

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2606**

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**Personnel**

**REENLISTMENT AND EXTENSION OF  
ENLISTMENT IN THE UNITED  
STATES AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*. Specifically providing guidance on Department of Defense Instruction (DODI) 1304.02, *Accession Processing Data Collection Forms*; DoDI 1304.31, *Enlisted Bonus Program*; DoD Directive (DoDD) 1332.41, *Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs)*; and Department of Defense (DoD) 7000.14-R, *DoD Financial Management Regulation (DoDFMR) Volume 7A, Military Pay Policy - Active Duty and Reserve Pay, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits*. It provides guidance and procedures for reenlisting and extending enlistments in the United States Air Force. This publication applies to Regular Air Force, Air Force Reserve, and Air National Guard personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), develops policy for reenlistment and enlistment in the United States Air Force. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This instruction requires the collection and or maintenance of information protected by 5 United States Code (U.S.C.) § 552a, *The Privacy Act of 1974*. The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code § 9013, *Secretary of the Air Force*; and Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*. The applicable Systems of Records Notices F036 AF PC C, Military Personnel Records Systems, F036 AF PC G, Selective

Reenlistment Consideration, F036 AFPC D, Selective Reenlistment Bonus and/or Advance Payment Request and F036 AFPC L, Unfavorable Information File (UIF) are available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This manual may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A1P for coordination prior to certification and approval. All Major Command (MAJCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. **(T-1)**.

### **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include all three Air Force Components have been separated into three parts of the publication and the Critical Skills Retention Bonus program has been eliminated.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

**1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).** The Assistant Secretary of the Air Force for Manpower and Reserve Affairs serves as an agent of the Secretary and provides guidance, direction and oversight for all matters pertaining to the formulation, review and execution of plans, policies and budgets addressing reenlistments.

**1.2. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) [RegAF Only].**

1.2.1. Serves as the functional authority and is responsible for policy oversight and advisory services related to the Air Force reenlistment program.

1.2.2. The Chief, Force Management Policy Division provides functional management of the Air Force reenlistment program and:

1.2.2.1. Develops, coordinates and enforces Air Force reenlistment policy.

1.2.2.2. Issues departmental level program guidance to implement Air Force reenlistment policy.

1.2.2.3. Serves as the decision authority for all reenlistment and extension requests that are not addressed within this instruction.

**1.3. Director of Personnel, Office of Air Force Reserve (AF/REP) (AFR Only).**

1.3.1. Serves as the functional authority and is responsible for policy oversight and advisory services related to the Air Force Reserve (AFR) retention program:

1.3.2. Develops, coordinates, and enforces the reenlistment policy.

1.3.3. Issues program guidance to implement AFR reenlistment policy.

1.3.4. Decision authority for all reenlistment and extension requests that are not addressed within this instruction.

**1.4. Director, Manpower, Personnel and Services (NGB/A1) [ANG Only].**

1.4.1. Manages the Air National Guard (ANG) reenlistment program by establishing eligibility criteria and processing requirements for the Selective Reenlistment Program (SRP), reenlistment and extension of enlistment in the ANG.

1.4.2. Establishes qualitative standards and guidelines for program implementation and evaluating the quality of selective reenlistment program decisions.

**1.5. Headquarters Air Force Personnel Center (AFPC), Director, Personnel Programs (AFPC/DP3) [RegAF only].** Manages the Air Force reenlistment program by establishing eligibility criteria and processing requirements for the Selective Retention Program (SRP), Career Job Reservations (CJR), Selective Retention Bonus (SRB) Program, reenlistments and extension of enlistment. This includes establishing qualitative standards and guidelines for program implementation and evaluating the quality of SRP decisions. In addition, AFPC/DP3:

1.5.1. Interprets Air Force policy.

- 1.5.2. Provides guidance and implementation instructions to Military Personnel Flight (MPF).
- 1.5.3. Provides operational oversight for standardization and evaluation of the Air Force reenlistment program.
- 1.5.4. Reviews/forwards approved requests for retention that are not addressed within this instruction.

**1.6. Headquarters Air Force Reserve Command (AFRC), Chief, Military Personnel Division (A1K) (AFR only).** Serves as office of primary responsibility (OPR) for retention of Air Force Reserve personnel. AFRC/A1K coordinates with Air Reserve Personnel Center (ARPC) on Active Guard Reserve (AGR) career management matters and with the HQ Readiness and Integration Organization (RIO) on Individual Reservist (IR) matters. RIO Detachment Commanders (Det/CCs) provide oversight and assistance to active component commanders for retention and career counseling. AFRC/A1K:

- 1.6.1. Interprets Air Force A1 policy as it relates to AFR personnel.
- 1.6.2. Provides guidance and implementation instructions to Military Personnel Flight (MPF).
- 1.6.3. Provides operational oversight for standardization and evaluation of the AFR Retention Program.
- 1.6.4. Publishes and analyzes quarterly AFR reenlistment and loss statistics.

**1.7. Headquarters Air Reserve Personnel Center (ARPC), Directorate of Personnel and Total Force Services (DPT) (AFR only).** Air Reserve Personnel Center, Sustainment Division (ARPC/DPTS) identifies Individual Reservists (IR) who require SRP consideration or reconsideration. ARPC/DPTS:

- 1.7.1. Acts as principal advisor to Det/CCs and Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reserve (PIRR) members on all reenlistment issues.
- 1.7.2. Provides a structured program in compliance with this AFI.
- 1.7.3. Coordinates reenlistment and retention issues with appropriate RIO Det/CCs.
- 1.7.4. Reviews/forwards approved requests for retention that are not addressed within this instruction to AFRC/A1K.
- 1.7.5. Forwards all retention issues/questions to AFRC/A1K (AFR) as appropriate.
- 1.7.6. Utilizes the current guidance located in myPers that provides procedures for operating the reenlistment program; and obtains and maintains all applicable Personnel Services Delivery Memoranda relating to implementation and MPF management/responsibilities on various reenlistment programs.

**1.8. Military Personnel Management Officer (MPMO) [ANG Only].**

- 1.8.1. Ensures compliance with this directive across all ANG wings within their state/territory.
- 1.8.2. Reviews and forwards requests for retention that are not addressed within this instruction to the appropriate approval authority for consideration.
- 1.8.3. Coordinates policy guidance and issues resolution as a liaison between NGB/A1 and wing MPFs and advises wing program managers on issues affecting reenlistment and extension of enlistment.

1.8.4. Processes reenlistment non-selection appeal cases requiring consideration by the Adjutant General (TAG).

1.8.5. Maintains oversight of ANG wing reenlistment or extension of enlistment programs.

**1.9. Commander, Readiness and Integration Organization (RIO/CC), which is inclusive of the IMA and PIRR and share Administrative Control with the Active Component Commander (AFR only).**

1.9.1. Administers the Career Retention Program for IRs.

1.9.2. Det/CCs are responsible for developing Career Retention Programs to ensure retention of qualified IMA and PIRR members.

1.9.3. Det/CCs are responsible for implementing the Career Retention Program for all assigned IMA and PIRR members assigned to their detachment.

1.9.4. RegAF Commander. Initiates (as required), reviews and coordinates on all requests for action and recommends approval/disapproval of reenlistment program actions that are consistent with other qualitative actions.

1.9.4.1. Ensure requests outside established Air Force guidance are thoroughly viewed/considered and such requests are in the best interest of the Air Force.

1.9.4.2. Commanders forward approved requests to the supporting RIO Detachment for processing.

**1.10. Major Command (MAJCOM)/Direct Reporting Unit (DRU)/Field Operating Agency (FOA)/Numbered Air Force (NAF) A1.** Oversees, support and supports Air Force reenlistment and extension program. Coordinates on reenlistment/extension issues as required by this instruction.

**1.11. Wing/Group Commanders (Unit Program Only) (AFR only).** Wing and group commanders work with the MPF to develop and conduct an aggressive and continuous career retention program to ensure organizations are fully staffed.

**1.12. Military Personnel Flight (MPF), Career Development Program Manager.** The MPF Career Development Section is the base-level OPR for reenlistment programs. The MPF assists commander/civilian directors in maintaining mission readiness by affording qualified Airmen the opportunity to pursue an Air Force career. The servicing MPF identifies Airmen who require SRP consideration or reconsideration. The MPF:

1.12.1. Acts as principal advisor to commanders and Airmen on all reenlistment issues.

1.12.2. Provides a structured program in compliance with this AFI.

1.12.3. Coordinates reenlistment and retention issues with appropriate wing personnel.

1.12.4. Reviews/forwards approved requests for retention that are not addressed within this instruction to AFPC Reenlistments (RegAF), AFRC/A1K (AFR) or the state MPMO (ANG), as outlined in myPers.

1.12.5. **[ANG Only].** Operates reenlistment programs within National Guard Bureau (NGB)-directed guidelines.

1.12.6. **[ANG Only]**. Coordinates reenlistment and extension issues with appropriate state headquarters and/or wing personnel.

1.12.7. **[ANG Only]**. Oversees the wing reenlistment and extension of enlistment program. Provides reports to wing leadership and state headquarters as required.

1.12.8. Provides training to unit Commander's Support Staff (CSS) on reenlistment/extension of enlistment.

1.12.9. Ensures documents are prepared error-free and provided to the Airman/CSS to meet the requested reenlistment/extension date.

1.12.10. Ensures all reenlistment and extension actions are finalized in the Pay and Personnel Data System (PDS) within 24 hours, and makes necessary follow up actions(s) to ensure reenlistment/extension actions are updated correctly.

1.12.11. Forwards all retention issues/questions to AFPC Reenlistments (RegAF), AFRC/A1K (AFR) or the state MPMO (ANG), as outlined in myPers.

1.12.12. Utilizes the current guidance located in myPers that provides procedures for operating the reenlistment program; obtains and maintains all applicable Personnel Services Delivery Memorandums relating to implementation and MPF management/responsibilities on various reenlistment programs.

1.12.13. Produces the monthly SRP roster, sends it to the commander/civilian directors for certification, and processes any required SRP actions in the Military Personnel Data System (MilPDS) to AFPC Reenlistments (RegAF), AFRC/A1K (AFR) or the state MPMO (ANG), as outlined in myPers.

1.12.14. **[RegAF only]**. Produces the monthly SRB Roster, sends it to the commander/civilian directors for certification, and processes all SRB termination action(s) the commander/civilian director requires to AFPC Reenlistments as outlined in myPers.

**1.13. Commander/Civilian Director.** Initiates (as required), reviews and coordinates on all requests for action and recommends approval/disapproval of reenlistment program actions that are consistent with other qualitative actions. Commander/civilian director:

1.13.1. Ensures appropriate and timely retention decisions and requirements are taken.

1.13.2. Ensures requests that are not addressed within this instruction are thoroughly reviewed and considered in the best interest of the Air Force. Commander/civilian director forwards their approved requests to MPF for processing.

1.13.3. **[AFR only]**. Appoints in writing an appropriate Noncommissioned Officer (NCO) as an additional duty Unit Career Advisor to administer the Career Retention Program. Retrainees or Airmen in upgrade training are ineligible for appointment. The individual must be knowledgeable about AFR benefits and career opportunities, as well as a respected mentor within the unit. In large units or units with multiple monthly Unit Training Assemblies (UTAs), appoint an assistant Unit Career Advisor. **(T-2)**.

1.13.4. Reviews the reenlistment eligibility of assigned members each month and annotates SRP rosters accordingly. This roster is returned to the MPF as suspended.

1.13.5. Completes AF Form 418, *Selective Reenlistment Program Consideration for Airmen*, to modify reenlistment eligibility from “selected” to “not selected” or, from “not selected” to “selected,” within 7 calendar days as appropriate.

1.13.6. Coordinates reenlistment/extension of enlistment actions through the CSS to the MPF.

1.13.7. Maintains oversight of unit reenlistment/extension of enlistment programs.

1.13.8. Ensures reenlistment ceremonies are held in a dignified manner and in accordance with military protocol requirements.

1.13.9. **[RegAF only]**. Certifies eligibility for SRB on the monthly SRB roster and returns the roster (as suspended) to the servicing MPF noting any Airmen no longer performing SRB duties.

#### **1.14. Commander Support Staff (CSS)**

1.14.1. The CSS provides oversight and management of the unit reenlistment and extension program and provides a monthly SRP roster to the commander/civilian director for reenlistment consideration. The CSS:

1.14.2. Performs quality control of completed retention-related forms ensuring all requirements are complete and reflect accurate data/entitlements/eligibility.

1.14.3. Provides a completed SRP roster along with any required AF Forms 418 to the MPF for PDS processing (reenlistment [RE] code update) and filing.

1.14.4. **[ANG Only]**. Coordinates with the wing Retention Office Manager / Recruiting and Retention Non-Commissioned Officer when reenlistment eligibility changes from “selected” to “not selected” or from “not selected” to “selected.”

1.14.5. Provides a structured program in compliance with this AFI ensuring all unit personnel are processed through SRP and successfully complete reenlistment or extension of enlistment actions or are separated from service once contract term expires.

1.14.6. Assists commander/civilian directors in maintaining oversight of the unit reenlistment/extension program.

1.14.7. Assists the commander/civilian director by identifying quality control issues affecting SRP consideration.

1.14.8. Advises the commander/civilian director and Airmen on all reenlistment/extension policy issues.

1.14.9. Reviews/forwards commander/civilian director-approved requests for retention that are not addressed within this instruction to the MPF.

1.14.10. Assists the MPF with reenlistment/extension of enlistment actions, as required.

1.14.11. Ensures all reenlistment/extension of enlistment documents are error free and processed to the MPF for final action within 1 duty day.

1.14.12. Complies with any requirements issued by the MPF related to the reenlistment and extension of enlistment programs.

1.14.13. **[RegAF only]**. Reviews and provides a monthly SRB roster to the commander/civilian director for review/validation consideration. Notifies commander/civilian

director on SRB Airmen assignment outside SRB specialty and make necessary recommendations.

## Chapter 2

### REENLISTMENT AND EXTENSION OF ENLISTMENT IN THE REGULAR AIR FORCE - SELECTIVE REENLISTMENT PROGRAM (SRP) [REGAF ONLY]

**2.1. SRP Policy.** Reenlistment in Regular Air Force (RegAF) is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if they

- 2.1.1. Meet eligibility requirements;
- 2.1.2. Have qualities essential for continued service; and
- 2.1.3. Can perform duty in a career field in which the Air Force has a specific need.

**2.2. SRP Program Objective.**

- 2.2.1. The SRP objective is to ensure the Air Force retains only Airmen who consistently demonstrate the capability and willingness to maintain high professional standards.
- 2.2.2. The SRP applies to all enlisted personnel.

**2.3. SRP Authority.**

2.3.1. Commander/civilian directors have total SRP selection authority as long as no other factors barring immediate reenlistment exist. Commander/civilian directors may non-select any Airman for reenlistment at any time outside of the SRP window. Being rendered ineligible to reenlist can impact an Airman's opportunity to be selected for an assignment, promotion, and/or retraining and may impact the Airman's future eligibility to be retained. The selection/non-selection decision will not be based on Airman's career intent and will be consistent with other qualitative decisions. **Commander/civilian directors will not use the SRP to deny reenlistment when involuntary separation is more appropriate. (T-1).** Commander/civilian directors may reverse their selection/non-selection decision at any time.

**2.4. SRP and Airman Promotion Program Relationship.**

- 2.4.1. The objective of both programs is to ensure the career field consists of highly qualified, professional Airmen. Selective reenlistment program non-selection makes Airmen ineligible for promotion.
- 2.4.2. SRP non-selection automatically cancels projected promotion line numbers.
- 2.4.3. Airmen non-selected for reenlistment also become ineligible for promotion and may need to request a Reenlistment Eligibility (RE) Code waiver if desired to continue service in another branch or component of the Department of Defense. Eligibility for RE Code waiver is determined by the component/service the Airman is enlisting into.

**2.5. SRP Process.** The SRP process is standardized. Airmen in erroneous Reenlistment Eligibility (RE) Codes will require SRP consideration.

**2.6. SRP Process in the Regular Air Force [RegAF].**

- 2.6.1. The MPF Career Development Section receives a Master SRP roster from the Personnel Systems Manager not later than (NLT) the 1st of each month.

2.6.1.1. This roster identifies First Term Airmen (FTA) who have completed 33 months (4 year enlistees) or 57 months (6 year enlistees) on current enlistment and Second Term/Career Airmen within 13 months of expiration term of service (ETS).

2.6.1.2. Two separate Reports on Individual Personnel (RIPs) are also produced: one for the Airman and one for the Airman's supervisor. The RIPs notify the Airman of his/her SRP/CJR eligibility window and provide instructions on reenlistment. Supervisors use the other RIP to provide a recommendation to the commander/civilian director in order to aid in the selection/non-selection decision.

2.6.2. The MPF sends SRP consideration rosters and RIPs monthly to the respective commander/civilian directors. The roster is used to control/suspense RIPs to supervisors. The SRP roster has the following four parts:

2.6.2.1. Part I - Selective Reenlistment Program Actions identifies Airmen requiring SRP consideration or reconsideration. SRP also generates RIPs for Airmen requiring SRP consideration (except for Airmen with Reenlistment Eligibility (RE) code 3B). The RIPs assist supervisors and commander/civilian directors in evaluating Airmen for continued service. Supervisors who recommend denial of reenlistment must initiate an AF Form 418. **(T-1)**. Commander/civilian directors must take SRP action within 30 calendar days of receiving the SRP roster for Airmen whose ineligibility condition no longer exists. **(T-1)**.

2.6.2.2. Part II - SRP Monitor identifies Airmen with quality indicators (referral evaluations, an Unfavorable Information File [UIF], etc.), who were already considered under SRP. Commander/civilian directors use this product to determine if selective reenlistment program reconsideration is appropriate. If so, the unit will initiate an AF Form 418 for selection/non-selection. **(T-1)**.

2.6.2.3. Part III - CJR Eligibility identifies eligible FTA who have not yet applied for a CJR. RIPs advise Airmen and immediate supervisors of the CJR eligibility criteria and their responsibilities.

2.6.2.4. Part IV - Reenlistment Ineligibility identifies reenlistment-ineligible Airmen.

2.6.3. Commander/civilian directors review the SRP roster to consider whether members will be denied reenlistment, selected for reenlistment or to reverse previous non-selection. The commander/civilian director only receives AF Form 418s non-recommending retention from supervisors. The supervisor initiates an AF Form 418 and completes Section I and II and forwards to the commander/civilian director.

2.6.3.1. If the commander/civilian director agrees with the supervisor's recommendation to non-select, the commander/civilian director completes the AF Form 418 and forwards to the MPF, along with Part I of the SRP roster.

2.6.3.2. If the commander/civilian director disagrees with the non-selection, then the commander/civilian director marks the form accordingly and files it based on the Air Force Records Information Management System Records Disposition Schedule (AFRIMS RDS).

2.6.3.3. If the commander/civilian director determines the Airman will not be selected for reenlistment, then the commander/civilian director may direct the supervisor to initiate an AF Form 418 or he/she may initiate an AF Form 418 and forward to the MPF.



2.6.3.4. Only the commander/civilian director's decision selects or non-selects the Airman for continued service. (**Note:** Airmen non-selected for reenlistment will separate on their current date of separation and will not be extended for any reason other than appeal processing. Therefore, it is incumbent that the commander/civilian directors make timely non-selection decisions). (**T-1**).

2.6.3.5. After 30 days (from date of SRP roster), if the commander/civilian director has not taken action to deny reenlistment (AF Form 418), then MilPDS automatically updates RE code to allow reenlistment. RE codes update as follows (See **Chapter 5** for definitions):

#### 2.6.4. Reenlistment Codes.

2.6.4.1. RE code 3C changes to RE code 1R.

2.6.4.2. RE code 1M changes to RE code 1K or 1P or 1Q. (**Note:** If the Personnel Systems Manager office has not received the Master SRP rosters, confirm that system is configured to handle/distribute this roster. If the Personnel Systems Manager office has verified the configuration and still has not received this roster by the 1st of month, contact the Operations Control Center [DSN 665-5004] to see if there is an issue with delivery/receipt of MilPDS products).

#### 2.6.5. Delaying SRP Actions.

2.6.5.1. When Airmen require SRP consideration upon arrival to the new duty location, the gaining commander/civilian director may delay SRP consideration for no more than 90 calendar days after date arrived station.

2.6.5.2. If the Airman received SRP consideration, the former MPF advises the gaining MPF of the selection or non-selection status and forwards the supporting documentation.

2.6.5.3. If the Airman did not receive SRP consideration, the new commander/civilian director may delay SRP consideration for up to 90 calendar days.

#### 2.6.6. Early SRP Consideration.

2.6.6.1. Commander/civilian directors will conduct early SRP consideration for Airmen who have not previously received formal SRP consideration as specified below. (**T-1**).

2.6.6.2. Airman is otherwise eligible to reenlist (RE code 3C or 1M) and requests voluntary early separation for one of the reasons listed below:

2.6.6.2.1. PALACE CHASE.

2.6.6.2.2. Officer training program (other than Air Force Reserve Officer Training Corps). (Refer to **paragraph 5.12** for additional RE code update information).

2.6.6.2.3. Early release to further education.

2.6.6.2.4. Sole surviving son or daughter.

2.6.6.2.5. Early release from extension or voluntary separation programs directed by USAF.

2.6.6.2.6. Accepting public office.

2.6.6.2.7. Pregnancy or childbirth.

- 2.6.6.2.8. End of year early release.
  - 2.6.6.2.9. Miscellaneous reasons.
  - 2.6.6.2.10. Early separation programs directed by USAF. AFPC Separations will announce the program and provide the eligibility criteria and processing instructions. AFPC Reenlistments must work with AFPC Separations once the separation is loaded to change RE code to 3A or 2X for FTA and verify RE code has been changed to 1J or 2X for Second Term and Career Airmen. **(T-1)**.
- 2.6.7. When to use AF Form 418.
- 2.6.7.1. The AF Form 418 documents non-selection/selection for continued service or reconsideration actions and also documents an Airman's reenlistment ineligibility due to unsatisfactory fitness.
  - 2.6.7.2. Commander/civilian directors use the AF Form 418 when:
    - 2.6.7.2.1. Denying reenlistment during the SRP process or reenlistment process.
    - 2.6.7.2.2. Airmen were initially ineligible for consideration during their SRP window for reasons in [Table 5.3](#), [Table 5.4](#) or [Table 5.5](#) but later become eligible for consideration. Commander/civilian director must initiate SRP consideration within 30 calendar days. **(T-1)**.
    - 2.6.7.2.3. Airmen previously denied reenlistment and commander/civilian director reverses decision.
    - 2.6.7.2.4. Airmen require early SRP consideration. **(Note:** When removing negative RE codes [to include RE code 4K] for Airmen who are not in their SRP window or not eligible for SRP consideration, update RE code 3C or 1M respectively. These Airmen appear on the SRP roster upon entering their SRP window. If the Airman is in his/her SRP window, then update RE code to 3B and these Airmen appear on Part I of next month roster for SRP reconsideration).
- 2.6.8. Commander/civilian director considerations on SRP. Commander/civilian directors will consider the following before making a decision: **(T-1)**.
- 2.6.8.1. Enlisted Performance Report (EPR) ratings.
  - 2.6.8.2. Unfavorable information from any substantiated source.
  - 2.6.8.3. The Airman's willingness to comply with Air Force standards (i.e. fitness, dress/appearance, timeliness, etc.).
  - 2.6.8.4. The Airman's ability (or lack of) to meet required training and duty performance levels.
  - 2.6.8.5. A fit for duty finding by a Physical Evaluation Board does not automatically entitle an Airman to reenlist upon completion of their required active service. However, an Airman may not be denied reenlistment on the basis of the same condition for which a Physical Evaluation Board found the Airman fit for duty.
- 2.6.9. Derogatory information from a previous enlistment will not be considered as a basis for denial of subsequent reenlistments.

2.6.10. Commanders/Civilian Directors may not use SRP or an AF Form 418 to waive a reenlistment ineligibility condition listed in [Tables 5.4](#) through [5.6](#)

2.6.11. Non-selection for Reenlistment.

2.6.11.1. The supervisor recommends Airman not be selected for reenlistment by completing AF Form 418 and forwarding to the commander/civilian director with supporting documentation.

2.6.11.2. The commander/civilian director reviews the AF Form 418 and SRP RIP, signs the SRP roster and notifies the Airman of the non-selection. If the Airman does not appeal the decision, the commander/civilian director notifies the Airman they will be discharged on their current Date of Separation (DOS), and sends the SRP roster and AF Form 418 to the MPF for processing.

2.6.11.3. Airmen denied reenlistment and who are pending appeal/exception to policy (ETP) decision who are not discharged before completing 18 years of service will be continued to 20 years of service. The appeal processing continues and the reenlistment may be denied; however, the Airman is continued to 20 years of service. If the appeal is approved, reenlistment eligibility is restored and the Airman is authorized to reenlist.

2.6.11.4. The MPF receives the SRP decision and updates the Airman's RE code.

2.6.12. Commander/civilian director and Airman actions on AF Form 418.

2.6.12.1. The commander/civilian director places an "X" or initials in the appropriate item of the AF Form 418 and enters the specific reason(s) for non-selection in the remarks area. The commander/civilian director signs and dates the form and attaches any supporting documentation to substantiate non-selection decision. Supervisor recommendation is optional. (**Note:** When Airmen are unavailable due to Temporary Duty [TDY], leave, etc. and do not return within 30 days of the decision date, commander/civilian director includes the following statement in the upper margin of the AF Form 418: "Airman is unavailable due to [TDY, leave, etc.] until [expected return date]").

2.6.12.1.1. For Airmen non-selected under SRP, the commander/civilian director may discuss the non-selection with the Airman's supervisor before making their final decision. The commander/civilian director (may be designated to First Sergeant) will discuss non-selection with the Airman. The items being discussed will include the specific reasons for non-selection, areas needing improvement, promotion ineligibility (to include automatic cancellation of projected promotion line numbers) and the possibility of future reconsideration and selection. (**T-1**).

2.6.12.1.2. The commander/civilian director (may be designated to the First Sergeant) counsels Airman on appeal process and ensures they understand they must acknowledge receipt of notification immediately, but they have up to 3 calendar days to render an appeal intent. Airmen who will have completed at least 16, but fewer than 18 years Total Active Federal Military Service (TAFMS) on current ETS will be counseled on their ETP options. Also see [paragraph 2.6.15](#) (**T-1**).

2.6.12.1.2.1. Airmen may elect to appeal the denial of reenlistment.

2.6.12.1.2.2. Airmen may elect not to appeal the denial decision and will be separated or retired, if eligible, on current DOS.

2.6.12.1.2.3. Airmen may elect to request an ETP to extend to reach minimum retirement eligibility and not appeal the denial decision.

2.6.12.1.3. Ensures Airman acknowledges receipt of notification of non-selection on the AF Form 418 during the personal interview. **(T-1)**.

2.6.12.1.4. Ensures Airman renders their appeal intent on the AF Form 418 within 3 calendar days of acknowledgment, if applicable. **(T-1)**.

2.6.12.1.5. Provides Airman with a copy of the AF Form 418 and supporting documentation, maintains a copy of the package and sends the original to the MPF for processing. **(T-1)**.

2.6.12.1.6. If appealing, directs the Airman to immediately report to the MPF for counseling on appeal process and requirements. **(T-1)**.

2.6.12.2. For Airmen reconsidered and selected:

2.6.12.2.1. The commander/civilian director places an "X" or initials in the appropriate item of Section II and commander/civilian director signs and dates the form. **(T-1)**.

2.6.12.2.2. Forwards AF Form 418 to MPF for update of appropriate RE code.

2.6.13. MPF Action with AF Form 418.

2.6.13.1. Upon receipt of the AF Form 418 from unit, the MPF will quality review the AF Form 418 and return to unit if incomplete. If the AF Form 418 is complete, enter the Airman's current RE code and new RE code (2X, 4J, etc.) and date MilPDS was updated on the AF Form 418. **(T-1)**.

2.6.13.2. Update appropriate RE code in MilPDS (2X, 4J, etc.) upon receipt of the AF Form 418, regardless of appeal intent.

2.6.13.3. Review the AF Form 418 to determine member's intent to appeal. If member does not intend to appeal, forward the form for filing in Automated Records Management System (ARMS) as outlined in myPers. If member intends to appeal, refer to appeal processing procedures found in [paragraph 2.6.14](#).

2.6.13.3.1. Update appeal suspense date in appropriate block.

2.6.13.3.2. Counsel the Airman on the appeal suspense requirements and appeal process.

2.6.13.3.3. Extend Airmen as needed to await results of appeal of non-selection. Process new appeal extensions 10 duty days prior to DOS when appeal results have not been received.

2.6.14. Processing SRP Non-selection Appeals.

2.6.14.1. Airmen's appeals are due to the MPF no later than 10 calendar days from the date the Airman indicates his/her appeal intent on the AF Form 418. Written extension requests must be submitted on or before the 10th calendar day. Requests for extensions past the 10th calendar day may be approved by the Force Support Squadron (FSS) commander/civilian director if circumstances warrant; early submissions are authorized. FSS commander/civilian directors limit the extension to 5 calendar days and only one

extension may be approved. Airmen with unique and documented circumstances such as emergency leave, illness or injury may be granted a delay to submit their appeal. In such cases, the Airman must immediately advise the MPF of the circumstances and provide the MPF with supporting documentation. Commander/civilian director will validate the unique circumstance prior to the Airman submitting the request to the MPF. The MPF will forward supporting documentation to AFPC Reenlistments for review and if approved, a new appeal suspense date will be established. Requests submitted after the 10th calendar day will be disapproved, and the Airman is considered to have failed to submit the appeal. (**Exception:** If the 10th calendar day falls on a weekend or holiday, an Airman may submit an appeal on the following duty day). (**T-1**). The MPF:

2.6.14.2. Suspends a copy of the AF Form 418 pending receipt of the appeal package.

2.6.14.2.1. Completes the AF Form 418 by marking “Airman’s appeal was not received by the appeal date”, dating and signing the block, as applicable, or forward the original for file in the ARMS and return a copy to the Airman’s commander/civilian director.

2.6.14.2.2. Completes the AF Form 418 by marking “Airman’s appeal was received by appeal date”, dating and signing the block, as applicable. Continue appeal processing. (**Note:** commanders/civilian directors/first sergeants are not privy to the member’s appeal memorandum.)

