicable blocks in section I and includes the commander's recommendation. (**NOTE:** Commander's signature in Section II of the AF IMT 1160 indicates acknowledgment that the member has applied for retirement and whether or not the member is subject to retirement restrictions.) If the member is requesting a waiver, the commander makes recommendations for waiver approval or disapproval in a separate memorandum that contains supporting reasons for the recommendation. Prohibitions in **Table 2.1** will not be waived. The member may request a waiver of the restrictions listed in **Table 2.2** for hardship or in the best interest of the Air Force as specified in the pertinent rule. To see if a restriction applies, the MPF notes the member's DEROS, tour completion date, or any other ADSC that exists as of the requested retirement date. Using AFI 36-2107, *Active Duty Service Commitments*, the MPF reviews member's FPRG to verify accuracy of the ADSC (inquiry into MilPDS is not sufficient). If the MPF finds errors between what ADSC is valid in the member's FPRG and what is shown in MilPDS, report the discrepancy to the proper office and ensure that the ADSC is corrected. Data element codes used for MilPDS update for retirement application and waiver request are in **Table 2.2** and **Attachment 6**. In Section III of the AF IMT 1160, the MPF checks the appropriate codes and completes other requested information. MPF personnel must caution members not to make any irrevocable financial commitments on the assumption that their waiver request will be approved. *Problems resulting from premature commitment may not be used later as a basis for hardship waiver request.* The waiver approval authority will return applications to the MPF without action or disapprove an application without justification or supporting documentation for the waiver request. The commander's recommendation for waiver approval or disapproval does not, by itself, constitute justification. The member completes the request in accordance with this AFI and then the MPF submits the application to the appropriate waiver authority.

2.18.2. Waiver Requests Based on Hardship. (See **Attachment 1**, Terms) Applicants must explain, in writing, what the hardship is, how retirement will ease or eliminate the hardship, show that the hardship condition arose, or worsened, after the ADSC or restriction occurred and what other efforts were made to remedy the situation other than changing the retirement date (such as a request for humanitarian reassignment, join spouse, etc.). A hardship situation cannot be common to other military members in the course of a military career. These are common situations: timing of civilian employment, business opportunities, plans for higher education or training, ownership of property, family separation, and other inconveniences.

2.18.2.1. To support the hardship waiver request, detailed documentation must contain written statements, letters, or certificates (originals only) from persons who know about the situation (such as a doctor or chaplain). For example, if the hardship waiver request is based on the disability of a member of the family, a doctor must state what the disability is, when it occurred, and the prognosis. The request must explain why other family members are unable to give the necessary care and support, and why the member's retirement is the only solution. If the hardship is the result of the death of a family member, the basis for waiver might be a need for the member to operate a family business or take care of a surviving parent. Statements must be sent with the waiver

request showing the extent of the problem and why the member's retirement would solve it.

2.18.2.2. Commanders must recommend approval or disapproval of all waiver requests based on hardship and give supporting reasons for the recommendation.

2.18.3. Waiver Requests Based on Best Interest of the Air Force. (See **Attachment 1, Terms**) Applications citing "best interest of the Air Force" as a basis for waiver must clearly show how retirement would serve Air Force interests. "Best interest of the Air Force" should not be used as a basis for a waiver when an administrative or punitive action may be warranted or more appropriate.

2.18.3.1. Although the member requests the waiver, the commander recommends whether the approval would be in the best interests of the Air Force, giving supporting reasons for the recommendation.

2.18.3.2. If the commander bases the recommendation on local manning conditions, the MPF chief uses Section IV of the AF IMT 1160 to comment on base-level manning in the member's specialty and actions that have been taken to remedy the situation.

2.18.4. Waiver Not Required in Certain Cases. The appropriate HQ may approve an application indicating an unfulfilled ADSC without a waiver if the member's retirement date coincides with an involuntary DOS, an expiration of term of service (ETS), or upon an enlisted member reaching 30 or more years of active military service. The MPF submits retirement requests through MilPDS, identifies the appropriate waiver requirement and ensures the appropriate reasons for the waiver are reflected on the AF IMT 1160.

2.19. Assignment Declination or Seven-Day Option (7DO). (USE THE FOLLOWING GUIDANCE ALONG WITH AFI 36-2110, ASSIGNMENTS, PARAGRAPH 2.37 TO DETERMINE ELIGIBILITY AND EFFECTIVE DATES OF RETIREMENT UNDER THE 7-DAY OPTION PROGRAM.) Subject to restrictions in **Table 2.2**, members nominated or selected for assignment, to include formal training and/or education event, even if PCS is not involved, are given 7 calendar days after receipt of formal assignment or selection notification to apply for a retirement date, provided they meet retirement eligibility defined in paragraph **2.1**

2.19.1. When a signed request for retirement (AF IMT 1160) is dated before an assignment selection date (ASD) for PCS or selection for training, then normal retirement criteria apply. When a signed request for retirement (AF IMT 1160) is the same date or after an ASD for PCS or selection date for training, then any request for retirement must be processed under assignment declination or 7DO provisions.

2.19.1.1. The MPF completes AF IMT 1160, Section III, checking the applicable special program identifier in blocks 13a and b. The MPF inputs retirement requests in MilPDS, with SPEC-PROG-ID code "72", for assignment declination or 7DO. When an officer submits a retirement application under assignment declination provisions, the MPF relocation office must immediately notify the applicable assignment office and send a courtesy copy of the notification to HQ AFPC/DPPRR (notify AF/DPO for colonels and colonel selects or AF/DPE for CMSgts). In the message, include the officer's identification data, the date that the officer was officially notified of the assignment or selection notification, and the requested retirement date.

2.19.1.2. When an Airman signs and submits a retirement application under 7DO provisions, the MPF relocation office submits a reclama request to cancel the nomination/selection for assignment. For CMSgts, notify AF/DPE.

2.19.2. Effect of Exceptional Family Member Program (EFMP), Humanitarian Requests or Assignment Reclama on assignment declination or 7DO. The assignment declination or 7DO period will not be delayed or extended while the deferment or reclama is in process. If the request for reclama, deferment, reassignment for humanitarian or EFMP is disapproved, the member can still apply for retirement for hardship or best interest reasons (see paragraph [2.18](#)).

2.19.2.1. Approval of an assignment reclama, humanitarian or EFMP request does not in itself support withdrawal of a retirement request submitted under assignment declination or 7DO. Requests for withdrawal must meet the criteria of paragraph [2.22](#)

2.19.2.2. Members with a valid hardship may still apply for hardship retirement under paragraph [2.18](#) at any time after the assignment declination or 7DO period has passed if they can substantiate that severe personal hardship would otherwise result.

2.19.2.2.1. If the assignment declination or 7DO period has passed, the MPF enters the retirement request into MilPDS using SPEC-PROG-ID code "70" and mails or data faxes documented evidence of hardship to HQ AFPC/DPPRR (for lieutenant colonels and below), AF/ DPE for CMSgts or AF/DPO for colonels and colonel selects.

2.20. Retirement in Conjunction with Noncommissioned Officer Academy (NCOA) Declination. Enlisted members who decline Noncommissioned Officer Academy (NCOA) or Senior Noncommissioned Officer Academy (SNCOA) attendance will separate on their DOS or ETS as specified in their current enlistment contract or any extensions thereto. If they obtain 18 years active duty before reaching DOS/ETS, they may remain on active duty and apply for a retirement date effective the first day of the month after they reach 20 years of TAFMS.

2.21. Retirement in Conjunction with High Year Tenure (HYT) Date. Members request voluntary retirement to be effective no later than the 1st day of the month following the HYT date. Enlisted members must voluntarily request retirement (10 USC §8914 & §8917). If an enlisted member's retirement application has not been submitted before the DOS, that member will separate. An active duty service commitment expiring after an enlisted member's established HYT date will be automatically waived. The HYT date is set at the following service points: staff sergeants (SSgt) at 20 years of service; technical sergeants (TSgt) at 22 years of service; master sergeants (MSgt) at 24 years of service; senior master sergeants (SMSgt) at 26 years of service; and chief master sergeants (CMSgt) at 30 years service (for CMSgts, see paragraph [2.21.6](#)). (For reenlistment procedures and eligibility, please see AFI 36-2606, *Reenlistment in the United States Air Force*). TSgts whose TAFMSD is 31 July 1989 or earlier will retire no later than the first day of the month following their original HYT date, or no later than 1 Aug 2011, whichever comes first. TSgts whose TAFMSD is 1 Aug 1989 or later will have HYT established at the new HYT (22 years). MSgts whose TAFMSD is 31 Mar 1987 or earlier will retire no later than the first day of the month following their original HYT date, or on 1 Apr 2011, whichever comes first. MSgts whose TAFMSD is 1 Apr 1987 or later will have HYT established at the new HYT (24 years). SMSgts whose TAFMSD is 31 Dec 1985 or earlier, will retire the first day of the month following their original HYT date, or on 1 Jan 2012,

whichever comes first. SMSgts whose TAFMSD is 1 Jan 1986 or later will have HYT established at the new HYT (26 years). *Exceptions: Enlisted members who are approved for HYT extension for hardship or best interest of the Air Force reason(s) may serve until completion of their approved extension period. MSgt and TSgt who accept a Critical Skills Retention Bonus may remain in service up to 25 years only.*

2.21.1. HYT Extensions. HYT extensions are rare and submissions should be made only when the member is experiencing an extreme *hardship* not common to contemporaries or in the *best interest of the Air Force*. The existing HYT policy was designed to manage the size of the career force and to induce a reasonable promotion flow to all grades. The HYT for SSgt through CMSgt was established to balance the need for experience and youth in the enlisted force.

2.21.2. Extension of HYT Based on Hardship (See **Attachment 1**, Terms). Members may submit requests for extension of a HYT date based on extreme hardship not common to contemporaries. Approval requires detailed evidence that the member must stay on active duty to resolve the hardship and that the member can eliminate the problem within the extension period. The period requested should be the time needed to solve the problem, but may not exceed 1 year. The request must be routed through the member's chain of command and the Wing or equivalent level commander must support the request. Any commander in the member's chain may disapprove the request; in which case, the request will go no further. If approved at base level the HYT extension request should be forwarded to AFPC/DPSOR for action. The approval authority for the HYT extension requests is AFPC/DPSO (or AF/A1 for CMSgts). Note: Members who receive approval for an extension of their HYT based on hardship are ineligible for promotion consideration during the extension period.

2.21.3. Extension of HYT Based on Best Interest of the Air Force (See **Attachment 1**, Terms). Members (or the members chain of command with the concurrence of the member) initiate and submit requests for HYT extensions based on the best interest of the Air Force. These requests should only be made when a uniquely qualified noncommissioned officer (NCO) is filling a critical position that is essential to the success of a vital mission and a suitable replacement cannot be found. The request must show that the member's retention is essential to the success of the mission. The request must be routed through the member's chain of command and the Wing or equivalent level commander must support the request. Any commander in the member's chain may disapprove the request in which case the request will go no further. Requests will be accepted no earlier than 1 year and no later than 6 months before the individuals established HYT. The maximum extension period is 1 year. If approved at base level the HYT extension request should be forwarded to AFPC/DPSOR for action. The approval authority for the HYT extension requests is AFPC/DPSO (or AF/A1 for CMSgts).

2.21.4. HYT Date of Demoted Members. Individuals demoted to a lower grade are subject to the HYT date of the lower grade (see paragraph **2.21**). After a member is promoted to SSgt (E-5) their HYT is established at 20 years of service. If they are subsequently reduced in rank to E-4 or below and have 16 years TAFMS, they are considered to be length-of-service qualified so their HYT date will remain or be set at 20 years of service. Those demotees who have not yet reached the HYT for their lower grade will be allowed to remain on active duty until they reach the HYT for the lower grade. Those demotees who exceed the HYT for the new grade will be required to retire, if retirement eligible, on or earlier than the first day of

the seventh month following the effective date of demotion action (see AFI 36-2503, *Administrative Demotion of Airmen*). **EXCEPTION:** Individuals assigned overseas who are demoted and meet the above criteria will be required to serve until reaching their DEROS.

2.21.5. Extensions to HYT dates due to temporary suspension to retirement processing. Members approaching their HYT dates who are placed on medical hold or whose retirement is temporarily suspended due to restriction identified in **Table 2.2** may have their HYT dates adjusted in 3-month increments. MPFs will notify HQ AFPC/DPPRR (AF/DPE for CMSgts) to extend HYT dates based on above criteria. Upon verifying the temporary suspension to retirement, HQ AFPC/DPPRR (AF/DPE), will adjust the member's HYT.

2.21.6. Inquiries specifically pertaining to CMSgt HYTs and HYT extension requests should be referred to the Chief's Group, (AF/DPE).

2.21.6.1. Extension of HYT Based on Best Interest of the Air Force for CMSgts. Members (or the member's chain of command with the concurrence of the member) may initiate and submit requests for HYT extensions based on the best interest of the Air Force if the member is serving in a critical Chief Enlisted Manager (CEM) code. The Wing or comparable level commander must support the request and show that retention of the member is essential to the success of the mission. The maximum extension period is 1 year.

2.22. Request for Withdrawal or Change of Month. When a member gives a signed retirement application to the MPF, the member cannot withdraw the application, nor can the member change the approved retirement date except for the following reasons: severe hardship not common to Air Force members; in the best interest of the Air Force; or to accept an active duty promotion that requires the member to serve past the requested or approved retirement date. To request withdrawal or change to the month of retirement, the member must submit written justification. **Table 3.2**, rules 6 and 7; show how to submit these requests. *Withdrawal or extension usually will not be approved if the member is retiring under the 7-Day Option.*

2.22.1. Requests for Withdrawal or Extension of Retirement Date Based on Hardship. The request package must state what the hardship is and show, with written evidence, how retention on active duty will ease or solve the problem. Members must be able to explain how the hardship arose or worsened after applying for retirement; that they could not foresee the hardship when they made retirement plans. Unless the above reasons are adequately supported, members should not expect approval. The following conditions are considered common to many retiring members and, as such, are *not* usually acceptable as proof of severe hardship:

2.22.1.1. Loss or delay of post-retirement employment or business opportunity.

2.22.1.2. Loss or delay of plans for education or training.

2.22.1.3. Retention to a date that would increase the rate of basic pay or the percentage multiplier.

2.22.1.4. Failure to buy or sell property, or a delay in building a house.

2.22.1.5. Illness of a dependent, unless treatment is not available through military facilities or local medical facilities.

2.22.1.6. Employment of dependents.

2.22.1.7. The MPF sends AF IMT 1160 with required documentation to HQ AFPC/DPPRR for lieutenant colonels and below. (**EXCEPTION:** Send documentation to AF/DPE for CMSgts, colonels and colonel selects for final approval/disapproval.)

2.22.2. Requests for Withdrawal or Extension Based on Best Interest of the Air Force. The member initiates these requests. The commander or other senior official must provide evidence that *clearly shows* that it is in the best interest of the Air Force for the member to stay on active duty rather than retire on the scheduled date. For example, if the withdrawal or extension is based on unfavorable unit manning in the member's Air Force Specialty Code (AFSC), then manning data, availability of a replacement and any other pertinent details must be included in the request. If the commander recommends disapproval, give reasons to support that recommendation.

2.22.3. Request for Withdrawal or Extension Based on Promotion. These requests may be approved if the member was selected for promotion after applying for retirement. The member submits the withdrawal request within 10 workdays after notification of promotion selection. *Enlisted personnel who applied for retirement under the assignment declination or 7DO may not apply for withdrawal or extension based on promotion.*

2.22.3.1. For members selected for promotion to MSgt, SMSgt, or CMSgt: on the AF IMT 1160 remarks section, the MPF shows that the member has signed an agreement to fulfill the promotion ADSC. The MPF must forward the AF IMT 1160 to HQ AFPC/DPPRR (AF/DPE for CMSgts). The AF IMT 1160 must have the acknowledgement by the MPF that the member has signed the ADSC statement before it is filed in the member's unit personnel records group (UPRG). The MPF updates MilPDS with SPEC-PROG-ID "71" and the date the member signed the request for retirement withdrawal.

2.22.3.2. Members selected for promotion to SSgt or TSgt do not incur an ADSC for promotion. They may retire the 1st day of the month following the effective date of promotion or extend their retirement date for up to 6 months after the date of promotion. The MPF sends the AF IMT 1160 to HQ AFPC/DPPRR requesting withdrawal or extension of effective date or retirement based on promotion.

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

2.23. Request for Extension Beyond a Date of Separation (DOS). The MPF will not accept or process a request to extend a retirement past the DOS of an enlisted member, or the mandatory DOS of an officer. **EXCEPTION:** The SAF or designee may delay an officer's retirement to complete actions with a view to trial by court-martial or to complete a medical evaluation (see paragraph [4.2.2](#)).

Table 2.1. Conditions Prohibiting Initial Submission or Suspending Processing of Previously Submitted Retirement Applications (NOTE: Retirement processing is considered to be from the point the member initially applies until the actual retirement date.)

R U L E	A	B
	If member	then
1	is under civil or military investigation	Upon initial submission of the application, the MPF returns the application to the member until investigation is complete. If an application has already been submitted, MPF suspends processing of application until investigation is complete. If one or more of the restrictions in Table 2.2. apply, process accordingly. When no further action is taken after investigation is completed, return to NORMAL application processing (see note 1).
2	is subject to an Officer Grade Determination (OGD) initiated by any commander or other authorized official	MPF processes the retirement application following the procedures in paragraph 7.5. (see note 2).
3	is serving overseas or on a CONUS maximum stabilized tour and requests retirement date beyond DEROS or tour completion date (see notes 3 and 4)	when desired date is later than the first day of month after DEROS or tour completion date, member must proceed PCS and may not submit application until arrival at new duty station. Member becomes subject to any restrictions existing at that time (see note 5).
4	Applies for retirement on or after ASD and is not eligible to apply under assignment declination or 7DO or applies under assignment declination or 7DO for an unauthorized date	member must proceed PCS and may not submit application until arrival at new duty station. Member is subject to any other restrictions existing at that time (see note 5).

1. If member has applied for and/or been approved for retirement and it is later discovered that a restriction applies, the MPF immediately notifies HQ AFPC/DPPRR and the MAJCOM for lieutenant colonels and below (for CMSgts, notify AF/DPE; for colonels and colonel selects notify AF/DPO) so that retirement processing is suspended or the approved retirement is cancelled. However, Regular officers and certain Reserve officers projected to retire on their mandatory retirement date (see **Table 4.1**) may have their retirement suspended only in accordance with procedures shown in 10 USC §639 (disciplinary action), 10 USC §640 (medical reasons), or 10 USC §123 or §12305 (STOP LOSS).

2. Processing of an OGD will not suspend the mandatory retirement date of a Regular officer or of certain Reserve officers.

3. Pertains to members who apply for retirement before ASD. If the application was submitted on or after ASD, member may apply, if eligible, under assignment declination or 7DO rules (see paragraph 2.19). AFI 36-2110, paragraphs 1.5, 2.37. and 3.8. provide guidance on requesting extensions and curtailments of stabilized tours and DEROS, respectively.
4. Members completing a CONUS maximum tour and who are within 12 months of reaching retirement eligibility, refer to AFI 36-2110, Section 2.37.
5. Paragraphs 2.18.2 and 2.18.2.1 show how to apply for retirement under hardship conditions.

Table 2.2. Waiverable Conditions (Best Interest Of The Air Force Or Hardship Not Common To Other Air Force Members). (NOTE: Retirement processing is considered to be from the point the member initially applies until the retirement is consummated.)

	A	B	C	D
R U L E	If member	then restriction	and cite special	and
		is waiverable	program ID	
			(see note 1) and	
			waiver code	
1	Departs a duty station on a CONUS-to-CONUS PCS and will not serve the 24-month ADSC; or departs a duty station on an overseas-to-CONUS tour and will not serve the 12-month ADSC as of requested retirement date (time computed from date arrived station) (see note 2)	for hardship or in the best interest of the Air Force	28	MPF sends AF IMT 1160 with written justification and commanders recommendation (NOTE: Commander's signature in Section II does not constitute a recommendation for waiver of restrictions, it only indicates acknowledgment by the commander of the member's application and whether member is subject to restrictions to retire).
2	Applies for retirement less than 4 months, which should include desired terminal leave (see paragraph 2.8.) and PTDY in advance of requested retirement date (no waiver required when application submitted under assignment declination or 7DO)		24	
3	Has not completed, as of requested retirement date, the 2-year ADSC for	for hardship or in the best interest of the Air Force	25	

	promotion to MSgt, SMSgt, (3 years for CMSgt) and is not entitled to retire in a higher permanent Reserve grade (see notes 2 and 3)			
4	Holds a commissioned grade higher than major and has not served on active duty at least 3 years in that grade as of the requested voluntary retirement date (see notes 4 and 5)	by the SAF, when authorized by the SECDEF, or by the President for extreme hardship or in exceptional or unusual circumstances	26	
5	Is on an overseas tour and will not complete the ADSC/DEROS as of the requested retirement date (see notes 2 and 6)	for hardship or in the best interest of the Air Force	23	
6	Is an officer and will not complete ADSC resulting from Air Force Institute of Technology (AFIT) training as of requested retirement date		21	
7	Will not complete ADSC resulting from professional military education as of requested retirement date		22	
8	Will not complete any ADSC resulting from education, training or any other ADSC incurring event not specifically shown in other portions of this instruction as of requested retirement date (see note 7)		29	
9	Is Medical Corps (MC) or Dental Corps (DC) officer who will not complete ADSC for additional or		30	

	incentive special pay (MC); continuation pay (DC); or sponsored training, as of requested retirement date			
10	Applies for voluntary retirement during war or when war is imminent, or in an emergency as declared by the President or Congress		31	
11	Is subject to action initiated under AFI 36-3208, <i>Administrative Separation of Airmen</i> , that could lead to involuntary discharge and is retirement- eligible as of date of application (see notes 8 and 9)	in the best interest of the Air Force	32	When the discharge board convening authority decides to <i>suspend</i> discharge processing, the MPF sends AF IMT 1160 and discharge case file, accompanied by base and MAJCOM JA review, to HQ AFPC/DPPRR (or AF/DPE) for SAF referral. When the convening authority decides to <i>complete</i> discharge processing, the MPF returns the AF IMT 1160 to the member, advising that a new application may be submitted when discharge action is complete (see notes 10 and 11).
12	Is subject to an action initiated under one of the following instructions that may result in an involuntary separation, demotion or dropped from the rolls: <i>AFI 36-3209 Separation & Retirement Procedures for Air National Guard & Air Force Reserve Members.</i> <i>AFI 36-3206 Administrative Discharge Procedures for Commissioned Officers.</i> <i>AFI 36-3207, Separating Commissioned Officers.</i>		33	suspend the administrative action and send case and AF IMT 1160 with recommendation after routing through the base Judge Advocate (JA) Office for review. Send through the MAJCOM (see notes 10 and 11).

	AFI 36-2503, <i>Administrative Demotion of Airmen</i> , and is retirement-eligible as of date of application or eligible as of date specified in applicable instruction (see notes 8, 9, 12, and 13)			
13	Is in default with respect to public funds		34	MPF sends report of circumstances and AF IMT 1160 with recommendation through the MAJCOM (see notes 10, 14 and 15).
14	Is serving under a suspended court-martial sentence and is retirement eligible as of date of application (see note 10)		35	MPF sends pertinent courts-martial orders and AF IMT 1160 with recommendation through the MAJCOM (see notes 10, 14, 16 and 17).
15	Is under court-martial charges and trial has not begun, and member is retirement-eligible as of date of application		36	member may apply for retirement in lieu of court-martial; if so, MPF sends AF IMT 1160 with copy of charges to the General courts-martial (GCM) convening authority. When the GCM convening authority recommends retirement before trial, MPF sends AF IMT 1160, with charges and associated papers, through the MAJCOM for SAF decision (see notes 10 and 14). When GCM convening authority does not recommend retirement before trial, MPF suspends processing the application. When sentenced, AF IMT 1160 is processed under rule 16. When charges are withdrawn or dismissed, or the accused is acquitted, MPF resumes processing of AF IMT 1160 (see notes 14, 16, 17 and 18 as applicable).
16	Is under summary, special or general court-martial sentence (see note 12)		36	MPF does not process the application until action has been taken on the sentence by the court-martial convening authority. MPF

				sends AF IMT 1160 with a copy of staff judge advocate review and accompanying documents through the MAJCOM for SAF decision. When requested retirement date is earlier than punishment completion date, the retirement date may be delayed. An approved retirement does not preclude completion of a sentence to confinement. The record of trial is sent in normal course and will be made available at AFLSA/JAJ as necessary (see note 18).
17	Is under civil charges that, in case of conviction, may result in initiation of an administrative discharge action, and is retirement-eligible as of date of application (see note 12)		37	when nature of charges may warrant action under rule 11 or 12, MAJCOM suspends processing of application until final disposition of those charges. When charges do not warrant such suspension, or if final disposition does not lead to action under rules 11 or 12, MAJCOM may process application normally (see notes 10, 14 and 19).
18	Has been notified of proposed action under Article 15, Uniform Code of Military Justice (UCMJ)		39	MPF does not process application until the base staff judge advocate has reviewed the Article 15, UCMJ action and found it legally sufficient. When a member requests a retirement date earlier than punishment completion date, the MPF must inform the commander that, if the commander signs the application and does not recommend retirement at a later date to coincide with completion of punishment, the earlier retirement date will probably be approved and, if so, remaining punishment will be remitted. The recommendation of the commander who imposed punishment must indicate that punishment was or will be remitted by the requested date (see notes 10, 14 and 18).

1. If submitted under hardship provisions, enter special program identifier "70." If in the best interest of the Air Force, enter "73."
2. A member who cannot serve as specified by reason of DOS must request a retirement date effective the 1st day of DOS month. Officers who are changing occupational specialty or skill designator as a result of reclassification or retraining incur a 12-month ADSC. Airmen who retrain in conjunction with a CONUS-to-CONUS PCS move incur a 12-month ADSC.
3. Member must submit a request for waiver of the promotion ADSC for either best interest of the Air Force or hardship, with justification.
4. Reserve officers who are notified they will be released from active duty without their consent and who then apply for retirement and are retired under 10 USC §8911, are considered to have retired involuntarily. Thus, their retired grade is set according to 10 USC §1370(a)(1).
5. Officers in grades above major wishing to voluntarily retire in their officer grade must serve three years in grade or retire in the next lower grade as directed by 10 USC §1370. Officers who cannot justify waiver of the time-in-grade (TIG) requirement, or whose waiver request is disapproved, may ask to retire in the next lower grade held satisfactorily for at least 6 months on active duty. Officers who wish to retire in the next lower grade must indicate the specific grade (Major, Lt Colonel, etc.) in which the officer is asking to retire and must sign under this statement in the "remarks section" of the AF IMT 1160. Include documentation to substantiate waiver of any ADSC.
6. Members whose overseas tours are extended or curtailed will have their ADSC date adjusted to equal their DEROS.
7. Officers assigned to a Critical Acquisition Position (CAP) require a waiver for service obligation (10 USC §1734). Only SAF/AQ or the designated representative at the MAJCOM has approval authority to waive a CAP ADSC. The waiver criteria are not included in [Table 2.2](#) To request a waiver, the officer completes a DD Form 2588, **Acquisition Corps - Waiver Request, Department of Defense**, obtains the supervisor's or commander's signature, then submits it to SAF/AQ or the MAJCOM designated representative for processing. Once the officer's waiver request is approved by SAF/AQ or the MAJCOM designated representative, the officer may submit a retirement application (AF IMT 1160).
8. See the applicable AFI for retirement eligibility criteria, allowable retirement date, and specific processing procedures.
9. When members have an ETS prior to the date they become retirement-eligible, and retirement in lieu of discharge is approved by the SAF, the Secretary may direct extension of enlistment to allow the member to retire on the 1st day of the month after the month in which 20 years TAFMS is completed.
10. If a member has applied for retirement and the MPF later finds that a restriction applies, the MPF immediately notifies HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) and the MAJCOM to suspend retirement processing. If a member has an approved retirement and, prior to the effective date of retirement, the MPF later finds that a restriction applies, the MPF immediately notifies HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) and the MAJCOM for processing instructions. In these instances, the MPF suspends retirement actions. In either case, the instructions under the applicable rule in this table then apply.
11. In the absence of a request for waiver, a restriction ends upon termination of administrative action not resulting in discharge.

12. Officers with 20 years TAFMS who have completed less than 10 years Total Active Federal Commissioned Service (TAFCS) may apply for separation for the purpose of enlisting and retiring in an enlisted grade (see paragraph 3.7).
13. Members applying for retirement in lieu of demotion (AFI 36-2503 action) will either be approved for retirement in grade or disapproved for retirement in lieu of demotion (at which time, demotion action may take place).
14. MPF ensures that officer grade determination action is completed and forwarded with the case (see **Table 3.2**, note 2).
15. In the absence of a request for waiver, restriction terminates upon recoupment, payment, or forgiveness.
16. In the absence of a request for waiver, a restriction terminates upon expiration or vacation of the period of suspension.
17. Between opening of a court-martial and sentencing, applications usually are not acted upon. When sentence is set aside and a rehearing is authorized, case reverts to rule 15 until the rehearing starts.
18. In the absence of a request for waiver, a restriction terminates upon punishment completion date.
19. In the absence of a request for waiver, a restriction terminates upon decision to not initiate administrative discharge action.

Chapter 3

VOLUNTARY RETIREMENT IN OFFICER OR ENLISTED STATUS

3.1. Voluntary Authority. **Table 3.1** shows the section of law, as well as the conditions of eligibility and approval, relating to application for voluntary retirement. To be eligible for voluntary retirement, a member must have completed at least 20 years of active military service. To retire in an officer grade, at least 10 of the minimum 20 years of active service must be active commissioned service. Unless a member receives a waiver (paragraph **2.18**) or is entitled to retire in a higher grade (paragraphs **7.2** and **7.3**), the member must meet the applicable TIG requirements shown in **Table 2.2** and **Chapter 7**.

3.2. General Procedures. When to submit application. Subject to prohibitions in **Table 2.1** and restrictions in **Table 2.2**, eligible members may apply for retirement no earlier than 1 year before the desired retirement date, but no later than 120 days which should include the desired amount of terminal leave and PTDY. **EXCEPTION:** When the application is submitted under the assignment declination or 7DO program, see paragraph **2.19** Enlisted members must ask for a retirement date that falls within their current enlistment or extension of enlistment.

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

3.2.2. The effective date of all non-disability service retirements is set by 5 USC §8301 as the first day of the month after the month in which retirement otherwise would be effective.

3.2.3. The MPF takes the steps in **Table 3.2** when processing retirement applications. Check **Table 3.1** to see if the applicant meets minimum eligibility requirements or is limited by prohibitions or restrictions in **Table 2.1** or **Table 2.2** The MPF explains the effect retirement restrictions have on the member. If the member wants a waiver to those restrictions, the MPF should explain waiver procedures. When the member has no condition that prohibits submission of application or restriction, give the applicant a copy of the Pre-application Checklist (**Attachment 7**) before accepting the application (AF IMT 1160). Answer any questions and have member sign the checklist to show they understand the information provided. Put a signed copy of the Pre-application Checklist in Section 3 of the UPRG. The MPF ensures the member's commander answers the statements on all officer retirement applications (AF IMT 1160) as provided in paragraph **7.5.4**

3.2.3.1. Upon return of the application for retirement (AF IMT 1160), the MPF reviews the commander's statements.

3.2.3.2. If answers to all questions are negative and the commander has signed the AF IMT 1160, the MPF continues normal processing.

3.2.3.3. If the commander answers any questions affirmatively, an OGD must be initiated, or the wing commander/senior rater is required to make a signed statement to explain the basis for not initiating an OGD. The MPF processes the application for retirement (AF IMT 1160) and attaches pertinent documents to the application (see paragraph **7.5**).

3.2.4. By email message (during MINIMIZE, by mail), the MPF notifies AF/DPO when any colonel or colonel selectee applies for retirement and sends an information copy of the message to the MAJCOM/DP and to the intermediate level headquarters DP. Include the date of the application, requested date of retirement, the member's duty AFSC (DAFSC), and the date on which terminal leave or PTDY (or both) will begin, if applicable.

3.2.5. A member who has applied for voluntary retirement remains liable for assignment or training within the limits of the retirement date. These members may not incur a voluntary service commitment that goes past the retirement date without withdrawing the application or getting an approved change in the retirement month. These members may become ineligible for promotion and may become ineligible to reenlist

3.2.6. The MPF makes certain that the AF IMT 1160 is accurate and complete according to instructions on the reverse side of the form and that justification of any waiver request meets the requirement of **Chapter 2, Section 2C**.

3.2.7. In cases involving more than one waiver or one special program, the MPF annotates all MilPDS transaction waiver codes and special program ID codes in the remarks section (**EXAMPLE:** "WR30," "SP70." See **Attachment 6** for complete listing of codes). If any retirement action involves a request for waiver of a restriction, withdrawal of an application, or change of retirement month, enter the proper code in the MilPDS transaction. The approval authority (AFPC/DPPRR, AF/DPO or AF/DPE) does not confirm MilPDS transactions until the AF IMT 1160 is received by mail or fax.

3.2.8. The MPF chief may designate any member in the MPF in a grade no lower than TSgt or GS-6 as an authorized person to sign AF IMT 1160, section III.

3.2.9. HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) notifies the MPF of the approval or disapproval decision via MilPDS entry, by correspondence, or by issuing retirement orders.

3.2.10. An officer who has an approved voluntary retirement should expect to retire on their approved date. If the officer is non-selected for promotion for a second time during the time between the date their retirement is approved and date of retirement, the officer will be retired not later than the MSD prescribed by law, even if this mandatory retirement date is earlier than the previously approved voluntary retirement date unless selected for continuation (see **Chapter 4** for further discussion concerning mandatory retirement dates).

3.3. Application by Members Assigned to Geographically Separated Units (GSU). For members assigned to a GSU, the commander's support staff assists members in completing the AF IMT 1160, section I. Follow instructions in **Table 3.2** Arrange for a medical examination if elected or required. The commander's support staff gets the commander's signature on the AF IMT 1160, then sends the application, with an additional copy, to the member's servicing MPF.

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

3.3.1.1. If the member's commander is at the GSU's location, the commander's recommendation is also sent with the AF IMT 1160.

3.3.1.2. If the member's commander is not at the same location, the servicing MPF obtains the commander's recommendation prior to transmitting the AF IMT 1160.

3.3.2. If there is no restriction to retirement, continue application processing as shown in [Table 3.2](#)

3.3.3. When the servicing MPF receives the AF IMT 1160 from the unit, process it as shown in [Table 3.2](#)

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

3.4.1. Unless granted a waiver under some provision of law, general officers must have served on active duty in the grade from which they are retiring for not less than 3 years.

3.4.1.1. In the case of voluntary retirements for brigadier and major generals, the Under Secretary of Defense for Personnel and Readiness has authority to approve time-in-grade waivers.

3.4.1.2. The authority granted to the Under Secretary is also granted to the Principal Deputy Under Secretary of Defense for Personnel and Readiness. This authority may not be further delegated.

3.4.1.3. Officers who do not meet the time-in-grade requirement retire in the next lower grade held on active duty satisfactorily for at least 6 months, as determined by the SAF.

3.4.1.4. In the case of voluntary retirements for Lieutenant Generals or Generals, the Under Secretary of Defense for Personnel and readiness is authorized to approve voluntary retirements in grade except if a time-in-grade waiver is required. The Secretary of Defense has the authority to approve time-in-grade waivers.

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

3.5.1. Authorities for Retirement:

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

3.5.1.2. ANG and Air Force Reserve officers must have at least 20 years of active military service and also have 10 years active commissioned service. They retire under 10 USC §8911.

3.5.1.3. 10 USC §12731 and [Chapter 9](#) address Air Reserve Component members entitled to retired pay benefits at age 60.

3.5.2. Air Reserve Component (ARC) members apply for retirement under 10 USC §8911 or §8914 using the AF IMT 1160. The member obtains the form from the servicing MPF or HQ ARPC/DPPR, 6760 E Irvington Place #1900, Denver CO, 80280-1900. ARC members who apply for retirement under 10 USC §8911 or §8914 must meet the criteria and comply with this instruction. For example, in [Table 2.2](#), rules 2, 3, 4, and 10 through 18 apply to these members; the remaining rules in that table do not apply due to the nature of the Reserve assignment system.

3.5.3. Send the AF IMT 1160 at least 60 days before, but no earlier than 120 days before, the desired retirement date, taking into consideration any planned PTDY and terminal leave. Fill in items 1 through 6 and 10, showing the member's home address in item 6 rather than the unit of assignment.

3.5.4. Submitting Applications.

3.5.4.1. Applications from non-EAD Reserve component members are sent to HQ ARPC/DPPR, 6760 E Irvington Place, #1900, Denver CO 80280-1900.

3.5.4.2. Applications from ANG component members are sent to HQ ARPC/DPPR with a copy to The Adjutant General of their state.

3.5.5. Reserve component members do not need a medical examination.

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

3.5.6.1. Establish a case file; prepare an audit to verify service.

3.5.6.2. Forward pay application forms to the member; upon receipt of completed pay documents, publish retirement orders.

3.5.6.3. Update the Military Personnel Data System (MilPDS) and DFAS-CL pay file.

3.5.6.4. Forward retirement orders and other appropriate documents to member and DFAS-CL.

3.6. Retired Recall, Release from Active Duty to Revert to Retired List. A member who is called back to active duty from retired status for a specific period is released on the last day of that active duty period and reverts back to retired status on the next day. The member's original retirement date will never change; rather, the member will now also have a "revert to retired status" effective date.

3.6.1. HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) sends a notice to the MPF 8 months before the scheduled date of release, when length of recall period permits, to give instructions on release actions.

3.6.1.1. The MPF notifies HQ AFPC/DPPAO (LtCol and below) or HQ AFPC/DPPAE (SMSgt and below) for instructions on requesting changes to DOS. Contact AF/DPE for CMSgts or AF/ DPO for colonels and colonel selectees. HQ AFPC/DPPRR will receive notification from HQ AFPC/DPPAO/DPPAE of changes to DOS.

3.7. Officers Desiring Retirement in Enlisted Status. Only under hardship situations or an established mandatory DOS as determined by the SAF or designee, officers with 20 years TAFMS who wish to retire before completing 10 years of active commissioned service must first request and be approved for resignation or release from active duty according to AFI 36-3207, *Separating Commissioned Officers*. They must also be accepted for, and enlisted in, the Regular Air Force for the purpose of retirement.

3.7.1. For regular or reserve commissioned officers to be eligible for retirement under 10 USC §8911, they must not only have 20 years of active service but also a minimum of 10 years of active commissioned service to retire as an officer. Without meeting both of these requirements, they are ineligible for retirement as an officer regardless of TAFMS. 10 USC §8914, that allows for enlisted members to retire, specifically requires an eligible member to

be an enlisted member. Because there are no actual provisions of law that would allow an officer to retire as an enlisted member, the following procedure has been developed. This strict procedure involves a number of AFPC offices to effect a retirement of an officer in enlisted status. To participate, an officer on active duty must:

3.7.1.1. Apply for separation; then

3.7.1.2. Apply for active-duty enlistment and accession; and then

3.7.1.3. Apply for retirement in that active-duty enlisted status. To effect an enlisted retirement, officers will not fill enlisted accession billets; rather, they will only hold their enlisted status for one day, then retire the next. Officers desiring to retire as enlisted members are required to be in enlisted status upon retirement to meet the requirements of 10 USC §8914 as stated above, but they may not fill a slot or remain on active duty in this status for any longer than required. An officer may not apply for retirement in enlisted status but must first attain enlisted status on active duty prior to completing/submitted a retirement application in their new enlisted grade. To accomplish this type of retirement, the officer will not be able to have PTDY or take terminal leave in enlisted status in conjunction with retirement. Approval of the retirement request and inability to use either permissive TDY or terminal leave may not be construed as a denial of entitlement(s).

3.7.1.3.1. The MPF should inform the member that there is **ALWAYS** a delay in initial retirement pay when a member changes from officer to enlisted status because data does not flow quickly.

3.7.1.3.2. In all instances, the MPF should have the member sign a statement of understanding as follows: "I understand and acknowledge that, by resigning my commission and enlisting for the purpose of immediate retirement, my active duty and/or retired pay may be delayed. By changing my status while still on active duty from officer to enlisted and immediately retiring in enlisted status, the necessary data to all involved agencies may take longer to initiate a change in my active duty pay as well as my retirement pay."

3.7.2. It is mandatory for the officer to return to the assigned unit for final separation, enlistment, and retirement processing. If the officer desires to take PTDY and "ordinary leave" in their officer status, they must ensure they have enough time prior to returning to their unit for final outprocessing. Officers must specifically request, as an exception to policy, PTDY in their officer status (under AFI 36-3003, paragraph 12.2.) because members are not entitled to PTDY in conjunction with voluntary separation and, prior to the member's enlistment, the retirement may not be approved.

3.7.3. The officer sends the resignation or request for release (AF IMT 780, **Officer Separation Actions**) to the Separations Branch (HQ AFPC/DPPRS) to be effective 3 calendar days before desired retirement date. The following day, the member enlists on active duty; the last day of the month, member would separate; followed by immediate retirement the next day (first of the month).

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

3.7.3.2. The MPF attaches the AF IMT 780 to a signed AF IMT 1160 with these entries left blank: grade (item 3), effective date of retirement (item 10), and dates under items 12 and 14. The MPF also submits a separate letter requesting grade determination for enlistment. The AF IMT 780 and 1160 with letter requesting grade determination are sent to the Separations Branch (HQ AFPC/ DPPRS) for processing.

3.7.4. After the approval of the officer's resignation or release, DPPRS sends the request for grade determination to the Skills Management Branch (HQ AFPC/DPPAE) and the AF IMT 1160 to the Retirements Branch (HQ AFPC/DPPRR).

3.7.5. HQ AFPC/DPPAE makes a determination as to enlisted grade and sends enlistment authorization to the servicing MPF with information copy to HQ AFPC/DPPRR.