2.6.14.3. The MPF constructs a case file containing the AF Form 418 (with any attached documentation from the commander/civilian director), appeal documentation submitted by the Airman, the last 5 EPRs, a copy of AF Form 1137, *Unfavorable Information File Summary* (if applicable) and any other pertinent information. Legal reviews and the commander/civilian director recommendations are not considered new information, unless either adds new documentation/information. (**Note:** Provide Airmen 3 calendar days to rebut any new information added to the case file after they submit their appeal.) The MPF will not suspense base legal office or any appeal authority.

2.6.14.4. Reviewing officials must return cases to the MPF before forwarding up the chain when new documentation or comments are added to the case file by any reviewing official. (**Note:** This does not apply to commander/civilian director recommendations based on existing documentation/matters or legal reviews). (**T-1**).

2.6.14.5. The MPF will provide the Airman a copy of the added documentation and suspense the rebuttal. If the Airman fails to submit a rebuttal as required, the MPF will indicate the Airman failed to submit rebuttal remarks to the documentation dated, (insert date) as required in the remarks and forward the case file to the next reviewing level. (**T-1**).

2.6.14.5.1. Within 5 workdays, the MPF sends the case file to the servicing legal office for review. The servicing legal office refers the case back to the MPF after legal review. The MPF will not suspense base legal office or any appeal authority.

2.6.14.5.2. Within 5 workdays of receiving the legal review, the MPF forwards the case file to the Airman’s appeal authority as outlined in **Table 2.1**. All packages are routed through the Airman’s group commander when the appeal authority is the wing commander and routed through both the group and wing commanders when the appeal

authority is Secretary of the Air Force (SecAF). Any commander in the reviewing chain may approve/disapprove an Airman's appeal; however, only the appellate authority as indicated in **Table 2.1** has final appeal denial. (**Note:** After the case file has been sent to the appropriate appellate authority and the appeal has been denied or approved, the case file cannot be sent to the next level to have the decision overturned). Extend Airmen as needed while undergoing the appeal process in accordance with (IAW) **Table 6.2**, Rule 22. Process new appeal extensions 10 duty days prior to DOS when appeal results have not be received.

2.6.15. When the SecAF is the appellate authority, any commander in the reviewing chain (wing commander, group commander, or MAJCOM/DRU/FOA A1) may approve an Airman's appeal by completing the AF Form 418. (**Exception:** SecAF memo constitutes completion of the section). Process the case as follows:

2.6.15.1. After all routing is complete; the MPF maintains a copy of the case file and forwards the original package to the Airman's parent MAJCOM/DRU/FOA A1 for administrative accuracy and SRP eligibility verification.

2.6.15.2. MAJCOM/DRU/FOA/NAF A1 sends the case file to MAJCOM/DRU/FOA legal office for review and the MAJCOM/DRU/FOA legal office includes legal advisory in case file. If upon receipt of the MAJCOM/DRU/FOA legal review the MAJCOM/DRU/FOA/NAF A1 approves the appeal, complete the AF Form 418 and return the case to the servicing MPF. If the MAJCOM/DRU/FOA/NAF A1 recommends disapproval, the MAJCOM/DRU/FOA/NAF A1 includes the MAJCOM/DRU/FOA legal review and MAJCOM/DRU/FOA/NAF A1 denial recommendation and forwards the case files to AFPC Reenlistments via SAFPC Legal Transit Case Repository SharePoint site for processing.

2.6.15.3. AFPC Reenlistments will ensure the case file meets all requirements outlined above or coordinate with the MAJCOM/DRU/FOA/NAF A1 as needed on missing/incomplete documentation before processing to AFPC legal office. Send case file to AFPC legal office for legal review. Upon receipt of AFPC's legal review, AFPC Reenlistments will update and forward the case to the Headquarters Air Force, Force Management Policy Division for processing to the SecAF and for final decision. After receiving SecAF decision, AFPC Reenlistments will notify the Airman's MAJCOM/DRU/FOA/NAF A1 of the decision and will send a copy of the SecAF memorandum. MAJCOM/DRU/FOA/A1 will notify the MPF. AFPC Reenlistments will forward a copy to ARMS for filing in the Airman's record. **(T-1)**.

2.6.15.4. Upon receipt of completed appeal case files, the MPF provides a copy to the Airman's commander/civilian director. The commander/civilian director notifies the Airman of the final appeal decision and ensures the Airman receives a copy of the SecAF memo and acknowledges the appeal decision on the AF Form 418.

2.6.15.5. Appeal approval at any level restores reenlistment eligibility effective back to the date of the commander/civilian director's disapproval. If the Airman was rendered ineligible for certain personnel actions (i.e. promotion consideration, reenlistment), these actions are given reconsideration based upon the date the commander/civilian director signed the AF Form 418. MPF updates the appropriate RE code, forwards the AF Form

418 and/or appeal approval memorandum for filing in the ARMS, and maintains the case file in accordance with AFRIMS RDS.

2.6.15.6. If the appeal is disapproved, the MPF verifies RE code 2X is updated and maintains the case file in accordance with AFRIMS RDS. The Airman is discharged on current DOS.

**Table 2.1. Reenlistment Appeal Authority.**

<b>If the Airman is:</b>	<b>Appeal Authority</b>	<b>See Note:</b>
a FTA	Respective Group Commander	1, 2, 5
Career Airmen who completed 20 or more years total active federal military service on current ETS	Respective Group Commander	1, 2, 5
Second Term and Career Airmen who complete fewer than 16 years total active federal military service on current ETS	Respective Wing Commander	1, 3, 5
Career Airmen who complete at least 16 years, but fewer than 20 years total active federal military service on current ETS	Secretary of the Air Force or delegated authority	1, 4, 5
any Airman assigned in a joint base construct, the wing commander level for appeal purposes	Air Force commander above the group level	1, 5
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. After the case file has been considered by the appellate authority the appeal decision is final and the case cannot be sent to a level above that authority to have the decision overturned. Any commander in the appeal chain may approve the appeal in writing. When this occurs the appeal is approved and the case is not processed to the next commander for review/decision. The Airman's ETS at the time of denial establishes the appeal level and will not change due to completing additional service. (T-1)</li> <li>2. These Airmen appeal to their wing commander, if the group commander made the non-selection decision.</li> <li>3. These Airmen appeal to their MAJCOM/DRU/FOA/NAF A1, if the wing commander made the non-selection decision.</li> <li>4. ETP/Appeal decisions must be rendered and the Airman discharged before completing 18 years of service. If appeal and discharge is not executed prior to the Airmen's 18 years of service, the appeal processing continues and the reenlistment may be denied; however, the Airman is continued to 20 years of service. If the appeal is approved, reenlistment eligibility is restored and the Airman is authorized to reenlist. (T-1).</li> <li>5. In unique circumstances where the appeal authority does not comply with the above, the chain of command is used to reach an equivalent appeal level based on the Airman's years of total active federal military service. MPFs should contact AFPC Reenlistments for determination of appellate authority.</li> </ol>		

2.6.16. Career Airmen who have been denied reenlistment and who will complete at least 16 years, but fewer than 18 years TAFMS on current ETS may elect to request an ETP to extend to reach minimum retirement eligibility; no other extension/extension reason will be considered. Any commander in the reviewing chain may approve the ETP in writing; however, the Chief, Force Management Policy Division is the final disapproval authority.) (**Note:** This ETP when approved, terminates the appeal process and the Airman remains in RE code 2X, but obtains retainability as directed. These Airmen retire with RE code 2V, unless otherwise discharged or other appropriate RE code applies. If the ETP is denied, then the Airman's appeal is processed to the SecAF or designated representative for determination.

2.6.16.1. Airmen must have completed at least 16 years, but fewer than 18 years TAFMS on current ETS and have been denied reenlistment. (**T-1**)

2.6.16.2. The Airmen will (**T-1**):

2.6.16.2.1. Complete and submit a written request to extend under this exception to their commander within 10 calendar days to reach retirement eligibility. There are no extensions to the 10 calendar day period. **Note:** The ETP and appeal statements may be requested in one memorandum.

2.6.16.2.2. Ensure memorandum justifies why the extension should be approved.

2.6.16.2.3. Outline the number of months required to reach minimum retirement eligibility IAW AFI 36-3203, *Service Retirements*.

2.6.16.2.4. Address performance under current enlistment, any substantiated unfavorable information, compliance (or lack of) to duty/training standards and any related facts for the reviewing/approving official.

2.6.16.2.5. Submit the written request to the MPF within 10 calendar days as suspended by the MPF. The appeal and ETP statements may be combined into one submittal. (**Note:** Commanders/civilian directors/first sergeants are not privy to the member's ETP/appeal memorandum.)

2.6.16.2.6. Obtain the directed retainability within 10 days, if ETP is approved.

2.6.16.3. The unit commander/civilian director shall (**T-1**):

2.6.16.3.1. Prepare memorandum for the reviewing officials as to why the extension should be denied/approved.

2.6.16.3.2. Submit their memorandum within 10 calendar days to the MPF. If the memorandum is not received by the end of the 10th calendar day, the ETP is processed by the MPF without further delay.

2.6.16.3.3. Not review the written comments from the Airman.

2.6.16.3.4. Complete/endorse the retainability documents, when ETP is approved.

2.6.16.4. The MPF:

2.6.16.4.1. Notifies the unit commander/civilian director (in writing) they are in receipt of an extension request under this ETP, and establishes a 10 calendar day suspense for their comments/memorandum. The memorandum may support the



- request or recommend the ETP be denied based on supported facts. There are no extensions to the 10 calendar day period.
- 2.6.16.4.2. Processes the memorandum from the Airman and commander/civilian director (if received) along with the AF Form 1137 (if applicable), the last 5 EPRs, and any relevant documentation. **(Note:** If a memorandum was not received from the commander/civilian director, the MPF will add a signed statement that “comments from the commander/civilian director were requested, but not received within the time required). **(T-1).**
- 2.6.16.4.3. Processes the case file to the servicing legal office for review. The servicing legal office refers the case back to the MPF after legal review.
- 2.6.16.4.4. Upon receipt of the legal office review, processes the case file through the Airmen’s group and wing commanders. Any commander/civilian director in the reviewing chain may approve an Airmen’s ETP in writing. **(Note:** Once the case file has been sent to the appropriate approval authority it cannot be sent to the next level to have the decision overturned.). Extends Airmen as needed while undergoing the ETP process IAW **Table 6.2**, Rule 23.
- 2.6.16.4.5. Upon receipt of final ETP decision, the MPF:
- 2.6.16.4.5.1. Notifies the commander/civilian director on final ETP decision. **(T-1).**
  - 2.6.16.4.5.2. Complete documents when ETP is approved. **(T-1).**
  - 2.6.16.4.5.3. Notifies/briefs the Airman on final ETP decision, forwards all documentation for filing in Airman’s electronic records. **(T-1).**
- 2.6.16.4.6. If ETP was not approved by the wing commander; MPF will maintain a copy of the case file and forwards the original package to the Airman’s parent MAJCOM/DRU/FOA/NAF A1 for determination. **(T-1).**
- 2.6.16.5. MAJCOM/DRU/FOA/NAF A1 will send the case file to MAJCOM/DRU/FOA legal office for review. If upon receipt of the MAJCOM/DRU/FOA legal review the MAJCOM/DRU/FOA/NAF A1 approves appeal in writing and the case is returned to the servicing MPF. If the MAJCOM/DRU/FOA/NAF A1 recommends disapproval, the MAJCOM/DRU/FOA/NAF A1 includes the MAJCOM/DRU/FOA legal review and MAJCOM/DRU/FOA/NAF A1 denial recommendation and forwards the case files to AFPC Reenlistments for processing via SAFPC Legal Transit Case Repository SharePoint site. **(T-1).**
- 2.6.16.6. AFPC Reenlistments will **(T-1)**:
- 2.6.16.6.1. Review the case file and forwarded the ETP to Chief, Force Management Policy Division for consideration.
  - 2.6.16.6.2. Notify the MPF of Chief, Force Management Policy Division decision and direct appropriate course of action in compliance with their decision.
- 2.6.16.7. If the ETP is disapproved by the Chief, Force Management Policy Division, the Airman’s appeal (if submitted) is forwarded for determination IAW **paragraph 2.6.14**.

### Chapter 3

#### CAREER JOB RESERVATION (CJR) PROGRAM

**3.1. CJR Program Eligibility.** The CJR program objective is to prevent surpluses and shortages in the career field. AFPC Reenlistments controls first term reenlistments by maintaining a career job requirement file for each Air Force Specialty Code (AFSC).

3.1.1. All First Term Airmen (FTA), regardless of AFSC, must have a CJR in order to reenlist. **(T-1).**

3.1.2. If the Airman does not receive a CJR during his/her window based on the CJR selection process, they will not be awarded a CJR later in their current career and he/she will be required to separate on their DOS unless otherwise directed by AF policy. **(T-1).**

**Table 3.1. CJR Eligibility Window.**

ITEM	If the Airman is a:	then the CJR window is	Notes
1	four-year enlistee	first duty day of the month they complete 35 months, but not later than the last duty day of the month they complete 43 months	1, 2, 3
2	six-year enlistee	first duty day of the month they complete 59 months, but not later than the last duty day of the month they complete 67 months	1, 2, 3
Notes: 1. Commander/civilian directors and supervisors receive monthly computer-generated products identifying CJR-eligible Airmen who have not received an approval. 2. FTA who requests a CJR in their secondary AFSC must complete a memorandum requesting a CJR in other than their Control Air Force Specialty Code (CAFSC). <b>(T-1).</b> Requests are submitted through the MPF to AFPC Reenlistments as outlined in myPers. 3. Airmen are only eligible for a CJR during their CJR eligibility window as indicated above. <b>(T-1).</b>			

**3.2. CJR. Selection Process.** Commanders/Civilian Directors recommend award of CJRs to Airmen in constrained AFSCs where an allocation has been awarded. Approval of CJRs are made at the group commander level or equivalent. In cases where a CJR was awarded and the Airmen is approved for retraining or separates, the wing/MAJCOM reserves the opportunity to reallocate that quota within the fiscal year (FY).

**3.3. CJR Consideration Factors.** Commanders/Civilian Directors may recommend First Term Airmen in their command for award of a CJR anytime during the Airman's CJR window as outlined in [Table 3.1](#). Airmen outside their CJR window are not eligible for award of a CJR. (**Note:** Airmen's EPRs must reflect that the member has met the Minimum Expectation and not have a UIF, lost time, or record of active nonjudicial punishment on their current enlistment in order to be considered for a CJR.) **(T-1)**.

3.3.1. Commanders/Civilian Directors should consider the Airman's job performance, demonstrated leadership, how the Airmen exemplifies Air Force core values, and ability to succeed in the AFSC. Commander/Civilian Directors should not determine award of a CJR based on the Airman's desire to remain in the Air Force or to retrain.

3.3.2. Commanders/Civilian Directors are encouraged to immediately advise Airmen entering their CJR window on their potential for a CJR and when appropriate, encourage retraining.

3.3.3. When constrained AFSCs are implemented, AFPC issues CJR quotas on a FY basis and selection authorities may consider Airmen by board, nomination packages, etc. **Note:** Commanders, Civilian Directors are encouraged not to award all their quotas at the same time/selection process.

3.3.4. Airmen who are on the CJR waiting list and whose AFSC is removed from the constrained list will receive a CJR. Airmen who are removed from the waiting list prior to the AFSC being removed (RE code 3I) do not receive supplemental consideration unless AF/A1 provides further guidance.

**3.4. Processing CJR Selection Requests.** If eligible, Airmen qualify for award of a CJR when an allocation exists and the Airman is in his/her CJR eligibility window as outlined in [Table 3.1](#). When the group commander (or equivalent) approves an Airman for award of a CJR, AFPC will verify an allocation exists and will reduce the number of remaining CJRs accordingly. **(T-2)** This means if the wing/MAJCOM was allotted 10 allocations and awarded 2, AFPC Reenlistments will reduce the remaining number of allocation(s) available to the wing/MAJCOM by the number awarded.

3.4.1. Commander/Civilian Directors may not consider an Airmen for award of a CJR if they have a UIF, lost time on their current enlistment, or an active record of non-judicial punishment on current enlistment, the EPRS reflect the Airman has not met minimum expectations, or any other reenlistment ineligible condition at the time of selection. **Exception:** Airmen under RE code 4K and 2I may be awarded a CJR; however, it will be automatically suspended.

3.4.2. In cases where there are two or more units competing in the same AFSC for award of the CJR, group commanders (or equivalent) may establish when CJR selections are held and outline how they are conducted (nomination package, board, AF Form 1206, *Nomination for Award*; etc.) Also see [paragraph 3.4.2.1](#) through [3.4.2.4](#).

3.4.3. In cases where only one unit with the same AFSC is eligible, the commander/civilian director will process CJR selection request to the group commander (or equivalent) for approval. **(T-2)**. Units include in the case file:

3.4.3.1. An endorsement from the commander/civilian director.

3.4.3.2. Copies of all EPRs.

3.4.3.3. Current Single Uniform Report Format (SURF) (AAD005-Active Ann Reenlistment SURF).

3.4.3.4. Any other supporting documentation to be considered. (Example: Copy of approved decoration citations or additional awards the Airman has received (if applicable); Below-the-Zone, promotion to SSgt, Stripes for Exceptional Performers promotions, 12 Outstanding Airman of the Year, Airman of the Year, Professional Military Education awards, etc.).

3.4.4. The Chief, MPF or designated representative will receive approved CJR case files from the respective group commander (or equivalent) for review. The MPF returns a commander's/civilian director's request to the originating unit if the Airman's record reflects their EPRs does meet not met the Minimum Expectation, if they have a UIF, lost time, or record of active nonjudicial punishment on their current enlistment, and notifies the respective group commander (or equivalent) of the ineligibility condition.

3.4.5. The group commander (or equivalent) reviews the case file and indicates his/her decision. If the group commander (or equivalent) disapproves the request, the case file is returned to the MPF who notifies the Airman's commander/civilian director of the disapproval.

3.4.6. If the group commander (or equivalent) recommends approval, the commander indicates his/her approval and returns the case file to the MPF. The MPF forwards approved case files to AFPC Reenlistments in accordance myPers. The MPF notifies the unit commander/civilian director of award of the CJR.

3.4.7. AFPC Reenlistments will:

3.4.7.1. Review request and ensure all requirements are met and award the CJR. **(T-1)**

3.4.7.2. Updates CJR code "C" in MilPDS. **(T-1)**.

3.4.7.3. Notifies MPF of update. **(T-1)**.

3.4.7.4. Reduce the number of remaining allocations accordingly. **(T-1)**

**3.5. Actions on Receipt of Approved CJRs.** Approved CJRs do not expire until the Airman's DOS. If an Airman extends his/her enlistment, the MPF submits a request to AFPC Reenlistments to update CJR expiration to match the new DOS as outlined in myPers. Airmen can have an approved CJR on file and an approved separation on file at the same time. MPF notifies Airmen who receive approved CJRs while in TDY or patient status.

**3.6. Actions Involving Retraining and Special Duty CJRs.** Eligible FTA may apply for FTA Retraining even if they have an approved CJR in their current skill or are on the CJR waiting list.

3.6.1. MPF must notify AFPC Reenlistments in accordance with myPers (prior to reenlistment/extension) when individuals are selected for retraining. **(T-1)**. Once notified, AFPC Reenlistments updates CJRs as follows:

3.6.1.1. AFPC Reenlistments issues CJR in the retraining AFSC (reenlistment availability code "B") when the Airman can satisfy the retraining retainability requirement by extending. B-quota Airmen are not eligible to reenlist in the retraining AFSC until completion of technical training and must meet the criteria in [paragraph 5.11.1](#). If the Airman received an approved Base of Preference in conjunction with retraining, the Airman cannot reenlist in the retraining-in AFSC until successful completion of technical training. (**Note:** Eligible Airmen may reenlist in lieu of extending for retraining. See [paragraph 4.7](#).) If the Airman received an approved Base of Preference in conjunction with retraining, the Airman must reenlist IAW AFI 36-2110, *Total Force Assignments*. Also see [paragraph 4.6](#). (T-1).

3.6.1.2. AFPC Reenlistments issues retraining CJR in the current AFSC (reenlistment availability code "K") when the Airman cannot satisfy the retraining retainability requirement by extending their enlistment. K-quota Airmen must reenlist within 45 days of CJR being issued and are not eligible to extend for the retainability. See [paragraph 4.6](#) for SRB eligibility. (T-1).

3.6.2. Airmen who apply and are approved for a special duty assignment and who do not have a CJR, may apply for a CJR in the special duty or Reporting Identifier (RI) (8XXXX or 9F, 9L, 9R or 9S only). If approved, the AFPC Reenlistments updates the CJR in the special duty AFSC.

**3.7. Re-allocation for CJR.** When Airmen who were awarded a CJR under the CJR Selection process and who are later retrained or separated, the wing/MAJCOM may have that quota re-allocated within the wing/MAJCOM once the retraining has occurred or separation completed. Commander/Civilian Directors should request through their respective group commander (or equivalent) the CJR be re-allocated via memorandum by outlining who the previous CJR was awarded to and reason (retraining completed or Airman separated) to AFPC Reenlistments via their MPF. The MPF will forward the requests to AFPC for review, determination and update as applicable. **Note:** For retrainees, the Airman must have been awarded the 3-level in the retraining in AFSC; for Airmen separating, they must have separated before the request is considered. (T-1)

## Chapter 4

### SELECTIVE RETENTION BONUS (SRB) PROGRAM

**4.1. Purpose and Application.** SRB is a monetary incentive paid to Airmen serving in certain selected critical military skills who reenlist for additional obligated service. The bonus is intended to encourage the reenlistment of sufficient numbers of qualified enlisted personnel in military skills with either demonstrated retention shortfalls or high training costs. Airmen can expect to serve in the SRB specialty for the entire enlistment for which the bonus was paid. The SRB program set forth in this Chapter is subject to authorization under Title 37 United States Code, Section 331 for such bonuses as implemented by DoDI 1304.31. The SRB received during a career cannot exceed limits outlined in DoDI 1304.31, unless specifically authorized as an exception by the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD [P&R]). (**Note:** SRB contracts may not exceed the total years of active service as indicated in DODI 1304.31, unless otherwise directed by AF/A1).

4.1.1. Airmen do not qualify for the SRB if they reenlist or extend their enlistments for any purpose other than continued active service in the SRB skill.

4.1.2. To qualify for a SRB, Airmen must reenlist IAW **Table 5.1** for at least 3 years; or extend IAW **Table 6.2**, Rules 12, 13, 14, 16 and 29 (in month increments) in the RegAF for at least 36 months. SRBs may be designated by AFSC, Zone (see **Table 4.1**), skill-level, grade, unit, or to meet other condition(s) as determined by the SecAF. When a Zone is used as part of the SRB criteria, the Zone is determined by the Airman's TAFMS at the time of reenlistment or date he/she enters the extension. (**Note:** The Airman's pay grade on their Date of Enlistment [DOE] will be used to calculate the SRB). (**T-1**)

4.1.3. Airmen reenlisting/extending in Zone E or other authorized SRB program implemented by AF/A1 will incur an Active Duty Service Commitment (ADSC) for a period equal to the term for which the SRB is paid. (**T-1**). Reference **Table 4.1**.

4.1.4. The SRB multiple indicates the severity of the retention shortfall and the level of pay authorized to deal with the problem.

4.1.5. Eligible Airmen may receive a SRB in each zone, but only one SRB per zone. The maximum SRB payable is determined by the Secretary concerned (or delegated authority) within limits prescribed in DoDI 1304.31. Eligible Airmen may receive more than one zone at the same time. (Example: An Airman who reenlists and receives a Zone A SRB then reenlists again prior to the Zone A SRB expiring and is eligible for a Zone B SRB, the Airman would receive both payments until they receive the last Zone A authorization) unless otherwise directed by AF/A1 and as outlined in guidance on myPers.

**4.2. SRB-Eligible AFSCs.** AF/A1P reviews each Air Force Specialty for award or adjustment of the SRB at least once per year. (**Note:** Reenlistments or extensions of any length executed prior to the effective date of AF/A1 announcement message are valid and are not to be cancelled or declared void for the purpose of qualifying for a SRB). Airmen who execute a reenlistment/qualifying extension the same day as the effective date will not be entitled to the SRB. (**T-1**).

4.2.1. AF/A1 may use one or more of the following criteria to designate SRB skills:

4.2.1.1. Shortfalls in meeting current and projected retention objectives (retention rates and size of specific year groups, as well as adjacent year groups).

4.2.1.2. Shortages in current and projected Noncommissioned Officer (NCO) (SSgt through MSgt) manning.

4.2.1.3. High training investment and replacement cost for the skill.

4.2.1.4. Expected improvement in retention resulting from designation as a SRB skill.

4.2.2. AF/A1 announces SRB changes (increases, decreases, additions and deletions). The effective date of any changes will be outlined in the releasing message outlined in guidance on myPers.

### 4.3. General Eligibility Criteria.

4.3.1. Airmen qualify for the SRB if they meet all the following:

4.3.1.1. Are serving in the grade of A1C or higher.

4.3.1.2. Are qualified and serving in a SRB skill in the appropriate zone and reflected on the current SRB authorized listing. Both CASFC and Duty Air Force Specialty Control (DAFSC) must match SRB AFSC. **(T-1)**. See **Table 4.2** and **paragraph 4.8**. **(Note:** The Airman must be performing [DAFSC] in the SRB AFSC and maintain a CAFSC in the SRB-AFSC.) **(T-1)**.

4.3.1.3. Are eligible to reenlist or extend.

4.3.1.4. Reenlist for at least 3 years or extend their enlistments (in one increment) in the RegAF, without a break in service of more than 24 hours, for a period of at least 36 months.

4.3.1.5. Extensions qualifying for a SRB begin payment on the day the extension is entered and SRB eligibility is based on the following:

4.3.1.5.1. Zone is determined by the date the Airmen enters the extension.

4.3.1.5.2. AFSCs and multiples in effect (by Zone) on the date the extension is signed by the Airman determines SRB eligibility. Future changes to SRB skills list do not affect the Airman's SRB entitlements. (Example: If an Airman extends while serving in the Zone A window, but will be in the Zone B window on the day the extension is entered, the Airmen receives a Zone B bonus, if a Zone B SRB is authorized. Likewise, if an Airman extends while serving in Zone A, but will be in Zone B, and there is no Zone B authorization, the Airman would not qualify for a SRB).

4.3.1.5.3. Have not previously received severance pay or separation pay.

4.3.2. Airmen in Air Reserve components do not receive the SRB if they enlist in the RegAF, following discharge from the Reserves, during or at the end of an Active Duty for Training (ADT) period. Reservists on RegAF extended active duty tours may receive a SRB if they enlist in the RegAF. They must meet all other eligibility criteria. **(T-1)**.

4.3.3. Break-in service Airmen may receive the SRB if they reenlist in the Air Force within 2 years after discharge or release from active component (other than ADT). If authorized, the entitlement is included on their enlistment contract executed at the point of accession.

4.3.4. Former officers may receive the SRB if they reenlist in the RegAF within 3 months after release from active component as officers, as long as they served as enlisted Airmen just before serving as officers. They must meet all other eligibility criteria. **(T-1)**. If authorized, the entitlement is included on their enlistment contract executed at the point of accession.

**4.4. SRBs when applying for Commission.** Airmen are not eligible for a SRB if they reenlist or enter an extension in order to get required retainability for a commissioning program after the selection date. Airmen may be eligible for a SRB if they reenlist or enter an extension before the selection date.

4.4.1. Airmen selected for a commissioning program and need retainability are not authorized the SRB.

4.4.2. Airmen who have not served 50% of their SRB contract on current enlistment may apply for a commissioning program and no further waivers are required. Airmen selected and who depart prior to serving 50% of the SRB contract, will have the unearned portion of the SRB (up to the 50% point) recouped. Contract completion length is determined from their DOE to the day prior to departure date. Airmen departing the SRB skill will have their SRB remaining payments terminated (if applicable, effective one day prior to class start date of commissioning program.).

4.4.3. Airmen who have served 50% of their SRB upon their departure date will have their remaining payments (if any) terminated effective one day prior to class start date of commissioning program.

4.4.4. MPF Career Development will immediately notify AFPC Reenlistments of all SRB Airmen departing for a commissioning program as outlined in myPers. The case will include the Permanent Change of Station (PCS) orders and any other supporting documentation. **(T-1)**

4.4.4.1. AFPC Reenlistments takes action to suspend/terminate future SRB installments and/or recoup unearned portions of previous SRB payments as outlined in myPers.

4.4.4.2. Defense Finance and Accounting Service (DFAS) terminates payments effective the date of commissioning IAW DoD 7000.14-R, Financial Management Regulation, Volume 7A, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits, and reinstates payments when commissioning does not occur and the Airman returns to duty in the SRB skills, minus unserved days.

4.4.5. AFPC Reenlistments notifies DFAS and directs appropriate course of action to timely terminate or recoup as required SRB payments.

4.4.6. Airmen serving in SRB AFSCs who have applied (or are within 12 months of applying) for a commissioning program or are awaiting selection results and do not have sufficient retainability to await the outcome of their selection board may request an extension IAW **Table 6.2**, Rule 28d of this AFI. AFPC will generate the extension for the number of months needed to reach the outcome of the selection board. The extension cannot exceed 4 months after the board convenes and maximum total extension period is 12 months. **(T-1)**. The MPF will:

4.4.6.1. Provide a memorandum from the Airman and approved by the commander/civilian director. **(Note:** Include the board convening date.) **(T-1)**.

4.4.6.2. Complete AF Form 1411, *Extension of Enlistment in the Air Force*, citing "To await Officer Training School results" in the remarks. **(T-1)**.