3.7.6. When the member enlists in the Regular Air Force for the purpose of retiring, HQ AFPC/ DPPRR fills in the authorized enlisted grade in item 3 and the dates in items 10, 12, and 14 of the AF IMT 1160. Only then does the completed AF IMT 1160 become a valid application for retirement. At that time, HQ AFPC/DPPRR publishes retirement orders and provides the MPF with either the retirement order or the special order number and fund citation (notification can be by telephone, message, email or fax).

3.7.7. The MPF must tell the officers they will not be able to take terminal leave, but may, as an exception to policy, request PTDY and ordinary leave in their officer status. If approved, they may take the PTDY and ordinary leave 20 or 30 days prior to their separation as an officer. Members must have retirement orders in hand before they can out-process and retire. Because orders under subparagraph 3.7.6 are not published before the date of enlistment, it is imperative that officers return to their unit following PTDY and ordinary leave for final out-processing.

3.7.8. When that member's active duty plus service on the retired list totals 30 years, the member will be advanced to the highest grade held satisfactorily on active duty as determined by the SAF.

3.8. Retired Pay Increase Due to Extraordinary Heroism (Enlisted Only). Deeds of extraordinary heroism may entitle an enlisted member to receive 10 percent additional retired pay if member retires under 10 USC §8914. (10 USC §8991)

3.8.1. Since extraordinary heroism is the criterion for award of the Medal of Honor (MH), Air Force Cross (AFC), or equivalent Army or Navy decorations, these awards provide automatic entitlement to the additional 10 percent retirement pay (not to exceed 75 percent) for enlisted members. If heroism is involved in the award of any other medal to an enlisted member, SAF will determine, coincident to awarding the medal, whether or not the additional 10 percent retirement pay will be authorized.

3.8.1.1. Because the law is not restrictive with regard to the types of decorations that may qualify an individual for this increase in retired pay, the SAF has the authority to evaluate the heroic actions that have earned the Silver Star, Distinguished Flying Cross (DFC)(noncombat), and the Airman's Medal to determine if extraordinary heroism was involved which would entitle the recipient to the increase in retired pay.

3.8.1.2. The Secretary recognizes there could be broad variances in individual opinions as to what constitutes “extraordinary heroism” and relies on the recommendations of the SAF Personnel Council (SAFPC) in this regard.

3.8.1.3. SAFPC is composed of senior officers having broad staff and command experience who are well-qualified to evaluate these cases by comparing the heroism involved for award of the MH and AFC.

3.8.2. An enlisted member who receives the MH, the AFC, or an equal Army or Navy decoration, automatically receives the additional 10 percent in retired pay. The MPF will follow procedures in paragraph [3.8.5](#)

3.8.3. Since 1979, enlisted members who have been awarded the Silver Star, the DFC for heroism in a noncombat action, or the Airman's Medal have been automatically considered for the additional 10 percent retired pay increase. If they were approved for the additional 10 percent increase in retirement pay, their special order approving the decoration will include a statement to that fact. Absence of a statement on the special order authorizing the additional 10 percent of retirement pay may indicate that it was not approved by the SAFPC. If the member believes consideration was not made at the time the medal was awarded, the member may ask for a Secretarial decision.

3.8.4. Even though the enlisted member qualifies for the 10 percent increase, *the total amount of retired pay cannot be more than 75 percent of the member's active duty basic pay at the time of retirement.* The 10 percent is not added to the basic pay multiplier; it is an additional 10 percent of the already-calculated retired pay.

3.8.5. If an enlisted member claims extraordinary heroism based on award of a decoration mentioned in paragraph [3.8.3](#) above, the MPF screens the member's records to see if it includes a Secretarial decision at the time the decoration was awarded. These Secretarial decisions are most commonly found in the member's records as a successive order to the order granting the award itself.

3.8.5.1. If the record established extraordinary heroism and the member qualifies for the 10 percent increase, fill in AF IMT 1160, section I, and check the appropriate block in item 8. Attach the order or letter authorizing the additional retired pay.

3.8.5.2. If the records show no prior review, fill in AF IMT 1160, Section I, and check the appropriate block in item 8. Attach a copy of order awarding the decoration and the official citation. If the award documents are not in the records, ask the member for the citation or a statement describing the act of heroism, a narrative recommendation for award of the decoration, and any other related documents or facts the enlisted member may possess that could aid the Secretary in making a decision.

3.8.5.3. Mail the AF IMT 1160 with appropriate documents to HQ AFPC/DPPRR (AF/DPE for CMSgts).

3.8.5.4. The Secretary's determination as to extraordinary heroism is conclusive for all purposes.

3.9. Immediate Retirement of Members Removed From the Temporary Disability Retired List (TDRL). If the Air Force determines that a member is fit for duty and removes the member's name from the TDRL, and the member is eligible to retire for years of service or age, the member may ask to be retired upon removal from the TDRL. (see AFI 36-3212).

3.9.1. The USAF Physical Disability Division (HQ AFPC/DPPD) notifies the TDRL member when the Physical Evaluation Board (PEB) finds the member fit for duty. They provide a fact sheet to the member that shows the member's options. If the member is eligible for an active duty retirement and desires to retire upon the finding of fitness, the member notifies HQ AFPC/DPPD of this decision.

3.9.2. If the TDRL member does not concur with the finding of fitness, HQ AFPC/DPPD submits the case for Secretarial determination. If the SAF determines that the member is fit for duty, HQ AFPC/ DPPD informs the member of the decision.

3.9.3. Upon notification of the fitness determination, if eligible, a member can initiate a request for retirement by completing an AF IMT 1160. The application for retirement is returned to HQ AFPC/ DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) for completion of processing.

3.9.4. HQ AFPC/DPPD advises HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) to issue orders effecting member's removal from the TDRL the last day of the month and service retirement on the 1st day of the following month. HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) provides a copy of retirement order to HQ AFPC/DPPD who sends it to member.

3.10. Suspension or Curtailment of Voluntary Retirement Due to National Emergency (Stop Loss). The President may suspend voluntary retirements under conditions prescribed in 10 USC §123 and §12305.

3.10.1. When notified by the Officer Policy Division and the Enlisted Policy Division (HQ USAF/ A1P) to suspend active duty losses, HQ AFPC/DPPR announces suspension of retirements by AIG message (includes MINIMIZE).

3.10.2. The Directorate of Personnel Force Management Division (HQ USAF/A1P) determines if the suspension will be either across the board or selective.

Table 3.1. Voluntary Retirement.

R	A	B	C
U L E	If member is a	then authority for retirement is 10 USC §	and approval is at
1	Regular or Reserve officer who has at least 20 years active service, including 10 years active commissioned service and meets the time in grade requirements shown in Table 2.2. and Chapter 7 (see note)	8911	discretion of the SAF or designee.
2	Regular officer who has at least 30 years active service as of retirement date	8918	
3	Regular or Reserve officer who has at least 40 years active service as of the retirement date	8924	member's request.
4	Regular enlisted member who holds valid appointment as Reserve officer and who has active commissioned service as prescribed in rule 1	8911	discretion of SAF or designee.
5	Regular or Reserve enlisted member who has at least 20 years but less than 30 years active service as of retirement date	8914	
6	Regular enlisted member who has at least 30 years active service as of retirement date	8917	member's request.
<p>NOTE:_ Officers with 20 years of active service who request retirement before completing required years of active commissioned service must retire in enlisted status. See AFIs 36-3207, <i>Separating Commissioned Officers</i> and 36-2002, <i>Regular Air Force and Special Category Accessions</i> for requesting separation in order to enlist in the Regular Air Force for the purpose of retirement.</p>			

Table 3.2. Preparing And Processing Application For Voluntary Retirement.

	A	B	C	D
R U L E	If the personnel action involves	and the member is retiring in	then the MPF (see note 1)	and
1	application for voluntary retirement	officer status	completes section I of AF IMT 1160 according to instructions on reverse of form; sends AF IMT 1160 to member's unit for completion of section II; completes section III of AF IMT 1160. When there is information that would raise doubts that the officer served satisfactorily in the higher grade, the MPF ensures the commander notifies officer that The SAF or designee will make a grade determination (paragraph 7.5.) (see note 2)	using the AF IMT 1160 as a source document, enters MilPDS update within 3 workdays after the AF IMT 1160 is returned from the unit. Files original of AF IMT 1160 in the UPRG as a permanent document, and holds a copy pending receipt of SAFPC decision from HQ AFPC.
2	application for voluntary retirement	enlisted status	completes section I of AF IMT 1160; extends member's enlistment according to AFI 36-2606 so that DOS is at least equal to the last day of the month immediately preceding the member's requested retirement date; enters "Highest Grade Held on Active Duty;" obtains documents to make a grade determination for advancement consideration (see note 3 and paragraph 7.4.); when MilPDS update includes lost time during current enlistment, reports inclusive dates; sends supporting documents to HQ AFPC/DPPAOR (Service Verification Section), 550 C Street West, Suite 10, Randolph AFB TX 78150-4712; sends AF IMT 1160 to member's unit for completion of Section II; completes Section III of AF IMT 1160.	using the AF IMT 1160 as a source document, enters MilPDS update within 3 workdays after the AF IMT 1160 is returned from the unit. Files original of AF IMT 1160 in the UPRG as a permanent document, and holds a copy pending receipt of SAFPC decision from HQ AFPC.

3	application for voluntary retirement	officer or enlisted status	checks to see if a restriction is involved and, if a waiver is required, helps member to define and document a waiver request (documentation not required when requested retirement date is the 1 st day of enlisted member's DOS month or a regular officer's mandatory retirement date); includes expiration date and specific reason for ADSC; obtains recommendation and supporting reasons from member's commander. (see paragraph 2.18.1.) (NOTE: Commander's signature in Section II of the AF IMT 1160 does not constitute a recommendation for waiver of restrictions; it only indicates acknowledgment by the commander of the member's application and whether member is subject to restrictions to retire). (see note 4)	makes sure that the MilPDS transaction contains both the waiver code and special program ID, when applicable, and the date AF IMT 1160 was sent. Sends copy of AF IMT 1160, with documentation, to HQ AFPC/ DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) routing through the MAJCOM only when identified in Table 2.2 . Files original of AF IMT 1160 in UPRG as a permanent document and suspenses copy pending receipt of SAFPC decision from HQ AFPC or AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees, as appropriate.
4	election of a medical examination	Officer or enlisted status	notifies medical facility that member has requested a medical examination. The medical facility uses the instructions in AFI 48-123, <i>Medical Examinations and Standards</i> to determine the requirement and scope of the medical examination. If the facility schedules an examination, it may be no more than 1 year and no later than 60 days before retirement unless approved by HQ AFPC/ DPAMM	notifies those members scheduled for medical examination by the medical facility. Complies with Chapter 5 and AFI 36-2102, <i>Base-Level Relocation Procedures</i> .
5	Non-election of a medical examination		determines when the criteria in paragraph 5.1. requires an examination; when required, schedules the examination as prescribed by rule 4 in this table	when examination is required, notifies the member of examination appointment furnished by the medical facility, according to Chapter 5 in this AFI and AFI 36-2102, <i>Base-Level Relocation Procedures</i> .

6	a request for change of retirement month		completes section I of AF IMT 1160 according to instructions on reverse of form; includes the expiration date and specific reason for a service commitment; obtains recommendation of member's commander (when waiving rules in Table 2.2.), to include reasons for the recommendation; completes Section III of AF IMT 1160 (see note 2)	Sends AF IMT 1160 with documentation (only for withdrawals, extensions, or acceleration requiring waiver) to HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees), routing through the MAJCOM only when identified in Table 2.2. Files copy of AF IMT 1160 in the UPRG as a temporary document and suspenses pending receipt of SAFPC decision from HQ AFPC or AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees, as appropriate.
7	a request for withdrawal of application			
8	reporting any other circumstance that would alter the effect of the application or a previous request	officer or enlisted status	completes section I of AF IMT 1160 according to instructions on reverse of form; includes the expiration date and specific reason for a service commitment; obtains recommendation of member's commander (when waiving rules in Table 2.2.), to include reasons for the recommendation; completes Section III of AF IMT 1160 (see note 2)	updates MilPDS within 3 days after the unit returns the AF IMT 1160. Sends AF IMT 1160 with documentation (for withdrawals, extensions, or acceleration requiring waiver) to HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees), routing through the MAJCOM only when a restriction as defined in Table 2.2. , specifically requires MAJCOM review. Files original copy of AF IMT 1160 in the UPRG. Suspense copy of AF IMT 1160, pending receipt of SAFPC decision from HQ AFPC, AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees, as appropriate.
9	receipt of Report on Individual Personnel (RIP)-Retirement Action		on receipt of RIP from HQ AFPC, AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees, notifies member of decision	on receipt of signed first endorsement from member, files in UPRG.

	Notification			
10	a claim for extra-ordinary heroism	enlisted status under 10 §USC 8914	checks the appropriate block in item 8 of AF IMT 1160 when extraordinary heroism is claimed or has been established; refers to paragraph 3.8. for information and action	attaches required documents and sends copy of AF IMT 1160 to HQ AFPC/DPPRR (AF/DPE for CMSgts). When not in connection with a retirement application sends all applicable documents and request to HQ AFPC/DPPRR (AF/DPE for CMSgts) for determination.

1. MPF advises member that the AF IMT 1160 must be returned within 7 workdays after the member signs the application. If the AF IMT 1160 is not returned in 7 workdays, the MPF can assume the member has decided not to request a retirement date.

2. If the MPF receives a retirement application that raises doubt the officer served satisfactorily in the higher grade, the MPF will notify the member's commander. The commander then informs the member that SAF or designee will make an officer grade determination (paragraph 7.5). The MPF follows the procedures in paragraph 7.5, forwarding the OGD package to the MAJCOM, with an information copy of the transmittal sheet to HQ AFPC/DPPRR (or to AF/DPO for colonels and colonel selects).

3. Within 5 workdays after updating MilPDS, the MPF mails the following documents to HQ AFPC/DPPRR (AF/DPE for CMSgts) along with the AF IMT 1160: copies of the order that promoted the member to the highest grade held, the order or other documents effecting demotion, a records review RIP, all of the member's enlisted performance reports (APRs or EPRs). When member has an Unfavorable Information File (UIF), it is critical that a copy of the entire UIF, including AF IMT 1137, **Unfavorable Information File Summary**, be forwarded along with request for a grade determination.

4. Applications will be disapproved or returned without action to the MPF if there is no supporting documentation to justify the waiver request. The commander's signature does not, by itself, constitute justification. If the application is returned because it did not contain sufficient justification for the waiver, the member may resubmit a new, fully-justified request to the appropriate headquarters.

Chapter 4

MANDATORY RETIREMENT

4.1. Applicability. This chapter applies to Regular and Reserve officers. There are similarities in special provisions and restrictions that apply to these two component categories.

4.2. Mandatory Separation Date (MSD) for Retirement.

4.2.1. **Table 4. 1.** lists the date set by law and the conditions for retiring regular and reserve officers by reason of years of service, age, promotion deferral, board, or other actions approved by the SAF.

4.2.2. The SAF or designee may delay an officer's retirement as necessary to allow completion of disciplinary action or medical evaluation (10 USC §639 & §640).

4.2.2.1. To delay an MSD, the MPF sends a request to HQ AFPC/DPPRR (or to AF/DPO for colonels and colonel selectees).

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

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

4.2.3. When the officer is notified that court-martial charges are being initiated and the notice is within 60 days of the MSD, the MPF requests that HQ AFPC/DPPRR (AF/DPO for colonels and colonel selects) delay the retirement to complete disciplinary action. If a decision is subsequently made to not pursue court-martial charges and the member is permitted to retire, but the original retirement date has passed, member must retire on the 1st day of the month following the month the decision is made not to pursue court-martial charges.

4.2.4. If medical evaluation, observation, or treatment to determine entitlement to disability retirement cannot be completed by the MSD, the MPF sends a request for medical hold. If the officer is within 60 days of the MSD, when placed on medical hold by HQ AFPC/DPAMM, procedures in paragraph 5.7, apply.

4.3. Service for Mandatory Retirement. MSDs for Regular and Reserve officers are established by law (**Table 4.1**). **EXCEPTION:** For mandatory retirement of officers on active duty on 14 September 1981, add any creditable service under the laws in effect on that date to all active commissioned service performed after that date, and use to compute service under the laws in effect on 15 September 1981.

4.4. Uniform Retirement Date. 5 USC §8301 sets the effective date of all service retirements as the 1st day of the month after the month in which retirement otherwise would be effective.

4.5. Notification of Mandatory Retirement. About 12 months before the officer's MSD, HQ AFPC/ DPPRR (or AF/DPO for colonels) will notify the MPF to start retirement processing.

4.5.1. Upon receipt of this notification, the MPF notifies the officer's commander of the retirement effective date and the exact reason for mandatory retirement (length of service or

age). The notification states that, unless the member requests a voluntary retirement on or earlier than the MSD, the appropriate HQ will publish retirement orders no later than 90 days before the effective MSD.

4.5.2. By personal letter, the commander informs the officer of the MSD including other information provided by the MPF. The support group commander or other appropriate senior officer will notify colonels of their MSD in writing. For the purpose of this written notification, “commander” is usually the senior officer present in the member’s unit of assignment, or another senior officer in the member’s rating chain of command or command channel.

4.5.3. The Officer Promotion Branch (HQ AFPC/DPPPOO) furnishes the MPF a list of officers who have been twice-considered, but not selected, for promotion to major and lieutenant colonel. The MPF notifies these officers of their non-selection and forthcoming retirement.

4.5.3.1. In the same notice, the MPF tells officers their MSD will be shown within 90 days in MilPDS as a DOS change. This mandatory retirement date takes precedence over any prior voluntary retirement date approved for later than the required MSD.

4.6. Actions Following Notification. Officers who are notified of non-selection for promotion indicate whether they plan to retire on the MSD or voluntarily retire on the same or earlier date (by checking the proper block in Section I of the AF IMT 1160) and give the form to the MPF for processing.

4.6.1. Actions by the MPF:

4.6.1.1. If the officer chooses to retire on the MSD, the MPF updates MilPDS with SPEC-PROG-ID code 91, indicating that the member elects to retire on established MSD.

4.6.1.2. If the officer chooses voluntary retirement and the date requested is earlier than the MSD (paragraph 4.7), the MPF updates MilPDS with SPEC-PROG-ID code 93, which indicates member elects to retire one or more months before established mandatory retirement date.

4.6.1.3. AF IMT 1160 is the source document for updating MilPDS. After updating MilPDS, file the original of AF Form 1160 is filed in the UPRG as a permanent document.

4.6.1.4. If an officer chooses voluntary retirement effective 1 or more months before the mandatory retirement date, the MPF checks **Table 2.2** to ensure there is no restriction on the earlier date. However, the time-in-grade requirements must be met to ensure retirement in officer’s current active duty grade if retiring in voluntary status (10 USC §1370, as shown in **Table 2.2** and **Chapter 7**).

4.6.1.5. If a prohibition (**Table 2.1**, rule 1) or restriction (**Table 2.2**, rules 12 through 19) applies, the MPF files original in the UPRG and sends copy of AF IMT 1160 to HQ AFPC/DPPRR (AF/ DPO for colonels or colonel selects) through the MAJCOM.

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

4.6.2.1. The MPF updates MilPDS with the appropriate waiver code.

4.6.3. The MPF follows the procedures for scheduling a retirement physical examination in **Chapter 5** and AFI 36-2102 and AFI 48-123, *Medical Examination and Medical Standards*.

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

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

4.7.2. The MPF updates MilPDS with SPEC-PROG-ID code “91.”

4.7.3. **EXCEPTION:** Regular colonels who have the statutory right to complete the years of service allowed under a prior law, whose mandatory retirement date is based on 10 USC §8921, as in effect on 14 September 1981, may apply for an earlier, voluntary retirement date. However, the requested voluntary date must be 1 or more months earlier than the mandatory date (see paragraph **4.4**). (This provision only applies to officers who were selected for the grade of Colonel prior to 14 September 1981.)

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

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

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

4.8.2. Satisfactory performance as a permanent professor, in most cases, justifies retention to age 64.

4.8.3. The Secretary may make exceptions to this policy.

4.8.4. A permanent professor whose grade on retirement is below brigadier general, and who has long and distinguished service as a permanent professor may, at the discretion of the President, be retired in the grade of brigadier general (see paragraph **7.3**). The Superintendent of the United States Air Force Academy may recommend that a professor be retired in that higher grade. The recommendation is addressed to AF/DPO or HQ AFPC/DPPRR if the professor is a lieutenant colonel in which case a copy is sent to AF/DPO.

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

4.9.1. Any retired officer of the Regular or Reserve Air Force may be ordered to active duty after mandatory retirement by recall under 10 USC §688, §12301 or §12307. However, officers retired by selective early retirement board (SERB) action and officers who, after having been notified that they were to be considered for early retirement under 10 USC §638 and requested retirement before being considered by that board, are not recalled to active duty unless during a time of war or national emergency declared by Congress or the President. Send requests for recall with self-supporting justification to the Skills Management Branch (HQ AFPC/DPPAE).

4.9.2. Only the mandatory retirement of Regular officers who, on or after 15 September 1981, are serving in or selected for promotion to the Regular grades shown below may be deferred by selection board action under 10 USC §637. See AFI 36-2501, *Officer Promotion and Selective Continuation*, for instructions on requesting continuation of twice non-selected officers.