4.4.6.3. Counsel Airmen that exercising this option may affect future SRB Zone eligibility. (T-1)

**Table 4.1. SRB Eligibility Zones.**

ITEM	If the Airman has	then the authorized Zone is	Notes
1	at least 17 months continuous active service (other than ADT as a reservist) but no more than 6 years, 00 months and 00 days TAFMS	A	1, 2, 3, 4, 5, 10
2	at least 6 years but no more than 10 years, 00 months and 00 days TAFMS	B	1, 3, 4, 5, 6, 10
3	at least 10 years but no more than 14 years, 00 months and 00 days TAFMS	C	1, 3, 4, 5, 7, 10
4	at least 18 years but no more than 20 years, 00 months and 00 days TAFMS	E	1, 3, 4, 5, 8, 9, 10
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Airmen must meet requirements per <b>paragraph 4.3. (T-1).</b></li> <li>2. The reenlistment or extension must permit completion of at least 6 years TAFMS. (T-1).</li> <li>3. Reenlist or extend their enlistments (in one increment) in the RegAF for at least 3 years.</li> <li>4. Have not previously received a SRB in this Zone.</li> <li>5. Eligibility is based on discharge date. The discharge date is the day prior to the reenlistment or day prior to entering an enlistment. Also see <b>paragraph 4.1.1 and 4.6.</b></li> <li>6. Including current enlistment and periods of active duty, including ADT as a reservist on the discharge date (for reenlistment the day prior to the reenlistment or for extensions the day prior to entering an extension). The reenlistment or extension must permit completion of at least 10 years TAFMS. (T-1).</li> <li>7. The reenlistment or extension must permit completion of at least 14 years TAFMS. (T-1).</li> <li>8. The reenlistment or extension must permit completion of at least 20 years TAFMS. (T-1).</li> <li>9. Airmen reenlisting/extending in Zone E will incur an ADSC 69 equal to the period for which the SRB is paid. The only ADSC waiver for retirement that is applicable is for "hardship" as stated in AFI 36-3203. (T-1).</li> <li>10. There are no waivers or exceptions outside the zone years of service.</li> </ol>			

#### 4.5. Special Conditions.

4.5.1. Airmen with exactly 6 years of active duty on the date of reenlistment or beginning of an extension of enlistment are paid a Zone A bonus, if otherwise eligible and if they have not previously received a Zone A bonus. If they have received a Zone A bonus or no Zone A bonus is designated, they may be paid a Zone B bonus if otherwise eligible. Airmen with exactly 10 years of active duty on the date of reenlistment or beginning of an enlistment are paid a Zone B bonus if otherwise eligible and they have not received a Zone B bonus. If they have received a Zone B bonus or no Zone B bonus is designated, they may be paid a Zone C bonus if otherwise eligible.

4.5.2. Airmen who are in a special duty and who have an assignment back into their CAFSC may reenlist in the CAFSC and receive the SRB. See [paragraph 4.7](#).

4.5.3. Airmen who are in SRB authorized AFSCs and are obtaining retainability for duties into any AFSC or special duty outside their SRB-AFSC are not authorized to reenlist in the SRB AFSC. These Airmen reenlist in the special duty AFSC without SRB entitlement, if additional retainability is required or he/she may extend their enlistment to meet retainability requirements. Airmen must complete at least 50 percent of their enlistment before being considered/applying for release from the SRB AFSC. **(T-1)**. Airmen departing from SRB-AFSCs will have their remaining SRB payments terminated/recouped IAW DoD 7000.14-R. Also see [paragraph 4.12](#). **(T-1)**.

**4.6. Eligibility for Retrainees (Voluntarily/Involuntarily) of SRB Skills and Developmental Special Duty.** Airmen attain SRB eligibility when they qualify for and serve in a SRB-designated skill. When Airmen are selected for retraining and must reenlist in accordance with [paragraph 3.6.1.2](#) or Second Term/Career Airmen reenlist to obtain retraining retainability, their CAFSCs and retraining-in AFSCs determine SRB eligibility and the multiple as indicated in [Table 4.1](#).

4.6.1. Voluntary Retraining. Airmen receiving a SRB may volunteer as an ETP to retrain only if they are within the month they will complete at least 50% of their current enlistment, at the time of request. No other requests will be considered. AF/A1 is the approval authority for these types of requests. There are several factors that will determine whether requests will be approved (manning, career field health, etc.). If approved for retraining all unearned portions of the bonus will be recouped and all future/anniversary payments will be terminated. AFPC Retraining will notify AFPC Reenlistments as outlined in myPers of affected Airmen in order to initiate termination/recoupment actions through DFAS. **(T-1)**.

4.6.2. Involuntary Retraining. AFPC Retraining will make every effort to prevent involuntary retraining for Airmen receiving a SRB. Airmen who are involuntarily retrained as a result of the Noncommissioned Officer Retraining Program (NCORP) are not required to repay unearned portions of a SRB. However, they will not receive any future/anniversary payments. AFPC Retraining will notify AFPC Reenlistments as outlined in myPers of affected Airmen in order to initiate termination of future payments through DFAS. **(T-1)**.

4.6.3. Developmental Special Duty. Airmen receiving a SRB must have completed 50% of their current enlistment. Airmen in Zone A will sign a memorandum waiving the remaining payment portion of the SRB to be considered for a Developmental Special Duty position. Airmen who are selected for Developmental Special Duty will have their SRB terminated IAW DoD 7000.14-R. AFPC Assignments will notify AFPC Reenlistments as outlined in myPers of affected Airmen in order to initiate termination of future payments through DFAS. **(Exception:** Airmen who are selected for a Developmental Special Duty position within their career field retain future SRB payments.). **(T-1)**.

4.6.4. Also see [paragraph 4.11.2](#).

**Table 4.2. SRB Eligibility for Retrainees (Voluntary/Involuntary) and Developmental Special Duty.**

ITEM	If the Airman is:	and	then the Airman is:	Notes
1	obtaining retainability for retraining before Class Start Date	is retraining from a SRB skill to another SRB skill with an equal multiple	eligible for the SRB at the same multiple	1, 2, 3
2	obtaining retainability for retraining before Class Start Date	is retraining from a SRB skill to another SRB skill with a higher or lower multiple	eligible for the SRB at the multiple for the current skill, or the retraining-in skill, whichever is lower	1, 2, 3
3	retraining from a non-SRB skill to a non-SRB skill or from a SRB skill to a non-SRB skill		not eligible for the SRB	
4	a Second Term/Career Airmen obtaining retainability for retraining before Class Start Date	is retraining from the basic SRB skill (example: 3P051) into a shredded SRB skill (example: 3P011A)	eligible for the SRB at the multiple for the current skill or the retraining-in skill, whichever is lower	1, 2, 3
5	obtaining retainability after Class Graduation Date from retraining IAW this instruction	is reenlisting/ within 30 days from Class Graduation Date. <b>Exception:</b> FTA who are not reenlistment eligible IAW <a href="#">paragraph 5.11.1</a> and <a href="#">Table 5.1</a> may submit an ETP to have their request granted and must do so within 90 days of becoming reenlistment eligible.	eligible for the SRB at the zone and multiple in effect at the time of retraining approval, the date the Airmen reenlist determines the zone	1, 2, 3
6	obtaining retainability after Class	reenlistment/extension does not occur within	not eligible for the SRB unless the AFSC is authorized a SRB in	

	Graduation Date from retraining IAW this instruction	30 days from class grad date	the current zone at the time of reenlistment/extension	
7	selected for Developmental Special Duty assignment outside their CAFSC	is currently in a SRB skill/zone	not eligible SRB	

**Notes:**

1. Airmen approved for retraining or who are in a retraining status are authorized the SRB multiple in effect at the time of approved retraining and based on the Zone at the time of reenlistment after award of their 3-level course. Airmen whose SRB was reduced or terminated since approval for retraining must reenlist/extend (if authorized) within 30 calendar days. They must be awarded the 3-skill level and enter upgrade training for the next higher skill level to qualify for the SRB multiple level in effect when he/she received final approval and based on their current TAFMS as outlined in [Table 4.1](#). Failure to reenlist within the prescribed time period will result in loss of eligibility for the SRB at the previous multiple. (**Note:** The Airman must get retraining approval before the specialty termination or multiple reduction effective date). (**T-1**).
2. Airmen will not normally be authorized to retrain out of the skill until they have completed the contract period for which they received the bonus. (**T-1**).
3. Airmen who received a SRB are identified by Assignment Limitation Code - O.

#### **4.7. Eligibility for Airmen in Additionally Awarded SRB Skills (Including Continental United States (CONUS)/Overseas Imbalanced SRB Skill into an Awarded SRB Skill).**

4.7.1. Airmen with an assignment into an awarded SRB AFSC (other than their current CAFSC); or Airmen who are in a special duty and who have an assignment back into their SRB-CAFSC may reenlist in the SRB skill provided:

4.7.1.1. Meet all reenlistment eligibility criteria.

4.7.1.2. Receive official notification of an assignment into the SRB AFSC.

4.7.1.3. Reenlist within 90 days of their departure date on PCS or Permanent Change of Assignment (PCA) into the SRB skill. If they reenlist more than 90 days prior to departure, they will reenlist in their current CAFSC and receive the corresponding SRB and multiple (if applicable). (**T-1**).

4.7.2. Airmen may be eligible to delay obtaining required PCS or PCA retainability in order to qualify for the SRB IAW [Table 6.2](#), Rule 12, if they have a DOS prior to 90 days before the PCS or PCA projected departure date and are otherwise eligible. Also see AFI 36-2110.

4.7.3. Airmen can expect to serve in the SRB skills for the entire period of the enlistment.

4.7.4. Airmen request reenlistment from a special duty back into their CAFSC. MPF processes requests according to the guidance located in myPers. MPF also advises Airmen regarding eligibility, estimated bonus amount, bonus recoupment if not fulfilling the term of

enlistment (TOE) or if not maintaining technical qualification, and the possibility of changes to SRB skills and multiples throughout the year.

**4.8. Use of SRB Airmen.** SRB recipients may not perform duty outside their SRB specialty for more than 90 consecutive days in a 360 day period or a combined total of 90 days within a 360 day period. (**Note:** This does not apply to deployment taskings. Airmen in SRB skills may be tasked to deploy/fill non-SRB duties without SRB interruption.)

4.8.1. Airmen may not be re-assigned/selected (voluntarily or involuntarily) to duties outside the SRB skill prior to completing at least 50% of their reenlistment/extension. Duties in the SRB skill are defined IAW the Air Force Enlisted Classification Directory. If selected for duties outside the SRB skill after completing 50%, the commander/civilian director will notify the MPF and the SRB will be terminated/recouped IAW DoD 7000.14-R. The MPF initiates a case as outlined in myPers to AFPC Reenlistments, requesting the SRB be terminated and recouped. AFPC Reenlistments reviews the case and requests DFAS take appropriate action. Supporting documentation (i.e., AF Form 2096, *Classification/On-the-Job Training Action*; etc.) is required. **(T-1)**.

4.8.2. SRB Airmen may perform additional duties as directed by their commander/civilian director. Additional duties are those duties performed in addition to the Airman's primary skill/duty and will not result in a change of AFSC or duty title.

#### **4.9. Computing SRB Awards.**

4.9.1. Unless otherwise noted in AF/A1 message, compute all SRB award amounts using one month's base pay, times the years extending/reenlisting, times the SRB multiple. The Airman's base pay on date of discharge is used to calculate the SRB. Therefore, if SSgt Jones was promoted on 1 May 2018 and reenlisted on 1 May 2018, the SRB would be calculated on his/her base pay for the rank of SrA. When directed, SRBs may be paid on a flat entitlement based on years of additional service obligation as outlined in AF/A1 message.

4.9.2. The MPF will verify the Airman's SRB data (number of days to be paid, SRB multiple and Zone) is correct in the Master Military Pay Account within 10 calendar days after update and take all necessary actions to correct the SRB data. The MPF will compute the approximate SRB entitlement and consult with their local finance office as needed. If entitlement is over/underpaid, process the necessary case to AFPC Reenlistments for action as outlined in myPers. **(T-1)**.

4.9.3. SRB entitlement over a career is limited by law. In cases where the career cap would be exceeded, the entitlement will be reduced as required not to exceed total authorized payments established by law.

#### **4.10. Method of Payment.**

4.10.1. 50% Lump Sum Payment with Annual Installments Option. Unless otherwise stated by AF/A1, Airmen receive 50% of their SRB at reenlistment and the remainder in equal anniversary payments as noted in **Table 4.3**.

4.10.2. When offered by AF/A1 in the announcement message, Airmen receive up to 100% lump sum payment option with the remainder as outlined in the announcement message/Personnel Services Delivery Guide.

4.10.3. Airmen with a break in service (prior service) of more than 24 hours do not receive payment until 30 days after arrival at the first permanent duty station following reenlistment.

4.10.4. Initial payment: Airmen receive the percentage designated (per the releasing message/as outlined in myPers) of the total amount (less applicable taxes) on the reenlistment date or the day they enter an extension. Airmen receive the remaining percentage of the SRB amount (less applicable taxes) in equal annual amounts on each anniversary of the initial payment for the term of the reenlistment or extension as listed in the announcement message/Personnel Service Delivery Guide.

**Table 4.3. SRB TOE.**

<b>TOE in whole years:</b>	<b>then initial payment is:</b>	<b>Number Anniversary/Installment Payments</b>
6	50%	5
5	50%	4
4	50%	3
3	50%	2

4.10.5. Accelerated installment payments are not authorized.

#### **4.11. SRB Reduction or Termination Actions.**

4.11.1. Airmen serving in SRB skills announced for a SRB reduction or termination must extend or reenlist, if eligible before the effective date of change in order to receive the bonus. **(T-1)**. (**Note:** Airmen may only reenlist/extend if he/she has a service-directed reason or are within the reenlistment window as established by Air Force policy.)

4.11.2. Airmen approved for retraining or who are in a retraining status are only authorized the SRB multiple in effect at the time of approved retraining. Airmen whose SRB was reduced or terminated since approval for retraining must reenlist/extend (if authorized) on or after the effective date outlined in the SRB announcement message. They must be awarded the 3-skill level and enter upgrade training for the next higher skill level to qualify for the SRB multiple level in effect when he/she received final approval for retraining. **(T-1)**. Failure to reenlist within the prescribed time period results in loss of eligibility for the SRB at the previous multiple. (**Note:** The Airman must get retraining approval before the specialty termination or multiple reduction effective date and be in the same SRB zone on the date of reenlistment). **(T-1)**.

4.11.3. AF/A1 announces SRB reduction or termination actions.

4.11.4. MPF contacts the Airman when the following situation(s) apply: Contact all Airman that have projected reenlistment with an effective date on or after the effective date of the SRB listing, verify the SRB multiple against the new listing to see if the SRB has changed. **(T-1)**.

4.11.4.1. For each AFSC where the SRB is terminated or decreased, contact all Airmen who are projected for reenlistment and inform them of the changes and their options. Correct the Airman's AF Form 901, *Reenlistment Eligibility Annex to DD Form 4*, to remove the SRB authorization, when applicable. **(T-1)**.

4.11.4.2. For each AFSC where the SRB has increased or a SRB has been added and the reenlistment is on or after the increase effective date, the MPF notifies the Airman and corrects the Airman's AF Form 901 to reflect the correct SRB multiple.

4.11.4.3. If the SRB has changed, the SRB authorization currently on file in MilPDS must be deleted and a new authorization requested. **(T-3)**.

4.11.4.4. If a reenlistment/extension transaction has been accomplished in MilPDS, process a change transaction in MilPDS to amend the projection on DFAS files after the SRB authorization has been changed in MilPDS. (T-3).

4.11.4.5. If the Airman's reenlistment completed on DFAS files with an incorrect SRB entitlement, process the correction to AFPC Reenlistments via current processing procedure. **(T-3)**.

**4.12. Termination/Recoupment/Repayment of SRB.** SRB termination also requires recoupment of the percentage representing the unserved part of the additional obligated service. Commander/civilian directors cannot authorize termination without recoupment. Airmen must remain technically qualified for effective performance in the SRB skill and complete the full TOE or extension of enlistment in the SRB skill. **(T-1)**. Failure to do so may result in termination and recoupment. SRB termination/recoupment/repayment is processed as outlined in DoD 7000.14-R, Volume 7A, Chapter 2. Recoupment determinations will be made on a case-by-case basis consistent with the criteria set forth in DoD 7000.14-R, Volume 7A, Chapter 2 for Airmen paid a bonus under this instruction.

**4.13. SRB AFSC Disqualification.** Airmen disqualified from SRB-authorized AFSCs have their future payments terminated and recouped, if applicable, IAW DoD 7000.14-R, Volume 7A, Chapter 2. **(T-0)**.

4.13.1. AFPC Classification refers all AFSC disqualification cases (AFI 36-2101, *Classifying Military Personnel [Officer and Enlisted]*) to AFPC Reenlistments for review/action.

4.13.2. AFPC Reenlistments will review all cases and refer those with SRB-authorized AFSCs to DFAS for termination and recoupment, if applicable IAW DoD 7000.14-R, Volume 7A, Chapter 2 **(T-0)**. AFPC Reenlistments refers cases back to AFPC Classifications when complete or if no SRB termination/recoupment action applies. AFPC Classifications office determines the AFSC disqualification effective date. This date also establishes the SRB termination/recoupment effective dates for SRB purposes.

**4.14. Combat Zone Tax Exclusion.** SRB payments (initial payment and annual installments) are not taxable for Airmen who reenlist or extend (36 or 48 months) in a month during which they qualify for combat zone tax exclusion. They must either reenlist or extend in the designated combat zone, or at another location during the same month in which they served in the designated combat zone. If the Airman sells leave in conjunction with reenlistment, only leave days earned while in the deployed location are tax excluded. **(T-0)**.

**4.15. Assignment Limitation Code - O and SRBs.** Second Term and Career Airmen serving in SRB skills must have a SRB updated in MilPDS prior to reenlisting. **(T-1).** Assignment Limitation Code - O does not update on Second Term or Career Airmen unless the SRB is updated prior to the reenlistment being updated. Refer to the guidance located in myPers for update procedures. **(Note:** If this code is not updated, future actions such as retraining, commissioning programs and approval into special duties are affected.)

**4.16. SRBs and Airmen Approved for Special Duty/Reporting Identifiers.** Airmen are not eligible for a SRB if they reenlist or enter an extension in order to get required retainability for a special duty or reporting identifier. **(Note:** Airmen in SRB AFSCs with approved special duty/reporting identifier will reenlist in the CAFSC of the special duty/reporting identifier AFSC.) **(T-1).** See [paragraph 4.7](#). **(Note:** This paragraph does not apply to Reporting Identifier 9S000.)

**4.17. Eligible for SRB and Electing not to Accept an SRB.** Airmen eligible for an SRB on their current enlistment or eligible extension may elect not to accept the SRB designated for that reenlistment/extension. Airmen who elect not to accept the SRB must complete the applicable Section of the AF Form 901 or AF Form 1411. The decision not to accept the SRB is irrevocable once the AF Form 901 or AF Form 1411 has been approved by the commander/civilian leader and accepted for reenlistment/extension of enlistment by the MPF representative. No exceptions will be considered. **(T-1).**

**4.18. SRB Roster.** The MPF Career Development Section receives a SRB roster from the Personnel Systems Manager NLT the 1st of each month. This roster identifies Airmen who have an Assignment Limitation Code - O in-system and are receiving a SRB and notifies the commander/civilian director of those Airmen who must be performing SRB-related duties.

4.18.1. The MPF sends SRB rosters monthly to the respective CSS for review/validation and unit commander/civilian director review/signature.

4.18.2. Commander/civilian director reviews the SRB roster to consider whether Airmen are performing SRB-related duties. See [paragraph 4.8.1](#). If an Airman is determined to not be performing SRB duties, the unit will forward the necessary documentation to the MPF for SRB termination and recoupment actions, if necessary. **(T-1)** Commander/civilian director returns the SRB roster to the MPF as suspended.

4.18.3. The MPF will review the SRB roster and take action as required. **(T-1).**

**4.19. Documenting SRB.** Authorized SRBs are documented on the AF Form 901, or the AF Form 1411.

**4.20. MPF Responsibility on SRBs.** The MPF personnel are accountable for improper SRB payments that should not have been made. These include ineligible recipient (payee not entitled), ineligible goods or services not permitted under contract, law or regulation, payment made in the wrong amount or a duplicate payment. Refer to Title 10 United States Code 2773a and DODFMR Vol 5, 050305A. Any documents submitted with an unauthorized/erroneous SRB will require reenlistment/extension documents to be re-accomplished. Any erroneously awarded SRB payments will be terminated and recouped. Airmen not serving in the SRB skill are not entitled to future SRB payments. This includes Airmen departing the AFSC on education programs. **(T-1)**



## Chapter 5

### REENLISTMENTS [REGAF ONLY]

**5.1. General Instructions.** Reenlistment in the RegAF is a command prerogative and is not an inherent right of any individual. Airman not selected for reenlistment via SRP will not be reenlisted but may qualify for extension of enlistment.

**5.2. SRP Reconsideration.** SRP reconsiderations are accomplished by unit commander/civilian directors prior to a member's DOS.

5.2.1. Reenlistment may be limited based on the needs of the service.

5.2.2. The MPF will:

5.2.2.1. Ensure all Airmen receive a Uniform Code of Military Justice (UCMJ)/reenlistment briefing from the legal office within 30 days of reenlistment. **(T-1)**

5.2.2.2. Ensure all reenlistment contracts contain DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*; AF Form 901; all approved/denied reenlistment waiver memos; and AF Form 1089, *Leave Settlement Option* (**Note:** As needed when Airmen elects a change after completing the AF Form 901 and prior to date of reenlistment). **(T-1)**

**5.3. Reenlistment Ceremony.** Commander/civilian directors ensure ceremonies are conducted in a dignified and professional manner, appropriate for an official act in a place that provides reverence to the oath being taken; safety of all participants should also be paramount.

5.3.1. In accordance with Title 10 United States Code 502, *Enlistment oath: who may administer*, Airmen will request any commissioned officer (RegAF, AFR, ANG or retired) in the U.S. Armed Forces to perform the ceremony and may invite guests. **(T-0)**. Reenlistments can be conducted on any day of the year. The reenlistee and the officer administering the oath have traditionally had the U.S. flag forming a backdrop for the oath.

5.3.2. The reenlistee and reenlisting officer must wear an authorized uniform for the ceremony. **(T-2)**. (**Exception:** The uniform requirement is optional for retired officers.) Airmen and reenlisting officials may not conduct a reenlistment in the Air Force physical training uniform.

**5.4. Who May Administer the Oath of Enlistment.** The oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. RegAF, AFR, ANG or retired commissioned officers of the U.S. Armed Forces may administer the oath. Officers who resigned their commissions and transferred to the Obligated Reserve Section or the Nonaffiliated Reserve Section may not administer the oath. (**Exception:** Commissioned warrant officers in the grade of CW2, CW3 and CW4 may also administer the oath.)

**5.5. Processing and Place of Reenlistment.** Airmen must reenlist at their home station unless they are absent due to deployment, hospitalization or are in a pipeline status (school, overseas returnee, etc.). **(T-1)**.

5.5.1. Airmen must be present for duty and cannot reenlist while on leave, while in a separation status or after departing their unit of assignment on terminal leave for separation.

**(T-1).** (Example: If SSgt Smith is reenlisting on 15 Feb 2019, he must not be in a leave status on 15 Feb 2019.) **(Note:** Airmen returning from a leave status may not reenlist the next day following their leave.) Airmen who have been determined to be in a leave status at the time of reenlistment must execute a new reenlistment/contract when not on leave. **(T-1)**

5.5.2. Airmen must have sufficient retainability for the deployment prior to departure. Intent to reenlist (or extend) in the deployed location to meet deployed retainability requirements will not be considered. **(T-1)**

**5.6. Reenlistment of Non-U.S. Citizens .** Non-U.S. citizens, enlisting on or after 1 November 1982, must become U.S. citizens during their initial enlistment before they are eligible to reenlist. **(T-1).** Airmen may be eligible to extend under [paragraph 6.6.5.4](#) (Applies to RegAF and AFR only). Citizens of Micronesia and Palau may be eligible for reenlistment even if they do not have their citizenship. These cases will be worked through AFPC Reenlistments to Air Staff for approval.

**5.7. Informed Decision Program.** The wing Career Assistance Advisor at every installation will publicize and conduct an Informed Decision seminar. **(T-2).** This seminar is an educational experience specifically designed to enhance one's knowledge of Air Force benefits, highlight program requirements and processes. All RegAF First Term and Second Term Airmen are required to attend unless pending involuntary separation. **(T-2).** See AFI 36-2624, *Total Force Career Assistance Advisor and Enlisted Professional Enhancement Program*.

**5.8. Reenlistment of Sole Surviving Sons or Daughters.** Airmen who qualify as sole surviving sons or daughters waive any right to claim discharge or assignment limitations as sole surviving sons or daughters upon their reenlistment. They may request reinstatement of their sole survivor status through assignments at any time. If approved, they may again qualify for assignment limitation, but not for discharge or release from active duty.

**5.9. Erroneous Enlistment/Reenlistment Documents Returned for Correction.** There are two types of erroneous reenlistment documents. The first consists of contractual errors made in violation of this publication, such as the reenlistment of ineligible Airmen or Airmen not issued a CJR. The second is administrative, involving typographical errors, strikeovers, misspellings, erroneous computation of required retainability or SRB, etc.

5.9.1. Contractual Errors. Airmen not authorized to reenlist or in violation of this AFI (no CJR, not meeting time in service or time in grade, ineligible RE code, etc.) will have their contract voided. AFPC Reenlistments, directs the MPF to void the contract and takes action as needed to remove any documentation from all systems of record. **(T-1).**

5.9.2. Administrative Errors. MPF will not correct administrative errors discovered in items 2, 5, 8, 18b, 19b and 19f of the DD Form 4. **(T-1).** Administrative errors in these items will necessitate the deletion and re-creation of the DD Form 4. Also see [paragraph 5.9.4.3.1](#). Administrative errors may be corrected on the AF Form 901, if the Airman and Air Force agree. However, any unauthorized/erroneous SRB necessitates re-accomplishment of the document(s) and are terminated and recouped. If the corrections were made on the forms, stamp "CORRECTED COPY" in the upper margin of the corrected pages, ensure the Airman initials the corrected area(s), and make a photocopy of the corrected forms for the Airman. The MPF corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and distributes the documents IAW [Table 5.9](#)

5.9.3. AFPC Reenlistments will direct the AF Form 901 be corrected to reflect the authorized SRB in cases where an SRB was not properly documented on the contract or direct an unauthorized SRB entitlement be removed from the AF Form 901. The Airman is notified of the required correction and initials the contract accordingly. If the Airman refuses to initial the correction, place the following in the remarks section of the AF Form 901 “(Grade, name, social security number of Airman has refused to sign this document acknowledging and confirming his or her ineligibility for the bonus.)” and process the correction to AFPC Reenlistments as outlined in myPers. **(T-1)**.

5.9.4. Documents Returned to MPF for Correction(s). AFPC Reenlistments returns enlistment contracts to servicing MPFs for correction. (Example: Missing signatures, when dates do not match reenlistment date on DD Form 4 and/or AF Form 901, incomplete contracts, missing pages, or incomplete forms, etc.) The MPF makes appropriate corrections to the contract(s) and returns the contracts to AFPC Reenlistments by the established suspense as outlined in myPers. Also see [paragraph 5.9.2](#).

5.9.4.1. The Airman must initial each correction. **(T-1)**. Stamp “CORRECTED COPY” in the upper margin of the corrected pages. Make a photo copy of the corrected forms and comply with the disposition instructions in [Table 5.9](#)

5.9.4.2. Do not make corrections to the form stamped “DO NOT CORRECT THIS COPY” unless there is no ARMS copy and the Airman does not have a copy. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages. Make a photo copy of the corrected forms and comply with the disposition instructions in [Table 5.9](#)

5.9.4.3. Reaccomplish the DD Form 4 and AF Form 901 if there is no ARMS copy or the Airman does not have a copy. **(Note:** The Airman’s current commander or civilian director holding the position will sign the corrected form(s) and the current date is used.) **(T-1)**.

5.9.4.3.1. If contract is reaccomplished, stamp “RECONSTRUCTED COPY” in the upper margin of the new contract. The forms are dated using the current date and signed by the Airman’s current commander/civilian director. Make a photo copy of the reconstructed forms and comply with the disposition instructions in [Table 5.9](#) **(Note:** Commanders or civilian directors may not refuse to re-accomplish these documents or deny reenlistment.)

5.9.4.3.2. The MPF sends the original documents to AFPC Reenlistments for review as outlined in [Table 5.9](#) and corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and as outlined in myPers.

## 5.10. Oath of Enlistment.

5.10.1. All Airmen enlisting or reenlisting must take the oath of enlistment: **(T-1)**. “I, (State your full name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.”

5.10.2. All Airmen have the choice to make the words “So help me God” optional in the enlistment oaths (both orally and written). Airmen who make a choice to “affirm” the oath of office/oath of enlistment and/or omit the words “So help me God” may also line through the words “swear” and/or the words “So help me God.”

**5.11. Reenlistment Actions.** Once an Airman has reenlisted, they must initial next to the lined text, as applicable, and sign the DD Form 4. A reenlistment is considered executed once the Airman has been approved to reenlist (AF Form 901), the enlistee has taken the oath of enlistment, and both the reenlistee and administering officer have signed the DD Form 4. **(T-0).**

5.11.1. Eligibility.

5.11.1.1. Airmen may be eligible to reenlist if they meet all of the requirements: **(T-0).**

5.11.1.2. Are eligible for immediate reenlistment according to **Table 5.2**

5.11.1.3. Can fill a specific requirement in their skill or another skill through retraining.

5.11.1.4. Are selected by their commander/civilian director under the SRP (refer to **paragraph 2.6**).

5.11.1.5. Meet a condition listed in **Table 5.8**.

5.11.1.6. To qualify for an SRB is not a reason to reenlist.

5.11.2. In addition to the above basic eligibility criteria, FTA may reenlist if they have an approved CJR IAW **Table 5.8**.

**Table 5.1. FTA, Second-Term/Career Airmen Reenlistments.**

ITEM	A	B
	If the Airman is eligible and is a	the Airman may reenlist
1	first term, four-year enlistee	After completing 36 consecutive months on the current enlistment if the Airman has an approved CJR. A prior service Airman is considered FTA when the prior active service is less than 24 months. See notes 1 and 2.
2	first term, six-year enlistee	After completing 60 consecutive months on the current enlistment if the Airman has an approved CJR. See notes 1 and 2.
3	FTA may reenlist in a retraining status	See items 1 and 2 above, complete retraining and possess the 3-skill level in the new AFSC. All eligibility requirements must be met. <b>(T-1)</b> . See notes 1 and 2.
4	Second Term and Career Airmen	Be within the current reenlistment window as established by Air Force policy or have a service directed reason. See notes 1 and 2.
<p><b>Notes:</b></p> <p>1. Airmen must project reenlistments with their servicing MPF NLT 120 days prior to their DOS or they are projected for separation. <b>(T-1)</b>.</p> <p>2. The MPF will project all reenlistments in-system upon receipt of approved AF Form 901, or no later than 120 days before DOS, whichever comes first. Airmen notifying the MPF during Informed Decision or Transaction Reporting and Control Briefing on their intent to reenlist will have their dates projected in MilPDS. <b>(T-1)</b>. Failure to project reenlistments automatically causes MilPDS to project the Airman for separation, and cancels other personnel actions. The MPF will refer to the guidance located in myPers for procedures for projecting reenlistments and requesting CJR/SRB authorizations and canceling a projected separation (when required) <b>(T-1)</b>. <b>(Note:</b> AFR and ANG personnel are not authorized to enlist, reenlist, or extend under this section unless recalled to Extended Active Duty under Title 10 United States Code Section 12301 voluntary or involuntary recall. Enlisted personnel who wish to apply under 10 USC § 12301(d), voluntary recall, must apply through AFPC Enlisted Accessions. <b>(T-1)</b>. Extended Active Duty orders indicate recall authority. Contact AFPC Enlisted Accessions for guidance and instructions or refer to AFI 36-2002, <i>Enlisted Accessions</i>).</p>		

5.11.3. Term of Enlistment (TOE). Title 10 United States Code Section 505 outlines the minimum and maximum TOE. The minimum TOE is 4 years unless the Airman has more than 24 months of obligated service or is restricted by High Year of Tenure (HYT). The maximum TOE is 6 years. Under no circumstances can the reenlistment, along with combined obligated service, exceed 72 months or the Airman's HYT plus 1 month. **Table 5.8** outlines the whole years Airman may reenlist for based on their obligated service. **(Exception:** Enlisted Airmen who have been selected to enter the United States Air Force Enlisted Remotely Piloted Aircraft Pilot Program and attend the Undergraduate Remotely Piloted Aircraft Training course may reenlist for a period of 8 years. Airmen reenlisting under this exception may not execute a reenlistment, along with combined obligated service to exceed 96 months.) **(T-1)**

5.11.3.1. Airmen/MPFs do not have the option to add additional months or reduce obligated service to the reenlistment contract (refer to [Table 5.7](#), Terms of Reenlistment). Regardless of the number of years authorized, a reenlistee's new DOS must exceed the previous DOS. **(T-1)**. (**Note:** An Airman may only reenlist for 6 years if they are within 29 calendar days of DOS. Similarly, Airmen can reenlist for 5 years only if they have 12 months or less of obligated service).

5.11.3.1.1. If an Airman has between 25 and 36 months of remaining obligated service, they can reenlist for 3 years plus obligated service.

5.11.3.1.2. Airmen reenlisting who are HYT restricted may not exceed their HYT plus 1 month. These Airmen will be separated on their HYT date as indicated in MilPDS and do not serve the reenlistment period beyond their HYT date. For Airmen who are eligible for an SRB, their SRB will be calculated based only on TOE years (a minimum of 3 years). If the TOE is less than 3 years, the Airman is ineligible for an SRB. MPFs may not reduce obligated service months to qualify for SRB. **(T-2)** Also see [Table 5.7](#).

5.11.3.2. Annotate the TOE on the DD Form 4, Section 8 to reflect the term of enlistment in years and months. (**Note:** The MPF must line through "weeks" and type in "months." **(T-1)**. Annotate the number of months (obligated service) to satisfy the full enlistment. The Airman will initial the change to the reenlistment document.)

5.11.3.3. Obligated service. Include remaining obligated service (in excess of 29 calendar days) into the reenlistment. **(T-1)**.

5.11.3.3.1. Obligated service is that time in excess of 29 calendar days from the DOE to the date of separation. Any partial month of 29 calendar days or less is not considered in the total obligated service. Obligated service will be listed on the contract in the months of the TOE. Therefore, if an Airman has 1 year and 2 months of obligated service, the DD Form 4 will reflect 14 months of obligated service in Section 8 of the DD Form 4.

5.11.3.3.2. Airmen who cannot reenlist to their HYT may be eligible to extend under [Table 6.2](#), Rule 27. These Airmen will be separated on their HYT date as indicated in MilPDS and do not serve the extension period beyond their HYT date.

5.11.3.4. Constructive Reenlistment. Reenlistment approved by the AFPC due to the Airman's inability to meet retainability requirements (reenlistment or extension) due to limitation set by law or policy.

5.11.3.4.1. AFPC Reenlistments approves constructive reenlistments only when Airmen are ineligible to reenlist IAW [Table 5.8](#) and are also ineligible to extend for a service requirement due to limitations of Title 10 United States Code Section 509. Air Force Personnel Center has delegated authority by Assistant Secretary of Air Force, Manpower and Reserve Affairs to approve a constructive reenlistment when determined a constructive reenlistment is appropriate (i.e., for Airmen to reach his/her HYT) under the authority of Title 10 United States Code Section 1552 (a) (2) without consideration by the Air Force Board for Correction of Military Records. (DODD 1332.41.)

5.11.3.4.2. Airmen submit these requests through their commander/civilian director to their MPF for processing to AFPC Reenlistments for review and further processing as outlined in myPers. MPF will not submit any request for consideration if the Airman can extend or reenlist to meet service requirements. AFPC Reenlistments returns any request without action when this occurs.

5.11.3.4.3. For example: I request a constructive reenlistment to obtain 13 months retainability to retire at my HYT. I am ineligible to reenlist based on HYT and I cannot extend since I have already extended 42 months of the 48-month maximum.

5.11.3.5. Airmen scheduled for reenlistment within 7 calendar days of their DOS must complete the following statement during reenlistment processing **(T-1)**: "I intend to reenlist immediately after separation. I hereby authorize my retention in service for a period not to exceed 7 calendar days beyond my date of separation (DOS), to complete separation processing, should I, immediately before or after separation, and before reenlistment, decline to reenlist." Retain this statement with the reenlistment package until reenlistment occurs. Airmen may not request reenlistment once they enter the 7 calendar day extension period; this extension is for separation processing only. Do not complete AF Form 1411 for this extension, and do not complete this statement for Airmen scheduled to reenlist more than 7 calendar days before their DOS.

5.11.4. FTA/NCORP Retrainees. Airmen who retrained under FTA Retraining/NCORP may request cancellation of an extension obtained for retraining that has not been entered contingent upon immediate reenlistment. Airmen must be reenlistment eligible IAW **paragraph 5.11.1** and may only request cancellation of the extension within 30 days after class graduation date. **(T-1). Exception:** FTA who are not reenlistment eligible IAW **paragraph 5.11.1** and **Table 5.1** may submit an ETP to have their request granted and must do so within 90 days of becoming reenlistment eligible. Upon approval, the Airman must reenlist within the next 30 days. All other extensions will be considered as obligated service, see **paragraph 5.11.1** and **Table 5.1** for reenlistment eligibility. **(Note:** Extension cancellation and reenlistment must occur the same date.) **(T-1)**. The MPF will:

5.11.4.1. Ensure extension has not been entered and the cancellation is within 30 days after class graduation or that the exception in **paragraph 5.11.4** applies. **(T-1)**.

5.11.4.2. Ensure only the extension authorized for retraining is cancelled. **(T-1)**. (Example 1: Airman extends 23 months for retraining; all 23 months may be forgiven if not entered.) (Example 2: Airman extends 7 months for an assignment and 16 months for retraining, only the 16 months for retraining could be forgiven if not entered.)

5.11.4.3. Complete the AF Form 1411-1, *Cancellation of Extensions of Enlistment in the Air Force*. **(T-1)**.

5.11.4.4. Project the reenlistment in MilPDS and cancel the extension upon receipt of completed reenlistment documents. **(T-1)**.

5.11.4.5. Extensions obtained for retraining that have been entered will not be forgiven and will be considered as obligated service. **(T-1)**. Airmen will reenlist based on the criteria set forth in this instruction as stated in **Chapter 5**. **(T-1)**.

5.11.5. Reenlistment Documents. Airmen completing/executing the forms listed in [paragraph 5.2.2.2](#) formally document a reenlistment and those documents represent a legally binding contract between the Air Force and reenlistee. The MPF completes the DD Form 4 IAW DODI 1304.02 and this instruction. The AF Form 901 will be completed IAW the guidance located in myPers. Incomplete or inaccurate documents are returned to the Airman's servicing MPF for corrections and can result in an erroneous reenlistment agreement, possible loss of payment of SRB entitlement, etc. Any documents submitted with an unauthorized or erroneous SRB will require the reenlistment/extension documents to be re-accomplished. Any erroneously awarded SRB payments will be terminated and recouped. See [paragraph 5.9](#). (T-1).

5.11.5.1. Special care must be taken to ensure all items are completed correctly without errors. White-out or correction tape or fluid will not be used on these forms. Corrections in items 2, 5, 8, 18b, 19b and 19f require a new DD Form 4 to be accomplished. (T-1).

5.11.5.2. The forms can only be signed in black, blue, or blue-black ink when completed manually (non-digitally signed) and as outlined in myPers.

5.11.5.3. Only the Airman's home station unit commander/civilian director completes the AF Form 901. (**Exception:** Section Commanders on G-series orders may also sign.)

5.11.6. Reenlistment Agreements. The MPF documents only approved/authorized Air Force reenlistment agreements on AF Form 901. (**Note:** All reenlistment agreements are identified on the AF Form 901. If the Airman has no reenlistment agreement(s), the MPF will mark the block indicating no reenlistment agreement(s). (T-1). The MPF must authorize only the following guarantees on AF Form 901:

5.11.6.1. Approved retraining. (T-1)

5.11.6.2. Approved Airman for training program that leads to an Air Force commission. (T-1)

5.11.6.3. Approved Base of Preference or in-place Base of Preference (for FTA only). (T-1)

5.11.6.4. Other approved agreements authorized by AF/A1. (**Note:** The MPF will specify the approved agreement in the area provided.) (T-1).

5.11.7. Discharge for the Purpose of Immediate Reenlistment. Discharge always occurs before Airmen reenlist. The discharge will remain in effect if the Airman does not reenlist within 24 hours. MPF will not give the completed AF Form 901 to the Airman until reenlistment occurs. (T-1). Do not use the AF Form 901 for prior service enlistments or for former officer entering the Air Force in enlisted status. (**Note:** Commanders or civilian directors holding the position may not refuse to sign AF Form 901, and then permit Airman to remain otherwise eligible for reenlistment. In such cases commander/civilian directors will immediately notify the MPF of the specific circumstances in writing and submit the required documentation (AF Form 418, etc.) within 7 calendar days.) (T-1).

5.11.7.1. The AF Form 901 documents the commander's/civilian director's approval to reenlist and also documents discharge for the purpose of immediate reenlistment.

5.11.7.2. The Chief, MPF or designated representative authenticates the AF Form 901. (T-1). The designated representatives must be a TSgt, GS-06, or above and assigned to the



MPF or Geographically Separated Unit (GSU) personnel function to act as the service representative for the reenlistment and validate/confirm eligibility/entitlements. Personnel assigned to the AFPC Reenlistments function and in the grade of TSgt, GS-6 or above may authenticate. **(T-2)**.

5.11.7.3. MPF ensures the commander or civilian director holding the position documents certification on AF Form 901. Airmen will not be provided the DD Form 4 without an approved/signed AF Form 901 from the commander/civilian director. **(Note:** DD Form 256AF is not issued to Airmen who will be discharged for the purpose of immediate reenlistment within 24 hours.) **(T-1)**.

5.11.8. Leave Settlement. Airman may sell a maximum of 60 days accrued leave during their career. Accrued leave may be sold and paid upon reenlistment or entering into the first extension of enlistment, to include subsequent reenlistments. MPF refers to AFI 36-3003, and the guidance located in myPers for Defense Joint Military Pay System-Active Component update instructions, as applicable. Airman reenlisting can change their leave settlement provided it is changed before they reenlist. The change must be documented on an AF Form 1089. All Airmen are counseled prior to reenlistment. **(T-0)**.

5.11.9. Airmen reenlisting for the purpose of obtaining an Air Force commission. Publications governing selection for a program leading to an Air Force commission take precedence over reenlistment restrictions imposed by this publication.

5.11.9.1. Airmen may reenlist to obtain service retainability required for the particular commissioning program. This includes FTA who have not completed 36 months TAFMS on their current enlistment (60 months for 6-year enlistees).

5.11.9.2. MPF updates RE code 3A for FTA selected for Air Force commissioning programs who have not reached the SRP consideration point. MPF updates RE code 1J for all other Airmen selected for commissioning programs. **(Note:** MPF cannot update RE code 1J or 3A until the Airman is projected for separation).

5.11.9.3. Refer to [paragraph 4.4](#) for restrictions pertaining to Airmen serving in SRB skills.

5.11.10. Identifying and Notifying Reenlistment-Ineligible Airmen. MPF uses the SRP roster to identify all Airmen ineligible to reenlist. MPF sends the commander/civilian director a monthly list of ineligible Airmen for informational purposes only.

5.11.11. HYT and Age 60 Restrictions. The reenlistment terms outlined in [Table 5.8](#) prevent Airmen from violating the HYT and age 60 restrictions discussed below. Requests for HYT adjustments, waivers or corrections will be sent to AFPC Retirements as outlined in myPers. **(Note:** Under no circumstances will any reenlistment or extension exceed the month following Airman's HYT or age 60, whichever occurs first.)

5.11.11.1. Airmen may not reenlist or extend their enlistment if the new DOS exceeds the month following their 60th birthday. If approved, the reenlistment or extension period may not exceed the month following the HYT for the Airman's grade, or age 60, whichever occurs first. **(Exception:** Airmen may reenlist for a period that permits them to serve at least 20 years TAFMS, but they may not exceed the age 60 restriction.)

5.11.11.2. First Term Airmen may not reenlist if the new DOS will exceed their HYT plus 1 month. Also see [paragraph 5.11.11.3](#). However, they may qualify for an extension of enlistment to establish a DOS at HYT (refer to [paragraph 6.6.9](#) and [Table 6.2](#)).

5.11.11.3. Reenlistment eligible FTA (4-year enlistees) in SRB skills authorized to receive a Zone A SRB, may reenlist for periods exceeding their HYT date, provided the reenlistment occurs before they complete 6 years TAFMS and do not establish a DOS exceeding 10 years TAFMS. See [Table 4.1](#), Item 1 for additional eligibility criteria.

5.11.11.4. Airmen with at DOS that exceeds HYT due to HYT reduction, demotion, etc. will have their DOS adjusted to match their new HYT date. MPFs will process the necessary documentation to DFAS for adjustment as outlined in myPers. Before beginning any separation package, consult AFI 36-3208. The separation authority may withhold execution of a separation for any reason in the best interest of the Air Force. **(T-1)**.

#### 5.11.12. Reduction to HYT grades:

5.11.12.1. Airmen subsequently promoted or whose HYT has been extended will execute a new contract to meet future retainability requirements. The previous contract will not be re-instated.

5.11.12.2. Airmen receiving an SRB will receive their full entitlement, provided they have executed a new reenlistment/extension and serve in the same SRB skill.

5.11.13. Reenlistment of Non-U.S. Citizens. Non-U.S. citizens who obtain U.S. citizenship will be assigned an RE code and must have SRP consideration completed to remove the RE code and reenlist. **(T-0)**. Non-U.S. citizens who fail to obtain U.S. citizenship during their initial enlistment will separate with the applicable RE code. **(T-0)**.

5.11.14. Air Force Fitness Program, Airmen Medically Disqualified and Airmen in RI 9A000/9A100/9A200/9A300. Commander/civilian directors may review and determine reenlistment eligibility for Airmen who have a first time fitness failure and will review and determine reenlistment eligibility for all Airmen who remain in the Unsatisfactory category after two or more tests within 24 months (IAW AFI 36-2905, *Fitness Program*). Commanders/civilian directors will place Airmen in the Unsatisfactory category in reenlistment eligibility 4J by completing the AF Form 418 and stating "Airman in Unsatisfactory fitness category, is reenlistment ineligible and placed in RE code 4J." **(T-1)**.

5.11.14.1. Successfully reaching a Satisfactory or Excellent fitness category does not automatically restore reenlistment eligibility. The commander/civilian director may remove the reenlistment ineligibility condition by completing an AF Form 418 after the Airman successfully transitions to a Satisfactory or Excellent fitness category, or the commander/civilian director may choose to continue the reenlistment ineligibility until after the Airman receives a second consecutive Satisfactory or Excellent fitness assessment score at which time an AF Form 418 will be completed removing the Airman's 4J – Fitness Failure reenlistment ineligibly code. An ineligible Airman (RE code 4J) requiring retainability to reach the Satisfactory or Excellent fitness category may request an extension of enlistment according to [Table 6.2](#), Rule 18. If eligibility for reenlistment is denied, Airman will be placed in RE Code 2X and is not eligible to extend or reenlist (except to appeal the non-selection). If the Airman is later made reenlistment eligible, then the commander/civilian director will complete an AF Form 418 and the MPF or equivalent

updates the RE code to a more applicable code. **(T-1)**. Refer to AFI 36-2905 for additional information.

5.11.14.2. Airmen in RE code 4K may not reenlist when pending evaluation by a Medical Evaluation Board or Physical Evaluation Board unless waiver is approved. See **Table 5.6**, Item 2. Airmen in RE code 4K may voluntarily extend their enlistment under **Table 6.2**, Rule 9 of this AFI. Limit extensions to a period outlined by AFPC Medical Standards, not to exceed a maximum 24 months. See **Chapter 6**.

5.11.14.3. All Airmen disqualified from their AFSC and in RI of 9A000, 9A100, 9A200 or 9A300 are updated to RE code 4G. Commander/civilian directors may not waive Airmen in RE code 4G to permit reenlistment unless the Airman has been selected and approved for retraining or Special Duty. In these cases the commander/civilian director takes action as outlined in **paragraph 2.6.7** through **2.6.12**.

5.11.14.3.1. Airmen disqualified and in RI 9A000 or 9A100 may execute a one-time extension in order to remain on active duty for a total period of 12 months to qualify/compete for retraining/Special Duty. Under no circumstances can the extension period combined with the remaining obligated service exceed 12 months. The length of the extension, if any is based on the date of the formal disqualification approval not to exceed 12 months. Airmen will extend IAW **Table 6.2**, Rule 28d of this AFI. **(T-1)**. If the Airman is not approved for retraining or Special Duty during this period, he/she separates on his/her DOS.

5.11.14.3.2. Airmen in RI 9A200/9A300 remain in RE code 4G and separate on DOS unless the commander/civilian director initiates early separation or subsequently completes retention versus separation package and retain the Airman.

5.11.15. Waiver of Reenlistment Ineligibility Conditions (Lost Time and Civilian Criminal Court Convictions). (Applies to AFR and ANG members when in an active status.) Airmen may request waivers to reenlist to their unit commander/civilian director because they have 5 or more days lost time, or have a civil court conviction (**Table 5.5** item 5 or 13). **(Note:** Civilian criminal court convictions automatically render Airmen ineligible for the length of the maximum allowable Manual for Courts Martial confinement period for the same or most closely related offenses. The MPF must contact the servicing legal office to determine the Manual for Courts Martial confinement period.) **(T-1)**.

5.11.15.1. Airmen must have an approved waiver to reenlist from their commander/civilian director. The MPF will send the AF Form 901 (documents the waiver reason/authority on the AF Form 901) to the commander/civilian director for consideration. The commander/civilian director will approve or disapprove the waiver in writing. **(T-1)**.

5.11.15.1.1. If the waiver is approved, the commander/civilian director signs the AF Form 901 and attaches the approved waiver memorandum and then sends documents to the MPF for processing. The MPF updates RE code 1A (can only be updated immediately before Airman reenlists), documents the waiver reason/authority on the AF Form 901, and attaches the waiver to the contract for file in ARMS.

5.11.15.1.2. When Airmen receive approved waivers and reenlist, the reenlistment ineligibility condition no longer applies.

5.11.15.1.3. When Airmen elect separation after receiving approved waivers, the MPF re-updates the ineligibility condition, unless a higher priority code applies.

5.11.15.2. If the commander/civilian director denies the waiver, the MPF ensures the Airman acknowledges receipt and forwards the denial memo for filing in the Airman's electronic record as outlined in myPers.

5.11.16. Return to Duty Program. Airmen eligible are: 1) an enlisted Airman sentenced by court-martial to a dishonorable or bad conduct punitive discharge, with or without adjudged confinement, whose discharge has not been executed, or 2) an enlisted Airman sentenced by court-martial to a period of confinement, with or without adjudged dishonorable or bad conduct punitive discharge. Airmen in either of these examples who have otherwise met the requirements in AFI 31-105, *AF Corrections System*, may present a request to return to active status as specified in AFI 31-105. The Air Force Clemency and Parole Board, using the criteria outlined in AFI 31-105, will decide if post trial enlisted Airmen have been rehabilitated. In every case, the needs of the service will govern the return-to-duty of these Airmen. **(T-1)**.

5.11.16.1. Airmen sentenced to a punitive discharge (with or without) confinement which was upgraded by the Air Force Clemency and Parole Board to an honorable discharge are separated with the new discharge characterization and eligible to reenlist under RE code "1S." Airmen become eligible for reentry to service as determined by AFI 36-2101.

5.11.16.2. Airmen sentenced to confinement without a punitive discharge may be returned-to-duty by the Air Force Clemency and Parole Board with an RE code "2D" which prevents reenlistment until Airman have served at least 6 months after release from confinement and, are otherwise eligible, and their unit commander/civilian directors select them for reenlistment under the SRP or approve reenlistment waivers.

**5.12. RE Codes.** RE codes determine whether or not Airmen may reenlist, or enlist in a military service at a later time. They are annotated on military discharge documents and document the Airman's RE code at the time of discharge. Accurate RE codes are vital to ensure the Air Force retains and reenlists only those Airmen selected for continued service and prevents ineligible Airmen from continued service. The MPF will update, monitor, and maintain accurate RE codes in MilPDS. Incorrect codes can prevent or allow the selection of Airmen for reenlistment, promotion, separation, retirement and reassignment. **(T-1)**. The MPF will:

5.12.1. Update RE codes in MilPDS using the following hierarchy: 2"letter," 4"letter," 3"letter," and 1"letter." **(T-1)**. (**Note:** No RE code takes precedence over RE codes in 2"letter," to include pending Medical Evaluation Board / Physical Evaluation Board. MPF will re-update RE code to 2"letter" in such cases.) **(T-1)**

5.12.2. Update the appropriate RE code according to the hierarchy in [paragraph 5.12.1](#) in MilPDS when two or more RE codes apply. **(T-1)**.

5.12.3. Update the appropriate RE code with the longest duration in MilPDS when two or more RE codes in the same series apply. **(T-1)**.

5.12.4. Leave RE code 2X in MilPDS unless selective reenlistment program selection occurs or RE code 2X is being replaced by a higher priority code. **(T-1)**.

5.12.5. Verify RE codes in MilPDS for all Airmen separating NLT 60 days prior to their separation date. Incorrect or inappropriate RE codes are corrected as needed. Refer requests

for corrections to AFPC Reenlistments as outlined in myPers. (Note: See [Tables 5.2](#) through [5.5](#)).

**Table 5.2. Applicants Eligible for Immediate Reenlistment (RE-1 Series).**

ITEM	A	B
	An applicant is eligible for immediate reenlistment (within 24 hours after separation) and eligible for prior service enlistment under any of the following conditions, provided the Airman is otherwise eligible.	RE status code entry in MilPDS is:
1	Ineligible to reenlist, but condition waived. (Do not separate Airmen with this RE code. Remove this code from MilPDS when an Airman elects to separate. Update the appropriate RE code from <a href="#">Table 5.3</a> , <a href="#">Table 5.4</a> , or <a href="#">Table 5.5</a> before the Airman separates. Refer to <a href="#">paragraph 5.11</a> and <a href="#">Table 5.6</a> , Note 1 and 4).	1A
2	Eligible to reenlist, but elects separation. (Airmen selected under the SRP and elect separation are given RE code 1J) (See Notes.)	1J
3	Career Airmen selected by the commander/civilian director under the SRP and 13 months or less remain before completing 20 years TAFMS. (Do not separate Airman with this RE code.)	1K
4	Eligible to reenlist, Second Term or Career Airmen not yet considered under the SRP. (Do not separate Airman with this RE code.)	1M
5	Eligible to reenlist, Second Term or Career Airmen with less than 19 years TAFMS selected by the commander/civilian director under the SRP and either 13 months or less remain before original expiration of service, or Airmen serving on an extension of enlistment. (Do not separate Airman with this RE code.)	1P
6	Eligible to reenlist, Career Airmen with more than 20 years TAFMS selected by the commander/civilian director under the SRP and either 13 months or less remain before original expiration of service, or Airmen serving on an extension of enlistment. (Do not separate Airman with this RE code.)	1Q
7	First Term Airmen selected for reenlistment under the SRP. (See Notes) (Do not separate Airman with this RE code.) (See item 2.)	1R
8	ANG and AFR Airmen serving on voluntary or involuntary extended active duty. (These Airmen are eligible to request enlistment in the RegAF only and apply IAW AFI 36-2002. Enlistment requests come through AFPC Enlisted Accessions for approval.)	1T
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Refer to <a href="#">paragraph 5.11.9</a> to determine applicable RE code for FTA selected for programs leading to an Air Force commission.</li> <li>2. Refer to <a href="#">paragraph 2.6.6</a> and <a href="#">Table 5.4</a> for Airmen who receive early SRP consideration for separation.</li> <li>3. 1A will not be updated on FTA.</li> </ol>		

**Table 5.3. Conditions Barring Immediate Reenlistment (RE-2 Series).**

ITEM	A	B
	An applicant is ineligible to reenlist in the RegAF and, unless specifically authorized by <b>paragraph 6.6.5.</b> or <b>Table 6.2.</b> , not authorized to extend enlistment under any of the following conditions	RE status code entry in MilPDS is
1	AFPC denied reenlistment. (Reserved for AFPC use only.)	2A
2	Separated with a general or under-other-than-honorable-conditions discharge.	2B
3	Involuntarily separated with an honorable discharge; or entry level separation without characterization of service.	2C
4	Returned prisoner with less than 6 months of service since return to duty. (See Note 1)	2D
5	Serving a period of probation and rehabilitation (See Note 1).	2E
6	Undergoing, or separated while undergoing rehabilitation in a DoD regional confinement facility under the direction of the Air Force Confinement and Corrections Directorate (AFSFC/FC). (See Note 1)	2F
7	Participating in or failed the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program for drugs, or has failed to complete the ADAPT program. (This code remains valid until the Airman completes the program or the commander/civilian director removes the ineligibility condition for an Airman in the aftercare program.)	2G
8	Participating in the ADAPT program for alcohol, or has failed to complete the program. (This code remains valid until the Airman completes the program or the commander/civilian director removes the ineligibility condition for an Airman in the aftercare program. Do not update this code for self-identified Airmen unless they fail the program.)	2H
9	Non-U.S. citizen serving on initial enlistment. (Refer to <b>paragraph 5.11.13.</b> )	2I
10	Under investigation by military or civilian authority, the outcome of which may result in discharge or court-martial action (See Note 1) (Do not separate Airmen with this RE code.)	2J
11	Has been formally notified by the commander/civilian director of initiation of involuntary separation action. (See Note 1 & 2)	2K
12	Civilian criminal court charges pending for an offense for which the Manual for Courts Martial authorizes confinement for the same or most closely related offense, or court-martial charges have been preferred, or court-martial action is under appellate review.	2L
13	Serving a sentence or suspended sentence of court-martial; or separated while serving a sentence or suspended sentence of court-martial.	2M

14	Conscientious objector whose religious convictions preclude unrestricted assignment. Update this RE code when the Airman requests separation or is discharged for this reason. (See Note 1)	2N
15	Absent without leave; deserter or dropped from rolls.	2P
16	Personnel medically retired or discharged.	2Q
17	Airman is within 23 months of 60th birthday, completed at least 18 years, 1 month of TAFMS, and 13 months or less remain until DOS. (See Notes)	2R
18	Airman is within 23 months of 60th birthday, completed at least 18 years, 1 month of TAFMS, and more than 13 months remain until DOS. (See Notes)	2S
19	Airman possesses an HYT date of at least 20 years TAFMS, is within 23 months of HYT date, and 13 months or less remain until DOS. (See Notes)	2T
20	Airman possesses an HYT date of at least 20 years TAFMS, is within 23 months of HYT date, and more than 13 months remaining until DOS. (See Notes)	2U
21	Applied for retirement or retirement has been approved.	2V
22	Retired and recalled to RegAF.	2W
23	First Term, Second Term, or Career Airman non-selected for reenlistment. (See Note 1)	2X

**Notes:**

1. Refer to **Table 6.2** to determine the Airman's eligibility to request an extension of the current enlistment.
2. MPF must initiate a request via current processing procedure to AFPC Classifications. **(T-1)**. Include all pertinent documentation in the case file.