4.9.2.1. Retirement of a Regular captain who has twice failed selection for promotion to Regular major may be deferred to the last day of the month in which 20 years of active commissioned service is completed (10 USC §637(a)(2)).

4.9.2.2. Retirement of a Regular major who has twice failed selection for promotion to Regular lieutenant colonel may be deferred to the last day of the month in which 24 years of active commissioned service is completed (10 USC §637(a)(3)).

4.9.2.3. Retirement of a Regular colonel or lieutenant colonel who has completed the maximum service (**Table 4.1**) may be deferred (10 USC §637(b)(1)) for no more than 5 years, but not later than officer's 62nd birthday (10 USC §637(b)(3)).

4.9.2.4. Retirement of a Regular brigadier general or major general who has completed the maximum service (**Table 4.1**), subject to the needs of the Air Force, may be deferred and the officer continued on active duty by the SAF. If serving in a grade above major general, retirement may be deferred and the officer continued on active duty by the President (10 USC §637(b)(2)). Any period of deferral of retirement and continuation on active duty can be for no more than 5 years but no later than the officer's 62nd birthday [10 USC §637(b)(3)]. Exceptions can be found in 10 USC §1251.

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

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

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

4.11. Selective Early Retirement. Under the provisions of 10 USC §638 & §14704, an Air Force selection board may consider officers in the grade of captain through major general for involuntary retirement earlier than their MSD (as shown in **Table 4.1**, rules 5 through 24). Authority to select officers for early retirement will be used sparingly to manage an officer grade imbalance or strength overage within a competitive category (DoD Directive [DoDD] 1332.32, *Selective Early Retirement of Officers on an Active Duty List and the Reserve Active Status List and Selective Early Removal of Officers from the Reserve Active Status List*). This authority may not be used for the sole purpose of enhancing promotion opportunity, nor substituted for disposition of officers who should be separated for cause. Selective Early Removal of Officers from the Reserve Active Status List is addressed in AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

4.11.1. Under HQ AFPC/DPPRR guidance, the senior rater completes an AF IMT 3538, **Retention Recommendation**, on all eligible officers considered by a SERB. For lieutenant colonels or colonels, the management level head or designated representative evaluates the recommendation. For captains and majors, the senior rater's rater or designated representative evaluates the recommendation.

4.11.1.1. Use the form to recommend officers for retention on active duty or selection for early retirement. If retirement is recommended, the senior rater gives a signed copy of the SERB recommendation to the officer, along with a letter advising the officer that they have the right to send a written rebuttal to the recommendation within 10 calendar days.

4.11.2. An officer eligible for consideration by a SERB may send a letter to the board to arrive no later than the date the board convenes. The officer's letter must be signed, the information provided must be accurate, and the officer must, if called upon, be able to support any statements made. The letter should be brief and concise, should not have any attachments and should not criticize nor reflect on the character, conduct, or motives of any officer. Address the letter to:

President

FY (insert the appropriate year and appropriate grade designation)

Selective Early Retirement Board

HQ AFPC/DPPB

550 C Street West, Suite 5

Randolph AFB TX 78150-4707

4.12. Special Board (SB). An officer selected for early retirement under 10 USC §638 and §14704 may request an SB if the records contained an error when the officer met the original SERB.

4.12.1. An officer need not be granted SB consideration if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before adjournment of the originally-scheduled board.

4.12.2. An eligible officer who was considered by a SERB and selected for early retirement may be considered by an SB if the SAF or person properly acting on behalf of the Secretary determines that:

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

4.12.2.2. The original SERB did not consider material information that should have been available had the SERB complied with pertinent Air Force instructions and policies.

4.12.3. Officers who believe their selection for early retirement was in error or unjust may request a correction to their record to include consideration by an SB as specified below:

4.12.3.1. Individuals who entered retired status and believe their record contained an error (paragraph [4.12.2.1](#) and/or [4.12.2.2](#)) must submit DD Form 149, **Application for Correction of Military Records Under the Provisions of Title 10, U.S. Code, Section**

1552, to the AFBCMR per AFI 36-2603, *Air Force Board for Correction of Military Records*. (10 USC §1552)

4.12.3.2. Individuals who have not yet retired and who believe their selection for early retirement was in error (paragraph [4.12.2.1](#) or [4.12.2.2](#)) may apply for relief through the AFBCMR process or, if the officer believes that the selection for early retirement was due to an error in an officer performance report (OPR), the officer may apply for report correction under the provisions of AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*. In addition to providing justification for OPR correction or removal on the AF IMT 948, **Application for Correction/Removal of Evaluation Report**, the officer must include a specific request for SB consideration.

4.12.3.3. If the error does not involve an officer performance report, an application can still be made to the Executive Director, Air Force Personnel Center (AFPC/CD) through the Evaluation Reports Appeal Board (AFPC/DPPAB). There is no specific form required for this application but it must contain a specific request for consideration by an SB and sufficient information to show that the original SERB's performance was contrary to law, involved material error of fact, material administrative error, or did not consider material information that should have been available had the SERB complied with pertinent AF instructions and policies.

4.12.3.4. If an error is discovered and corrected, the AFPC Executive Director may direct that an SB be convened. Timeliness is important because all action will cease if an application for relief cannot be processed prior to the applicant's MSD. Officers who have been selected for early retirement will not be retained on active duty beyond the statutorily-prescribed time limit in 10 USC §638. Applications to the AFBCMR, as specified in paragraph [4.12.3.1](#) above, are not affected by this deadline.

4.12.4. Procedures for the SB. Officers who will be considered by a SERB SB will be notified in writing by HQ AFPC/DPPAB and will be provided an opportunity to send a personal letter to the Board. (**NOTE:** An officer's application for correction of record must specifically request consideration by the SB if the officer's correction of records is approved).

4.12.4.1. Special Boards may be convened separately or in conjunction with other regularly scheduled boards. Board composition will meet the requirements of the original board.

4.12.4.2. Special Boards will consider the record of the officer, so far as feasible, as it would have appeared to the original boards had the officer been properly considered with correct records.

4.12.4.3. The officer's record will be compared with a sampling of records of officers of the same competitive category who were and who were not selected for early retirement by the original boards.

4.12.4.4. A written report of the results of the SB, signed by each board member, will be submitted to the SAF for approval. The report will list the name of each officer considered by the SB who is selected for early retirement and the name of each officer recommended for retention on active duty. The report will indicate which officers were considered under paragraph [4.12.2.1](#) above, (legal, administrative or material error of

facts), and which officers were considered under paragraph 4.12.2.2 above (lack of material information). Officers approved for retention through the SB will have their retirement date established under the SERB removed. Once the SERB establishes a retirement date for the officers not selected for retention, no changes to their retirement date will be made. However, these individuals retain the right to appeal their non-selection through the AFBCMR.

4.12.4.5. The SAF or designee must approve the results of all SBs convened to consider officers for involuntary retirements.

4.12.4.6. The officer will be notified of the board results after they are approved.

4.13. Suspension of Mandatory Retirement of Regular and Reserve Officers Due to War or National Emergency (Stop Loss). In times of war or national emergency declared by Congress or the President, the President may suspend the operation of laws relating to mandatory retirement of regular and reserve officers (10 USC §123 & §12305). This authority will be exercised sparingly depending on service needs and the nature of the emergency. Each case will be considered on its own merits and final decision rests with the SAF. Officers retained beyond their MSD will stay on active duty until the Secretary determines their services are no longer needed to support the present emergency. Officers with MSDs will have up to 90 days after termination of Stop Loss before they must retire.

4.13.1. When mandatory retirements are suspended, HQ USAF/DPPPA notifies HQ AFPC/DPPR to announce the suspension and give instructions by AIG message (includes MINIMIZE).

Table 4.1. Mandatory Retirement for All Regular Officers and Reserve Officers in the Grade of Major and Below.

	A	B	C	D
R U L E	If the officer is a	and serving in or selected for promotion to the grade	then the mandatory retirement date will be (see paragraph 4.4. for effective retirement date)	and authority is 10 USC §
1	Regular general	After 15 September 1981	the 1 st day of the month after the month in which the officer completes 40 years of active commissioned service; unless retirement deferred and continued on active duty by President under 10 USC §637	636.
2			the 1 st day of the month after the month in which the officer reaches age 62; unless deferred and continued on active duty by the President	1251 (see note 1).

3	Regular lieutenant general		the 1 st day of the month after the month in which the officer completes 38 years of active commissioned service; unless retirement deferred and continued on active duty by the President under 10 USC §637	636.
4			the 1 st day of the month after the month in which the officer reaches age 62; unless deferred and continued on active duty by the President	1251 (see note 1).
5	Regular major general		the 1 st day of the 1 st month after the 5 th anniversary of the officer's appointment to the grade, or on the 1 st day of the month after the month in which the officer completes 35 years of active commissioned service whichever is later; unless selected for continuation on active duty under 10 USC §637	636.
6			the 1 st day of the month after the month in which the officer reaches age 62 (when the officer has not reached the 5 th anniversary of appointment or 35 years service)	1251 (see note 1).
7	Regular brigadier general		the 1 st day of the 1 st month after the 5 th anniversary of officer's appointment to the grade, or on the 1 st day of the month after the month in which the officer completes 30 years of active commissioned service, whichever is later; unless selected for continuation on active duty under 10 USC §637	635.
8			the 1 st day of the month after the month officer reaches age 62 (when the officer has not reached the 5 th anniversary of appointment or 30 years service)	1251 (see note 1).
9	Regular colonel (see note 2)		the 1 st day of the month after the month in which the officer completes 30 years of active commissioned service; unless selected for continuation on active duty under 10 USC §637	634.
10			the 1 st day of the month after the month in which the officer reaches age 62 (when the officer has not reached 30 years active commissioned service)	1251 (see note 1).
11			no later than the 1 st day of the 7 th calendar month after the SAF or designee approves the board report when the officer has been selected for early retirement	638.

12	Regular lieutenant colonel		the 1 st day of the month after the month in which the officer completes 28 years of active commissioned service; unless selected for continuation on active duty under 10 USC §637	633.
13			the 1 st day of the month after the month in which the officer reaches age 62 (when the officer has not reached 28 years of active commissioned service)	1251 (see note 1).
14			no later than the 1 st day of the 7 th calendar month after the SAF or designee approves the board report when the officer has been selected for early retirement	638.
15	Regular major		no later than the 1 st day of the 7 th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §632(a)(3) for retention to complete 20 years TAFMS, and 10 USC §637(a) for further retention by selection board action, to complete no more than 24 years active commissioned service	632 and 8911.
16			the 1 st day of the month after the month in which the officer reaches age 62.	1251 (see note 1).
17			no later than the 1 st day of the 7 th calendar month after the SAF or designee approves the board report when the officer has been selected for early retirement	638.
18	Reserve major		no later than the 1 st day of the 7 th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §632(a)(3) for retention to complete 20 years TAFMS	632 and 8911.
19			the 1 st day of the month after the month in which the officer reaches age 60	12731.
20	Regular captain		no later than the 1 st day of the 7 th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See	632 and 8911.

			10 USC §632(a)(3) for retention to complete 20 years TAFMS, and 10 USC §637(a) for further retention by selection board action, to complete no more than 20 years active commissioned service.	
21			the 1 st day of the month after the month in which the officer reaches age 62.	1251 (see note 1).
22			no later than the 1 st day of the 7 th calendar month after the SAF or designee approves the board report when the officer has been selected for early retirement	638.
23	Reserve captain		no later than the 1 st day of the 7 th calendar month after the month in which the President or designee approves the board report, when the officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §632(a)(3) for retention to complete 20 years TAFMS	632 and 8911.
24			the 1 st day of the month after the month in which the officer reaches age 60	12731.
25	Regular first lieutenant		no later than the 1 st day of the 7 th calendar month after the President or designee approves the board report when officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §631(a)(3) for retention to complete 20 years of TAFMS	631 and 8911.
26			the 1 st day of the month after the month in which the officer reaches age 62	1251 (see note 1).
27	Reserve first lieutenant		no later than the 1 st day of the 7 th calendar month after the President or designee approves the board report when officer has twice failed selection for promotion, when eligible for retirement under any law. See 10 USC §631(a)(3) for retention to complete 20 years of TAFMS	631 and 8911.
28			the 1 st day of the month after the month in which the officer reaches age 60.	12731.
29	permanent professor or registrar of the USAF		the 1 st day of the month after the month in which officer becomes age 64	1251.

	Academy (regular officer)		
30	Superintendent of the USAF Academy	upon termination of the detail of an officer to the position of Superintendent of the United States Air Force Academy (USAFA) unless waived by the Secretary of Defense	8921 (see note 3).
31		the 1 st day of the month after the month in which the officer reaches age 62 unless deferred and continued on active duty by the President	1251.

NOTES:

1. Under 10 USC §1251(c), the Air Force may defer Regular medical officers, dental officers, and nurses from retirement until age 68 if, during the period of deferment, the officers perform duties consisting primarily of providing patient care or performing other clinical duties, or duties necessary to meet the needs of the Air Force. The Air Force may also defer the retirement of an officer who is appointed or designated as a chaplain until age 68 if it is determined that such deferral is in the best interest of the Air Force.
2. Retire a Regular colonel who, on 15 September 1981, was serving in or on a recommended list for promotion to that grade under 10 USC §8921 unless the colonel receives promotion to the Regular grade of brigadier general or continues on active duty by selection board action under 10 USC §637. (Although 10 USC §8921 was repealed on 15 September 1981, it still applies to officers who held the grade of colonel on that date.)
3. Before an officer can be considered for the position of Superintendent of the United States Air Force Academy (USAFA), 10 USC §9333 requires that the officer enter into an agreement with the SAF to signify that the officer will accept retirement upon termination of the detail unless such retirement is waived under 10 USC §8921(b).

Chapter 5

RETIREMENT MEDICAL EXAMINATION

5.1. Standard Medical Examination. Members who are retiring for length of service may request a physical examination, although law does not specifically require one.

5.1.1. The medical treatment facility (MTF) uses the guidance in AFI 48-123 to determine the scope of the medical examination by considering the date of member's last examination. When an examination is necessary, do not delay the scheduled retirement because of an incomplete examination.

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

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

5.2.2. To determine whether an examination is required, there should be evidence coming from the member's periodic physicals, hospitalizations, clinic visits, or through the member's commander under AFIs 48-123 and 36-3212 that could result in disability retirement.

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

5.2.4. Members who do not wish to have an examination will sign a statement to that effect as shown in AFI 36-2102.

5.2.5. Members who choose to have an examination (see **Table 3.2**, rule 4) are scheduled for the earliest possible date, but not earlier than 1 year and no later than 60 days before retirement.

5.3. Mandatory Examination. A retirement physical examination is required if:

5.3.1. Member has a 4-T physical profile or is on limited assignment status (LAS). (**EXCEPTION:** Members kept on LAS only because they have allergic reactions to certain immunizations.) Process members on LAS according to AFI 36-3212.

5.3.2. Other reasons to conduct an examination are:

5.3.2.1. Medical authority decides an examination is necessary. It may include consultations, special studies, or medical board proceedings.

5.3.2.2. If the member has not had a standard periodic examination within 3 years of the retirement date.

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

5.4. Administrative Guidelines.

5.4.1. Member who chooses to have a medical examination: The MPF notifies the MTF to set up the medical examination when members are within 12 months of their requested retirement date. Provide the member's name, social security number (SSN) and retirement date.

5.4.1.1. The medical facility uses the guidance in AFI 48123 to determine the requirement and scope of the examination. The medical facility schedules the examination to begin within 10 workdays after the member makes the election. If the member's retirement date is less than 60 calendar days away, the medical facility asks HQ AFPC/DPAMM for scheduling instructions, or to discuss situations where a Review In Lieu Of Medical Evaluation Board will suffice.

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

5.4.2.1. If the member does not want an examination, the MPF checks paragraph 5.3 to see if an examination is required. If required under paragraph 5.3.1, or if the medical facility must make a determination under paragraph 5.3.2, the MPF sends the member's non-election statement to the MTF giving the member's name, grade, SSN, and retirement date.

5.4.3. If an examination is required, the MTF schedules an appointment, notifies the MPF and the member of the scheduled examination..

5.4.4. If the member does not require a physical examination, the MTF endorses the member's non-election statement and returns it to the MPF according to **Table 3.2**, rule 5.

5.4.5. The member's commander must make sure that the member is available for examination until medical processing is completed.

5.4.6. Directors of base medical services and commanders of medical treatment centers make complete the examination and required laboratory tests on time and monitor consultations, including those performed at other facilities.

5.4.7. The medical facility commander will make certain that the examination is completed at least 60 days before the scheduled retirement date.

5.4.7.1. For members qualified for continued active duty, the MTF files the medical report in the health record subgroup of the member's FPRG. No further action is necessary.

5.4.7.2. If the member's medical condition is questionable, the MTF sends SF Form 88, **Report of Medical Examination**, with attachments, to HQ AFPC/DPAMM for review.

5.4.7.3. Retirement processing continues on the presumption that the member is medically qualified for continued duty unless HQ AFPC/DPAMM places the member in medical hold status according to AFI 48-123.

5.4.8. HQ AFPC/DPAMM decides if the member is qualified for retirement.

5.4.8.1. If the member is qualified, HQ AFPC/DPAMM stamps "Return to Duty" on the review and returns the review to the medical facility for filing in member's health records.

5.4.8.2. If the member is not medically qualified, HQ AFPC/DPAMM places member on medical hold if within 60 days of scheduled retirement date. HQ AFPC/DPAMM sends instructions by message to the medical facility with an information copy to HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees), HQ AFPC/DPPD, the servicing MPF, and the appropriate MAJCOM/SG directing further

evaluation that may include Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) action. Message also informs the MPF that member is on medical hold.

5.4.9. HQ AFPC/DPAMM notifies the MTF and appropriate MAJCOM/SG if, after reviewing the MEB from the medical treatment facility, it directs a PEB.

5.4.9.1. HQ AFPC/DPPD sends the results of the disability proceedings to DPAMM, DPPRR, or AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees, the servicing MPF and the MTF.

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

5.5.1. General Officers asking for, or requiring, a physical examination under paragraph 5.1 are examined at a medical facility chosen by the MAJCOM surgeon who makes sure that the examination is completed at least 90 days before retirement, if time permits. General Officers working at Air Staff and the Secretariat may receive a physical examination from the primary care provider under which they are empanelled. If the officer is qualified for continued active duty, send the Report of Medical Examination and related documents to the base where the officer is assigned to be put in the officer's health record subgroup.

5.5.1.1. If the officer's medical qualification is in doubt, send the Report of Medical Examination and related documents to HQ USAF/SGP, Washington DC 20314, who advises HQ AFPC/ DPAMM of actions to be taken according to paragraph 5.4.7.2

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

5.5.2. Medical Service Officers (Other Than General Officers). Officers of the Biomedical Sciences Corps (BSC), Dental Corps (DC), Medical Corps (MC), Medical Service Corps (MSC), Nurse Corps (NC), and Veterinary Corps (VC), who ask for, or require, an examination according to paragraph 5.1, may use their own facility. If the examination results in an MEB then PEB action, AFI 36-3212 applies.

5.6. Medical Treatment Before Effective Date of Retirement. If a member with an approved retirement date is considered for, or undergoes, an elective medical or surgical procedure that is not expected to disqualify the member from continued active duty, the member is retired on the approved (or mandatory) retirement date, even though medical care may be needed after that date. If the condition could make the member's qualification for continued active duty questionable (presumption of fitness may apply), or the member has an urgent or emergency medical condition requiring hospitalization and convalescence, HQ AFPC/DPAMM may authorize placement of the member on medical hold. For approval of elective surgical procedures within six months of retirement, refer to AFI 48-123, paragraph 5.5.4.

5.7. Procedures for Initiating a Medical Hold. If a member is within 60 days of the retirement date and a medical officer determines that the member is not qualified for worldwide duty, the MTF sends a diagnostic summary and full justification for placing a member on medical hold to HQ AFPC/DPAMM. The MTF includes all known information as to the status of the retirement application and informs the MPF that they have transmitted a medical hold request to HQ AFPC for their action. The MTF informs the member and the member's servicing MPF of the possibility of medical hold action and of any later action HQ AFPC takes. Enlisted

members may waive the medical hold in writing. Officers may not waive the medical hold because they serve at the direction of the President.

5.7.1. The MPF keeps an active suspense file when told that the member may be placed in medical hold by HQ AFPC/DPAMM. The MPF counsels the member on their retirement status. If the MPF has not requested rescission of retirement orders and the member is not available to start retirement processing, check with local MTF to find out member's status. Contact HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) if status cannot be determined locally. Tell the member at once if the status of the retirement orders changes.

5.7.1.1. MPFs must ensure member's date of separation (DOS) is updated appropriately.

5.7.2. Action by HQ AFPC/DPAMM:

5.7.2.1. Decides if medical hold is warranted and then sends instructions to the MTF. Sets a date for completing reevaluation and disposition of member's case. Tells HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) if medical hold is approved.

5.7.2.2. Tells MAJCOM Surgeon General (SG) of suspense date furnished to the MTF. The MAJCOM/SG monitors the medical hold case to ensure prompt processing.

5.7.3. Actions by HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees):

5.7.3.1. Rescinds retirement order when told that member is on medical hold. Lets the MPF know by phone or message that orders were rescinded. Places the case in suspense until a final medical decision is made.

5.7.3.2. If on, or within 10 days of, the scheduled retirement date, no final medical decision has been made, makes sure that member's retirement date is delayed 3 months at a time until receipt of notice from HQ AFPC/DPAMM that member has been returned to duty or HQ AFPC/DPPD informs HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) that the member is retiring for disability (see AFI 36-3212). If needed, they will adjust the HYT.

5.7.3.3. After HQ AFPC/DPAMM notifies agencies that the member is fit for duty, the MPF notifies HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) of member's desired retirement date (to include number of days terminal leave, authorized PTDY, and the number of days member has sold since 10 February 1976).

5.7.3.3.1. If the member is returned to duty and time permits, retire the member for length of service on the date previously scheduled.

5.7.3.3.2. If the previously scheduled retirement date **is not** mandatory and has passed or does not permit proper processing time, issue retirement orders according to the guidance above.

5.7.3.3.3. If the previously scheduled retirement date **is** mandatory and has passed or does not permit proper processing time, upon termination of medical hold, officers

with mandatory retirement dates may extend their retirement date for no more than 30 days after termination of medical hold.

Chapter 6

RECOGNITION ON RETIREMENT

6.1. Recognition of Members Being Retired.

6.1.1. Tradition. One of the oldest traditions of military service is to recognize members who are retiring from a career of long and honorable service. Military members should retire with a tangible expression of appreciation for their contribution to the Air Force and our mission. They retire with the assurance that they will continue to be members of the Air Force family in retirement.

6.1.2. Responsibility. Commanders must evaluate and recognize the contributions of their retiring members. Commanders will conduct a retirement ceremony for all retiring members unless the member specifically requests not to have a ceremony. At overseas bases for those returning to the CONUS for retirement, the overseas commander should hold a retirement ceremony, presenting the DD Form 363AF, **Certificate of Retirement**, at the overseas base. If the ceremony cannot be held at the overseas base, the ceremony will be held at the CONUS separation base. As part of the advance notice required by paragraph 2.5, the overseas MPF must tell the CONUS MPF that the ceremony must be conducted at the CONUS base unless the member does not want a ceremony.

6.1.3. Ceremony. All members must be offered a formal ceremony. This courtesy should be in keeping with the customs and traditions of the service, conducted by a general officer when possible. The commander is ultimately responsible to conduct the retirement ceremony, meeting the basic intent of this military function. If the member prefers to have an informal retirement ceremony, commanders have leeway to conduct the ceremony as they see fit. To conduct the ceremony, the member may request a particular AF military member, retired military member or federal civilian employee; who is authorized by the retiring member's commander; and the requested presenter must agree to conduct the ceremony. Ceremonies can be part of formal military formations, such as retreat and parades when conditions permit. Commanders and supervisors should encourage retirement ceremony attendance by unit personnel, relatives, friends, photographers, information service personnel, and local public relations representatives.

6.1.3.1. At the ceremony present:

6.1.3.1.1. DD Form 363AF, **Certificate of Retirement**.

6.1.3.1.2. United States Flag. **NOTE:** Appropriated local Base O&M funds are authorized for procurement of these flags at no cost to the member. 10 USC §8681 authorizes the presentation of a US flag for all retiring members.

6.1.3.1.3. Air Force Retired Lapel Button.

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

6.1.3.1.5. If appropriate, the Presidential Letter of Appreciation (see paragraph 6.5).

6.1.3.1.6. Any awards, decoration, honors, or letters of appreciation.

6.1.3.1.7. If appropriate, the AF Form 1344, **Certificate of Appreciation** (for Spouse of Retiring Member (see paragraph **6.3**)).

6.1.3.2. Commanders will follow formal ceremony procedures unless the member prefers an informal ceremony. If the member chooses not to have a formal or informal ceremony or cannot be present for duty on the retirement date due to leave or hospitalization, cannot be present for duty, the member's commander, or an officer designated by the commander, will personally present the DD Form 363AF, AF Form 1344, retired lapel button, US Flag and any awards or honors that express appreciation for the member's service. Do not mail the retirement certificate to a retirement address unless you have no other choice.

6.1.3.3. Non-EAD members who are retiring or transferring to the Retired Reserve may request a retirement ceremony. Members should make arrangements with host officials for a ceremony. (**NOTE:** The member pays for any travel expense.) Issue a DD Form 363AF to members who are entitled to retired pay under any provision of law. For officers, the DD Form 363AF will reveal the highest grade satisfactorily held in lieu of current grade. Enlisted members—in general—retire in the grade they hold on the last day of active duty. Present a US Flag to Air Force members transferred from an active status or discharged after completion of eligibility for retired pay at no cost to the member (10 USC §12605).

6.1.4. Letter of Appreciation. The unit commander or senior officer of the member's unit prepares and presents a letter of appreciation to members who retire with 30 years active federal military service. Those with less than 30 years active service get a letter at the discretion of their commander.

6.1.4.1. AF/DPG prepares the letter for general officers.

6.1.4.2. The commander or senior officer of the member's unit prepares all other letters. If the member retires in a higher grade, the letter is addressed in the higher grade and is presented with the DD Form 363AF.

6.1.4.3. A letter is not prepared if the:

6.1.4.3.1. Member is retiring in place of demotion, elimination, or other administrative action; or

6.1.4.3.2. Member's service is marred by administrative admonitions, punishment, reprimands, or mediocre performance.

6.1.5. Decorations and Awards. If a commander recommends a retiring member for a decoration, submit the recommendation far enough in advance so that, if approved, it may be presented at the retirement ceremony. The recommendation must reach the approving headquarters at least 60 days before the retirement ceremony. Before retirement, members should have received every award and decoration earned during their career. If conducting a single ceremony for several retiring members, those who do not receive an award may request a separate ceremony separate from those who receive awards.

6.1.6. Checklist. The retirement ceremony is of great significance to the member, so commanders must actively prepare for the ceremony (see paragraph **6.1.3** for exceptions). To

help prevent error or oversight that might offend the retiree, their family, or friends, those who are designated to arrange the ceremony should observe the following checklist:

- 6.1.6.1. Determine type of ceremony desired (formal or informal). The commander will schedule a formal ceremony and notify the member. Schedule an informal ceremony if the member prefers it.
- 6.1.6.2. Determine status of award recommendations and make sure all award elements (that is, certificates, letters, medals) and the retirement certificate are available. If possible, avoid using “dummy” elements the retiree cannot keep.
- 6.1.6.3. Place the ceremony date and time on commander’s calendar, providing details such as awards to be presented and guests who will be present. Announce the ceremony in advance so friends and associates can arrange to attend.
- 6.1.6.4. Prepare autobiographical remarks for commander’s use.
- 6.1.6.5. Reserve room or suitable location for the ceremony. Find out the number of personal guests, their names, relationship to the retiree and arrange seating.
- 6.1.6.6. Designate a proctor to read, from notes (not from the order), a summary of the pertinent information shown on the retirement order, and the citation accompanying any award presentations.
- 6.1.6.7. Designate one person to be in charge of bringing all elements to the ceremony.
- 6.1.6.8. Arrange for photographer.

6.2. DD Form 363AF, Certificate of Retirement. The certificate is completed and signed as shown in **Table 6.1.** and **Table 6.2.** Airmen who complete 20 or more years of active military service, and Airmen who are permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. Airmen who are placed on the temporary disability retired list (TDRL) are not issued the certificate unless their status changes to a permanent retirement, either for years of service or disability. For presentation, the DD Form 363AF is placed on the right side of the binder (National Stock Number 7510-00-134-8179) and the letter of appreciation on the left side. If there is no letter of appreciation, substitute a copy of the retirement order.

- 6.2.1. See **Table 6.1.** for the offices responsible for preparing the DD Form 363AF.
- 6.2.2. See **Table 6.2.** for information on how to complete the DD Form 363AF.
- 6.2.3. The DD Form 363AF changes when a new Air Force Chief of Staff (CSAF) takes office. If the effective date of retirement is on or after the new CSAF’s appointment date, use certificates with the new CSAF’s signature. The new certificates bearing the name of the new CSAF may not be immediately available; therefore, take the following actions:
 - 6.2.3.1. If the new certificates do not arrive in time for the retirement:
 - 6.2.3.1.1. Advise the retiring member their certificates will be mailed at a later date.
 - 6.2.3.1.2. Keep a listing of these members’ forwarding addresses.
 - 6.2.3.1.3. When mailing, use protective mailing material to prevent mutilation of documents and binder.

6.2.3.1.4. Use existing certificates at retirement ceremony for photographs; however, make sure the retiree is told their actual certificates will be mailed at a later date.

6.3. AF Form 1344, Certificate of Appreciation (for Spouse of Retiring Member). If appropriate, the spouse of an Airmen who retires after 20 or more years of active military service, and Airmen who are permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. Spouses of Airmen who are placed on the TDRL whose status changes to a permanent retirement, whether for years of service or disability, are issued a spouse certificate.

6.3.1. **(DELETED)**

6.3.1.1. **(DELETED)**

6.3.1.2. **(DELETED)**

6.3.1.3. **(DELETED)**

6.3.2. Award the certificate regardless of whether the member has a retirement ceremony or whether the spouse is present. Present the certificate of appreciation in a binder (National Stock Number 7510-00-134-8179).

6.4. AF Form 423, Certificate of Appreciation (for Spouse of Retiring Selected Reserve Member). The spouse of a non-EAD Reserve member who retires from the Selected Reserve (that is, those reservists eligible for retired pay at age 60 and assigned to training category A, B, or D) may be presented AF Form 423, if appropriate.

6.5. Presidential Recognition on Retirement from Military Service. Present a DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the United States, which bears the signature and seal of the President, to each member of the active and Reserve forces retiring on or after 1 October 1989. Airmen who complete 20 or more years of active military service and Airmen who are permanently retired for disability but have not completed 20 years of active military service may be issued the certificate. At the retirement ceremony, present the certificate along with other documents (see paragraph 6.1). Airmen who are placed on the TDRL whose status changes to a permanent retirement, whether for years of service or disability, are issued a Certificate of Appreciation for Service. Airmen will receive a DD Form 2542 with the name of the President in office at the time of the Airman's retirement. When a new president takes office, use the procedures outlined in paragraph 6.2.3 until DD Forms 2542 with the signature of the new president are received.

6.5.1. The MPF or member's commander's support staff prepares the certificate for authorized EAD members.

6.5.2. The MPF:

6.5.2.1. Prepares the DD Form 2542 for non-EAD Reserve members eligible to receive retired pay under any provision of law.

6.5.2.2. Sends it, along with DD Form 363AF, to the member's unit for presentation at the retirement ceremony, or to any other location the member designates.

6.5.2.3. Sends the DD Form 2542, along with DD Form 363AF, for presentation to non-EAD members being transferred to the Retired Reserve who will receive retired pay under 10 USC §12731, but have not reached age 60.

6.5.3. Letter of Appreciation from the President of the United States. Prepare the letter of appreciation by following the format in Department of Defense Instruction (DoDI) 1348.34, *Presidential Recognition on Retirement from Military Service*. The letter is presented to:

- 6.5.3.1. Regular, Guard, and Reserve personnel retiring on or after 1 October 1989 with at least 30 years service for retired pay purposes (30 years satisfactory service for non-EAD Reserve members).
- 6.5.3.2. Medal of Honor recipients.
- 6.5.3.3. Former prisoners of war who qualify for or have been awarded the POW Medal.
- 6.5.3.4. The Chief Master Sergeant of the Air Force.
- 6.5.3.5. The Chairman and Vice Chairman of the Joint Chiefs of Staff.
- 6.5.3.6. The Chief of Staff, USAF.

6.5.4. The MPF, Personnel Relocations Element, reviews the member's records to identify retiring members who qualify for a letter of appreciation.

6.5.5. The MPF or HQ ARPC/DPPR must submit all requests for Presidential Letters of Appreciation through the web system, Presidential Letter of Appreciation Request System (PLARS). The web address for PLARS is <https://www.plars.hq.af.mil>.

6.5.6. The MPF or ARPC/DPPR provides all pertinent service information and the reason member qualifies for the recognition (such as, "former prisoner of war; qualifies for POW Medal").

6.5.7. AF/DPG sends request on behalf of general officers, AF/DPO on colonels and colonel selects, and AF/DPE on CMSgts.

6.5.8. Send a request for the Presidential letter no earlier than 65 days or later than 45 days before the retirement ceremony to provide enough time to receive and present the letter at the ceremony.

6.5.8.1. Late requests are considered up to 60 days after retirement.

6.5.8.2. When it is apparent it will not arrive in time for presentation at the retirement ceremony, or when the member is on 35 or more days terminal leave and PTDY, request that SAF/LLI send the letter to member's home address.

6.6. Preparing Retirement Documents. The MPF prepares and distributes the DD Form 214.

Table 6.1. Preparation and Disposition of DD Form 363AF, Certificate of Retirement.

	A	B	C	D	E
R U L E	If the member is	and is retiring under	then the DD Form 363AF certificate is prepared by (see note 1)	and the signature level is	then the DD Form 363AF is
1	a general officer	any law (see note 2)	AF/DPG	Chief of Staff	sent after signature to the general officer conducting the ceremony unless presented by the Chief of Staff.
2	on EAD in a grade other than general officer	Any law (see note 3)	the servicing MPF or commander's support staff	a general officer or colonel in the command channel of either the member or the MPF	presented by a general officer or colonel.
3	an Individual Mobilization Augmentee (IMA) Reserve member (S7 assigned)	10 USC §12731, §8911, or §8914	HQ ARPC/DPPR (see note 4)	a general officer or colonel in HQ ARPC	
4	Reserve member not on EAD (ANG/ AF Reserve Unit)	10 USC §1204, §8911, §8914, §12731	the servicing MPF	a general officer or colonel in member's chain of command	mailed to the member or to an official for presentation.
5	removed from TDRL and permanently disability retired	10 USC §1201 or §1204 (see note 3)	nearest MPF only if the member has 20 yrs TAFMS	a general or colonel in MPF's chain of command	presented or mailed as requested by member.
6	in retired status and DD Form 363AF was lost or destroyed	10 USC §8911, §8914, §8918, §8924, or §8917	Nearest Servicing Military Personnel Flight (MPF) or HQ AFPC/DPPRR (see notes 4 and 5)	a general officer or colonel in AFPC or ARPC	mailed to the member upon request.
7	retiring at an Army	any law (see notes 2	the servicing MPF or	an Air Force	presented by

	or Navy Hospital	and 3)	commander's support staff	general officer or colonel by arrangement with the Air Force Liaison office	any general officer or colonel of the other armed force.
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NOTES:

1. See [Table 6.2](#) for additional guidance on preparing the DD Form 363AF.
2. Except those members retiring under 10 USC §12731.
3. Except those being placed on the TDRL.
4. HQ ARPC/DPPR replaces the DD Form 363AF for Air Force Reserve Airmen.
5. Airman must present a copy of retirement order and DD Form 214.

Table 6.2. How to Complete DD Form 363AF.

	A	B
L I N E	To complete	enter
	1 name element space	grade (spelled out), first name, middle initial, and last name after "this is to certify that." Use the grade in which retired, except use the higher grade when member is advanced on retirement date.
	2 date element space	day, month, and year, spelled out. Use "date retired" (as shown on Department of the Air Force Special Order (DAFSO) as distinguished from "date relieved from active duty."
	3 left signature line	name and grade of the officer who is to sign, followed by "USAF."

Chapter 7

DETERMINING RETIRED GRADE AND PAY

7.1. General Information. The MPF counsels personnel who are not yet retired on their retired pay. This chapter is a *guide* to help MPFs and members who are near retirement to *estimate* retired pay and gives general information about retired grade and pay, advancement on the retired list, and computation of service under laws now in effect, including those implemented by the Defense Officer Personnel Management Act (DOPMA) effective 15 September 1981 (Public Law 96-513). *This chapter is not intended to be a complete and authoritative source of reference on these subjects and does not imply any right, benefit or privilege with respect to retirements.* This information does not pertain to retired Reserve who will be eligible for pay at age 60 (see [Chapter 9](#)). Retired pay estimates for disability retirees is in AFI 36-3212.

7.2. General Rules on Retired Grade.

7.2.1. A commissioned officer retiring for other than disability and for other than age and service requirements (10 USC §12731) is retired in the highest grade held on active duty satisfactorily, as determined by the SAF or designee, for at least 6 months. There are additional legal restrictions that must be met for “voluntary” retirement in any grade higher than major (10 USC §1370).

7.2.1.1. To voluntarily retire in any grade higher than major, an officer must have served a minimum of 3 years of active duty in that grade unless granted a waiver.

7.2.1.2. The SAF or designee determines if the service was satisfactorily held while on active duty in that grade.

7.2.1.3. The President may approve retirement of an officer above the grade of major who does not meet the 3-year TIG criteria if the officer has at least 6 months of satisfactory active duty in that grade. This Presidential authority is used only in cases involving extreme hardship or exceptional or unusual circumstances (10 USC §1370(a)(2)(D)). This Presidential waiver authority cannot be delegated. Requests must include strong justification and documentation to support “extreme hardship” or “exceptional or unusual circumstances.”

7.2.1.4. Officers who do not meet the minimum TIG requirements, or whose waivers are not approved, retire in the next lower grade held on active duty satisfactorily for at least 6 months, as determined by the SAF or designee (10 USC §1370(b)).

7.2.2. Reserve officers who apply for retirement under 10 USC §8911 after being told they will be released from active duty involuntarily, retire in the highest grade held on active duty satisfactorily for at least 6 months (10 USC §1370 (a)(3)).

7.2.3. If enlisted members of the Regular forces retire for other than disability, they retire in the Regular grade held on the date of retirement unless entitled to a higher grade under some other provision of law. Reserve enlisted members of the Air Force who retire under 10 USC §8914 after September 30, 1996 may be entitled to a higher grade held satisfactorily on active duty as a reserve/guard member (10 USC §8963). The SAF or designee determines the retired grade provided there is no evidence of record to indicate unsatisfactory service in the

higher grade. Specifically, this provision applies to reserve enlisted members who have been reduced in grade not as a result of the member's misconduct, but rather as an administrative reduction.

7.3. Higher Retired Grade for Regular Commissioned Officers in Special Positions. A permanent professor of USAFA who is in a grade below brigadier general and whose service as such professor has been long and distinguished may, at the discretion of the President, retire in the grade of brigadier general (10 USC §8962 & §1370, and paragraph 4.8 of this AFI). Use the rates for the grade held on the last day of active duty to compute retired pay. Air Staff agencies preparing retirement orders should address the member as "*Colonel*" and indicate "*Colonel*" in the "Highest Grade Held on Active Duty" space under the "Pay Grade" portion of the order. The "Retired In" space of the "Pay Grade" portion should reflect "*Brigadier General*." The following statement should be placed in the "Remarks" portion of the order: "*Retired in the grade of Brigadier General under the provision of 10 USC §8962.*" These remarks will indicate to DFAS that this retired grade is a title change and does not result in a pay change.

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

7.4.1. When regular enlisted members' and certain reserve enlisted members' active service plus service on the retired list totals 30 years, they may be advanced on the retired list to the highest grade served on active duty satisfactorily and receive retired pay in that grade, as determined by the SAF or designee under 10 USC §8964 (see **Table 3.2**, note 3 for processing procedures). See paragraph 7.7 for re-computation of retired pay after advancement.

7.4.2. SAFPC announces the SAF decision in the following cases:

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

7.4.2.2. When evidence leaves doubt that the member served satisfactorily in the higher grade.

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

7.4.2.4. When the member is eligible for advancement on the retired list and held the highest grade on active duty for less than 6 months (under 10 USC §8964). **NOTE:** If service in the highest grade held on active duty was unsatisfactory and the retired grade of the member is two or more grades lower than the highest grade held, the member may be advanced on the retired list to the highest grade served on active duty satisfactorily, as determined by the SAF or designee.

7.4.2.5. When the member is eligible for advancement to a higher active duty grade attained after retirement (10 USC §8964). Retirees may be advanced to a higher retired grade if they were demoted, are officers with prior service, or retired members who held positions in active Reserve organizations after retirement. To be considered for advancement, enlisted members who have a retired grade lower than the highest grade held on active duty for at least 6 months must send copies of documents verifying each

period of active service while holding the higher grade (see [Table 3.2](#)) to HQ AFPC/DPPRR or to other appropriate order-issuing authority.

7.4.3. Restoration of Former Grade. Retired enlisted members who have been advanced on the retired list to a higher commissioned grade may be restored to their former retired enlisted status if approved by the SAF or designee.

7.4.3.1. Within 3 months after being advanced, members send requests to HQ AFPC/DPPRR or to other appropriate order-issuing authority.

7.4.3.2. An election to return to a former grade is not reversible (29 Comptroller General 179; 10 USC §8965).

7.5. Officer Grade Determination (OGD) in Conjunction with Retirement (10 USC §1370). The SAF or designee may retire an officer in a grade lower than the highest grade held when a determination is made that the officer did not serve satisfactorily in the higher grade.