**Table 5.4. Conditions Barring Immediate Reenlistment (RE-3 Series).**

ITEM	A	B
	An applicant is ineligible for immediate reenlistment (within 24 hours after separation), but eligible for prior service enlistment with an approved waiver (provided the Airman is otherwise qualified) under any of the following conditions (See Notes).	RE status code entry in MilPDS is
1	FTA who separates before completing 36 months (60 months for a 6-year enlistee) on current enlistment and who has no known disqualifying factors or ineligibility conditions except grade, skill level, and insufficient TAFMS (Refer to <a href="#">paragraph 2.6.</a> ).	3A
2	First Term, non-prior service, female Airmen who enlisted into the Air Force and it was later discovered they were pregnant before their enlistment, and were immediately discharged.	
3	First Term Airman "involuntarily separated" (entry-level) for inability to satisfactorily progress in a required training program without characterization of service; or a First-Term Airman "involuntarily separated" for failure to progress in military training required to be qualified for service with the Air Force or for performance of primary duties; or Prior Service Airman involuntarily separated for failure to progress in military training required to be qualified for service with the Air Force or for performance of primary duties. (See Note 4)	
4	First Term, Second Term or Career Airman who was ineligible to reenlist ( <a href="#">Table 5.3</a> , <a href="#">Table 5.4</a> , or <a href="#">Table 5.5</a> ), the ineligibility condition no longer exists, and the Airman requires SRP consideration or reconsideration. (AF Form 418 is completed.) (Do not separate Airmen with this RE code.)	3B
5	FTA not yet considered under the SRP. Remove this code from MilPDS when Airmen are selected or non-selected for reenlistment, or become ineligible for reenlistment). (Do not separate Airmen with this RE code.)	3C
6	Second Term or Career Airman who refused to get PCS or TDY assignment retainability, to include declining retainability for a deployment. (See Note 3)	3D
7	Second Term or Career Airman who refused to get retainability for training or retraining, or who declined to attend training or retraining.	3E
8	Airman selected for non-retention by Air Force Enlisted Retention Board.	3F
9	FTA selected under SRP, but not awarded/selected for CJR and removed from eligibility	3I
10	Reserved for use by AFPC or the Air Force Board for Correction of Military Records when no other reenlistment eligibility code applies or is appropriate.	3K



11	Airman selected for non-retention by Air Force Quality Force Review Board.	3Q
12	Separated with Special Separation Benefit.	3S
13	Separated with Voluntary Separation Incentive or separated under Enlisted Voluntary Separation Pay Program.	3V

**Notes:**

1. Unless specifically authorized by **paragraph 6.6.5**, or **Table 6.2**, Airmen serving in these RE codes cannot extend their enlistments.
2. Airman who does not possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D cannot extend under rules 11, 13, and 14.
3. AFI 36-3802, *Force Support Readiness Programs*, contains procedures for declining retainability for AEF deployments. This does not include indeterminate TDYs as prescribed in AFI 36-2110.
4. Airmen who are discharged due to a medical injury occurring in Basic Military/Technical Training who are unable to continue in a training program due to those injuries may be considered under this RE code, provided no other condition applies.

**Table 5.5. Conditions Barring Immediate Reenlistment (RE-4 Series).**

ITEM	A	B
	An applicant is ineligible to reenlist in the Air Force and, unless specifically authorized by <b>paragraph 6.5.</b> or <b>Table 6.2.</b> , is not authorized to reenlist under any of the following conditions:	RE status code entry in MilPDS is
1	Separated for hardship or dependency reasons. (See Note 1)	4A
2	Separated for concealment of juvenile records, minority, failure to meet physical standards for enlistment, failure to attain a 9.0 reading grade level as measured by the Air Force Reading Abilities Test, or void enlistments.	4C
3	Grade is SrA/E-4, completed at least 9 years TAFMS, but fewer than 16 years TAFMS and is not currently selected for promotion to SSgt/E-5.	4D
4	4 year enlistee and grade is A1C (with less than 12 months time in grade) or below and Airmen completed 31 or more months, if a FTA; or 6 year Enlistee and grade is below SrA and has completed 55 or more months, if a FTA; or Second Term/Career Airmen and grade is A1C or below and has less than 16 years of TAFMS. (See Notes 2, 3, and 4)	4E
5	Five or more days lost time during current enlistment. (Airmen with 5 or more calendar days lost time are not eligible to reenlist unless they receive an approved waiver according to <b>Table 5.6.</b> ) (See Notes 2 and 3)	4F
6	<p>No AFSC skill level commensurate with grade (See Notes 3 and 5).</p> <p>Update this code on FTA upon completing 31 months (4-year enlistee) or 55 months (6-year enlistee) on current enlistment who does not possess a skill level commensurate with grade in an awarded AFSC (CAFSC, 2AFSC, 3AFSC or 4AFSC). FTA must possess an AFSC at the 3-skill level. <b>(T-1).</b></p> <p>Second Term and Career Airmen serving in the grade of SrA or SSgt must possess an AFSC at the 5-skill level (3-skill level when no 5-skill level exists). <b>(T-1).</b></p> <p>Second Term and Career Airmen serving in the grade of TSgt or MSgt must possess an AFSC at the 7-skill level. Second Term and Career Airmen serving in the grade of SMSgt or CMSgt must possess an AFSC with at least a 9-skill level. Airmen serving in Reporting Identifiers (except 9A000, 9A100, 9A200, 9A300, 9A400, 9A500, 9JXXX, or 9TXXX) or Special Duty Identifiers are considered to possess an AFSC skill level commensurate with grade. <b>(T-1).</b></p>	4G
7	Serving suspended punishment pursuant to Article 15, UCMJ. (See Note 3)	4H

8	Serving on the Control Roster (See Note 3)	4I
9	Received Unsatisfactory fitness assessment (Reference AFI 36-2905, and see note 3.)	4J
10	Airman is pending evaluation by Medical Evaluation Board / Physical Evaluation Board. (Refer to <a href="#">paragraph 5.11.14.2.</a> )	4K
11	Separated commissioning program eliminee Officer Training School, Airman Education and Commissioning Program and so on.	4L
12	Air Force breach of enlistment/reenlistment agreement.	4M
13	Convicted by civilian authorities. (Airman remains ineligible for length of the maximum allowable Manual for Courts Martial confinement for the same or most closely related offense.)	4N

**Notes:**

1. This code does not apply to Airmen separated for the sole reason of pregnancy.
2. Airmen who do not possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D cannot extend under [Table 6.2](#), Rules 11, 12, and 13.
3. Airman may be eligible to request an extension of enlistment.
4. Update this code on FTA (4-year enlistee) who has completed 31 months on current enlistment, is serving in the grade of A1C and has less than 12 months time in grade (refer to [paragraph 5.11.1.](#)) and no other higher priority ineligibility factor exists. Update this code on FTA (6-year enlistee) who has completed 55 months on current enlistment and does not hold the grade of SrA.
5. Update this code on FTA upon completing 31 months (4-year enlistee) or 55 months (6-year enlistee) on current enlistment who does not possess a skill level commensurate with grade in an awarded AFSC (CAFSC, 2AFSC, 3AFSC or 4AFSC). FTA must possess an AFSC at the 3-skill level. **(T-1)**. Second Term and Career Airmen serving in the grade of SrA or SSgt must possess an AFSC at the 5-skill level (3-skill level when no 5-skill level exists). **(T-1)**. Second Term and Career Airmen serving in the grade of TSgt or MSgt must possess an AFSC at the 7-skill level. **(T-1)**. Second Term and Career Airmen serving in the grade of SMSgt or CMSgt must possess an AFSC with at least a 9-skill level. **(T-1)**. Airmen serving in RI (except 9A000, 9A100, 9A200, 9A300, 9JXXX, or 9TXXX) or Special Duty Identifiers are considered to possess an AFSC skill level commensurate with grade. **(T-1)**.

**Table 5.6. Conditions Requiring a Waiver to Reenlist.**

ITEM	A	B
	If the Airman is ineligible to reenlist due to:	the Airman may request a waiver from the commander/civilian director (except for rule 6) to reenlist provided the Airman is otherwise eligible and is:
1	five or more days lost during current enlistment ( <b>Table 5.5</b> item 5);	not using this waiver provision for the purpose of separation (See Notes 1, 2, 3, 4 and refer to <b>paragraph 5.11.16</b> ).
2	pending Medical Evaluation Board / Physical Evaluation Board	an Airmen in SRB AFSCs may request waiver through their commander/civilian director. AF/A1 is final approval. Airmen may initiate the request 6 months prior to DOS (see Notes 1, 2, 3, and 5). an Airmen in non-SRB AFSCs may request waiver through their commander/civilian director. (See Notes 1, 2, and 3).
3	receiving a PCS assignment that requires the Airman to reenlist immediately following completion of technical school retraining;	a FTA who is unable to extend to qualify for the assignment. (The Chief, MPF at the technical training location is the approval authority for this waiver [See Note 2].)
4	civilian criminal court conviction ( <b>Table 5.5</b> item 13);	a First Term, Second Term, or Career Airman (See Notes 1, 2, 3, 4, and refer to <b>paragraph 5.11.16</b> ).
5	Airman disqualified from their AFSC and in RI 9A000, 9A100, 9A200 or 9A300 and previously held RE code of 4G;	selected and approved for retraining or special duty (See Notes 1, 2, 3, and refer to para 5.11.14.3.)
6	insufficient grade/ time in grade as a First Term Airman and in RE code 4E	the commander/civilian director may request a waiver to extend to meet grade/ time in grade requirements to reenlist through their respective group commander to AFPC Reenlistments. Submit these request as outlined in myPers. When approved by the group commander, AFPC Reenlistments will outline the number of months these Airmen are extended to meet reenlistment eligibility.
<p><b>Notes:</b></p> <p>1. The MPF documents the waiver requirement on the AF Form 901. Commander/civilian director must submit written approval of the waiver condition to the MPF and sign the AF Form 901 when waivers are approved. Update RE code 1A in MilPDS before executing the reenlistment. RE code 1A is only applicable to FTA who previously had an approved CJR and the CJR was later suspended. FTA who did not receive an approved CJR during their CJR window are ineligible to request a CJR while holding RE code 1A and, therefore,</p>		

cannot reenlist. Remove RE code 1A from MilPDS immediately following update of the extension or immediately following the Airman's reenlistment (refer to [paragraph 4.16.](#)) and update to a more applicable RE code. **(T-1)**.

2. Airman must meet all other eligibility requirements for reenlistment. **(T-1)**.

3. All reenlistment ineligibility conditions must be waived by the commander/civilian director in order to allow an Airman to reenlist. The commander/civilian director may waive two or more ineligibility conditions concurrently on the same form. **(T-1)**. However, if there is an ineligibility condition for which there is no waiver provision, the commander/civilian director cannot grant a waiver.

4. An Airman who has lost time or has been in confinement is not eligible to reenlist until their lost time has been computed and corrected.

5. To qualify, the Airman must be currently performing in the SRB skills (C/DAFSC), not be assigned in a patient status (9P000), medical condition is stable as determined by medical authorities and otherwise be eligible to reenlist. The Airman/commander/civilian director will submit the following documents to the MPF: **(T-1)**.

a. Commander/civilian director recommendation: Certifying the Airman is performing duties within the AFSC and specify any duties the Airman is unable to perform (if applicable).

b. Primary Care Manager: Assess the Airman's capabilities and limitations with respect to performing core task within his/her AFSC, state whether the Airman's condition is stable and prognosis for continued improvement.

c. Provide Business Case Analysis: Describe how the Airman's utilization within the AFSC fills valid Unit Manning Document requirement and benefits the overall community.

d. Waiver processing procedures: Only for Airmen pending Medical Evaluation/Physical Evaluation Boards and Selective Retention Bonus entitled Airmen, the MPF will review the case file for completeness and return all incomplete requests to the unit. **(T-1)**. Complete case files will be forwarded to AFPC Reenlistments via current processing procedures.

AFPC will review for completeness and forwards to AF/A1. **(T-1)**. AF/A1 will obtain Functional Manager and Career Field Manager recommendation and obtain AF/A1 review and final determination. AF/A1 notifies appropriate parties of the final decision. The MPF will advise the unit commander/civilian director on the final decision. **(T-3)**. If approved to reenlist through the waiver process, the RE code 4K will be temporarily removed to allow update of the reenlistment, but the MPF will re-update the RE code to 4K once the reenlistment updates. **(T-1)**. **(Note:** In all cases, Airmen will retain the RE code 4K until medically cleared for duty.)

**Table 5.7. Terms of Reenlistment.**

<b>Rule</b>	<b>If the Airman is eligible to reenlist IAW para 5.1, this table and is a (see all notes below)</b>	<b>and has the following remaining obligated service</b>	<b>and can reenlist with the remaining obligated service without exceeding HYT plus 30 days for</b>	<b>then the authorized Term of Reenlistment in whole years is</b>
1	First Term/Second Term and Career Airman.	29 calendar days or less	4, 5 or 6	4, 5 or 6 plus the remaining obligated service months. (See Notes 1-4)
		30 days to 12 months	4 or 5	4 or 5 plus the remaining obligated service months. (See Notes 1-4)
		13 – 24 months	4	4 plus the remaining obligated service months. (See Notes 1-4)
		25 – 36 months	3	3 plus the remaining obligated service months. (See Notes 1-4)
	<b>If the Airman is eligible to reenlist IAW para 5.1, this table and is a (see all notes below)</b>	<b>and has the following remaining obligated service</b>	<b>and cannot reenlist in accordance with Rule 1 above due to HYT</b>	<b>then the authorized Term of Reenlistment in whole years is</b>
2	First Term/Second Term and Career Airman	48 months or less		2, plus the remaining obligated service months. (See Notes 1-5)
<b>Notes:</b>				
1. Airmen must meet conditions authorizing reenlistment in <b>paragraph 5.11.1</b> and <b>Table 5.2. (T-1)</b> .				
2. Current obligated service determines how many years Airman is authorized to reenlist. Obligated service is added to the number of years reenlisting and the combination cannot exceed 6 years (72 months).				
3. Current HYT rules apply.				
4. All Airmen reenlist IAW rules 1 - 2 above and may later extend as needed to reach HYT plus 1 month per <b>Table 6.2</b> , Rule 27 (separation) or <b>Table 6.2</b> , Rule 4 (retirement). <b>Paragraph 5.11.3</b> applies.				
5. Airmen must reenlist the maximum number of years allowed (plus the obligated service); not to exceed HYT plus 1 month. <b>(T-1)</b> .				

**Table 5.8. Conditions Authorizing Reenlistment.**

<b>Rule</b>	<b>A</b>	<b>B</b>	
	If the Airman is eligible to reenlist according to <a href="#">Table 5.2</a> and is a	the Airman may reenlist (See Notes 1, 2 and 3 )	
1	First Term, four-year enlistee	after completing 36 consecutive months on the current enlistment if the Airman has an approved CJR (refer to <a href="#">Table 5.1</a> , item 1). Prior service Airmen are considered FTA when the prior active service is less than 24 months.	
2	First Term, six-year enlistee	after completing 60 consecutive months on the current enlistment if the Airman has an approved CJR (refer to <a href="#">Table 5.1</a> item 2).	
3	Second Term or Career Airman	to obtain retainability for promotion to MSgt, SMSgt, or CMSgt (upon announcement of promotion increment number for the upcoming month).	
4		to get required retainability for service schools.	
5		to obtain required retainability for PCS, PCA or TDY assignment, to include deployments. Airmen	
6		to obtain required retainability for Post 9/11 GI Bill or Continuation Pay under the Blended Retirement System.	
7		to obtain required retainability for completion of an extension to an overseas tour, or provide 12 months service retainability after arrival of command-sponsored family members at an overseas location.	
8		within the 90-day period before ETS	
9		within the 15-month period before an established (or requested) Date Eligible to Return from Overseas if the Airman requires additional retainability.	
10		within the 15-month period before DOS if the Airman has elected (or is maintaining) an indefinite Date Eligible to Return from Overseas.	
<b>Notes:</b>			
1. The MPF must ensure the authorized and requested term if reenlistment must be sufficient to assume any period of authorized obligated service owed as a result of prior contracts. <b>(T-1)</b> .			
2. Cash settlement for accrued leave is authorized any time an Airman reenlists not to exceed a total of 60 days throughout the Airman's career.			
3. Current HYT rules apply per <a href="#">paragraph 5.11.11</a> .			

**Table 5.9. Disposition of Reenlistment/Extension Documents.**

ITEM	A	B	C
	Form or Document	Total Number of Copies	Disposition
1	DD Form 4,	3	Original--forward within 5 days of reenlistment date to AFPC Reenlistments as outlined in myPers. <b>Note:</b> Remove all extraneous documents except waiver memorandums. 1st copy--Airman's copy. 2nd copy--MPF copy.
2	AF Form 901	3	Attach to the corresponding copies of the DD Form 4 and follow the instructions outlined in item 1.
3	Correspondence concerning waiver or special authorization to reenlist	3	Attach to the corresponding copies of the new DD Form 4, and follow the disposition instructions outlined in item 1.
4	Statement authorizing retention on active duty for the purpose of medical examination	1	Destroy after the Airman reenlists. (as directed by the RDS)
5	AF Form 418	3	Original--forward within 5 days to AFPC Reenlistments as outlined in myPers:  1st copy--Commander/civilian director's copy. 2nd copy--Airman's copy (as directed by the RDS)
6	Approved correspondence authorizing CJR, <b>Table 3.1</b> , Note 2.	2	Original--MPF copy. Destroy when the Airman reenlists
7	AF Form 1089, if applicable	2	Original--Attach to the corresponding copies of the DD Form 4 or AF Form 1411, if first extension of enlistment and follow the instructions outlined in item 1. <b>See paragraph 6.3.</b> 1st copy--MPF copy. 2nd copy--Airman's copy.
8	AF Form 1411 or AF Form 1411-1	3	Original--forward within 5 days of extending to AFPC extending/cancellation as outlined in myPers:  1st copy--MPF copy. 2nd copy--Airman's copy.



## Chapter 6

### EXTENSIONS OF ENLISTMENT [REGAF ONLY]

**6.1. General Information.** Under certain circumstances, an Airman's current enlistment period may be extended. Extension of enlistment may be voluntarily requested by Airmen. This chapter outlines the policies and procedures that affect extension of enlistment for all RegAF Airmen.

#### **6.2. Extension Limitations.**

6.2.1. The MPF will limit extensions to the minimum number of months needed to achieve the intended purpose. Airmen extend in whole month periods only. Only Airmen in SRB AFSCs may extend for 36 or up to 48 months in one increment to qualify for an authorized SRB even though less retainability is required as outlined in [paragraph 6.6.4.1](#) or when authorized by Air Force Policy. When enlistments or reenlistments begin on the first day of a month, the extended DOS is always the last day of the month. (Example: If Airman's DOE is 1 May, and the DOS is 30 April, then a 1-month extension would result in a 31 May DOS.) **(T-1).**

6.2.2. Voluntary extensions for all Airmen are limited to a maximum of 48 months per enlistment (10 USC § 509). This cannot be waived. **(T-0).**

**6.3. Leave Settlement.** Airmen may sell leave only upon entry into the first voluntary extension of their current enlistment.

6.3.1. Leave is sold once Airman enters the extension. If the Airman enters the extension in a different Fiscal Year from when they signed the form, ensure the Airman understands leave may be lost. Airmen cannot sell leave if they have already sold 60 days in their career or are entering a second or subsequent extension of enlistment. The Airman's base pay on ETS determines the payment. Airmen document their election on the AF Form 1411. Airmen may change their leave settlement elections at any time prior to the 10 day calendar period of the effective date of entry into the extension of enlistment on an AF Form 1089. MPF refers to the guidance located in myPers for Defense Joint Military Pay System-Active Component update instructions.

6.3.2. The MPF must verify the Airman's SRB eligibility and leave election as documented on the AF Form 1411 or AF Form 1089, if applicable before processing/reporting the extension transaction. **(T-1).**

**6.4. Erroneous Extension Documents.** Also refer to [paragraph 5.9](#) as this applies to this section as well. This paragraph applies to the AF Form 1411 and AF Form 1411-1. Only AFPC Reenlistments can authorize correction of contractual errors.

6.4.1. Contractual Errors. Airmen not authorized to extend or in violation of this AFI (no CJR [when in constrained skills], ineligible RE code, etc.) will have their contract voided.

6.4.2. Administrative Errors. MPF may correct administrative errors discovered on the AF Form 1411 or AF Form 1411-1, if the Airman and the Air Force agree. However, any documents submitted with an unauthorized/erroneous SRB will require the document(s) to be reaccomplished. **(Note:** When an Airman refuses to initial/sign the corrected AF Form 1411, removing the SRB in the event it is deleted from the list, the MPF will document the AF Form 1411 by entering the following statement on the reverse: "(Grade, name, social security number

of Airman) has refused to sign this document acknowledging and confirming his or her ineligibility for the bonus.”) (T-1). Any erroneously awarded bonus will be terminated and recouped. If corrections were made on the forms, stamp “CORRECTED COPY” in the upper margin of the corrected pages and make a photocopy of the corrected forms for the Airman. The MPF corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and distributes the documents IAW [Table 5.9](#).

6.4.2.1. AFPC Reenlistments will direct the AF Form 1411 be corrected to reflect the authorized SRB in cases where an SRB was not properly documented on the contract and the Airman executed a qualifying extension or direct an unauthorized SRB entitlement be removed from the AF Form 1411. (T-1). See [paragraph 6.4.2](#).

6.4.2.2. The Airman initial each correction. When correcting the ARMS copy of the AF Form 1411/1411-1, type “Corrected Copy” in the upper margin of the AF Form 1411/1411-1, make a photo copy of the corrected AF Form 1411/1411-1 and comply with the disposition instructions in [Table 5.9](#) and the RDS located in the AFRIMS.

6.4.3. Correcting administrative errors on contracts returned for correction: The MPF retrieves the ARMS copy and makes appropriate corrections to the form.

6.4.4. The Airman initial each correction. Type “CORRECTED COPY” in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [Table 5.9](#).

6.4.5. Do not make corrections to the form stamped “DO NOT CORRECT THIS COPY” unless there is no ARMS copy and the Airman does not have a copy.

6.4.6. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages; make a photo copy of the corrected forms and comply with the disposition instructions in [Table 5.9](#).

6.4.7. Do not reaccomplish the AF Form 1411/1411-1 unless there is no ARMS copy and the Airman does not have a copy.

6.4.8. If contract must be reaccomplished, type “Reconstructed Copy” in the upper margin of the new contract. (T-1). All dates for signatures must be actual date signed. (T-1). Make a photo copy of the corrected forms and comply with the disposition instructions in [Table 5.9](#). (Note: Commanders may not refuse to re-accomplish these documents).

6.4.9. The MPF sends the corrected/reconstructed copy IAW [Table 5.9](#), corrects MilPDS, verifies DFAS files and takes appropriate action if needed, and Defense Joint Military Pay System-Active Component as appropriate.

## 6.5. Extension Cancellation.

6.5.1. Use AF Form 1411-1 to document all cancellations of extensions. Other reasons may preclude cancellation of an extension and are processed according to [paragraph 6.5.1.1 – 6.5.1.6](#) (Note: RE code 4K Airmen later cleared may cancel if not entered or reenlist immediately with obligated service waived, if entered.) Extensions may not be cancelled if:

6.5.1.1. The Airman has entered the extension.

6.5.1.2. The Airman extended under **Table 6.2**, Rule 23, 25, 28b, 28c, 28d or 29 (**Exception:** If Airman extended as a nominee for the 12 Outstanding Airmen of the Year and not selected [Rule 28b]).

6.5.1.3. The Airman extended for elective surgery.

6.5.1.4. The duration of the obligation is changed by the Air Force. (Example: Airman extended for a 4 year controlled tour and after arrival, the controlled tour is changed to a 3 year tour.)

6.5.1.5. The Airman extended for an assignment, or the Airman extended for an assignment and departed for that (or any other) location (to include to accept retraining or a special duty).

6.5.1.6. This does not preclude early separation if Airman applies for voluntary separation or is involuntarily discharged.

6.5.2. The commander/civilian director may request extension cancellation if a reenlistment ineligibility condition in **Table 5.3** and/or **Table 5.5** causes cancellation of the reasons for which an Airman extended. (**Note:** Commanders/civilian directors cannot request extension cancellation if the affected Airman is a lengthy-service Airman [refer to **paragraph 6.6.3**], the extension reasons were fulfilled or still exist, or the Airman extended according to **Table 6.2**, Rules 17 through 24.)

6.5.2.1. The commander/civilian director notifies the Airman, in writing, of their intent to request extension cancellation, and advises the Airman they may submit a statement on their own behalf within 5 workdays of acknowledgment. The commander completes AF Form 1411-1, attaches their intent letter and the Airman's statement, and sends the documents to the Chief, MPF for approval or disapproval.

6.5.2.2. If the Chief, MPF or designated representative approves the extension cancellation, complete AF Form 1411-1:

6.5.2.2.1. The MPF attaches any supporting documentation to the ARMS copy of AF Form 1411-1, deletes the extensions from MilPDS once finalized, and verifies DFAS files (take appropriate action if needed). The MPF then sends the Airman copies of the AF Form 1411-1 and the initial notification letter to the commander.

6.5.2.2.2. The commander/civilian director ensures Airman indorses the initial notification letter, acknowledging receipt of the decision and that an appeal may be submitted in accordance with **paragraph 6.6.11** and disposes of the forms according to **Table 5.9**. The commander/civilian director ensures the Airman documents appeal intent before returning the letter to the MPF for processing according to **paragraph 6.6.11**.

6.5.2.3. The Chief, MPF disapproves extension cancellation request by completing AF Form 1411-1 and enters their rationale in the remarks section:

6.5.2.3.1. The MPF sends the Airman's copy of the AF Form 1411-1 and the initial notification letter to the commander/civilian director and suspenses the remaining copies of the forms pending receipt of the Airman's acknowledgment.

6.5.2.3.2. The commander/civilian director ensures the Airman endorses the initial notification letter, acknowledging receipt of the decision, and returns the letter to the MPF.

6.5.2.3.3. The MPF attaches the letter to the ARMS copy of AF Form 1411-1 and disposes of the forms according to [Table 5.9](#).

6.5.3. Airmen may request extension cancellation to immediately reenlist due to unusual circumstances, other reasons for cancellation were inappropriate, and fulfilling the extension would result in an injustice. The Airman may request extension cancellation under this provision only when the extension has not been executed. The MPF and member's commander/civilian director ensures the extension cancellation and reenlistment occur on the same day. (**Note:** Non-receipt of a Retention Bonus is not an injustice.)

6.5.3.1. The MPF assists the Airman in completing AF Form 1411-1, Section II and suspenses the form pending final action. Refer to [paragraph 6.6.8](#) for general processing instructions. Chief, MPF may disapprove the request, but AFPC Reenlistments (for RegAF Airmen) is the approval authority.

6.5.3.2. The MPF completes AF Form 1411-1 to document approval or disapproval, attaches copies of the correspondence to each copy of the AF Form 1411-1, and disposes of the form according to [Table 5.9](#) MPF deletes extension from MilPDS as appropriate.

6.5.4. The Airman may request cancellation of extensions initiated according to [Table 6.2](#), Rules 12 through 16, if the reason for the extension was cancelled, or no longer exist. Airmen must request cancellation no later than 30 calendar days following notification that the original reason for the extension was cancelled or no longer exists. Commander/civilian director coordination is not required. The Air Force considers failure to cancel the extensions within this time period as willingness on the part of the Airman to serve out the extension. (Example: An Airman extended to qualify for a CONUS PCS assignment, but was notified of assignment cancellation before entry into the extension. The Airman must submit the cancellation request within 30 calendar days of assignment cancellation notification.) (**T-1**). (**Note:** Requests for extension cancellation after the 30 calendar day period are denied by the MPF and are not to be forwarded to AFPC Reenlistments for consideration; however, the Airman may petition the Air Force Board for Correction of Military Records for relief.)

6.5.4.1. The MPF enters the authority for cancellation and a brief explanation in the remarks section of the AF Form 1411-1 as follows: "Assignment cancelled per AFPC Reenlistments email, dated 15 Jun 2015."

6.5.4.2. When Airmen request extension cancellation IAW [paragraph 6.6.5.4](#), the MPF will complete the AF Form 1411-1 without referral to the commander. (**T-1**).

6.5.5. When an existing extension (not yet entered) is subject to cancellation according to [paragraphs 6.6.5.2](#) or [6.6.5.3](#) and is to be replaced by an extension of a shorter duration, MPF administratively corrects the contract.

6.5.6. FTA/NCORP retrainees may request cancellation IAW [paragraph 5.11.4](#) of this AFI.

**6.6. Extension Approval Authority.** AFPC Reenlistments reserves authority to approve extensions of enlistment under certain conditions specified in [Table 6.2](#). Airmen must be eligible to extend and have a service-directed reason as documented in [Table 6.2](#) to extend. (**T-0**). Airmen

requesting to extend for any reason(s) when no other rule in [Table 6.2](#) applies may request an extension under [Table 6.2](#), Rule 28d. See [paragraph 6.6.8](#). Otherwise, base-level officials resolve all requests for extensions and extension cancellation. An extension is considered executed once the Airman has been approved to extend (AF Form 1411), and both the Airman and commander/civilian director have signed the AF Form 1411.

6.6.1. The Chief, MPF or their designated representatives approve or disapprove extension or extension cancellation requests (AF Form 1411/1411-1). Designated representatives must be a TSgt, GS-06 or above and assigned to the MPF or GSU personnel function. Personnel assigned to the AFPC Reenlistments function and in the grade of TSgt, GS-06 or above may authenticate. The MPF ensures the commander on G-series orders or civilian director documents their recommendation on the AF Form 1411. **(T-2)**.

6.6.1.1. Personnel specified in [paragraph 6.6.1](#) will review extensions executed and act as the service representative for the extension of enlistment and validate/confirm eligibility/entitlements. **(T-1)**.

6.6.1.2. If deployment occurs, MPF updates these extensions in MilPDS and distributes the forms according to [Table 5.9](#). If deployment does not occur, MPF destroys the AF Form 1411 (as directed in the RDS). **(Note:** Do not update extensions in MilPDS produced for the sole purpose of a base exercise.)

6.6.2. Extension Limitations.

6.6.2.1. In the event AFSCs are constrained, AF/A1 may limit FTA extensions to a specified period (10 USC § 509). **(Note:** Otherwise, there is no limit to the number of valid extensions. Involuntary extensions [for example, extensions for Stop-Loss and administrative/disciplinary hold] do not count towards the maximum number of months an Airman can extend.) See [paragraph 6.6.12.1](#)

6.6.2.2. Refer to [paragraph 6.6.9](#) for information on HYT and age 60 extension restrictions.

6.6.2.3. The MPF will not authorize Airmen to cancel a previously approved extension for the purpose of combining it with additional extensions, to reenlist rather than extend, or to enhance SRB entitlements. Likewise, the MPF will not combine extensions to qualify Airmen for an SRB. **(T-1)**.

6.6.3. Extensions for Lengthy-Service Airmen. [Attachment 1](#) contains the definition of lengthy-service Airmen. Refer to Title 10 United States Code Section 1176(a) for background information.

6.6.3.1. The extension approval authorities specified in [paragraph 6.6.1](#) will not deny extensions requested by lengthy-service Airmen if the extension period does not exceed 20 years, 1 month of TAFMS, and the Airman is otherwise eligible for the extension. This restriction applies even if the requested DOS does not permit the Airman to complete 20 years TAFMS. (Example: If a lengthy-service Airman will complete 18 years, 6 months on DOS, and requests a 4-month extension to obtain a passing fitness score, approval authorities cannot deny the extension request.) **(T-1)**.

6.6.3.2. Commanders may not request extension cancellation if the affected Airman is a lengthy-service Airman (refer to [paragraph 6.5.1](#)). The MPF returns request to commander without taking further action.