7.5.1. Commander's/Supervisor's Responsibility. The SAF or designee, any Air Force commander, general officer or SES equivalent in the officer's chain of command or supervision may initiate an OGD. When a commander or SES equivalent above the unit commander initiates an OGD, obtain and include comments made by subordinate commanders or SES equivalents. (**EXCEPTION:** 11th Wing command comments are not required for HQ USAF personnel.)

7.5.1.1. Process an OGD recommendation for decision to the SAF or designee through the member's Air Force chain of command or supervision with local JA review.

7.5.1.2. The SAF reviews each general officer retirement application to determine whether initiation of an OGD is appropriate. Lower level authorities in the general officer's chain of command or supervision may also initiate an OGD.

7.5.2. Initiating an OGD. The unit commander or other appropriate authority (including an authority designated for this purpose by the SAF or designee) will initiate an OGD when:

7.5.2.1. The officer has applied for retirement in lieu of court-martial or administrative separation action ([Table 2.2](#), rules 12 and 15). In this case, an OGD is made in conjunction with the SAF decision as to whether the officer will be permitted to retire.

7.5.2.2. The officer has a court-martial conviction.

7.5.2.3. The officer has a civil court conviction for misconduct involving moral turpitude or in which the sentence includes confinement for one year or more without regard to suspension or probation.

7.5.2.4. If, within 2 years of the date of the application for retirement, the officer received nonjudicial punishment pursuant to an Article 15, Uniform Code of Military Justice (UCMJ).

7.5.2.5. In any other case in which the commander or other appropriate authority believes an OGD is appropriate. Factors commanders or supervisors should consider include, but are not limited to, misconduct which has fallen short of a criminal conviction or Article 15, UCMJ punishment (such as conduct resulting in a UIF and/or letter of reprimand) or substandard performance of duty which has resulted in a referral officer performance report (OPR).

7.5.3. When an officer applies for retirement, the unit commander, or any SAF designee, Air Force commander or SES equivalent in the officer's chain of command or supervision, will review the officer's record to determine if any of the above conditions exist. If not, the commander acknowledges the retirement application by signing the AF IMT 1160. If the commander decides to initiate an OGD, the commander notifies the officer, in writing, that an OGD is being initiated stating the reasons for the OGD (see sample at **Figure 7.1**); gives the officer 10 calendar days to submit comments or rebuttal; and then recommends to the wing commander or appropriate supervisor what action should be taken regarding the officer's retirement grade (see sample at **Figure 7.2**).

7.5.4. MPF Responsibilities. When the MPF receives the retirement application (AF IMT 1160) the MPF reviews the commander's following statements:

7.5.4.1. Officer (has/has not) had a court-martial conviction.

7.5.4.2. Officer (has/has not) had a civil court conviction.

7.5.4.3. Officer (has/has not) been punished pursuant to Article 15, UCMJ, within 2 years of this retirement application.

7.5.4.4. I (do/do not) find another basis for an officer grade determination. (If another basis exists, specify here:). (Requires the commander's signature. **NOTE:** The commander initiating the OGD must be equal to or higher in grade than the officer requesting retirement).

7.5.4.5. If answers to all questions are negative and the commander has signed the AF IMT 1160, the MPF continues normal processing.

7.5.5. If the commander answers any questions affirmatively, an OGD must be initiated. The wing commander/senior rater must sign a statement explaining the basis for not initiating an OGD. The MPF processes the application for retirement (AF IMT 1160) as appropriate and attaches applicable documents to the application, such as:

7.5.5.1. Unit commander's recommendation and wing commander's endorsement.

7.5.5.2. Officer's comments.

7.5.5.3. Court-martial charges or letter of notification of involuntary administrative discharge and underlying evidence.

7.5.5.4. Court-martial package to include order, Article 32, UCMJ, investigation and record of trial.

7.5.5.5. Article 15, UCMJ, to include a complete copy of the entire official record of Article 15 proceedings.

7.5.5.6. Any documents applicable to a civil court conviction.

7.5.5.7. Copy of letter of reprimand, UIF , or other documentation of misconduct or substandard performance of duty, as applicable.

7.5.5.8. All OERs/OPRs written on the officer while in the higher grade and, at least, the OPRs covering the grade immediately preceding the current grade.

7.5.6. The MPF forwards the OGD package to the MAJCOM/DPP with local JA review.

7.5.7. The MPF forwards a copy of the transmittal sheet to HQ AFPC/DPPRR (or AF/DPO if the officer is a colonel or colonel select).

7.5.8. If the wing commander determines an OGD is not appropriate, the MPF processes the retirement application as a routine action, but must ensure the unit commander's recommendation and wing commander's endorsement are attached to the AF IMT 1160 and filed as a permanent document in the Unit Personnel Record Group (UPRG).

7.5.9. If an officer has applied for retirement and it is later determined that an OGD is required, the MPF immediately notifies HQ AFPC/DPPRR or AF/DPO (if officer is colonel or colonel select) who will suspend the retirement whenever possible.

7.5.9.1. Processing of an OGD will not suspend a Regular officer's mandatory retirement.

7.5.9.2. An OGD must be finalized prior to retirement because, once an officer is retired, that retirement grade remains effective, regardless of determinations made subsequent to the effective retirement date.

7.5.10. MAJCOM/DPP Responsibilities. If an OGD is required, the MAJCOM/DPP or equivalent will:

7.5.10.1. Review the package to ensure all required documents are contained in the OGD.

7.5.10.2. Ensure MAJCOM or equivalent legal review is conducted.

7.5.10.3. Staff OGD case file to MAJCOM/CC or SAF designee for recommendation regarding retirement grade and include statement in that regard.

7.5.10.4. Forward complete OGD case file to SAFPC (AF/DPG for general officers) and provide a copy of transmittal sheet to HQ AFPC/DPPRR (or AF/DPO for colonels and colonel selects).

7.5.11. AF/DPG acts as focal point for all general officer OGDs. Contact AF/DPG, Sustainment Division, for specific processing procedures.

7.5.11.1. Solely the SAF's discretion will determine the disposition of a general officer OGD, with or without the advice and recommendation of SAFPC, as the SAF considers appropriate.

7.5.12. HQ AFPC/DPPRR, AF/DPO for colonels and colonel selects, or AF/DPG for general officers) Responsibilities:

7.5.12.1. Suspend retirement processing (as appropriate).

7.5.12.2. Monitor OGD actions.

7.5.12.3. Resume retirement processing upon OGD decision.

7.5.12.4. Update MilPDS.

7.5.12.5. Announce OGD decision on behalf of SAFPC.

7.6. General Information On Retired Pay Computation. The Defense Finance Accounting Service-Cleveland Center (DFAS-CL) computes retired pay under the provisions of the DoD Financial Management Regulation (FMR) Volume 7B, Military Retired Pay Manual. Questions

or concerns regarding retired pay computation can be sent to DFAS-CL, US Military Retirement Pay, P. O. Box 7130, London KY 40742-7130. **Table 7.1** provides some general rules for estimating retired pay of members.

7.7. Re-computation of Retired Pay To Show Advancement on the Retired List. An enlisted member of the Air Force who is advanced to a higher grade according to paragraph 7.4 is entitled to have retired pay re-computed on that advancement (10 USC §8992).

7.8. Re-computation of Retired Pay To Show Later Active Duty. If a retired member later serves on active duty (other than for training), the member is entitled to have the retired pay re-computed to include the recall period upon release from that duty. (See 10 USC §1402 & §1402a.)

7.9. Active Duty Pay Increase. If a member voluntarily retires on the date an active duty pay increase goes into effect, they are entitled to the new rates for their retired pay. (10 USC §8991 and DoD Financial Management Regulation) The only exceptions to this provision are:

7.9.1. Officers who meet retirement eligibility (20 years active service) anytime during the preceding month of the effective date of retirement may use the new rates in computing their retired pay; and

7.9.2. Regular colonels retiring on the mandatory retirement date established under laws in effect before 15 September 1981 if they assumed the grade of colonel prior to 15 Sep 81.

7.9.3. Officers who apply for and are approved for a voluntary retirement on their post-DOPMA mandatory retirement date that falls on the date of an active duty pay increase may use the new rates to estimate their retired pay.

Table 7.1. General Rules for Estimating Retired Pay of Members.

Retirement Plan	Eligible (Note 1)	Pay Formula (Notes 2, 3, and 4)	Cost of Living Adjustments (COLA)
Final Basic Pay	Entered Active Duty prior to 8 Sep 80	2.5% times the years of service times basic pay. (see note 5)	Full inflation protection based on Consumer Price Index (CPI).
High-3	Entered service between 8 Sep 80 and 31 Jul 86	2.5% times the years of service times the <i>average</i> of the highest 36 months of base pay. (see notes 6 and 7)	
High-3 or \$30K Career Status Bonus (CSB)/ REDUX* *Instead of retiring under High-3, these members may choose to receive a \$30K Service Bonus at 15	Entered service after 31 Jul 86	<u>High-3:</u> 2.5% times the years of service times the <i>average</i> of the highest 36 months of base pay <u>CSB/REDUX option:</u> Each of the 1 st 20 years of service is worth 2% toward the retirement	<u>High-3:</u> Full inflation protection based on CPI. <u>CSB/REDUX option:</u> Annual COLAs of CPI minus 1% are given based upon the CPI of the High-3. Retired pay is recomputed at age 62 so that REDUX and High-3

years of service in exchange for agreeing to serve a minimum of another five years and then retiring under the less generous REDUX plan.		multiplier. Each year after the 20 th is worth 3.5%. A 30-year career is computed by 2% times 3.5% for the 10 years beyond 20, resulting in a maximum of 75%. The multiplier is applied to the average of the member's highest 36 months of basic pay. (see notes 6 and 7)	retirement salaries are equal but REDUX COLAs for later years will continue to be CPI minus 1%.
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NOTES:

1. Date "entered service" means the date the person is enlisted, inducted, or appointed with the Armed Forces. This includes persons in the Delayed Entry Program (DEP), cadets at Service academies, officer candidates in Officer Training School (OTS), students enrolled in a Reserve component in senior Reserve Officer Training Corps (ROTC) programs or other financial assistance programs, students in the Uniformed Services University of the Health Sciences, and persons in the Armed Forces Health Professions Scholarship program. By using "Date entered service," active duty members have been "grandfathered" under the plan in effect at the time when they initially entered the service.
2. The maximum multiplier is 75% times the retired pay base.
3. The Uniformed Services Former Spouses Protection Act allows state courts to consider retired pay as divisible property in divorce settlements. The law does not direct state courts to divide retired pay; it simply permits them to do so.
4. Retired pay stops upon the death of the retiree.
5. Officers who retire and do not meet the requirements to retire in their highest grade (10 USC §1370) will be paid based on the retired grade. Officers retiring in an enlisted grade will have their pay calculated as determined by DFAS.
6. Officers who retire and do not meet the requirements to retire in their highest grade (10 USC §1370) will be paid based on the last 36-month average of the time served in the higher grade and the time served in the lower grade. **EXCEPTION:** Does not apply to officers who did not serve satisfactorily in the highest grade and such determination is the result of conduct occurring after October 30, 2000.
7. Enlisted members demoted to a lower grade and retired in that grade will not be paid based on high 36-month average in the higher grades. Their retired pay will be based on "final basic pay" instead of either the high 36-month average or REDUX formulas. When a regular enlisted member's active service added to retired list service totals 30 years, the member may be advanced (on the retired list) and receive retired pay in the highest grade satisfactorily held on active duty, as determined by the SAF or designee (10 USC §8964).

Figure 7.1. Sample OGD Notification Memorandum to Officer.

MEMORANDUM FOR MEMBER

I

FROM: COMMANDER

ADDRESS

SUBJECT: Officer Grade Determination Notification

This memo is to inform you that the Secretary of the Air Force (SAF), or designee, will decide the grade in which you will be retired based upon determination of your satisfactory service (10 USC §1370). As indicated in AFI 36-3203, paragraph 7.2., if a commissioned officer is retiring for other than disability or non-regular service, the SAF will determine if the officer will retire in the highest grade held on active duty satisfactorily for not less than six months.

Your (misconduct) (substandard performance) (other) resulting in (see note 1) has prompted this action. The SAF, or designee, will base the decision on a review of your record of service in your current grade as well as any previously held grade in which misconduct or substandard performance is alleged (see note 2). The SAF, or designee, will also consider recommendations made through your chain of command and any comments you wish to provide.

You may seek the advice of military counsel before responding to this letter. You may make appropriate, written comments relevant to your grade determination. Your response must be returned to my office for review and endorsement within 10 calendar days from receipt of this notification memorandum.

Should you or your counsel have any questions regarding this matter, you may contact me at extension _____.

Commander's Signature/Signature Block

Attachments:

(Supporting Documentation)

1st Ind

I acknowledge receipt of notice on this date, __, and acknowledge that an officer grade determination is being conducted to decide in what grade I will retire. I (do) (do not) intend to consult counsel. I (do) (do not) intend to submit matters for consideration.

Officer's Signature/Signature

Block

NOTES:

1. In this paragraph, the commander should indicate the reason for initiating the OGD, e.g., court-martial, Article 15, substandard performance, etc.

2. Use information from an officer's record of service in a previously held grade if the misconduct or substandard performance began or occurred prior to promotion to the current grade but was not discovered until after promotion.

Figure 7.2. Sample Unit/CC Memorandum.

MEMORANDUM FOR WING COMMANDER

I

FROM: Unit/CC

SUBJECT: Officer Grade Determination - (member's rank, name, SSN)

(Member's rank and name) was notified by memorandum dated (Atch 1) that an officer grade determination (OGD) was being initiated pursuant to 10 USC §1370. The officer's response/endorsement (Atch 2) was received on _____. I have attached a copy of the Article 15 (or other appropriate document) to support this OGD action and (member's rank and name) response to the Article 15 (or other appropriate document) with supporting documentation.

I have reviewed (insert member's rank and name) record of service in the current grade (and any previously-held grade in which misconduct or substandard performance is alleged), all other information relative to the Article 15 action (or other appropriate document) and the member's response which includes a request to be retired in the grade of _____. Based on the information available to me, I recommend (member's rank and name) be retired in the grade of _____. (Provide rationale for the recommendation).

Therefore, I believe the retirement of (member's rank and name) in the grade of _____ is appropriate and should be approved by the Secretary of the Air Force.

Signature Block

Attachments:

(Supporting Documentation)

1st Ind, Wing Commander

MEMORANDUM FOR MAJCOM/DPP (use only the 1st statement below) or SERVICING MILITARY PERSONNEL FLIGHT (use only the 2nd statement below)

I concur/nonconcur with the findings of (member's rank and name) unit commander and recommend that the officer be retired in the grade of _____ for the following reasons: (Provide rationale for the recommendation).

(or in cases when commander's decision is optional)

I have determined an officer grade determination is not appropriate in this case for the following reasons: (NOTE: This statement may only be used when the wing commander determines that an OGD is not appropriate. Explain in detail the mitigating circumstances which formed the basis for deciding not to initiate an OGD.)

Signature Block

Chapter 8

TRANSFER OR ASSIGNMENT TO THE RETIRED RESERVE

8.1. Retired Reserve. The Retired Reserve consists of members transferred or assigned under 10 USC §10154, *Retired Reserve* and DoD Instruction (DoDI) 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*. This chapter is not applicable to the transfer or assignment to the Retired Reserve by Air National Guard or Air Force Reserve members who are not on active duty. (AFI 36-3209)

8.2. EAD of Members in the Retired Reserve. Anytime there is a valid requirement for the member's service, a member who is transferred or assigned to the Retired Reserve may be voluntarily ordered to, or retained on, extended active duty (EAD). A member who has completed 20 years active military service and who has retired under 10 USC §8911 or §8914 may be ordered to active duty involuntarily if the SAF, with the approval of the Secretary of Defense, decides that there are insufficient reservists in an active status who are available with the needed skills (10 USC §12301, §12302, §12305, §12306, §688).

8.3. Privileges of Members of the Retired Reserve.

8.3.1. Members who have not reached age 60 who are eligible for retired pay at age 60 (10 USC §12731) receive:

8.3.1.1. A DD Form 2, **United States Uniformed Services Identification Card, (Reserve Retired), per AFI 36-3026 (I), Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel.**

8.3.1.2. Eligible dependents are authorized a DD Form 1173-1, **Department of Defense Guard and Reserve Family Member Identification Card.**

8.3.1.3. Commissary privileges.

8.3.1.4. Base Exchange privileges.

8.3.1.5. Other base privileges, including military Morale, Welfare and Recreation (MWR) programs.

8.3.1.6. Membership in an open mess if authorized by the rules of the mess (AFI 34-272, *Air Force Club Program*).

8.3.1.7. Authorization to wear the uniform on proper occasions (AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*).

8.3.1.8. Travel entitlements allowable by the TMF in accordance with JFTR.

8.3.1.9. Full-time coverage under the Veterans Group Life Insurance (VGLI). Within 120 days of transfer to the Retired Reserve, retired members may apply for VGLI coverage to the Office of SGLI, PO Box 5000, Millville, NJ 08332-9928. Provide a copy of the retirement order. Members make premium payments to that office.

8.3.2. Retired reserve members who are eligible to receive retired pay at age 60 (10 USC §1401) if they retire under 10 USC §12731: upon presenting a notice of eligibility for retired

pay at age 60 from ARPC or retiree pay statement, are entitled to receive a DD Form 2. The DD Form 2 authorizes the retired member to use the commissary, base exchange, and MWR privileges. It also provides Uniformed Services Health Benefits for military members and their authorized family members including care in a Uniformed Services Facility, Civilian Health and TRICARE managed-care programs.

8.3.2.1. The DD Form 2 allows for air travel on a space available basis. Travel for accompanied authorized family members once the member goes into retired pay status.

8.3.2.2. When the retired reserve member reaches age 60, their eligible dependents are authorized a DD Form 2765, **Department of Defense Uniformed Services Identification and Privilege Card**.

8.3.3. Retired reserve members may participate in the Reserve Component Survivor Benefit Plan (RCSBP). Members make RCSBP elections at the time they receive their 20-year notification letter. Contact ARPC/DPSPE for specific computation.

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

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

8.4.1. Transfer to the Retired Reserve is automatic for:

8.4.1.1. Reserve officers retired for service under 10 USC §8911.

8.4.1.2. Reserve members retired for disability under 10 USC §1201, §1202, §1204, or §1205.

8.4.2. Reserve members who may apply for transfer or assignment to the Retired Reserve:

8.4.2.1. Reserve members eligible for retired pay under 10 USC §12731 and those eligible for retirement under this law except they have not yet reached age 60.

8.4.2.2. Temporary officers on active duty, retired or separated for disability under 10 USC, chapter 61, who apply for appointment and concurrent transfer.

8.4.2.3. Reserve officers who are removed from active status under 10 USC §14903, who are eligible for transfer to the Retired Reserve and who have completed the years of service required for retired pay under 10 USC, Chapter 1223.

8.4.2.4. Air Force Reserve enlisted members who must be separated due to HYT and have completed the years of service required under 10 USC, Chapter 1223.

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

8.4.3.1. Commissioned officers of the Regular Air Force except as provided for under 10 USC §12741.

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

8.4.3.3. Former members who elected discharge or resigned their commission in lieu of transfer to the Retired Reserve.

8.5. Grade in the Retired Reserve.

8.5.1. Time-in-grade requirements for officers promoted under Reserve Officer Personnel Management Act (ROPMA):

8.5.1.1. Officers who met a promotion board on or after 1 Oct 1996 and were on a recommended list for promotion to the grades of LtCol and above must serve satisfactorily in grade for 3 years to retire in that grade. TIG requirements is reduced to 6 months if officer is involuntarily separated from active status due to age or years of service.

8.5.1.2. Officers who met a promotion board on or after 1 Oct 1996 and were on a recommended list for promotion to the grades of major and below must serve satisfactorily in grade for a minimum of six months to retire in that grade.

8.5.1.3. Officers who do not meet the TIG requirements specified shall be retired in the next lower grade in which they served satisfactorily for not less than 6 months.

8.5.2. TIG requirements for officers promoted under ROPA: 10 USC §1370(d) does not apply to officers who were selected for promotion prior to 1 Oct 1996, regardless of their pin-on date, They retire under 10 USC §12731 in the highest grade held satisfactorily for a minimum of one day as determined by SAF or designee (HQ ARPC) under 10 USC §12771.

8.5.3. Enlisted retired grades: Enlisted reservists who retire, other than for physical disability, retire in their current grade. If a member indicates on the retirement application that they held a higher grade, HQ ARPC has been delegated authority by the SAF to approve the retired grade based upon the highest grade held satisfactorily. If there is indication that the member did not serve satisfactorily in the highest grade held, the SAF is required to determine the retired grade.

8.6. AF IMT 131, Application for Transfer to the Retired Reserve. Reserve component members use AF IMT 131 to apply for transfer to the Retired Reserve. The member can obtain the form from their servicing MPF, HQ ARPC/DPPR, 6760 E Irvington Place, #1900, Denver CO 80280-1900.

8.6.1. Fill out the original only, and send the signed form according to [Table 8.2](#) To ensure the member's commander or IMA program manager are aware of the member's application and to prevent retirement of personnel who may have an administrative action pending, the application must have a recommendation of approval or disapproval from the Commander or program manager.

8.6.1.1. All members must complete items I, II, and III. In the "TO" block, enter HQ ARPC/ DPPR, 6760 E. Irvington Pl, Denver CO 80280-1900. Entry for "THRU": ARC unit-assigned personnel submit the AF IMT 131 through their unit of assignment. IMAs submit the form through their program manager. Non-participating Individual Ready Reserve (IRR)/Standby Reserve (S7) enter "HQ ARPC/DPPR."

8.6.1.2. Item IV: Reserve/ANG unit commanders or IMA program managers recommend approval of the member's retirement application unless there is an administrative action pending. Item 6 is not applicable to non-participating IRR/Standby Reserve (S7) members.

8.6.1.3. Item V: Application from Air Force Reserve Command (AFRC) unit-assigned members must have their wing, or equivalent, commander complete this section. This section is optional for ANG and IMAs and not applicable to IRR/Standby Reserve (S7) members.

8.6.1.4. Remarks section: IMAs/Non-Participating IRR/Standby (S7) only: If you elect to have a retirement ceremony, notify HQ ARPC/DPPR at least 30 days prior to the ceremony to allow adequate mailing time for the retirement certificate. If you wish a certificate of appreciation for your spouse, please write spouse's name in this section.

8.7. Forwarding Application. Send completed applications to HQ ARPC/DPPR at: 6760 E. Irvington Place, Denver CO 80280-1900. (See **Table 8.2**). ANG members should submit the AF IMT 131 at least 60 days before the desired retirement date. AF Reserve members should submit the AF IMT 131 at least 6 months before the desired retirement date.

8.7.1. Members who are applying for transfer or assignment to the retired reserve under AFI 36-3203. The member must request an extension for an unspecified period contingent on transfer to the retired reserve. If approved, HQ ARPC/DPPR extends enlistment for an unspecified period. This extension takes effect on the date the member transfers to the retired reserve. Refer to AFI 36-2612, *United States Air Force Reserves (USAFR) Reenlistment and Retention Program*.

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

8.7.3. To withdraw, cancel, or change effective date, the member will provide a written request through the member's commander or designee to ARPC, who must receive the request prior to the original retirement date. After the effective date of retirement, action to withdraw, cancel or change the effective date cannot be taken without SAF or designee approval.

8.8. Approval and Disapproval Authority. The SAF delegates the authority to HQ ARPC to approve or disapprove applications for transfer or assignment to the Retired Reserve and take final action to transfer or assign members to the Retired Reserve (table 8.3.)

8.8.1. After receiving the AF IMT 131, HQ ARPC will:

8.8.1.1. Establish a case file; prepare an audit to verify service.

8.8.1.2. Publish retirement orders.

8.8.1.3. Update Military Personnel Data System (MilPDS) and DFAS-CL pay file.

8.8.1.4. Forward retirement orders and other appropriate documents to member and DFAS-CL.

8.9. ARC Members. ARC members who apply for retirement under 10 USC §8911 or §8914 must meet the criteria and comply with instructions in other chapters of this instruction. For example, in **Table 2.2**, rules 2, 3, 4, and 10 through 19 apply to these members; the remaining rules in that table do not apply due to the nature of the Reserve assignment system.

8.10. Units with Members Transferred to the Retired Reserve. When the unit commander or designee receives retirement documents from HQ ARPC (table 8.3., note 2), prepare an appropriate retirement ceremony consistent with the member's personal desires. See **Chapter 6**.

8.11. Retirement from Active Reserve Service Performed After Regular Retirement. Members who retired under 10 USC §8911/8914 may, under 10 USC §12741, elect to change their active duty retirement to a Reserve retirement under 10 USC, Chapter 1223 at age 60 if, after their active duty retirement, they serve in an active status in a reserve component. To accomplish this, request a reserve retirement from HQ ARPC/DPPR, 6760 E. Irvington Place, #1900, Denver CO 80280-1900.

Table 8.1. Forwarding AF IMT 131, Application for Transfer to the Retired Reserve.

R	A	B	C	D	E	
U						
L	If the applicant is	servicing on active duty	and	and	then send application to	
E						
1	a member	yes	has 20 or more years of active duty		HQ AFPC/DPPRR (AF/DPE for CMSgts or AF/DPO for colonels and colonel selectees) through retirement channels or, if requested, HQ AFPC/DPPRS (see notes 1 and 2).	
2	An Air National Guard (ANG) member	no			the servicing MPF. MilPDS entry flows to HQ ARPC. Send application and field personnel records to HQ ARPC through the Adjutant General of assigned state.	
3	a Reserve member		unit assigned	a general officer or colonel	the servicing MPF. MilPDS entry flows to AF/DPG or AF/DPO, AFRC and HQ ARPC. Send application and field personnel records to HQ ARPC (see note 3).	
4				all other grades	the servicing MPF. MilPDS entry flows to HQ ARPC. Send application and field personnel records to HQ ARPC (see note 3).	
5				not unit assigned	a general officer or colonel	HQ ARPC. MilPDS entry flows to HQ AFRC, AF/DPG or AF/DPO, and ARPC (see note 3).
6					all other grades	HQ ARPC. MilPDS entry flows to HQ ARPC (see note 3).

1. If the member desires appointment to the former commissioned grade for the purpose of assignment to the Retired Reserve, immediately send a copy of the completed AF IMT 131 for necessary appointment action to HQ ARPC/DPPR, 6760 E. Irvington Place, #1900, Denver CO 80280-1900. Do not alter current procedures for entering data in MilPDS. If the member is a former Regular officer, send a copy of the completed AF IMT 131 to above address, along with a copy of AF IMT 1613, *Statement of Service*, and DD Form 214, and microfiche record.

2. Regular enlisted members who also have a Reserve commissioned status send application to HQ ARPC/DPPR.
3. On receiving AF IMT 131 from Selected Reserve member, annotated with spouse's name when applicable, the MPF ensures compliance with Air Force Computer Systems Manual (AFCSM) 36-699, *Personnel Data Systems* when transmitting MilPDS transaction to HQ ARPC/DPPR.

Table 8.2. HQ ARPC Action on Application for Transfer to the Retired Reserve.

R U L E	A	B
	If ARPC	then ARPC
1	Approves application	publishes Reserve orders announcing transfer or assignment and placement on the Reserve Retired List (see notes 1 and 2). (For IMAs: updates MilPDS, issues certificates, retirement pin and flag.)
2	Determines individual is not eligible	returns application without action. Updates MilPDS.
3	Disapproves application	notify member and MPF (see notes 1 and 2).

1. If the reservist is assigned to either a category A unit or is an IMA, HQ ARPC sends orders to the member's MPF. Provide the member with information (**Chapter 6**) and privileges of the Retired Reserve (paragraph **8.3**).
2. If the reservist is not in a category A unit, HQ ARPC/DPPR or ANG sends the retirement order and certificate to the member and provide information on retirement recognition (**Chapter 6**) and privileges of the Retired Reserve (paragraph **8.3**).

Chapter 9

DETERMINING RETIRED PAY FOR NON-REGULAR SERVICE AT AGE 60

9.1. Age and Service Requirements (10 USC §12731). This chapter pertains to Reserve members who attain the age of 60 while on extended active duty (EAD).

9.1.1. Active and Inactive Status and Retired Reserve members not on EAD follow procedures in AFI 36-3209 pertaining to retirement eligibility and pay under 10 USC §12731. Upon verification of retirement eligibility, HQ ARPC Retirement Eligibility Division will send a *Notification of Eligibility for Retired Pay at Age 60 Letter* to each member within 1 year after the member becomes eligible (10 USC §12731). This notification is commonly known as the “20 year letter.”

9.1.2. HQ AFPC/DPPRS will update a mandatory date of separation (DOS) in MilPDS for reserve personnel on EAD who will reach the maximum age of 60. When the member reaches age 60, the member will separate from EAD to the Reserve, then HQ ARPC will retire the member from the Reserve. The member’s final travel and movement of HHG will be shown on the separation order.

9.1.2.1. Reserve members who meet the eligibility criteria (see paragraph [2.1](#)) for an active duty retirement should submit a retirement application (AF IMT 1160) to HQ AFPC/DPPRR (AF/DPG for general officers, AF/DPO for colonels and colonel selectees, or AF/DPE for CMSgts) to request a retirement effective the 1st day of the month following the month the member reaches age 60. The servicing MPF will assist the member to complete the AF IMT 1160.

9.1.2.2. Reserve members who do **not** meet the eligibility criteria for an active duty retirement may elect, if eligible, to retire in accordance with 10 USC §12731. The servicing MPF assists the member to complete an AF IMT 131 and:

9.1.2.2.1. Letter of Application (see [Attachment 2](#) for sample).

9.1.2.2.2. ARPC Form 0-69, **Application for Retired Pay**.

9.1.2.2.3. DD Form 2656-AF, **Data For Payment of Retired Personnel**.

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

9.1.2.3. Preparing and Forwarding Application for Retired Pay Benefits at age 60 under 10 USC §12731.

9.1.2.3.1. Reserve members serving on *extended* active duty (EAD) in any grade below brigadier general (who have no other appointment) submit application (see [Attachment 2](#)) for retired pay (with documents listed in paragraph [9.1.2.2](#)) to HQ ARPC/DPPR, 6760 E Irvington Place #1900, Denver CO 80280-1900.

9.1.2.3.2. Reserve general officers serving on EAD submit application (see [Attachment 2](#)) for retired pay (with documents listed in paragraph [9.1.2.2](#)) to AF/DPG, Crystal Plaza 5, 2221 South Clark Street STE 500, Arlington VA 22202-3745.

9.1.2.4. Reserve members on EAD may request a retirement physical examination (see [Chapter 5](#)).

9.1.3. Date Retired Pay Begins. The entitlement to retired pay begins on the member's 60th birthday if the requirements of 10 USC §12731 are met. A claim must be filed within 6 years after the member's 60th birthday. If the member does not send the pay request by their 66th birthday, 1 day of retired pay will be lost for each day of delay. **EXAMPLE:** If a member reaches age 60 on 9 January 2002 but did not file the retired pay application until 1 April 2008, the member is due pay only from 1 April 2002 forward.

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

Table 9.1. Computing Years of Service and Retired Pay of Members Retiring Under 10 USC §12731. (For More Detailed Information Concerning Retired Pay Computation, Please See AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members).

	A	B
S T E P	To compute	take these steps
	1	Years of service and any fraction of a year add each day of active duty, including active duty for training prior to 1 Jul 1949
	2	add each year before 1 Jul 1949 at the rate of 50 calendar days per year and proportionately for each fraction of a year. Exclude active duty credited in step 1. Credit service in a Reserve component of an armed force, in the Army, or the Air Force without component, or in any other category covered in 10 USC §12732(a)(1), (3), and (4). (To obtain proportionate year point totals, add the periods, day for day, and divide the product by 7.3 .)
	3	After 1 Jul 1949, add active duty points, points for inactive duty training and membership points according to Air Force Manual (AFM) 36-8001. Credit inactive duty points up to a maximum of 60 points in any year including membership. For Retention/Retirement (R/R) years closing out on or after 23 Sep 1996 - 29 Oct 2000, credit up to a maximum of 75 inactive duty points which includes membership points, and credit up to a maximum of 90 inactive duty points which includes membership points for R/R years after 29 Oct 2000.
4	divide the sum of steps 1, 2, and 3 above by 360; carry the quotient to three decimal places; and round off to two decimal places. EXAMPLE: 4734 divided by 360 = 13.150 or 13.15.	

5	Retired pay	multiply the result of step 4 by 2 1/2 percent (.025); round off the product to four decimal places. EXAMPLE: $13.15 \times .025 = .32875$ or $.3288$.
6		For members who have a DIEMS/DIEUS date prior to 8 Sep 1980, use current active duty basic pay charts at the time granted such pay, determine the monthly active duty basic pay in effect that the member would receive if serving on active duty in their highest temporary or permanent grade satisfactorily held during the entire period of service. Multiply by the product of step 5 to determine monthly retired pay. EXAMPLE: Basic pay \$885.00 \times $.3288 = \$290.99$, rounded down to \$290. (All gross pay is rounded down.)

Chapter 10

DROPPING RETIRED MILITARY PERSONNEL FROM THE ROLLS OF THE AIR FORCE

10.1. Background Information. This chapter tells how members entitled to military retired pay are dropped from the rolls of the Air Force under 10 USC §1161(b) when their retired pay is forfeited under 5 USC, chapter 83, subchapter II. It implements Department of Defense (DoD) Directive 1332.16, *Dropping Retired Military Personnel from the Rolls of the Armed Forces*.

10.2. DoD Policy. When retired military members are deprived of their retired pay (5 USC, chapter 83, subchapter II), DoD policy dictates that they be dropped from the rolls of the military department. DoD views retired pay as earned and should be withheld only under extremely limited circumstances. Members must be treated uniformly under substantially similar circumstances, regardless of their military component.

10.3. General Procedures. When a member is deprived of retired pay under the conditions set forth in 5 USC, chapter 83, subchapter II, the office of Retired Pay Operations, DFAS-CL sends the following information and documentation to HQ AFPC, Directorate of Personnel Program Management (HQ AFPC/ DPP), Randolph AFB TX 78150-4713:

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

10.4. Recommendations. HQ AFPC, Directorate of Personnel Program Management, Retirements & Separations Division (HQ AFPC/DPPR) assembles and sends all records in the case, including documents listed in para [10.3](#) above, to SAFPC.

10.4.1. SAFPC forwards the package, including the recommendation of the SAF or designee, to the Office of the Secretary of Defense for presentation to the President according to DoDI 1320.4, *Military Officer Actions Requiring Approval of the Secretary of Defense or President, or Confirmation by the Senate*.

10.4.2. When the final decision is made to drop the member from the rolls of the Air Force, HQ AFPC/DPPR notifies DFAS-CL, HQ AFPC/DPSFCM, and the member.

10.5. Processing Orders. For retired members dropped from the rolls of the Air Force, SAFPC instructs HQ AFPC/DPPR to publish the orders. The member does not receive any type of military certification of separation, discharge, or retirement.

10.6. Prescribed Forms.

DD 363AF, Certificate of Retirement (Air Force)

AF IMT 1160, **Military Retirement Actions**,

AF Form 1344, **Certificate of Appreciation (for Spouse of Retiring Member)**

AF IMT 3538, **Retention Recommendation**

10.7. Adopted Forms.

DD 2S(ResRet), United States Uniformed Services Identification Card, (Reserve Retired)

DD 149, Application for Correction of Military Record under the Provisions of Title 10, U.S. Code, Section 1552,

DD 214, Certificate of Release or Discharge from Active Duty

DD 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

DD 2542, Certificate of Appreciation for Service in the Armed Forces of the United States

DD 2588, Acquisition Corps - Waiver Request, Department of Defense,

DD Form 2656-AF, **Data for Payment of Retired Personnel**

DD 2765, Department of Defense/Uniformed Services Identification and Privilege Card

AF IMT 131, **Application for Transfer to the Retired Reserve**

AF Form 423, **Certificate of Appreciation (for Spouses of Selected Reserve Retirees)**

AF IMT 780, **Officer Separations Actions**

AF IMT 847, **Recommendation for Change of Publication**

AF IMT 899, **Request and Authorization for Permanent Change of Station – Military**

AF IMT 948, **Application for Correction/Removal of Evaluation Report**

AF IMT 1137, **Unfavorable Information File Summary**

AF IMT 1613, **Statement of Service**

SF Form 88, **Report of Medical Examination**

SF 1179A, **Direct Deposit Sign-up Form**

*RICHARD Y. NEWTON, III, Lt General, USAF

*DCS, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-326, *Preparing Official Communications*

Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>

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

AFMAN 37-123, *Management of Records*, located at <https://webrims.amc.af.mil>

Title 10, United States Code, §§ 101, 123, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 671, 688, 1161, 1174, 1201, 1202, 1204, 1205, 1251, 1370, 1401, 1402, 1402a, 1405, 1406, 1407, 1409, 1411, 8911, 8913, 8914, 8917, 8918, 8920, 8921, 8924, 8962, 8963, 8964, 8965, 8991, 8992, 10154, 12301, 12302, 12305, 12307, 12731, 12732, 12733, 12734, 12741, 12771, 14704, 14705

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

DoD Directive (DoDD) 1332.16, *Dropping Retired Military Personnel from the Rolls of the Armed Forces*

DoDD 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement*

DoDD 1332.32, *Selective Early Retirement of Officers on an Active Duty List and the Reserve Active Status List and Selective Early Removal of Officers from the Reserve Active Status List*

DoD Instruction (DoDI) 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*

DoDI 1215.7, *Service Credit for Reserve Retirement*

DoDI 1320.4, *Military Officer Actions Requiring Approval of the Secretary of Defense or President, or Confirmation by the Senate*

DoDI 1348.34, *Presidential Recognition on Retirement from Military Service*

Executive Order 9397

FY91 National Defense Authorization Act (NDAA), 5 November 1990

FY92 NDAA, 5 December 1991

FY93 NDAA, 23 October 1992

FY94 NDAA, 5 October 1994

FY95 NDAA, 1 December 1994

FY96 NDAA, 10 February 1996

FY97 NDAA, 23 September 1996

FY98 NDAA, 18 November 1997

FY99 NDAA, 17 October 1998

FY00 NDAA, 5 October 1999

FY01 NDAA, 30 October 2000

FY02 NDAA, 4 January 2002

FY03 NDAA, 2 December 2002

FY04 NDAA, 24 November 2003

FY05 NDAA, 8 October 2004

29 Comptroller General 179

38 Comptroller General 5

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

Public Law 96-513, An original bill to amend title 10, United States Code, to revise and make uniform the provisions of law relating to appointment, promotion, separation, and retirement of regular commissioned officers of the Army, Navy, Air Force, and Marine Corps, to establish the grade of commodore admiral in the Navy, to equalize the treatment of male and female commissioned officers, and for other purposes.

AFI 33-110, *Data Administration Program*

AFI 33-328, *Administrative Orders*

AFI 33-360, *Publications and Forms Management*

AFI 34-272, *Air Force Club Program*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2107, *Active Duty Service Commitments*

AFI 36-2110, *Assignments*

AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*

AFI 36-2501, *Officer Promotion and Selective Continuation*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2503, *Administrative Demotion of Airmen*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2612, *United States Air Force Reserves (USAFR) Reenlistment and Retention Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-3003, *Military Leave Program*

AFI 36-3026 (I), *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*

AFI 36-3206, Administrative Discharge Procedures for Commissioned Officers

AFI 36-3207, Separating Commissioned Officers

AFI 36-3208, Administrative Separation of Airmen

AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members

AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation

AFI 48-123, Medical Examinations and Standards

AFFD 36-32, Military Retirements and Separations

Abbreviations and Acronyms

A1—Deputy Chief of Staff, Personnel

AD—Active Duty

ADL—Active Duty List

ADSC—Active Duty Service Commitment

ADSCD—Active Duty Service Commitment Date

ADT—Active Duty for Training

AF/DPE—Chiefs' Group

AF/DPG—Generals' Group

AF/DPO—Colonels' Group

AFB—Air Force Base

AFBCMR—Air Force Board for Correction of Military Records

AFC—Air Force Cross

AFCSM—Air Force Computer Systems Manual

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFM—Air Force Manual

AFPC—Air Force Personnel Center

AFFD—Air Force Policy Directive

AFR—Air Force Regulation

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AMC—Air Mobility Command

AMD—Air Movement Designator

ANG—Air National Guard
ANGUS—Air National Guard of the United States
APOE—Aerial Port of Embarkation
APR—Airman Performance Report
ARC—Air Reserve Component
ARPC—Air Reserve Personnel Center
ASD—Assignment Selection Date
ASPB—Appropriate Separation Processing Base
BSC—Biomedical Sciences Corps
CAP—Critical Acquisition Position
CEM—Chief Enlisted Manager
CIC—Customer Identification Code
CMSGT—Chief Master Sergeant
COLA—Cost Of Living Adjustment
CONUS—Continental United States
CPI—Consumer Price Index
CSAF—Chief of Staff, United States Air Force
DAF—Department of Air Force
DAFSC—Duty Air Force Specialty Code
DAFSO—Department of the Air Force Special Order
DC—Dental Corps
DE—Developmental Education
DEP—Delayed Entry Program
DEROS—Date Eligible for Return from Overseas
DFC—Distinguished Flying Cross
DFAS—Defense Finance and Accounting Service
DFAS—CL-Defense Finance and Accounting Service Cleveland
DFAS—HQ-Defense Finance and Accounting Service Headquarters
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOPMA—Defense Officer Personnel Management Act

DOS—Date of Separation
EAD—Extended Active Duty
EFMP—Exceptional Family Member Program
EPR—Enlisted Performance Report
ETS—Expiration of Term of Service
FMR—Financial Management Regulation
FPR—Field Personnel Records
FPRG—Field Personnel Record Group
FSO—Financial Services Office
GCM—General Court-Martial
GSU—Geographically Separated Unit
HHG—Household Goods
HOR—Home of Record
HOS—Home of Selection
HQ—Headquarters
HYT—High Year of Tenure
ID—Identification
IMA—Individual Mobilization Augmentee
IMT—Information Management Tool
IRR—Individual Ready Reserve
JA—Judge Advocate
JFTR—Joint Federal Travel Regulation
JPPSO—Joint Personal Property Shipping Office
LAS—Limited Assignment Status
MAJCOM—Major Command
MC—Medical Corps
MEB—Medical Evaluation Board
MH—Medal of Honor
MilPDS—Military Personnel Data System
MPF—Military Personnel Flight
MSC—Medical Service Corps
MSD—Mandatory Separation Date