6.6.4. Extensions for Service-Directed Requirements. Airmen may, if otherwise eligible, reenlist according to [Table 5.2](#), [5.7](#) and [5.8](#) or extend their enlistments according to [Table 6.2](#) for the minimum number of months required. Eligible Airmen serving in SRB skills, who hold a 3-skill level or higher in the SRB skill, may extend their enlistments in one increment for a minimum period of 36 months up to, and including, a maximum period of 48 months. Airmen may use this provision only if they are extending according to [Table 6.2](#), Rules 12, 13, 14 and 29 and have not already extended for a total period of 12 or more months. Airmen may use this extension option even if they require less retainability.

6.6.4.1. Airmen qualify for an SRB entitlement on the day they sign the extension but do not receive the SRB payment until the day they enter the extension provided they remain qualified.

6.6.4.2. The MPF will review the current SRB skills list to ensure Airmen are serving in SRB skills (CAFSC and DAFSC) or when requesting extensions. **(T-3)**. The day the Airman enters an extension determines the SRB Zone. (Example: If an Airman extends while serving in the Zone A window, but will be in the Zone B window on the day the extension is entered, the Airman receives a Zone B bonus if eligible according to [Table 4.1](#), item 2. The day the Airman signs the extension determines the SRB multiple level. Future changes to the SRB skills list do not affect SRB entitlements.) **(Note:** The MPF must accurately review the current SRB authorization listing and accurately calculate the Airman's TAFMS to determine the SRB zone the Airman will be in upon entering the zone.) **(T-1)**.

6.6.4.3. Eligible for SRB and Electing not to Accept an SRB. Airmen eligible for an SRB on their current enlistment or eligible extension may elect not to accept the SRB designated for that reenlistment/extension. Airmen who elect not to accept the SRB must complete the applicable Section of the AF Form 901 or AF Form 1411. The decision not to accept the SRB is irrevocable once the AF Form 901 has been approved by the commander/civilian director and accepted for reenlistment/extension of enlistment by the MPF representative. No exceptions will be considered. **(T-1)**.

6.6.5. Extensions for Reenlistment-Ineligible Airmen. The MPF may approve extensions for reenlistment-ineligible Airmen as indicated below. **(Note:** MPF will not permit Airmen to extend while SRP reconsideration [RE code 3B] is pending.) **(T-1)**. Commanders must conduct SRP consideration within 30 days when the ineligibility condition no longer exists. **(T-1)**. See [Chapter 2](#) and [2.6](#).

6.6.5.1. Career Airmen ineligible to reenlist who hold RE codes 2R through 2U may request extensions provided they have not refused to obtain service-directed retainability or cancelled an extension for the purpose of separation.

6.6.5.2. FTA who have the RE code 3C who require additional retainability may request extensions if otherwise qualified. FTA do not need approved CJRs in order to extend, unless the AFSC is constrained and prohibited from extending or if the Air Force denied the Airman a CJR IAW [para 3.6.2](#).

6.6.5.3. Reenlistment ineligible Airmen may only request extensions if ineligibility conditions allow for an extension in [Table 6.2](#). For example, Airmen may not extend to obtain retainability for promotion under [Table 6.2](#), rule 1, if RE code is 4J.

6.6.5.4. First term non-US citizens (RE code 2I) may request extensions to attain citizenship, provided they have already applied for citizenship and are within 120 days of their DOS. The requested extension period may not exceed their projected swear-in date plus 30 days, or 6 months, whichever is sooner. The MPF may authorize additional 6-month extensions as needed (not to exceed 48 months total). If citizenship is not granted prior to the end of Airman's 48 cumulative extension months, waivers are not to be granted and the Airman separates on their DOS.

6.6.5.5. Airmen who appeal SRP non-selection (RE code 2X) may request extensions of enlistment to await the outcome. When the appeal authority is at the wing or below, the MPF approves extensions in one-month increments until the Airman's appeal is finalized. When the appeal authority is the SecAF, the MPF approves extensions in three-month increments until the Airman's appeal is finalized.

6.6.5.5.1. MPF must contact AFPC Reenlistments three months prior to expiration of service, if appeal is still being processed and member has already extended 45 months on current enlistment. **(T-1)**.

6.6.5.5.2. Airmen who have not entered the extension may request cancellation. The Airmen must submit the cancellation request within 30 days of the Appeal decision. **(T-1)**.

6.6.5.6. Lengthy-service Airmen who are non-selected under the SRP may request extension of enlistment in order to obtain minimum retirement eligibility.

6.6.5.7. Airmen ineligible due to 10 USC § 509 and ineligible to reenlist due to [Table 5.7](#) Refer to [paragraph 5.11.3.4](#) for Constructive Reenlistment procedures.

6.6.6. Extensions for Airman Medically Disqualified (Medical Hold). AFPC Medical Standards is the sole approval authority for Assignment Limitation Code - C, Medical Hold and non-emergent elective surgery during a RegAF service member's final six months of service. Medical Hold is a method of retaining a service member beyond an established retirement or separation date for reason of disability processing, for conditions when presumption of fitness does not apply. It is not used for the purpose of evaluating or treating chronic conditions, performing diagnostic studies, elective treatment of medical defects, non-emergent elective surgery or its subsequent convalescence. Extensions approved under this paragraph are subject to age, HYT and the maximum length limitations/restrictions. **(Note: Commanders may not disapprove.)**

6.6.6.1. The MPF will:

6.6.6.1.1. Receive verification from AFPC Medical Standards outlining the number of months of the approved medical hold extension. **(T-1)**.

6.6.6.1.2. Process the extension IAW current Air Force procedures.

6.6.6.1.3. Airmen cannot be forced to remain in service beyond their ETS. They must agree in writing to a medical hold and execute the AF Form 1411. **(T-1)**.

6.6.6.1.4. Airmen extending under this rule may immediately reenlist once medically cleared and obligated service (Medical Hold portion) is waived.

6.6.6.1.5. Airmen who have not entered the extension may request cancellation. The Airmen must submit the cancellation request within 30 days of the Medical Evaluation Board / Physical Evaluation Board return to duty adjudication. **(T-1)**.

6.6.6.1.6. Airmen extending under this rule and later removed from medical hold or who declines continued medical hold or Medical Evaluation Board / Physical Evaluation Board in writing have their DOS established by AFPC Reenlistments.

6.6.6.2. Airmen in RE code 4K may voluntarily extend their enlistment under this AFI when additional retainability is needed for promotion. (**Note:** In all cases, Airmen will retain the RE code 4K until medically cleared for duty.) **(T-1)**. Limit extension period to a maximum of 24 months.

6.6.6.3. Limit pregnancy extensions (Airman or spouse) to the minimum number of months required to establish a DOS of delivery date plus one month.

6.6.7. Extension Reasons. **Table 6.2** lists the approval conditions for voluntary extensions of enlistment. MPF will not approve extensions requested for the purpose of: **(T-1)**.

6.6.7.1. Personal convenience or monetary advantage, except as specified under **Table 6.2**, Rule 28b-d.

6.6.7.2. Increasing bonus entitlement (not applicable to **paragraph 6.6.4.1**).

6.6.7.3. Providing additional time to make a career decision or deferring separation to coincide with civilian plans.

6.6.7.4. Applying for a CJR or requesting retraining consideration.

6.6.8. How to Complete and Process Extension of Enlistment or Cancellation(s) of Extension of Enlistment Requests: The MPF uses AF Form 1411 to document all extension and AF Form 1411-1 to document extension cancellation requests.

6.6.8.1. The MPF verifies RE codes by MilPDS inquiry before initiating AF Form 1411 and enters all appropriate data elements. The MPF ensures the requests comply with all general limitations and requirements.

6.6.8.2. The commander makes recommendations by entering disapproval rationale in the appropriate section of the AF Form 1411 or on a separate sheet and sends the form and any attachments to the MPF.

6.6.8.3. The MPF personnel identified in **paragraph 6.6.1** will take the following actions: **(T-1)**.

6.6.8.3.1. The commander recommends approval of the extension by completing the AF Form 1411. Refer to **paragraph 6.6.3** for restrictions concerning lengthy-service Airmen. The extension is approved/disapproved once the extension action has been updated in MilPDS. Update approved extensions in MilPDS (refer to the guidance located in myPers), verify DFAS file (take appropriate action if needed), and comply with the disposition instructions in **Table 5.9** and refer to AFRIMS RDS **Table 36-13** and **Table 36-14** for disposition instructions.



6.6.8.3.2. When the commander recommends disapproval, the MPF will immediately notify the Airman of extension disapproval, and obtain the Airman's acknowledgement and appeal intent. (**Note:** Chief, MPF will approve request for lengthy service Airmen as outlined by [paragraph 6.6.3](#) (T-1).

6.6.8.3.3. Refer to [paragraph 6.6.11](#) for disapproved extension requests and comply with the disposition instructions in [Table 5.9](#). Refer to AFRIMS RDS [Table 36-13](#) and [Table 36-14](#) for additional disposition guidance.

6.6.9. HYT and Age 60 Restrictions. The restrictions outlined in [paragraph 5.11.11](#) and [5.11.11.1](#) also apply to extensions. Request for HYT adjustments, corrections, and/or waivers are sent to AFPC Retirements via current processing procedures. (**Note:** Under no circumstances can any reenlistment or extension exceed the Airman's HYT plus 1 month, unless otherwise provided.)

6.6.9.1. Airmen may extend to establish a DOS at their HYT plus 1 month or age 60, provided they are otherwise eligible and are within 2 years of their HYT plus 1 month or age 60 ([Table 6.2](#), rules 3 and 27).

6.6.9.2. TSgts who wish to serve 6 months' time-in-grade before HYT retirement may qualify for extensions according to [Table 6.2](#), rule 1.

6.6.9.3. First Term Airmen (4-year enlistees) extending under [paragraph 6.6.4](#) may extend their enlistments beyond their HYT plus 1 month if authorized to receive a Zone A SRB and their new DOS will not exceed the last day of the month during which they complete 10 years TAFMS. See [paragraph 4.5](#) for additional eligibility criteria.

6.6.9.4. Airmen with DOS that exceeds HYT due to demotion, etc. will have their DOS adjusted to match their new HYT date. Before beginning any separation package, consult AFI 36-3208. The separation authority will withhold execution of a separation for any reason in the best interest of the Air Force. (T-1).

6.6.10. Extension Counseling Requirements. Airmen must initial or MPF mark the applicable statements on the AF Form 1411. (T-1). Counselors must be assigned to the MPF or GSU personnel function and possess the grade of A1C, GS-4, or higher. (T-2). Counselors explain each applicable item to the Airman and complete the appropriate section of the AF Form 1411.

6.6.11. Extension Appeal Processing. This paragraph applies to extensions and cancellation of extensions of enlistment (except extensions approved/disapproved by AFPC Reenlistments [[Table 6.2](#), rule 28d]) which are disapproved or cancelled according to [paragraph 6.5](#).

6.6.11.1. The Airman will acknowledge receipt of the disapproval of cancellation recommendation within 1 workday following receipt of the AF Form 1411-1. (T-1). Airmen also acknowledge that a written appeal may be submitted to the MPF within 5 workdays of the acknowledgment date.

6.6.11.2. When an Airman does not elect to appeal, the MPF forwards the AF Form 1411-1 to ARMS for filing. When the Airman elects to appeal, the MPF places the AF Form 1411/1411-1 (as appropriate) into suspense, pending receipt of the appeal. If the Airman does not submit an appeal within the proper time frame, the MPF annotates the 1411-1 or AF Form 1411 as appropriate and disposes of the case according to [Table 5.9](#)

6.6.11.3. When Airmen submit a written appeal: The MPF sends the appeal and a photocopy of all pertinent documentation (AF Form 1411/1411-1, attachments, etc.) to the servicing legal office for review. MPF includes the legal advisory in the case file then sends the case file to the group commander within 5 workdays. Legal advisories are not considered new information; and commander recommendations are not considered new information, unless the commander adds new documentation/information. (**Note:** Should give Airmen 3 workdays to rebut any new information added to the case file after the appeal is submitted.)

6.6.11.3.1. When the group commander is the appeal authority, he/she will approve or disapprove the appeal and return it to the MPF. (**T-1**). If approved, reference [paragraph 6.6.11.4](#). If disapproved, reference [paragraph 6.6.11.5](#).

6.6.11.3.2. When the SecAF is the appeal authority, the case must process through both the group and wing commander. (**T-1**). The group commander may approve the appeal or recommend disapproval and return it to the MPF. If the group commander approves, see [paragraph 6.6.11.4](#). If the group commander disapproves the appeal, package is sent to the wing commander.

6.6.11.3.3. If the wing commander approves appeal, see [paragraph 6.6.11.4](#). If the wing commander disapproves the appeal, the wing commander returns package to the MPF. The MPF makes a copy for their records and forwards the original package to AFPC Reenlistments for processing to the SecAF.

6.6.11.3.4. If the wing commander denied the extension request, the appeal authority is their parent MAJCOM, DRU or FOA Director of Personnel (A1).

6.6.11.4. When the appeal is approved, the appeal authority completes the AF Form 1411 or AF Form 1411-1. The MPF officials will notify the Airman/commander and make the appropriate updates in MilPDS using normal processing procedures and forward the case file to ARMS for filing. (**T-1**).

6.6.11.5. When the appeal is disapproved, MPF ensures the Airman acknowledges receipt of the disapproval. The MPF attaches the statement and disapproval correspondence to the AF Form 1411/1411-1. (**Note:** MPF gives the Airman a copy of the documentation upon request.) Ensure a copy of the case file is sent to ARMS for filing in the Airman's electronic records.

**Table 6.1. Extension Appeal Authority.**

<b>If the Airman is a:</b>	<b>Appeal Authority</b>	<b>See Note:</b>
First Term Airmen	Respective group commander	1, 2
Career Airmen who complete 20 or more years total service on current ETS	Respective group commander	1, 2
Second Term and Career Airmen who complete fewer than 16 years total service on current ETS	Respective wing Commander	1, 3
Career Airmen who complete at least 16 years, but fewer than 18 years total service on current ETS	SecAF or designee	1
any Airman assigned in a joint base construct, the wing commander level for appeal purposes	Air Force commander above the group level	1
<b>Notes:</b>		
1. Once the case file has been considered by the approval authority, the decision is final and the case cannot be sent to a level above that authority to have the decision overturned.		
2. These Airmen appeal to their wing commander, if the group commander made the SRP non-selection decision		
3. These Airmen appeal to their MAJCOM/DRU/FOA A1, if the wing commander made the SRP non-selection decision.		

6.6.12. Involuntary Extensions. These include Air Force initiated extensions that do not consider the member's desire and may be executed due to Stop-Loss and/or administrative/legal holds for investigation and disciplinary reasons (this does not include Medical Hold extensions unless the member is incapacitated and unable to submit a voluntary statement). Involuntary extensions do not count as obligated service on the next reenlistment and do not count towards the maximum number of months authorized as outlined in [paragraph 6.2.2](#).

6.6.12.1. Forward administrative/legal hold memorandums for investigation extensions to AFPC Separations as outlined in myPers.

6.6.12.1.1. Airmen awaiting disposition of criminal proceedings by a foreign jurisdiction may request voluntary extension of their enlistment. If the Airman does not request voluntary extension then an involuntary extension should occur.

6.6.12.2. Extensions executed for Stop-Loss are annotated "" in the remarks section of the AF Form 1411.

6.6.13. Extensions for Air Force Fitness Program. See [paragraph 5.11.14.1](#).

6.6.14. Extensions for Airmen in Reporting Identifier (RI) 9A000/9A100/9A200/9A300. See [paragraph 5.11.14.3.1](#).

Table 6.2. Reasons for Extensions of Enlistment.

Rule	A	B	C	D
	If an Airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in MilPDS is
<b>PROMOTION</b>				
1	obtain retainability for promotion to the grade of MSgt, SMSgt, or CMSgt (promotion sequence number has been released for the upcoming month)	the Airman requires retainability to assume the new grade. This rule also applies to Airmen selected for promotion, but who do not have an announced promotion effective date. These Airmen may not establish a DOS beyond the last day of the promotion cycle. TSgts may also use this rule to serve six months' time-in-grade before retirement at HYT. Airmen may extend under this rule if they are ineligible to reenlist because of HYT or age 60.		A
<b>RETIREMENT</b>				
3	retire the first day of the month following HYT date, adjusted HYT date, or age 60	the Airman is within 2 years of HYT date or age 60. (Airmen must establish a DOS of at least the last day of their HYT month. <b>(T-1)</b> . Airmen may not extend under this rule if they refused to obtain service-directed retainability.)		B
4	retire not later than the first day of the month following	the Airman is ineligible to reenlist		C

	completion of 20 years TAFMS (for reasons other than HYT)	due to age 60; or the Airman was non-selected under the SRP. This rule applies to Airmen who are within two years of attaining minimum retirement eligibility. Airmen may not extend if they refused to obtain service-directed retainability.		
5		the Airman elected retirement instead of PCS, training, or retraining and has completed at least 19 years TAFMS, but fewer than 20 years TAFMS, on notification date. Extension may not exceed a total of 12 months		C
6		and the Airman is ineligible to reenlist and rules 4 and 5 do not apply. (This rule applies to Airmen who are within two years of attaining minimum retirement eligibility. Airmen may not extend if they refused to obtain service-directed retainability.) <b>(Exception:</b> See AFI 36-2656, <i>Developmental Education</i> )		C
7	retire in lieu of a PCS assignment	the Airman elects retirement on or before the first day of the seventh month		D

		following assignment notification. (Do not use this rule for Airmen assigned overseas or serving on maximum CONUS stabilized tours.)		
8	retire during a requested extension period	the Airman has at least 19 years TAFMS, is eligible to apply for retirement, and the requested extension period does not exceed a total of 12 months. (Do not use this rule for Airmen who possess a reenlistment eligibility code in the 2 (except 2V), 3, or 4 series, or for Airmen notified of an assignment, training, or retraining but have not accepted or refused the assignment, training, or retraining. This rule also does not apply to disability retirements.)		E
<b>MEDICAL CARE</b>				
9	remain on active duty pending completion of Medical Evaluation Board / Physical Evaluation Board, medical hold or Limited Assignment Status (RE code 4K). Also see <a href="#">Table 5.6</a> .	the Airman has memorandum from AFPC Medical Standards which outlines the recommended extension length. Limit extensions to a period outlined in the memorandum, not to exceed a 24-month period.	(Note: Commanders may not disapprove.)	7
10	to permit government	the Airman will not complete 20 years	AFPC Reenlistments is	H

	medical care due to pregnancy (Airman or spouse) or serious injury or illness	TAFMS on current enlistment. <b>(T-1)</b> . Reenlistment ineligible Airmen may execute extensions under this rule. For pregnancy extensions, limit extensions to delivery date plus 1 month.	the final disapproval authority.	
<b>ASSIGNMENT</b>				
12	obtain retainability for a CONUS or overseas PCS, PCA, or TDY assignment, (to include deployment); or to qualify for an SRB in conjunction with an assignment according to <b>paragraph 4.7</b>	the Airman requires retainability. Limit extensions submitted according to <b>paragraph 6.6.5</b> to the minimum number of months required for the Airman to establish a DOS within 90 days of projected departure date.  Establish a DOS for deployments for return date plus no more than 60 days. (If Airman has sold leave, any remaining leave that cannot sell is added to the 60 days.)		I (see note)
13	obtain retainability for command sponsorship at an overseas location	the Airman requires retainability.		J (see note)
14	obtain retainability for an overseas tour extension or to maintain indefinite Date Eligible to Return from Overseas	the Airman requires retainability. Airmen must extend in minimum increments of three or more months in order to maintain an indefinite Date Eligible to		L (see note)

		Return from Overseas. (T-1). See AFI 36-2110, for indefinite Date Eligible to Return from Overseas requirements.		
<b>TRAINING OR RETRAINING</b>				
15	participate in a program leading to commission, approved education program or to qualify for Professional Military Education	the Airman is a selectee and requires retainability.		M
16	obtain retainability for training or approved retraining (On-the-Job Training or formal school)	the Airman requires retainability. Includes Airmen in RI 9A000 and 9A100 in RE code 4G. Also see <a href="#">paragraph 5.11.14.3.1</a> .		N
<b>OBSERVATION, PUNISHMENT, PROBATION AND REHABILITATION</b>				
17	complete the Control Roster Observation	limit extension to minimum number of months to complete observation period plus 30 days.		O
18	attain a passing fitness score and the Airman is coded IAW <a href="#">Table 5.5</a> Item 9.	Airmen in the poor fitness category may extend for the minimum number of months needed to meet standards (See AFI 36-2905 for extension periods) or until the commander removes the reenlistment ineligibility. Limit extensions to four or seven months.		P
19	complete ADAPT Program	the commander has not yet removed the Reenlistments ineligibility factor		Q



		during aftercare. (Limit extensions to the minimum number of months needed to complete aftercare. Do not extend Airmen who have failed the ADAPT Program.)		
20	complete period of probation and rehabilitation. See AFI 36-3208	the Airman requires an extension of 12 months or less to complete probation and rehabilitation.		R
21	complete suspended punishment pursuant to Article 15, UCMJ	limit extension to minimum number of months to complete the suspended punishment period plus 30 days.		S
22	complete an investigation by military or civilian authorities, or await disposition of civilian criminal court charges, or await the outcome of an involuntary separation action, or complete disposition of criminal proceedings by a Foreign Jurisdiction	the Airman requested extension to await the outcome. Limit to minimum number of months as authorized by the Judge Advocate General. the Airman requested extension to await disposition of criminal proceedings by a foreign jurisdiction. Limit to minimum number of months as authorized by the Judge Advocate General.		T
<b>APPEALS</b>				
23	process a SRP appeal, lengthy service Airman determinations, await decision of Air Force Clemency and Parole Board IAW AFI 31-105 or await SecAF decision	the Airman has submitted an appeal or has rendered intent to appeal or request to SecAF has been submitted. Limit extensions to one-	The MPF Chief may approve. <b>(Note:</b> Commanders may not disapprove.)	U

		<p>month increments when appeal authority is at the wing level or below. Limit extensions to three-month increments when the appeal authority is the SecAF. (Refer to <a href="#">paragraph 6.6.5.5.</a>)</p> <p>the Airman requested extension to await disposition of criminal proceedings by a foreign jurisdiction. Limit to minimum number of months as authorized by the Judge Advocate General.</p>		
24	process an extension of enlistment appeal (cancellation or disapproval)	<p>the Airman has submitted an appeal or has rendered intent to appeal. (Limit extensions to one-month increments. Refer to <a href="#">paragraph 6.6.11.</a>) (<b>Exception:</b> Initial extension for appeals where the SecAF is the approving authority may be completed for three months [additional extensions are in three-month increments].)</p>	The MPF Chief may approve. ( <b>Note:</b> Commanders may not disapprove.)	V
<b>CITIZENSHIP/SECURITY CLEARANCE</b>				
25	attain US citizenship or to extend to meet retainability requirement for Security Clearance IAW DoDM 5200.02 AFMAN 16-1405, <i>Air</i>	<p>the Airman applied for citizenship. (Extension may not be for more than six month increments or</p>		W

	<i>Force Personnel Security Program</i>	the projected swear-in date plus one month, whichever is sooner. Refer to <b>paragraph 6.6.5.4.</b> ) Extension period combined with the Airman's remaining obligated service will not exceed the minimum period to meet AFI requirements.		
<b>DEMOTION</b>				
26	process for separation following demotion	is a Second Term or Career Airman serving in the grade of A1C or below (to include those demoted). (The extension may not exceed the last day of the fourth month following the Airman's new date of rank.)		X
<b>SEPARATION AT HYT DATE</b>				
27	separate on date which HYT occurs	as a First Term, Second Term or Career Airman serving in the grade of A1C, SrA or SSgt and is within two years of HYT date. (Airmen may not extend under this rule if they refused to obtain service-directed retainability.) (Refer to <b>paragraph 6.6.9.3.</b> ) Limit extension to HYT plus one month.	Airmen do not serve the entire extension period and will be separated on their HYT date as listed in MilPDS.	Y
<b>BEST INTEREST OF THE AIR FORCE (cannot be cancelled for any reason unless otherwise specified)</b>				

28b	obtain retainability for 12 Outstanding Airman of the Year	Airman is nominated for 12 Outstanding Airman of the Year. ( <b>Note:</b> Extension may be cancelled if Airman is not selected.)		8
28c	obtain retainability for any reason (Personal Convenience)	<p>First Term Airmen with approved CJRs and selected for reenlistment may request a one-time extension under this rule (for any reason) if it is their first extension. Extensions are for 12 months (waivers to the number of months are not be considered). This rule may be suspended when CJR constrained AFSCs exist.</p> <p><b>Exception:</b> FTA who previously extended under Rules 9, 12, 13, or 14 are authorized to extend under this rule. 10 USC § 509 applies.</p> <p style="text-align: center;">or</p> <p>reenlistment eligible Second Term/Career Airman may request a one-time extension under this rule for a period not to exceed 24 months. Only one extension under this rule is permitted per enlistment. (Waivers to exceed 24 months or multiple extensions under this rule during the same enlistment are not considered.)</p>		8

		<b>Note:</b> This rule may be suspended for reenlistment eligible second term/career Airmen to meet any force management program.		
28d	Reserved for AFPC Use Only			8
<b>GI BILL OR CONTINUATION PAY</b>				
29	<p>qualify for transfer of benefits under the Post-9/11 GI Bill</p> <p>qualify for Continuation Pay under the Blended Retirement System</p>	<p>the Airman has served at least 6 years TAFMS and has eligible dependents in Defense Enrollment Eligibility Reporting System.</p> <p>the Airman has served at least 8 years TAFMS and not more than 12 years TAFMS.</p>		9
<p><b>Note:</b> Airmen are ineligible to extend under rules 12, 13, and 14 unless they possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D, and are otherwise eligible.</p>				

## Chapter 7

### REENLISTMENT AND EXTENSION OF ENLISTMENT IN THE AIR FORCE RESERVE - SELECTIVE REENLISTMENT PROGRAM (SRP) (AFR ONLY)

**7.1. SRP Policy.** Reenlistment in the Air Force Reserve is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if they:

- 7.1.1. Meet eligibility requirements.
- 7.1.2. Have qualities essential for continued service.
- 7.1.3. Can perform duty in a career field in which the Air Force has a specific need.

**7.2. SRP in the Air Force Reserve (AFR).** For Traditional Reservist the MPF will provide an ETS roster to the wing Career Assistance Advisors / Unit Career Advisor 14 months prior to member's ETS. The Wing Career Assistance Advisor/Unit Career Advisor provides a control/suspense RIP to supervisors. For IMA/PIRR members, ARPC/DPT will provide the rosters to the HQ RIO/Detachments. The detachment will provide the SRP notification memorandum. **(T-2).**

7.2.1. Wing Career Assistance Advisor will update the reenlistment code YY for those members that the SRP has been generated on. **(T-2).**

7.2.2. Commanders review SRP rosters to consider whether Airmen should be selected or denied reenlistment, or to reverse previous non-selection. In selecting Air Force enlisted members for reenlistment, commanders give primary consideration to initial eligibility and performance. Commanders will review the following documents before making a decision:

- 7.2.2.1. Supervisor's recommendation. **(T-1)**
- 7.2.2.2. EPR ratings. **(T-1)**
- 7.2.2.3. Unfavorable information from any substantiated source. **(T-1)**
- 7.2.2.4. Airman's compliance with Air Force standards (i.e. fitness, dress and appearance, timeliness, etc.). **(T-1)**
- 7.2.2.5. Airman's ability to meet required training and duty performance levels. **(T-1)**
- 7.2.2.6. Other Factors. Potential, grade and skill level, aptitudes, education, motivation, self-improvement efforts, training and participation, derogatory information, physical condition, military bearing, attitude and behavior, assumption of responsibilities, and other related information.

7.2.3. Supervisor receives the SRP RIP, considers the whole person concept and provides the unit commander recommendations on members being considered for reenlistment by initialing and signing the SRP RIP. **(T-2).**

7.2.4. Unit commanders make the final decision on whether a person is eligible for reenlistment or extension by initialing and signing the SRP roster. **(Note:** For IMA and PIRR members, the unit commander is the commander of the member's unit of assignment/attachment.)

7.2.5. Members indicate their reenlistment intentions by initialing, signing, and dating the SRP. For IMA and PIRR members, RIO Detachments will obtain the member's reenlistment intent if it is not indicated on the SRP roster. **(T-2)**.

7.2.5.1. If the member selects “will not” or “undecided,” as the reenlistment intention, the unit commander counsels the member and writes comments in the space provided on the SRP.

7.2.5.2. The Career Assistance Advisor (CAA) counsels members who are undecided or have declined reenlistment and attaches the AF Form 158, *USAFR Contact and Counseling Record*, to the SRP.

7.2.5.3. MPF/CAA counsels members undecided or who have declined reenlistment within 3 months prior to the ETS. Circumstances surrounding reenlistment decision may warrant presenting the member with other retention options. If, after counseling the member regarding reenlistment, they indicate that they will decline reenlistment, the unit commander and the Career Development element must be notified. The member must be informed that they must out-process during their last Unit Training Assembly (UTA) (or when in status for IMA and PIRR members) before their ETS. **(T-2)**.

7.2.6. The MPF receives the SRP roster no later than 7 months prior to the ETS for update and files the SRP notification memorandum accordingly. For IMA and PIRR members, the SRP roster is produced by ARPC/DPT approximately 14 months prior to the ETS. The RIO Detachment is responsible for obtaining the required endorsements on the SRP notification memorandum and returning it to ARPC/DPT no later than 7 months prior to member's ETS.

7.2.7. If a unit commander has not submitted an AF Form 418 denying a member reenlistment 6 months prior to ETS, the member is eligible to reenlist.

7.2.8. Final Unit Commander Approval. In order to ensure the member's reenlistment eligibility status is unchanged, prior to reenlistment, coordination must be made with the unit commander to verify that the member is still selected for reenlistment. **(T-2)**.

7.2.9. Non-selection for Reenlistment.

7.2.9.1. The supervisor recommends that the member not be selected for reenlistment by completing AF Form 418 and forwarding to the commander with supporting documentation.

7.2.9.2. The unit commander reviews the AF Form 418 and SRP RIP, signs the SRP roster and notifies the Airman of the non-selection. If the Airman does not appeal the decision, the commander notifies the Airman he/she will be discharged on his/her ETS, and sends the SRP roster to the MPF for processing.