MSGT—Master Sergeant
MTMC—Military Traffic Management Command
MTF—Medical Treatment Facility
MWR—Morale, Welfare, and Recreation
NC—Nurse Corps
NCO—Noncommissioned Officer
NCOA—Noncommissioned Officer Academy
NCOIC—Noncommissioned Officer in Charge
NDAA—National Defense Authorization Act
NGB—National Guard Bureau
NLT—Not Later Than
NTS—Non-temporary Storage
ODC—Other Deserving Circumstances
OER—Officer Effectiveness Report
OGD—Officer Grade Determination
OPR—Office of Primary Responsibility
OPR—Officer Performance Report
OSI—Office of Special Investigation
OTS—Officer Training School
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PEB—Physical Evaluation Board
PLARS—Presidential Letter of Appreciation Request System
PLEAD—Place Entered into Active Duty
PME—Professional Military Education
POV—Privately-Owned Vehicle
POW—Prisoner of War
PPM—Personally Procured Movement
PTDY—Permissive Temporary Duty
PTI—Personnel Transaction Identifier
RASL—Reserve Active Status List

RCSBP—Reserve Component Survivor Benefit Plan
RIP—Report on Individual Personnel
ROTC—Reserve Officer Training Corps
R/R—Retention/Retirement
SB—Special Board
SBP—Survivor Benefit Plan
SAF—Secretary of the Air Force
SAFPC—Secretary of the Air Force Personnel Council
SECDEF—Secretary of Defense
SERB—Selective Early Retirement Board
SG—Surgeon General
SGLI—Servicemembers Group Life Insurance
SLA—Special Leave Accrual
SMSGT—Senior Master Sergeant
SNCO—Senior Noncommissioned Officer
SNCOA—Senior Noncommissioned Officer Academy
SPBC—Separation Processing Base of Choice
SSB—Special Selection Board
SSGT—Staff Sergeant
SSN—Social Security Number
SJA—Staff Judge Advocate
TAC—Transportation Account Code
TAFCS—Total Active Federal Commissioned Service
TAFMS—Total Active Federal Military Service
TDN—Travel as Directed is Necessary
TDY—Temporary Duty
TDRL—Temporary Disability Retired List
TIG—Time in Grade
TMF—Traffic Management Flight
TSGT—Technical Sergeant
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File

UPRG—Unit Personnel Records Group

URF—Unit Relocation Folder

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

USC—United States Code

UTA—Unit Training Assembly

VGLI—Veterans' Group Life Insurance

VPC—Vehicle Processing Center

DO—7-Day Option

Terms

Active Duty—Means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, as a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (10 USC §101(d)(1))

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

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

Active Status—Means the status of a member of a reserve component who is not in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve. (10 USC §101(d)(4))

Best Interest of the Air Force—A significant situation or circumstance, as determined by the member's commander or other senior official, adversely affecting the unit or Air Force mission if the member's request for waiver is not approved for retirement restriction, withdrawal or extension.

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

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

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

Dual Status—Regular Airmen who hold Reserve appointments as commissioned officers.

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

Hardship—A fully-documented situation or circumstance that imposes undue privation or suffering on the member, household, or immediate family that has occurred since the member applied for retirement. Circumstances common among retirement-eligible members are not hardships, such as employment prospects or school year considerations. This term does not relate to humanitarian deferment policies in AFI 36-2110, *Assignments*, but only to retirement restrictions identified in **Table 2.2** that can be waived for hardship reasons, to withdraw or extend retirement, or HYT request.

Inactive Duty Training—Authorized training performed by a member of a Reserve component not on active duty, annual training, or active duty for training. Consists of regularly-scheduled unit training assemblies (UTAs), additional training periods, or equivalent training, and performed in connection with the prescribed activities of their assigned organizations.

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

Non-regular Service—Active or inactive service in an Air Reserve Component.

Non-status applicant—A former Reserve Component member who is not in the Retired Reserve awaiting age 60.

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

Points—Credits awarded to Air Reserve Component (ARC) personnel for active service, active duty for training, or inactive duty training and gratuitous credits for Reserve membership. Includes service for ANG members performed under Title 32 USC.

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

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

Reserve Component of the Air Force—The United States Air National Guard (ANG) and the Air Force Reserve (AFR). Also known as the Air Reserve Component (ARC) when referred to jointly.

Reserve Forces—Members of the Reserve component; (ARC).

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

Reserve Retirement Eligible—Reserve or Air National Guard member who has 20 "good" years of reserve component service as computed under 10 USC §12732.

Retirement Eligible—Member who has 20 years or more total active federal military service (TAFMS) as of the date of submission of retirement application.

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

(DATE)

(Applicant's return address)

HQ ARPC/DPPR

6760 E Irvington Place #1900

Denver CO 80280-1900

My signature to this letter constitutes application for retired pay benefits as provided in 10 USC §12731. It also serves as application for transfer to the Retired Reserve (non-status applicants do not make this statement). Request retired pay effective (the first day I am eligible) or (enter a later date elected or required by AFI 36-3203, *Service Retirements*, paragraph **9.1.2.2.**).

(For verification of service, all non-status applicants and Reserve members claiming service that is not on record should furnish a summary of service to include specific periods, highest grade, service number, and armed force.)

Sincerely

(Applicant's Signature, Grade, SSN)

Attachments:

1. DD Form 2656, **Data for Payment of Retired Personnel**
2. DD Form 93
2. DD Form 1885, **Survivor Benefit Plan**
3. SF 1199A, **Direct Deposit Sign-up Form**
4. TD Form W-4

AUTHORITY: 10 USC §8013, Secretary of the Air Force: powers and duties; delegation by: 10 USC, chapter 1223, *Retired Pay for Non-Regular Service*, implemented by AFI 36-3203, *Service Retirement*; and EO 9397, 22 November 1943.

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

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

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

Attachment 3
(DELETED)

Attachment 4
(DELETED)

**Attachment 5
(DELETED)**

Attachment 6

DATA ELEMENT CODES USED IN CONNECTION WITH RETIREMENT(SECTION A AND B)

Section A

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

Data Name: APPL WAIVER REQMNT

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

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

DATA

CODE

DATA ITEMS AND EXPLANATIONS

- 21 An officer who will not complete ADSC resulting from AFIT-sponsored training as of requested retirement date.
- 22 Will not complete ADSC resulting from professional military education (PME) as of requested retirement date.
- 23 Is on an overseas tour, and will not complete ADSC as of the requested retirement date.
- 24 Applies for retirement less than 4 months in advance of requested retirement date (plus the desired amount of terminal leave and PTDY). (No waiver required if application for retirement is submitted according to paragraph 2.19., 7-Day Option.)
- 25 Has not completed, as of the requested retirement date, the 2-year ADSC resulting from promotion to MSgt, SMSgt, or CMSgt and is not entitled to retire in a higher permanent Reserve grade.
- 26 Holds a commissioned grade higher than major and has not served on active duty at least 3 years in that grade, as of the requested retirement date.
- 28 Departed duty station on a CONUS-to-CONUS move on or after 15 January 1987 and will not complete 24 months on station (12 months on station if on an overseas-to-CONUS tour) as of the requested retirement date.
- 29 Will not complete an ADSC or period of required service resulting from education or training not otherwise specified here, as of the requested retirement date.
- 30 Is an MC or DC officer who will not complete ADSC for additional or incentive special pay (MC), continuation pay (DC), or sponsored training as of the requested retirement date.
- 31 Is applying for voluntary retirement during time of war or when war is imminent, or in an emergency as declared by the President or Congress.

- 32 Is subject to action initiated under AFI 36-3208 that could lead to involuntary discharge and is retirement-eligible as of the date of application.
- 33 Is retirement-eligible as of the date of application and is subject to an action that may result in an involuntary separation or demotion in accordance with one of the following: AFI 36-3209, AFI 36-3206, AFI 36-3207, or AFI 36-2503.
- 34 Is in default with respect to public funds.
- 35 Is serving under a suspended court-martial sentence and is retirement-eligible as of the date of application.
- 36 Is under court-martial charges and trial has not begun, or is under court-martial sentence including dishonorable discharge, bad conduct discharge, dismissal, or confinement for over 6 months; or is under court-martial sentence not including the preceding punishment, and is retirement-eligible as of the date of application.
- 37 Is under civil charges that, in case of conviction, may result in the initiation of administrative discharge action, and is retirement-eligible as of the date of application.
- 39 Has been notified of proposed punishment under Article 15, Uniformed Code of Military Justice (UCMJ).
- 40 Reserved

NOTE: These codes are part of a complete list of new data element codes that are or will be published in AFI 33-110, *Data Administration Program*. They are furnished for the user's convenience and guidance.

Section B

Title: Special Program Identifier, ADE SP-174

Data Name: SPEC-PROG-ID

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

Data Use Identifiers and Explanations: (Items pending approval)

DATA

CODE

DATA ITEMS AND EXPLANATIONS

- 69 Retirement on high year of tenure date (TOPCAP)
- 70 Hardship used when a retirement application or request for change of month or withdrawal of a retirement is sent for hardship reasons
- 71 Request for withdrawal or change of retirement date because of active duty promotion
- 72 Retirement under 7-Day Option
- 73 Used when a retirement application, request for change of month, or withdrawal of a retirement request is sent for reasons of "best interest of the Air Force"

74	Revert to Retired Status
75	For use by HQ AFPC/DPPR/90
76	Member's retirement suspended under provisions of STOP LOSS
77	For use by HQ AFPC/DPPR/88
78	HYT waivers for promotion consideration
79	For use by HQ AFPC/DPPR/92
80	15 to 19 year retirement
81	For use by HQ AFPC/DPPR/93
82	For use by HQ AFPC/DPPR/94
86	For use by HQ AFPC/DPPR/95
88	Waiver of a commitment or period of required service under a specially announced strength-adjustment program
89	For use by HQ AFPC/DPPR
91	Member elects to retire on established mandatory retirement date
93	Member elects to retire 1 or more months before established mandatory retirement date
97	For use by HQ AFPC/DPPR/96
98	For use by HQ AFPC/DPPR/97
99	For use by HQ AFPC/DPPR/98

NOTE: These codes are part of a complete list of data element codes that are or will be published in AFI 33-110, *Data Administration Program*. They are furnished for the user's convenience and guidance.

Attachment 7**PREAPPLICATION CHECKLIST**

The Military Personnel Flight (MPF) attaches a signed copy of this checklist to the AF IMT 1160 and files it in Section 3 of the UPRG as a permanent document.

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

A7.1.1. Remain eligible for assignment or training prior to my requested or approved retirement date.

A7.1.2. May not incur a voluntary service commitment beyond my approved retirement date unless my request for retirement withdrawal or change in retirement date is approved.

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

A7.1.4. May be ineligible to reenlist.

A7.1.5. May have to reimburse the Government for an active duty service commitment (ADSC) that I have not yet served because I participated in an Advanced Education Assistance program.

A7.2. EFFECTS OF RETIREMENT APPLICATION ON PROMOTION ELIGIBILITY.

A7.2.1. If stationed overseas, I am ineligible for promotion if I apply for retirement on or after the 25th day of the 8th month prior to my date eligible to return from overseas (DEROS). Technical Sergeants (TSgt), Master Sergeants (MSgt), and Senior Master Sergeants (SMSgt) remain eligible for promotion consideration (see AFI 36-2502, *Airman Promotion Program*) if they have a retirement date based on high year of tenure (HYT) that is effective on the first day of the month that promotion incrementing starts.

A7.3. TERMINAL LEAVE (AFI 36-3003) If I plan to request leave in connection with retirement (Terminal Leave), I understand that:

A7.3.1. I must allow at least 4 months, including terminal leave and permissive temporary duty (PTDY), for processing my application and issuing orders. (**EXAMPLE:** If my requested retirement date is 1 July, and I want 30 days of terminal leave and 20 days PTDY, I submit my application no later than 11 Jan.) Otherwise, I might not receive retirement orders before the date I am scheduled to depart on terminal leave.

A7.3.2. **My commander must authorize terminal leave.** Approval is not automatic.

A7.3.3. I may not request a retirement extension nor withdraw my application solely to take terminal leave.

A7.4. RETIREMENT UNDER THE 7-DAY OPTION (AFI 36-3203), paragraph 2. 19. and AFI 36-2110).

A7.4.1. If I want to retire in lieu of assignment under the assignment declination or 7-day option (7DO) program, I must apply for a retirement date within the time period specified in the above referenced instructions. If I am an enlisted member who applies for retirement or decline to extend or reenlist to obtain service retainability for controlled duty or permanent

change of station (7DO), I am ineligible for promotion in accordance with AFI 36-2502, *Airman Promotion Program*.

A7.5. WITHDRAWAL OF APPROVED RETIREMENT OR EXTENSION OF RETIREMENT DATE (AFI 36-3203, paragraphs 2.22 and 5.7). After my requested retirement date has been approved:

A7.5.1. I may request to withdraw my retirement application or request an extension of the effective date of retirement only for these reasons:

A7.5.1.1. Hardship—A fully-documented situation or circumstance that imposes undue privation or suffering on the member, household, or immediate family that has occurred since I applied for retirement. Circumstances common among retirement-eligible members are not hardships, such as employment prospects or school year considerations. This term does not relate to humanitarian deferment policies in AFI 36-2110, *Assignments*, but only to retirement restrictions identified in **Table 2.2** that can be waived for hardship reasons, to withdraw or extend retirement, or HYT request.

A7.5.1.2. Best Interest of the Air Force—A significant situation or circumstance, as determined by the member's commander or other senior official, adversely affecting the unit or Air Force mission if the member's request for waiver is not approved for retirement restriction, withdrawal or extension.

A7.5.1.3. To accept an active duty promotion for which I was selected and of which I was notified after I applied for retirement.

A7.5.2. Normally, I will not be allowed to request withdrawal of my retirement if I applied for retirement under the assignment declination or 7DO program.

A7.5.3. I can expect to retire on the approved date unless I am placed on medical hold by HQ AFPC/ DPAMM or if my retirement is suspended. Only if HQ AFPC/DPPRR (AF/DPE for CMSgts, or AF/ DPO for colonels and colonel selectees) rescinds my orders before my retirement effective date can I be carried past my original retirement date.

A7.5.4. I may not request extension or withdrawal of an approved retirement to receive promotion consideration during a upcoming cycle.

A7.5.5. **(Regular Officers/Below the Grade of Lt Col)** I can expect to retire on my approved voluntary retirement date unless non-selected for promotion a second time. If I am non-selected for promotion a second time, the law states that I must retire no later than my mandatory separation date (MSD), regardless of whether my voluntary retirement was approved for a date after my MSD, unless I am selected for continuation. I may request a voluntary retirement for a date on or before my MSD.

A7.6. EXTENSION OF DATE OF SEPARATION (DOS) TO RETIRE COINCIDENT WITH HIGH YEAR OF TENURE (HYT) DATE.

A7.6.1. If I am an enlisted member and my DOS comes prior to my HYT date for my grade, I may request a 1-month extension in order to retire on the 1st day of the month following the month in which my HYT date occurs.

A7.7. UNDERSTANDING OF RETIRED PAY COMPUTATION (AFI 36-3203, Chapter 7). I received counseling on how my retired pay is affected by my proposed retirement date and have been given a retired pay *estimate*.

A7.7.1. **DFAS-CL** computes retired pay according to my grade, 10 USC §1405 service, and the date I initially entered uniformed service (DIEUS).

A7.7.2. **Longevity increases based upon my pay date affect my retired pay.** Military members are paid a specific amount of basic pay past any longevity increase established within each pay grade. To receive active duty and retired pay at any longevity increase point, I must complete the full numbers of years of service, plus one day, from my pay date. **EXAMPLE:** To be paid at the higher, over 22-year rate as a military retiree, a member must complete at least 22 years plus one day from their pay date. If a member has not served one day of active duty beyond exactly 22 years from their pay date, DFAS-CL will compute retired pay on the next lower longevity increase of the pay table for the retired grade; in this example, the lower, over-20 rate.

A7.7.3. **Service computed under 10 USC §1405 determines my retired pay multiplier.** Each additional month of my service in excess of full years will be credited at 1/12 of 2 ½ % (3 ½ % if retiring under the CSB/REDUX option) for each additional month I served. I understand my §1405 service is the same as my service for basic pay unless I had a break in active service or performed inactive Reserve service after 1 June 1958 (when 10 USC §1405 was enacted). Service that is creditable under §1405 is shown in AFI 36-2604, *Service Dates and Dates of Rank*.

NOTE: Officer/Airman Service Verification Section (HQ AFPC/DPPAOR) computes §1405 service dates for all retirement eligible officers/enlisted personnel using master personnel records then enters them into MilPDS where base level personnel are able to retrieve these dates.

A7.7.4. If my retirement date is effective on the same date as an active duty pay raise, my retired pay will be computed at the higher, new pay rate. The only exceptions to this are: (1) Officers who do not request voluntary retirement on their mandatory separation date (MSD); and (2) Regular colonels who assumed the grade of colonel prior to 15 September 1981 who retire on their mandatory retirement date. (See DoD Financial Management Regulation, paragraph 10402 and Table 1-7 for details).

A7.7.5. I have read the general information concerning how my retired pay will be calculated. I understand that, once I have requested a retirement date, I may not extend that date or withdraw my application for the sole purpose of increasing my retired pay.

A7.7.6. I understand that, if I have received separation, severance or readjustment pay under any provision of law for service in the armed forces and, if I later qualify for retired pay, DFAS-CL will recoup the total amount of separation, severance or readjustment pay from my retired pay.

A7.8. RECEIPT OF RETIREMENT ORDERS.

A7.8.1. If my retirement application is approved and I am within 1 year of retirement, I should receive retirement orders within 60 days from the date the MPF receives notice of the approval provided the 10 USC §1405 service date has been calculated.

A7.8.2. I must complete all Survivor Benefit Plan (SBP) actions with the SBP counselor by finalizing the DD Form 2656, **Data for Payment of Retired Personnel**, before being permitted to depart on terminal leave or finalize outprocessing.

A7.9. RECALL TO ACTIVE DUTY AFTER RETIREMENT.

A7.9.1. I understand that if I am a retired Regular member, or a member of the Retired Reserve who has retired under 10 USC §8911 or 8914, the Secretary of the Air Force (SAF) may order me to active duty at any time after I retire (10 USC §688). If I am a member of the Retired Reserve and have not completed 20 years of active service, the SAF will not recall me involuntarily unless the SAF determines that not enough qualified Reserves are readily available to supply the needed skills (10 USC §12301 thru 12305.)

ACKNOWLEDGMENT OF UNDERSTANDING.

I have been advised of the effects of my retirement application and have been given guidance on who to contact for further information regarding my retirement.

(Signature)

(Date)

Attachment 8**SAMPLE LETTER FOR NOTIFYING AIR RESERVE MEMBERS OF THEIR
ELIGIBILITY FOR RETIRED PAY AT AGE 60**

(Date)

HQ ARPC/DPPR

6760 E. Irvington PL #1900

Denver CO 80280-1900

(Members Address)

Dear (Member)

This letter notifies you that, having completed the required years of service under the provisions of Title 10, United States Code (USC), §12731, you will be entitled to retired pay at age 60 upon your application. The Air Force may not deny or revoke your eligibility for retired pay on the basis of any error, unless it resulted directly from fraud or misrepresentation on your part. However, the Air Force may adjust the number of years of creditable service and retirement points upon which retired pay is computed to correct any error. If such a correction is made, you will be eligible for retired pay in accordance with the number of years of creditable service, as corrected, from the date that retired pay is granted.

This letter also serves as notification that you are eligible to participate in the Reserve Component Survivor Benefit Plan (RCSBP). This plan permits you to provide a monthly annuity to your designated beneficiaries in the event of your death. The options available are: Option A (defer coverage to age 60); Option B (annuity to begin on the date you would have reached age 60); and Option C (immediate annuity). Within 30 days you should receive detailed information on RCSBP by certified mail. If you do not receive the RCSBP package or if you have questions regarding it, contact the Entitlements Branch, ARPC/ DPSPE, DSN 926-6576 or toll free at 1-800-525-0102. If you live in the Denver Metro Area, call 676-6576.

In the event you are now or later become entitled, under any other provision of law, to retired pay from an Armed Force or as a member of the Fleet Reserve or Fleet Marine Corps Reserve, you will not be entitled to retired pay under the provisions of 10 USC §12731, nor would you be eligible for the coverage provided under the RCSBP.

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

Sincerely

Military Personnel Technician

Retirement Eligibility Division

Directorate of Personnel Program Management

My signature constitutes agreement with retirement points as stated:

(Member's Signature)

(date)

Attachment 9

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

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

NOTE: Partial Retirement Year. To qualify for retired pay under 10 USC §12731, an individual may use the current partial year to establish 20 or more satisfactory years if the member requests transfer to the Retired Reserve and meets the minimum points, as shown above, through the effective day of assignment to the Retired Reserve.