7.2.9.3. The MPF receives the SRP decision and, if the Airman does not appeal the decision, updates the Airman's reenlistment eligibility status code and processes discharge on the ETS.

7.2.9.4. The unit commander will coordinate any adverse action with the Det/CC prior to initiation of action for IMA and PIRR members. **(T-2)**.

7.2.9.4.1. Unit Commander. Notifies IMA, PIRR and Traditional Reserve members of non-selection for reenlistment via an AF Form 418 within 30 days of non-selection

(**Note:** notify via certified mail if member is not on duty). The notification package must include all supporting documentation used in making the non-selection decision. The member must be provided information on available appeal options. **(T-2)**.

7.2.9.4.2. The immediate supervisor and the unit commander or Det/CCs with Uniform Code of Military Justice (UCMJ) authority over the IMA or PIRR member are the issuing authority. **(T-2)**.

7.2.9.4.3. If the IMA or PIRR member chooses not to appeal the decision, the member must acknowledge receipt and return the entire package to the non-selection authority (normally the unit commander). The unit commander, in turn, forwards the entire package to their servicing RIO Detachment. **(T-2)**.

#### 7.2.10. AFR Non-Selection Appeal Process.

7.2.10.1. A Reservist may appeal non-selection for reenlistment through one of two options: the Senior Reserve Commander or an Appeal Board. Under either method, the decision of the Senior Reserve Commander is final (For IMA and PIRR members this will be the RIO/CC). For Air Reserve Technicians [ARTs], this will be the AFRC/CV.

7.2.10.2. The unit commander or RIO Det/CC informs the reservist, in writing, they have until the next scheduled UTA/Inactive Duty for Training or 30 days, whichever is later, to provide documentation in support of his/her appeal to the MPF. Airmen may submit favorable information and written statements on their behalf from those that have knowledge of the Airman.

7.2.10.3. The MPF (RIO Detachment for IMAs) will notify the wing Commander (RIO Det/CC) when an Airman has been non-selected for reenlistment and has requested an appeal board. The MPF (RIO Detachment), with concurrence of the MPF/CC or superintendent (RIO Det/CC), will select members to serve on the board and submit the list of members to the Senior Reserve Commander for approval. **(T-2)**.

7.2.10.4. The Appeal Board will consist of at least three members, one of whom must be a field grade officer. Enlisted members must be E-7 or above and at least one grade higher than the member being considered. An MPF representative will serve as a non-voting technical advisor and recorder; the MPF does not count as one of the three members on the board. (**Note:** Only Numbered Air Force (NAF) personnel may serve as board members for NAF assigned members who are appealing their reenlistment.) **(T-2)**.

7.2.10.5. Senior Reserve Commander approves board members. (For IMA and PIRR members this will be the RIO/CC.)

7.2.10.5.1. MPF (RIO Detachment) sends an appointment letter signed by the Senior Reserve Commander to each selected member notifying them of the date, time, place, and requirements of the Appeal Board. All members of the Board must be in military status while serving on the Appeal Board. (For IMA and PIRR members this will be the RIO/CC.) **(T-2)**.

7.2.10.5.2. The MPF advises the appealing member, in writing, of the date, time, and location of the Appeal Board and provides suspense for additional documentation required prior to scheduled date. (For IMA and PIRR members this will be the RIO/CC.)



### 7.2.11. Appeal Board.

7.2.11.1. The board will review the written appeal, AF Form 418 and any other documentation presented to make a recommendation. **(T-2)**.

7.2.11.1.1. Will prepare a written report to the Senior Reserve Commander and attach all reviewed documentation to the report. (For IMA and PIRR members this will be the RIO/CC.) The report will include: **(T-2)**.

7.2.11.1.1.1. Location, date, time and purpose of the meeting.

7.2.11.1.1.2. Names of the board members.

7.2.11.1.1.3. Board recommendation.

7.2.11.1.1.4. Reason(s) for the Board's recommendation.

7.2.11.1.2. The Senior Reserve Commander will review all documentation received from the Appeal Board and either uphold the commander's non-selection or approve the Airman's appeal. (**Note:** For IMA and PIRR members this will be the RIO/CC.) The Senior Reserve Commander will complete the AF Form 418 and forward it to the MPF. **(T-2)**.

### 7.2.11.2. Appeal is approved.

7.2.11.2.1. The Senior Reserve Commander notifies the member's immediate commander, in writing, of the final decision and attaches the AF Form 418. (For IMA and PIRR members this will be the RIO/CC).

7.2.11.2.2. The case file is returned to the MPF for final actions (RIO for IMA and PIRR members).

7.2.11.2.3. Unit commander will instruct the member to complete the applicable portion of the AF Form 418 and will send the completed copy to the MPF. **(T-2)**.

7.2.11.2.4. The member is scheduled for reenlistment.

7.2.11.2.5. For unit members, the CAA updates the appropriate reenlistment eligibility status code according to the findings of the Appeal Board and files the package IAW RDS. For IMA and PIRR members, RIO will file the package IAW RDS and notifies the Det/CC to contact member to reenlist. **(T-2)**.

### 7.2.11.3. Appeal is denied.

7.2.11.3.1. The Senior Reserve Commander notifies the Airman's immediate commander that the non-selection decision was upheld and appeal denied. (For IMA and PIRR members this will be the RIO/CC.) The unit commanders will: **(T-2)**.

7.2.11.3.1.1. Counsel the member concerning their status before their ETS expires. **(T-2)**.

7.2.11.3.1.2. Explain to the member why they were not selected for reenlistment. **(T-2)**.

7.2.11.3.1.3. Have the member complete the applicable portion of the AF Form 418. **(T-2)**.

7.2.11.3.1.4. For members serving on an extension, terminate the extension and take immediate ETS discharge action. **(T-2)**.

7.2.11.3.1.5. The RIO/CC serves as the final selection/non-selection authority for IMA/PIRR. The RIO/CC will have the case file reviewed by ARPC/JA to ensure legal sufficiency. In cases where a disagreement arises between the parent commands (AFRC) and the RegAF commander regarding reenlistments, AFRC reserves the right to determine who will/will not reenlist or extend. RIO is the final decision authority for IMA and PIRR members. **(T-2)**.

7.2.11.3.2. For members with a remaining Military Service Obligation (MSO), the MPF will work with the Career Development element to reassign the reservist to the non-participating IRR within 30 days of the date final non-selection occurred. Change ETS to equal MSO before reassignment. Update reenlistment code in MilPDS. **(T-2)**.

7.2.11.3.3. The MPF will take final personnel actions to include sending the case file to ARMS. **(T-2)**.

7.2.11.3.4. If the Senior Reserve Commander initiates the AF Form 418 for denial of reenlistment, then the appeal authority is the NAF/CC (For IMA and PIRR members this will be the RIO/CC). The decision of the NAF/CC is final. **(T-2)**.

7.2.11.3.5. ARTs denied reenlistment after appeals have the option to further appeal to the AFRC/CV through AFRC/A1K. MPFs advise ART personnel electing to appeal, and the ART must submit a written appeal to the MPF within 15 calendar days of the date the Airman was notified in writing of non-selection. **(T-2)**.

## CHAPTER 8

### REENLISTMENTS (AFR ONLY)

#### 8.1. Reenlistment in the Air Force Reserve (AFR).

8.1.1. **Reenlistment Policy.** Reenlistment in the Air Force Reserves is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if they:

##### 8.1.2. Who is Eligible for Reenlistment?

8.1.2.1. Members assigned to RegAF or Reserve units formed as supplements (augmentation) in the event of mobilization.

8.1.2.2. IMA and PIRR.

8.1.2.3. PIRR assigned to Ready Reinforcement Personnel Section, Civil Air Patrol or AFR squadrons.

8.1.2.4. Individual Ready Reserve (IRR) members participating in the incentive program.

8.1.2.5. Standby Reserve members assigned to the nonaffiliated Reserves Section includes reservists with or without MSO who have requested assignment to this section to continue participation after being designated a key employee or an appointed or elected official.

8.1.2.6. Members being assigned to the Selected Reserve from the IRR, ARPC, who are within 6 months of ETS.

##### 8.1.3. Requirements for Reenlistment.

8.1.3.1. In the United States and its Possessions and Territories. For unit reservists, the wing/group/unit Career Advisor reenlists members. For IMA and PIRR members, HQ RIO Detachment or MPF Representative assist in the reenlistment. Under no circumstances will an IMA or PIRR member reenlist without approved paperwork and approval from unit commander.

8.1.3.2. Outside the United States and its Possessions and Territories. Any overseas Air Force MPF may reenlist a member. The MPF must get authorization from member's home station MPF and commander, (Air Reserve Personnel Center, Assignments (ARPC/DPA) for AGRs), to reenlist members not under their jurisdiction. Prior approval from RIO Detachment for IMA and PIRR members is required for reenlistment. **(T-2)**.

8.1.3.3. When a member reenlists away from home station, ensure the actual place of reenlistment is entered into item 4 on the DD Form 4. This may affect the eligibility of potential tax incentives, especially when member is entitled to participate in the AFR Enlisted Incentive Program upon reenlistment.

8.1.4. **Qualifications and Policy.** To be initially eligible, members must meet all five of the following requirements.

8.1.4.1. Meet the age, grade, physical, and screening requirements. **(T-2)**

8.1.4.2. Be recommended by the unit commander. **(T-2)**

8.1.4.3. Be serving in the grade of E-3 (A1C) or higher. **(T-2)**

- 8.1.4.4. Be a United States citizen. **(T-2)**
- 8.1.4.5. Meet medical standards as outlined in AFI 48-123, *Medical Examinations and Standards*. **(T-2)**
- 8.1.5. Reservists must reenlist within the following timeframes.
  - 8.1.5.1. Unit/Individual Reservist not participating in the incentive program must reenlist within 6 months of current ETS. AFRC/A1K may waive the requirement; however, member must reenlist prior to ETS to be considered for the incentive program. Termination of the incentive does not adjust the window of reenlistment eligibility. **(T-2)**
  - 8.1.5.2. Incentive eligible members currently receiving an incentive must reenlist within 30 days of current ETS. AFRC/A1K may waive the requirement. However, member must reenlist prior to ETS for bonus consideration. Termination of the incentive does not adjust the window of reenlistment eligibility. **(T-2)**
  - 8.1.5.3. AGRs selected for an initial/subsequent tour, if necessary, must reenlist prior to their recall to extended active duty or continued duty. **Exception:** Member does not have to be within 6 months of current ETS to reenlist for AGR tours. **(T-2)**
    - 8.1.5.3.1. Reenlistment action will be accomplished by the servicing MPF. **(T-2)**
    - 8.1.5.3.2. Extend the member for the minimum amount of time necessary to satisfy the retainability requirement.
  - 8.1.5.4. Members eligible for reenlistment within 6 months of current ETS.
  - 8.1.5.5. Members requiring retainability for specific programs and are outside of the regular reenlistment windows. (i.e., transfer of education benefits).
- 8.1.6. Every Airman on initial entry into military service will serve a total of 8 years MSO. Airmen who completed less than 6 years of their MSO must have an existing MSO to retain the obligation into the new reenlistment contract and:
  - 8.1.6.1. Adjust current ETS to equal completion of 6 years of the 8 year MSO. **(T-2)**
  - 8.1.6.2. TOE is 6 years. **(T-2)**
- 8.1.7. Airmen who completed at least 6 years of their MSO **(T-2)**:
  - 8.1.7.1. Reenlistment will be concurrent with their assignment to the participating program (first UTA) for unit members and concurrent with assignment gain date for IMA and PIRR members. **(T-2)** If no remaining MSO, TOE will be 2 to 6 years. The Reserve selection retention process RIP and recommendation of the commander is not required. TOE must also cover any retainability requirements (i.e. retraining). **(T-2)**
  - 8.1.7.2. Members required to reenlist concurrent with their assignment to the unit program who decline to reenlist will be reassigned to the non-participating/IRR within 30 days of the date they declined to reenlist. **(T-2)** Do not apply this rule to PALACE CHASE.
  - 8.1.7.3. HQ ARPC/DPA will update ETS to equal their MSO before reassignment. **(T-2)**
- 8.1.8. Retention after completion of 18 or more, but less than 20, years of service. (10 USC § 1176, prohibits AFRC from involuntarily separating enlisted personnel within sanctuary. **(T-0)**).

8.1.8.1. Reserve Members in Active Status. A Reserve enlisted member serving in an active status who is selected to be involuntarily separated (other than for physical disability or for cause), or whose TOE expires and who is denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status is entitled to be credited with at least 18 but less than 20 years of service computed, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before the earlier of the following:

8.1.8.1.1. If as of the date on which the member is to be discharged or transferred from an active status the member has at least 18, but less than 19 years of service, then:

8.1.8.1.1.1. The date on which the member is entitled to be credited with 20 years of service computed or,

8.1.8.1.1.2. The third anniversary of the date on which the member would otherwise be discharged or transferred from an active status.

8.1.8.1.2. If as of the date on which the member is to be discharged or transferred from an active status the member has at least 19, but less than 20, years of satisfactory service are authorized to serve to the second anniversary of the date on which the member would otherwise be discharged or transferred from an active status.

8.1.8.1.3. Commanders cannot cancel extensions for quality of force reasons in this category. Commanders must pursue involuntary discharge for cause if they do not want personnel in this category to retire. **(T-0)**.

8.1.8.1.4. MPF Commanders will approve requests for extension of enlistment on sanctuary protected enlisted personnel for the years, months, and/or days necessary for the member to meet minimum Reserve retirement eligibility. **(T-0)**.

8.1.8.1.5. For IMA and PIRR members. RIO will process the request to place the member in Reserve Sanctuary. Notification will be made to the applicable Det/CC of actions taken. RIO will forward extension paperwork (AF Form 1411) to the Det/CC for completion. **(T-2)**.

8.1.9. Members Not Eligible for Reenlistment. A member whose reenlistment code is anything other than eligible or has been selected, but undecided about reenlistment is ineligible to reenlist. **(T-2)** Reference reenlistment codes in [Table 8.1](#).

8.1.10. Waivers of Reenlistment Ineligibility. The SecAF will grant or deny reenlistment to any person if it is in the best interest of the Air Force. The Senior Reserve Commander makes the final determination on grade waiver. **(T-2)**

8.1.10.1. Submit requests for SecAF through command channels to AFRC/A1K.

8.1.10.1.1. RIO forwards Individual Reservist requests to AFRC/A1K.

8.1.10.1.2. ARPC/DPA forwards AGR requests to AFRC/A1K.

8.1.10.1.3. Wings forward unit personnel requests to AFRC/A1K.

8.1.10.2. Headquarters Action. AFRC/A1K send requests they deem sufficiently supported for consideration to AFRC/CC. AFRC/CC forwards the requests to SecAF for determination.

8.1.10.2.1. If a member is not eligible for reenlistment, the unit commander may:

8.1.10.2.1.1. Initiate a request for waiver of the disqualification.

8.1.10.2.1.2. Deny reenlistment.

8.1.10.2.1.3. Request termination of the reenlistment by an administrative discharge.

8.1.10.2.2. If administrative discharge is approved, the commander sends the member a copy of the administrative discharge order and a letter stating existing directives did not authorize reenlistment and reenlistment is invalid. In the letter, the commander gives specific reasons for the discharge and explains service during the reenlistment may not be credited for any purpose.

**8.2. Reenlistment Ceremony.** Commander/civilian directors ensure ceremonies are conducted in a dignified and professional manner, appropriate for an official act in a place that provides reverence to the oath being taken; safety of all participants should also be paramount.

8.2.1. Airmen may request any commissioned officer (RegAF, AFR, ANG or retired) in the U.S. Armed Forces to perform the ceremony and may invite guests. **(T-0)**. Reenlistments can be conducted on any day of the year. The reenlistee and the officer administering the oath have traditionally had the U.S. flag forming a backdrop for the oath.

8.2.2. The reenlistee and reenlisting officer must wear an authorized uniform for the ceremony. **(T-2)**. **(Exception:** The uniform requirement is optional for retired officers.) Airmen and reenlisting officials may not conduct a reenlistment in the Air Force physical training uniform.

**8.3. Who May Administer the Oath of Enlistment.** The oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. RegAF, AFR, ANG or retired commissioned officers of the U.S. Armed Forces may administer the oath. Officers who resigned their commissions and transferred to the Obligated Reserve Section or the Nonaffiliated Reserve Section may not administer the oath. **(Exception:** Commissioned warrant officers in the grade of CW2, CW3 and CW4 may also administer the oath.)

**8.4. Processing and Place of Reenlistment.**

8.4.1. Airmen must reenlist at their home station unless they are absent due to deployment, hospitalization, in a pipeline status (school, overseas returnee, etc.), or an IMA geographically separated with coordination through the Detachment. **(T-1)**. Airmen must be present for duty and cannot reenlist while on leave, while in a separation status or after departing their unit of assignment on terminal leave for separation. **(T-1)**. (Example: If SSgt Smith is reenlisting on 15 Feb 2023, he must not be in a leave status on 15 Feb 2023.) **(Note:** Airmen returning from a leave status may not reenlist the next day following their leave. Airmen who have been determined to be in a leave status at the time of reenlistment must execute a new reenlistment/contract when not on leave.) **(T-1)**.

8.4.2. Airmen must have sufficient retainability for the deployment prior to departure. Intent to reenlist (or extend) in the deployed location to meet deployed retainability requirements will be considered. The MPF gives Airmen departing on deployment a reenlistment package if they desire to reenlist due to being eligible for incentive pay while deployed. The package includes DD Form 4. **(T-1)**.

8.4.2.1. The home station MPF or RIO Detachment: Obtains the Airman's signature on all appropriate documents. Coordinates with the MPF at the deployed location to ensure proper completion of the reenlistment documents.

8.4.2.2. The MPF/ Personnel Support for Contingency Operations at the deployed location:

8.4.2.2.1. Provides the Airman their copy of reenlistment contract, if more than 30 calendar days will expire between the reenlistment date and the date the Airman will return to home station. **(T-2)**.

8.4.2.2.2. Forward all remaining copies to the home station MPF for final processing.

**8.5. Reenlistment of Non-U.S. Citizens** . Non-U.S. citizens, enlisting on or after 1 November 1982, must become U.S. citizens during their initial enlistment before they are eligible to reenlist. **(T-1)**. Airmen may be eligible to extend under [paragraph 6.6.5.4](#) (Applies to RegAF and AFR only). **(T-1)**. Citizens of Micronesia and Palau may be eligible for reenlistment even if they do not have their citizenship. These cases will be worked through AFPC Reenlistments to Air Staff for approval. **(T-1)**.

**8.6. Informed Decision Program.** The wing Career Assistance Advisor at every installation will publicize and conduct an Informed Decision seminar. **(T-2)**. This seminar is an educational experience specifically designed to enhance one's knowledge of Air Force benefits, highlight program requirements and processes. Reserve Component Airmen are counseled prior to reenlistment. See AFI 36-2624.

**8.7. Erroneous Enlistment/Reenlistment Documents Returned for Correction.** There are two types of erroneous reenlistment documents. The first consists of contractual errors made in violation of this publication, such as the reenlistment of ineligible Airmen. The second is administrative, involving typographical errors, strikeouts, misspellings, or erroneous computation of required retainability.

8.7.1. Contractual Errors. Airmen not authorized to reenlist or in violation of this AFI will have their contract voided. AFRC/A1K for AFR, ARPC/DPT for IMA and PIRR directs the MPF/FSS/HQ RIO to void the contract and take action as needed to remove any documentation from all systems of record. **(T-1)**.

8.7.2. Administrative Errors. MPF/FSS/HQ RIO will correct administrative errors discovered in items 2, 5, 8, 18b, 19b and 19f of the DD Form 4. If the corrections were made on the forms, stamp "CORRECTED COPY" in the upper margin of the corrected pages, ensure the Airman initials the corrected area(s), and make a photocopy of the corrected forms for the Airman. The MPF corrects MilPDS and Defense Joint Military Pay System Reserve Component, as appropriate and comply with the disposition instructions in [paragraph 8.12](#). **(T-1)**

8.7.3. Documents Returned to MPF/FSS/HQ RIO for Correction(s). ARPC Reenlistments returns enlistment contracts to servicing MPF/FSS/HQ RIO for correction. (Example: Missing

signatures, when dates do not match reenlistment date on DD Form 4 and/or AF Form 901, incomplete contracts, missing pages, or incomplete forms, etc.) The MPF/FSS/HQ RIO makes appropriate corrections to the contract(s) and returns the contracts and transmittal to ARPC Reenlistments by the established suspense.

8.7.3.1. The Airman and the MPF representatives must initial each correction. **(T-1)**. Stamp “CORRECTED COPY” in the upper margin of the corrected pages. Make a photo copy of the corrected forms and comply with the disposition instructions in [paragraph 8.12](#)

8.7.3.2. Do not make corrections to the form stamped “DO NOT CORRECT THIS COPY” unless there is no ARMS copy and the Airman does not have a copy. In those situations, correct the copy stamped “DO NOT CORRECT THIS COPY” and type “Only Available Copy” in the upper margin of the corrected pages. Make a photo copy of the corrected forms and comply with the disposition instructions in [paragraph 8.12](#)

8.7.3.3. Reaccomplish the DD Form 4 and AF Form 901 if there is no ARMS copy or the Airman does not have a copy. **(Note:** The Airman’s current commander or civilian director holding the position will sign the corrected form(s) and the current date is used.) **(T-1)**.

8.7.3.3.1. If contract is reaccomplished, stamp “RECONSTRUCTED COPY” in the upper margin of the new contract. The forms are dated using the current date and signed by the Airman’s current commander/civilian director. Make a photo copy of the corrected forms and comply with the disposition instructions in [paragraph 8.12](#) **(Note:** Commanders or civilian directors may not refuse to re-accomplish these documents or deny reenlistment.)

8.7.3.3.2. The MPF/FSS/HQ RIO sends the original documents to AFPC Reenlistments for review as outlined in [paragraph 8.12](#) and corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate.

**8.8. Oath of Enlistment.** All Airmen enlisting or reenlisting must take the oath of enlistment: **(T-1)**. “I, (State your full name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.” All Airmen have the choice to make the words “So help me God” optional in the enlistment oaths (both orally and written). Airmen who make a choice to “affirm” the oath of office/oath of enlistment and/or omit the words “So help me God” may also line through the words “swear” and/or the words “So help me God.”



**Table 8.1. AFR Reenlistment Reason Codes.**

If member	then reason code is
is eligible to reenlist	5A
has been selected, undecided about reenlistment	5B
is ineligible, due to poor fitness score	5C
has been denied reenlistment based on unsatisfactory participation/performance, attitude, military bearing, or behavior (see Note 1) (AF Form 418 required)	5E
is a Non-US Citizen and failed to obtain US citizenship in first enlistment	5F
AFR ineligible NCO status denied/vacated	5G
is serving in grade E-3 (A1C) or below	5H
is under consideration for administrative discharge (See Note 2)	5I
has applied for or is approved for retirement or is within 23 months of mandatory retirement	5K
has been selected, declined reenlistment	5L
is undergoing Article 15 action	5M
is a conscientious objector, or a person with religious convictions that would prevent unrestricted assignment	5N
is assigned to Inactive Status List Reserve Section	5O
is assigned to Nonaffiliated Reserve Section but is not eligible to take part for points	5P
is awaiting AFRC/SG consideration of a physical disqualification	5Q
is preparing for the ecclesiastical ministry in an accredited or recognized theological seminary (See Note 3)	5R
is eligible for extension of High Year Tenure Date (HYTD)	5S
is approved for extension of HYTD	5T
is not approved for extension of HYTD	5U
is USAFR eligible not yet selected	YY
<b>Notes:</b>	
1. Unsatisfactory participation is not limited to UTA attendance.	
2. Included in this category are members who are physically disqualified in accordance with AFI 48-123, members who take civilian employment with a foreign government	

without prior approval by the SecAF to retain status, and members of foreign country armed forces.

3. Members must reenlist for a period equal to their temporary nonmilitary or religious mission (not more than 30 months) plus the service remaining on their previous enlistment **(T-3)**.

## **8.9. Pre-Reenlistment Interview.**

8.9.1. MPF/CAA (supervisor/CC for IMA/PIRR, with guidance from RIO Detachment) reviews the following items with the member before reenlistment:

8.9.1.1. Eligibility for Retired Pay. To be eligible for Reserve retirement with pay at age 60 a member must have at least 20 years satisfactory service (Title 10 United States Code Section 12731(f)). **(T-0)**.

8.9.1.2. Qualifications for Reenlistment.

8.9.1.2.1. Medical Standards. To ensure members meet AFR medical standards outlined in AFI 48-123, the Military Treatment Facility must certify medical eligibility. Medical standards must be current at the time of reenlistment. **(T-2)**.

8.9.1.2.2. Prior to reenlistment, members must receive an UCMJ Article 137 briefing (Title 10 United States Code Section § 937). **(T-0)**.

## **8.10. Term of Enlistment (TOE).**

8.10.1. Title 10 United States Code Section 12103 outlines the minimum and maximum TOE. A non-prior-service person who is qualified to enter active duty in an armed force and not under orders to report for induction into an armed force under the Military Selective Service Act (Title 50 United States Code Section 3801) may enlist in the Air Force Reserve for a term of not less than six years nor more than eight years.

8.10.2. Each person enlisted must perform an initial period of active duty for training of not less than twelve weeks to begin within one year after the date of that enlistment. **(T-1)**.

## **8.11. Terms of Reenlistment.**

8.11.1. Terms of reenlistment are for 1, 2, 3, 4, 5, or 6 years. **(T-2)**.

8.11.2. 1 year enlistments are only authorized for prior service applicants who completed their MSO, are enlisting in the AFR for the first time since completion of their MSO, and are enlisting in an AFSC they currently hold at the 5-skill level, or higher. Applicants enlisting and voluntarily retraining must have a minimum enlistment period of 3 years. **(T-2)**.

8.11.3. Member's reenlistment contract must not exceed their HYTD. **(T-2)**. Members with a HYTD within 6 years may reenlist for the years, months, and days up to their HYTD.

## **8.12. Reenlistments Accomplished Away from Home Station.**

8.12.1. The procedures and reenlistment criteria for members reenlisting away from home station are the same, with the exception of coordination of the reenlistment.

8.12.2. CAA must coordinate with the MPF or Personnel Support for Contingency Operations team at the deployed or TDY location to ensure the reenlistment is accomplished in accordance with this AFI. **(T-2)**.

8.12.3. The CAA provides the member with detailed information on the proper reenlistment procedures, incentive eligibility, and timeframe in which the reenlistment must take place.

8.12.4. Documentation. The original signed DD Form 4 must be forwarded to the member's home station MPF (unit members) or ARPC/DPT, who will mail the original for IMA/PIRR to AFPC for upload in ARMS. **(T-2)**.

### **8.13. Documentation.**

8.13.1. The completed DD Form 4 formally documents a reenlistment and represents a legally binding contract between the Air Force and reenlistee. The DD Form 4 is completed IAW DoDI 1304.02. The DD Form 4 must be typed in upper case letters. MPF distributes the form as follows: **(T-0)**.

8.13.2. For Unit Members:

8.13.2.1. Send the original form to ARMS. **(T-2)**.

8.13.2.2. Give the second copy to the member. **(T-2)**.

8.13.2.3. The third copy is kept by the MPF in accordance with AFRIMS. **(T-2)**.

8.13.3. For IMA/PIRR. The closest MPF will complete DD Form 4 for members approximately 6 months prior to ETS. Upon completion, the RIO Detachment will send documentation to ARPC/DPT for update. **(T-2)**.

8.13.4. For AGRs. Send the original for ARMS processing, provide copies to the individual and to ARPC/DPA. **(T-2)**.

**Table 8.2. AFR Disposition of Reenlistment/Extension Documents.**

ITEM	A	B	C
	Form or Document	Total Number of Copies	Disposition
1	DD Form 4	3	<b>Original</b> --mail within 5 days of reenlisting to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78150 <b>Note:</b> Remove all extraneous documents. <b>1<sup>st</sup> copy</b> --Airman's copy. <b>2<sup>nd</sup> copy</b> --MPS copy.
2	Correspondence concerning waiver or special authorization to reenlist	3	Attach to the corresponding copies of the new DD Form 4/1 and 4/2, and follow the instructions outlined in item 1.
3	AF Form 418	3	<b>Original</b> --mail within 5 days to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78151-4723 <b>1<sup>st</sup> copy</b> --Commander/civilian director's copy. <b>2<sup>nd</sup> copy</b> --Airman's copy
4	Approved correspondence authorizing CJR, Table 3.1, Note 2.	2	<b>Original</b> --MPS copy. Destroy when the Airman reenlists
5	AF Form 1411  <i>or</i>  AF Form 1411-1	3	<b>Original</b> --mail within 5 days of extending to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78150 <b>1<sup>st</sup> copy</b> --MPS copy. <b>2<sup>nd</sup> copy</b> --Airman's copy.
6	Memo from member requesting extension on military status for the purpose of medical review (MEB). Send with AF Form 1411, Extensions in the Air Force Reserve.	3	<b>Original</b> --mail within 5 days of extending to: AFPC/DPSIR 550 C Street West Ste 21 JBSA Randolph AFB TX 78150 <b>1<sup>st</sup> copy</b> --MPS copy. <b>2<sup>nd</sup> copy</b> --Airman's copy.

## CHAPTER 9

### EXTENSIONS OF ENLISTMENT (AFR ONLY)

#### 9.1. Extension of Enlistment in the AFR. Voluntary Extension Restrictions. (**Note:** Reference [paragraph 9.1.2](#) as well.)

9.1.1. Period of Voluntary Extension. Voluntary extensions are for whole month periods needed to serve their purpose. **Exception:** Members extending to their HYTD may extend for exact years, months, and days. **(T-0).**

9.1.1.1. The total of all extensions of a current enlistment may not exceed 4 years (48 months), (10 USC § 509). This cannot be waived. **(T-0)**

9.1.1.2. Convenience of the member is not grounds for extension.

9.1.1.3. Member may not extend an enlistment in order to become eligible for the incentive program.

9.1.2. Eligibility for Voluntary Extension. See [Table 9.2](#) for reasons and actions for extension to enlistment in the AFR. All extension requests will be requested PRIOR to the member's ETS, no after-the-fact requests will be honored. **(T-2).**

9.1.3. Extension Approval Authorities **(T-2):**

9.1.3.1. Unit Commander. The unit commander or equivalent (for Individual Reservist, RegAF, Joint or sister service unit of assignment commander) makes the final decision on any request for voluntary extension. The unit commander or equivalent may also cancel or terminate a voluntary extension.

9.1.3.2. ARPC/DPT. This office may direct, process (for IRR members), or cancel involuntary extensions.

9.1.4. Completing Documentation for Extensions

9.1.4.1. The MPF signs Section VIII of the AF Form 1411 on extension requests. The CAA will designate an alternate service representative in their absence. **(T-2).**

9.1.4.2. MPF sends the original AF Form 1411 to ARMS. (For IMA and PIRR members, RIO Detachment sends the AF Form 1411 to ARPC/DPT for update.) The personnel system is updated accordingly. Provide a copy of AF Form 1411 to the member. IRR Bonus Recipients: A commissioned officer or notary public may sign extensions for IRR Bonus recipients. **(T-2).**

9.1.5. Cancelling an Extension. Cancel extensions the member has not yet entered if:

9.1.5.1. The Air Force cannot meet the terms on which it agreed to extend service (thus completion of the extension would be unfair to the member). **(T-2).**

9.1.5.2. The member is eligible and wants to reenlist on original ETS instead of entering the extension. **(T-2).**

9.1.5.3. Documentation for Canceling or Terminating an Extension. Use an AF Form 1411-1 to effect the cancellation, obtain the commander's signature, and make distribution of the form.

9.1.6. Terminating an Extension. Terminate extensions the member has already begun serving if:

9.1.6.1. The member wants to reenlist and the new contract is sufficient to cover the extension period. **(T-2)**.

9.1.6.2. The member meets fitness standards according to applicable AFI and is now eligible to reenlist. **(T-2)**.

9.1.6.3. The unit commander's recommendation of non-selection for reenlistment has been upheld. **(T-2)**.

**9.2. Erroneous Extension Documents.** This paragraph applies to the AF Form 1411 and AF Form 1411-1. Only AFRC/A1K for AFR can authorize correction of contractual errors.

9.2.1. Contractual Errors. Airmen not authorized to extend or in violation of this AFI (ineligible RE code, etc.) will have their contract voided.

9.2.2. Administrative Errors. MPF/FSS/HQ RIO may correct administrative errors discovered on the AF Form 1411 or AF Form 1411-1, if the Airman and the Air Force agree.

9.2.3. Correcting administrative errors on contracts returned for correction: The MPF/FSS/HQ RIO retrieves the ARMS copy and makes appropriate corrections to the form.

9.2.4. The Airman and MPF/FSS/HQ RIO representative initial each correction. Type "CORRECTED COPY" in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [paragraph 9.1.4](#)

9.2.5. Do not make corrections to the form stamped "DO NOT CORRECT THIS COPY" unless there is no ARMS copy and the Airman does not have a copy.

9.2.6. In those situations, correct the copy stamped "DO NOT CORRECT THIS COPY" and type "Only Available Copy" in the upper margin of the corrected pages; make a photo copy of the corrected forms and comply with the disposition instructions in [paragraph 9.1.4](#)

9.2.7. Do not reaccomplish the AF Form 1411/1411-1 unless there is no ARMS copy and the Airman does not have a copy.

9.2.8. If contract must be reaccomplished, type "Reconstructed Copy" in the upper margin of the new contract. **(T-1)**. All dates for signatures must be actual date signed. **(T-1)**. Make a photo copy of the corrected forms and comply with the disposition instructions in [paragraph 9.1.4](#) (**Note:** Commanders may not refuse to re-accomplish these documents).

9.2.9. The MPF/FSS/HQ RIOS sends the corrected/reconstructed copy IAW [paragraph 9.1.4](#), corrects MilPDS, verifies DFAS files and takes appropriate action if needed, and Defense Joint Military Pay System-Reserve Component as appropriate.

**Table 9.1. Reasons & Actions for Extension to Enlistment in the Air Force Reserves.**

<b>Rule</b>	<b>Reason</b>	<b>Action</b>
<b>1</b>	Members under waiver consideration by AFRC/SG for physical disqualification or hospitalized, temporarily/physically disqualified, and pending medical/physical evaluation board.	Extensions will be in 6 month increments or the minimum time necessary for waiver determination, or medical evaluation board determination, whichever is sooner. <b>(T-2).</b>
<b>2</b>	Inactive Status List Reserve Section members whose enlistment expires.	ARPC/DPT will determine if retention is in the best interest of the Air Force. <b>(T-2).</b>
<b>3</b>	Members applying for transfer or assignment to the Retired Reserve under AFI 36-3209, <i>Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members</i> . The member must request an extension for an unspecified period contingent on transfer to the Retired Reserve. <b>(T-2).</b>	If approved, ARPC/DPT extends enlistment for an unspecified period. This extension takes effect on the date the member transfers to the Retired Reserve. (AF Form 1411 is not required.) <b>(T-2).</b>
<b>4</b>	Selectees for the US Air Force Academy Preparatory School.	Members may extend if their enlistment will expire before they complete their required period of active service. <b>(T-2).</b>
<b>5</b>	Career AGRs are authorized to extend up to 4 years to meet retainability required to achieve certain milestones such as current DOS, 20-year active duty date, or HYT.	If more than 4 years is required to satisfy retainability to reach any of those milestones, members are advised to reenlist. <b>(T-2).</b>
<b>6</b>	Member who has been nonselected for reenlistment.	Member may extend enlistment for the time necessary to allow for due process of the member's appeal. <b>(T-2).</b>
<b>7</b>	Members who are applying for benefits under the Reserve Montgomery GI Bill, Kicker Program, Post 9-11 GI Bill, or other education benefits.	Member may extend up to 4 years in order to qualify for these benefits. If more than 4 years is required to satisfy retainability requirements, members are advised to reenlist. <b>(T-2).</b>
<b>8</b>	Members unable to participate in or failing to achieve minimum passing score on the Fitness Assessment (AFI 36-2905).	The commander can either select the member for reenlistment or authorize a 7- or 12-month extension. When opting to extend the enlistment, the commander will complete the AF Form 418 to render the member ineligible to reenlist rather than denying reenlistment by specifying "ineligibility" vs. nonselection on the form. In the remarks section of the AF Form 418, write the following statement, "Member is rendered ineligible to reenlist in accordance with AFI 36-2905. I am authorizing the member a 7- or 12-month (as applicable) extension to allow for

		fitness improvement.” (Note: Attach the AF Form 418 to the extension (AF Form 1411) after updating the extension, send to AFRC/A1K. If the member is later allowed to reenlist, the commander will submit another AF Form 418 selecting the member for reenlistment. (T-2).
9	Members who have 18 but fewer than 20 satisfactory years for Reserve retirement.	Commanders cannot deny extensions of enlistment requested by these personnel. (T-2).
10	Members being processed for involuntary discharge for cause or physical disqualification according to AFI 36-3209.	If the member's ETS will not afford sufficient time for the member to appeal the discharge case, the commander must provide the member the opportunity to voluntarily extend their enlistment to allow for due process. (T-2). Ensure documentation of member's election is included in the discharge case. If the member elects to extend their enlistment, ensure a copy of the AF Form 1411, is included in the discharge case. (T-2).
11	Members deploying or going TDY.	Ensure members have enough retainability to complete the established TDY tour length, (IAW AFI 10-401, <i>Air Force Operations Planning and Execution</i> and AFI 36-3802, plus an additional 60 days. (T-2).
12	Members retraining.	Extend members to ensure 3 years retainability from the effective date of retraining. (T-2).
13	Members incurring an Air Force Reserve Service Commitment.	Extend members in accordance with retainability requirements in AFRCI 36-2102, <i>Air Force Reserve Service Commitment Date Program</i> . (T-2).
14	Members under consideration for promotion under the Stripes for Exceptional Performers II.	Extend Stripes for Exceptional Performers II applicants, since they must have 24 months retainability before being considered for promotion to E-7 to E-9 under the Stripes for Exceptional Performers II program. (T-2).
15	Members who are found temporarily medically unfit. Any AFR member profiled 4, duty limiting condition, code	Extend members until the expiration date of the medical profile. (T-2).



	31, 37, 81 (previously 4T) may not perform military duty for pay or points.	
<b>16</b>	Members applying for the AGR program.	Extend members for retainability to qualify for the AGR program. <b>(T-2)</b> .
<b>17</b>	Members attending technical school.	Extend members for the amount of time necessary for retainability. <b>(T-2)</b> .
<b>18</b>	Members who need extensions to meet their HYTD. A member may request an extension of their enlistment at any time for this purpose.	Extend enlistment for the exact years, months, and days needed. <b>(T-2)</b> .
<b>19</b>	Members who need extensions to await disposition of their criminal proceedings by a foreign jurisdiction. See paragraph 6.6.12.	Extend enlistment for the exact years, months, and days needed. <b>(T-2)</b> .

## Chapter 10

### AFR HIGH YEAR OF TENURE (HYT) PROCEDURES (AFR ONLY)

**10.1. HYT Program.** It is designed to improve grade ratios, ensure sustained promotion opportunity, and maintain readiness by providing a force fit for the rigors of war.

**10.2. Service Limitation.** The HYT program limits participation for TRs, IMAs, PIRRs, and AGRs. High Year Tenure Date (HYTD) is the first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 60, whichever occurs first. An ART's service is limited to 33 years of creditable service for military pay or the date eligible for an unreduced civil service retirement, whichever date is later – not to exceed one day prior to age 60. **(T-2).**

**10.3. Computing HYTD.** See [Attachment 2](#) for HYTD computation.

**10.4. Update HYTD.** ARPC/DPT is the only agency authorized to update TRs, IMAs, PIRRs, and ARTs HYTD. ARPC/DPA is the only agency authorized to update AGRs HYTD. The servicing MPF (Unit Program), RIO Detachments (IMA and PIRR Program) must notify ARPC/DPT, if they believe a HYTD is incorrect. Notification will occur by e-mail. **(T-2).**

**10.5. Adjustment of HYTD.** A member's HYTD is adjusted pursuant to sanctuary provisions (18 but less than 20 years of satisfactory service at HYTD) or when a member vacates or enters into ART status.

10.5.1. Adjustment of HYTD pursuant to sanctuary provisions. Members with 18 but less than 20 years of satisfactory service at their HYTD will have their HYTD adjusted to the first day following the month the member will obtain 20 years of satisfactory service. However, during this time the member cannot have had an unsatisfactory year. Commander input is not required to adjust their HYTD, because the adjustment of HYTD is pursuant to sanctuary provisions. A HYTD adjusted to allow a member to obtain 20 years satisfactory service will not be further adjusted, unless the member was precluded from satisfactory participation during the adjusted period due to circumstances beyond the member's control. **(T-2).**

10.5.2. Adjustment of HYTD based on member vacating ART status to enter AGR tour. Member's HYTD is adjusted to first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 60, whichever occurs first. **(T-2).**

10.5.2.1. ARPC/DPT must adjust member's HYTD. **(T-2).**

10.5.2.2. During processing of an ART's application for an AGR tour, ARPC/DPT must ensure member's adjusted HYTD is not a past date. **(T-2).**

10.5.2.3. If the adjusted HYTD is a past date, then ARPC/DPT must process a request for extension of HYTD to AFRC/CC (approval authority) for decision. The request must be approved before the member enters AGR tour. **(T-2).**

10.5.3. Adjustment of HYTD based on member vacating ART status but remaining as a Traditional Reserve. Member's HYTD is adjusted to first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 60, whichever occurs first.

10.5.3.1. The servicing MPF must notify ARPC/DPT to adjust member's HYTD. Notification will provide the date member vacated ART status. Notification shall occur by email. **(T-2)**.

10.5.3.2. If the adjusted HYTD is a past date, the member is not authorized to participate after the date member vacated ART status and the member must separate or retire, if eligible, not later than 120 days from the date member vacated ART status. **(T-2)**.

10.5.4. Adjustment of HYTD based on member entering ART status. Member's HYTD is adjusted to one of the following three options: first day of the month following member's pay date plus 33 years of creditable service for military pay or one day prior to age 60, whichever occurs first; Service Computation Date plus 30 years; or date of birth plus minimum civil service retirement age, whichever date is later – not to exceed one day prior to age 60. Servicing MPF must notify ARPC/DPT to adjust member's HYTD. Notification will provide the date member entered ART status. Notification shall occur by email. **(T-2)**.

**10.6. Notification to Member and Commander of Approaching HYTD.** Fourteen months prior to member's HYTD, the servicing MPF (Unit Program), RIO Detachments (IMA and PIRR) or ARPC/DPA (AGR Program) must notify the member and the member's commander of the member's approaching HYTD. The servicing MPF (Unit Program) must also notify the servicing Civilian Personnel Office of an ART's approaching HYTD so the Civilian Personnel Office can enroll the ART in the DOD Priority Placement Program. All notifications must be in writing. **(T-2)**.

10.6.1. Upon notification of member's approaching HYTD, the unit commander will determine if a rare situation exists that warrants favorable consideration for extension of member's HYTD to maintain unit readiness. **(T-2)**.

10.6.2. The commander notifies the member and servicing MPF, RIO detachment, or ARPC/DPA of the decision. Both notifications must be in writing no later than 12 months before the member's HYTD. **(T-2)**.

**10.7. Extension of HYTD.** Members are considered for extension of HYTD on a case-by-case basis only when rare circumstances deem the member's continued service essential to unit readiness. Extensions are granted in 1 year increments not to exceed a combined total of 3 years or to one day prior to age 60, whichever occurs first.

10.7.1. Requests for extension of a member's HYTD will be initiated no later than 12 months before member's HYTD and must arrive not later than 6 months prior to member's HYTD. Request for TRs, IMAs, PIRRs and ARTs are sent to ARPC/DPT. Request for AGRs are sent to ARPC/DPA. **(T-2)**.

10.7.2. AFRC/CC is the approval authority for extension of a member's HYTD. Any commander in a member's chain of command can disapprove a request for extension of HYTD. The decision is final and cannot be appealed. **(T-2)**.

10.7.3. Commanders must fully substantiate why the member's service is essential to unit readiness. The commander must provide unit and overall wing manning by grade (TSgt – CMSgt), by ART and non-ART, number of personnel in or awaiting formal school, and number of personnel in upgrade training to the 5- and 7-skill level. **(T-2)**.

10.7.4. Requests for extension of HYTD are processed through the member's chain of command, to include the NAF for TRs and ARTs. **(T-2).**

10.7.5. ARPC/DPT (for TRs, IMAs, PIRRs and ARTs) and ARPC/DPA (for AGRs) obtains AFRC/CC's decision, updates approved extension to HYTD, and notifies the servicing military personnel agency of AFRC/CC's decision.

10.7.6. The servicing MPF, RIO Detachment, or ARPC/DPT will notify the member and the member's commanders of AFRC/CC's decision. **(T-2).**

**10.8. Withdrawal of Approved Extension of HYTD.** An approved extension of TRs, IMAs, PIRRs or AGRs HYTD can be withdrawn if the member has not entered into the HYTD extension.

10.8.1. AFRC/CC is the approval authority for withdrawal of a member's approved extension of HYTD. Any commander in a member's chain of command can disapprove a request for withdrawal of an approved extension of HYTD. The decision is final and cannot be appealed. **(T-2).**

10.8.2. Commanders must fully substantiate why the member's approved extension of HYTD must be withdrawn. **(T-2).**

10.8.3. Requests for withdrawal of an approved extension of HYTD are processed through the member's chain of command, to include the NAF for TRs and ARTs, to ARPC/DPTTS (for TRs, IMAs, PIRRs and ARTs) or ARPC/DPA (for AGRs). **(T-2).**

10.8.4. ARPC/DPT or ARPC/DPA obtains AFRC/CC's decision; updates the previous HYTD in MilPDS if request is approved, and notifies the servicing military personnel agency of AFRC/CC's decision. **(T-2).**

10.8.5. The servicing MPF, RIO Detachment, or ARPC/DPT will notify the member and the member's commanders of AFRC/CC's decision. **(T-2).**

10.8.6. Enlisted members will not take part in the Selected Reserve past their HYTD. Members will be transferred to the Retired Reserve, if eligible, or separated at their HYTD. **(T-2).**

10.8.7. TRs, IMAs, PIRRs, and AGRs eligible for a Reserve Retirement at HYTD will be automatically transferred (transfer without member's application for retirement) to the Retired Reserve. ARPC/DPT mails all retirement orders and certificates to the member's home address. **(T-2).**

**PART 4**

**REENLISTMENT AND EXTENSION OF ENLISTMENT IN THE AIR NATIONAL  
GUARD**

## Chapter 11

### SELECTIVE REENLISTMENT PROGRAM (SRP) [ANG ONLY]

**11.1. SRP Policy.** Reenlistment in any component of the Total Force is not an inherent individual right. It is a privilege and confers an obligation to serve. Airmen may be considered for reenlistment or extension if they:

- 11.1.1. Meet eligibility requirements.
- 11.1.2. Have qualities essential for continued service.
- 11.1.3. Can perform duty in a career field in which the Air Force has a specific need.

#### **11.2. SRP Program Objective.**

- 11.2.1. The SRP objective is to ensure the Air Force retains only Airmen who consistently demonstrate the capability and willingness to maintain high professional standards.
- 11.2.2. The SRP applies to all enlisted personnel; however, SRP is administered separately within each component.

#### **11.3. SRP Authority.**

- 11.3.1. Commander/civilian directors have total SRP selection authority as long as no other factors barring immediate reenlistment exist. Commander/civilian directors may non-select any Airman for reenlistment at any time outside of the SRP window. Being rendered ineligible to reenlist can impact an Airman's opportunity to be selected for an assignment, promotion, and/or retraining and may impact the Airman's future eligibility to be retained. The selection/non-selection decision will not be based on Airman's career intent and will be consistent with other qualitative decisions.
- 11.3.2. Commander/civilian directors will not use the SRP to deny reenlistment when involuntary separation is more appropriate. Commander/civilian directors may reverse their selection/non-selection decision at any time.

#### **11.4. SRP and Airman Promotion Program Relationship.**

- 11.4.1. The objective of both programs is to ensure the career field consists of highly qualified, professional Airmen. SRP non-selection makes Airmen ineligible for promotion.
- 11.4.2. Airmen non-selected for reenlistment also become ineligible for promotion and may need to request a Reenlistment Eligibility (RE) Code waiver through their recruiter if desired to continue service in another branch or component of the DoD.

#### **11.5. SRP in the ANG.**

- 11.5.1. CSS actions:
  - 11.5.1.1. Each Regularly Scheduled Drills (RSD), the CSS will generate a listing from the PDS and identify assigned Airmen with an ETS that will expire within the next 14 months. This listing is herein referred to as the "SRP roster." (**Note:** MilPDS does not automatically generate SRP rosters; contact the Personnel Systems Manager if you need assistance.) (**T-3**).

11.5.1.2. Identify ANG reenlistment and extension ineligibility factors (**Table 12.2**) and provide this information along with the SRP roster to the unit commander.

11.5.1.3. Assist commander in the preparation and finalization of required AF Form 418 (see **paragraph 11.5.7**).

11.5.1.4. Provide AF Form 418 to the servicing MPF in accordance with **paragraph 11.5.7**.

11.5.1.5. Dispose of reenlistment program documentation in accordance with **Table 12.4**.

#### 11.5.2. Unit Commander Actions:

11.5.2.1. Review the SRP roster and determine reenlistment eligibility; consideration must include (but is not limited to) the following factors:

11.5.2.1.1. EPR ratings. **(T-2)**.

11.5.2.1.2. Derogatory information from a previous enlistment will not be considered as a basis for denial of subsequent reenlistments. **(T-2)**.

11.5.2.1.3. Compliance with Air Force standards. **(T-2)**.

11.5.2.1.4. Ability to meet required training and duty performance levels. **(T-2)**.

11.5.2.1.5. Medical readiness. **Note:** A fit for duty finding by a Physical Evaluation Board does not automatically entitle an Airman to reenlist upon completion of their required active service. However, an Airman may not be denied reenlistment on the basis of the same condition for which a Physical Evaluation Board found the Airman fit for duty. **(T-2)**.

11.5.2.2. To deny reenlistment, line through the Airman's name on the SRP roster and initiate an AF Form 418 in accordance with **paragraph 11.5.7**.

11.5.2.3. Selected Airmen will remain on the SRP roster.

11.5.2.4. Also consider the eligibility status of Airmen listed on the SRP who were previously determined ineligible for reenlistment.

11.5.2.4.1. To change eligibility from "not-selected" to "selected," complete an AF Form 418 and attach to the SRP roster.

11.5.2.4.2. No action is required if a previous determination of ineligibility is not changing.

11.5.2.5. Consider any AF Forms 418 provided by supervisors in accordance with **paragraph 11.5.7**.

11.5.2.6. Sign the SRP roster and return to the CSS for action.

11.5.3. The signed SRP roster is the only documentation required to change an Airman's Reenlistment Eligibility (RE) in PDS to "selected" for Airmen who have not been previously considered.

11.5.4. AF Form 418 is required to change eligibility to "not-selected" or, to change a previous ineligible determination to "selected." Do not prepare AF Forms 418 for first-time consideration of Airmen listed on the SRP roster who are determined eligible.

11.5.5. After 30 days or the next scheduled RSD from date of SRP roster, if the commander has not taken action to deny reenlistment (AF Form 418), the CSS changes the RE Code in PDS to “selected.” If the unit commander elects to change RE to “not selected” during subsequent SRP review, an AF Form 418 will be required. **(T-3)**.

#### 11.5.6. Early or Delayed SRP Actions.

11.5.6.1. Commanders will conduct early SRP consideration for Airmen who have not previously received formal SRP consideration and are otherwise eligible to reenlist who request voluntary early separation from the ANG. **(T-3)**.

11.5.6.2. When Airmen require SRP consideration upon arrival at a new duty location, the gaining commander may delay SRP consideration for no more than 90 calendar days after date arrived station.

#### 11.5.7. AF Form 418.

11.5.7.1. The AF Form 418 documents selection and non-selection for continued service and reconsideration actions. In the situation of selection, the AF Form 418 will be used to ensure the servicing MPF has an approved maximum service commitment from the member’s unit commander.

11.5.7.2. Commanders use the AF Form 418 when:

11.5.7.2.1. Approving or denying reenlistment during the SRP process. **(T-2)**.

11.5.7.2.2. Reversing decision on Airmen previously denied reenlistment. **(T-2)**.

11.5.7.3. ANG supervisors will initiate an AF Form 418 at any time to provide to the unit commander. **(T-2)**.

11.5.7.3.1. If the commander concurs with the supervisor’s recommendation, the commander completes Sections III and IV of the AF Form 418 and forwards it to the CSS for action.

11.5.7.3.2. If the commander disagrees with the supervisor’s recommendation, the commander marks the form accordingly and files the form IAW Records Disposition Schedule (RDS).

#### 11.5.8. Commander Action on AF Form 418.

11.5.8.1. The unit commander signs and dates the form and attaches any supporting documentation to substantiate the reenlistment eligibility decision. Supervisor recommendation is optional.

11.5.8.2. For Airmen non-selected under SRP:

11.5.8.2.1. The commander discusses the non-selection with the Airman’s supervisor before making the final decision. The commander discusses the following items with the Airman:

11.5.8.2.1.1. Specific reasons for non-selection. **(T-3)**.

11.5.8.2.1.2. Areas needing improvement. **(T-3)**.

11.5.8.2.1.3. Promotion ineligibility. **(T-3)**.



11.5.8.2.1.4. Possibility of future reconsideration. **(T-3)**.

11.5.8.2.2. Counsel the Airman on the appeal process and ensure he/she understands the requirement to acknowledge receipt of notification immediately, and that they have 3 duty days to render an appeal intent. Airmen who refuse to acknowledge receipt of the notification forfeit their appeal intent and the MPF updates the RE code to 2X. The commander annotates in the Airman's signature block "Airman has refused to sign." (**Note:** Airmen will not be provided the opportunity to change their mind at a later date.)

11.5.8.2.3. Ensure the Airman completes Section IV to acknowledge receipt of notification of non-selection during the personal interview. If the Airman is unavailable (TDY, leave, etc.) and will not return within 30 days of the decision date, the commander includes the following statement in the upper margin of the AF Form 418: "Airman is [insert reason] until [expected return date]") and finalize actions within 3 duty days from the Airman's return date.

11.5.8.2.4. Ensure the Airman completes Section V to render appeal intent within 3 duty days of acknowledgment, if applicable.

11.5.8.2.5. Place an "X" or initials in the "Not Selected for Reenlistment" block in Section III and enter specific reason(s) for non-selection in the remarks area.

11.5.8.2.6. Sign and date the form (Section III) and attach any supporting documentation to substantiate non-selection decision.

11.5.8.2.7. Ensure Airman completes Section IV to acknowledge receipt of notification of non-selection during the personal interview.

11.5.8.2.8. Provide Airman with a copy of the AF Form 418 and supporting documentation, and maintain a copy of the package, sending the original to the MPF for processing.

11.5.8.2.9. If appealing, direct the Airman to report to the MPF for counseling on appeal process and requirements.

11.5.8.3. For Airmen reconsidered and selected:

11.5.8.3.1. The commander places an "X" or initials in the "Recommended for Reenlistment" block of Section II and signs and dates the form.

11.5.8.3.2. Forward AF Form 418 to the MPF for update of appropriate RE code.

11.5.8.3.3. Provide a copy of the AF Form 418 to the member.

11.5.8.3.4. The Section IV, Airman's Acknowledgement, is not required when changing eligibility from "not selected" to "selected."

11.5.9. ANG MPF Actions with AF Form 418:

11.5.9.1. Upon receipt of the AF Form 418 from a unit, the MPF will perform a quality review to ensure all blocks are appropriately marked and all required signatures are present. **(T-3)**

11.5.9.2. Return incomplete AF Forms 418 to the submitting unit.

11.5.9.3. Complete Section VIII, "MPF Action."

11.5.9.4. Update appropriate RE ineligibility code in MilPDS upon receipt of the AF Form 418 regardless of appeal intent.

11.5.9.5. Annotate date of update in MilPDS in Section VIII.

11.5.9.6. Review Section V to determine member's intent to appeal.

11.5.9.6.1. If member does not intend to appeal, sign and date Section VIII and forward the form for filing in ARMS. Return a copy of the completed AF Form 418 to the unit commander.

11.5.9.6.2. If member intends to appeal, update the appeal suspense date in appropriate block of Section VIII, counsel the Airman on the appeal suspense requirements and appeal process and finalize all appeal actions.

11.5.9.7. Update PDS with appropriate RE code.

11.5.10. ANG SRP Non-Selection Appeal Process.

11.5.10.1. Airmen must submit an appeal to the MPF no later than 10 calendar days (for Drill Status Guardsman, submit the appeal during the next RSD) from the day they complete AF Form 418, Section V. **(T-3)**.

11.5.10.2. MPF will suspense a copy of the AF Form 418 pending receipt of the appeal package. **(T-3)**

11.5.10.2.1. Written requests to extend past the 10 calendar days (for Drill Status Guardsman, submit the appeal during the next RSD) may be approved by the FSS commander, if circumstances warrant. FSS commanders limit the extension to 5 calendar days and only one extension may be approved. The Airman must request the extension on or before expiration of suspense. **(T-3)**

11.5.10.2.1.1. Airmen with unique and documented circumstances such as emergency leave, illness or injury may be granted a delay to submit their appeal. In such cases, the Airman must immediately advise the MPF of the circumstances and provide supporting documentation.

11.5.10.2.1.2. Provide extension requests to the Chief, MPF Force Management Branch for consideration. If approved, a new appeal suspense date will be established.

11.5.10.2.1.3. Requests submitted after the 10th calendar day period or after the next scheduled RSD (for Drill Status Guardsmen) will be disapproved and the Airman is considered to have failed to submit the appeal. **(Exception:** If the 10th calendar day falls on a weekend or holiday, the Airman may submit an appeal on the following duty day.) **(T-3)**

11.5.10.2.2. MPF will document on the AF Form 418, Section VIII, whether an appeal was received by the suspense date. **(T-3)**

11.5.10.2.2.1. If the appeal is not received within the required time frame, complete Section VII by marking Airman's appeal "Was Not Received by Appeal Date," and update the RE code in MilPDS as appropriate. Forward the original AF

Form 418 for file in the ARMS and return a copy to the Airman's commander.

11.5.10.2.2. If the appeal was received within the required time frame, complete Section VIII by marking Airman's appeal "Was received by appeal date," date and sign the block. Continue appeal processing.

11.5.10.3. Prepare an appeal case and route to the appeal authority listed in [Table 11.1](#) for consideration. The MPF constructs a case file containing the AF Form 418, documentation submitted by the Airman and commander, any EPRs closing out within the past 5 years, a copy of AF Form 1137 (if applicable) and any other pertinent information.

11.5.10.4. Within 5 workdays from receipt of appeal, the MPF sends the case file to the servicing legal office for review and suspense for completion.

11.5.10.5. The servicing legal office reviews the case, includes any pertinent recommendations, and returns the case back to the MPF.

11.5.10.6. Within 5 workdays of receiving the legal review, the MPF will forward the case file to the appeal authority. **(T-3)**

11.5.10.7. Any commander in the reviewing chain may approve an Airman's appeal. **(Note:** After the case file has been sent to the appropriate appellate authority and the appeal has been denied, the case file cannot be sent to the next higher authority to have the decision overturned.) If the appeal is approved by a commander in the Airman's reviewing chain, that commander will complete Section IX of the AF Form 418 and return the case file to the MPF for final processing. **(T-3)**

11.5.10.8. Denial of appeal is completed by the appropriate appeal authority listed in [Table 11.1](#) If an appeal is denied, the appeal authority completes Section IX of the AF Form 418 and returns the case file to the MPF for final processing.

11.5.10.9. All packages must be routed through the Airman's group commander for review when the appeal authority is the wing Commander. **(T-3)**

11.5.10.10. All packages must be routed through both the group and wing commanders for review when the appeal authority is TAG of the State. **(T-2)**

11.5.10.11. Reviewing officials must return cases to the MPF before forwarding up the chain when new documentation or comments are added to the case file. **(Note:** This does not apply to commander recommendations based on existing documentation/matters or legal reviews.). Airmen will be provided the opportunity to rebut any new documentation of comments. **(T-3)**.

11.5.10.11.1. MPF will provide the Airman a copy of any new information added to the case after they submitted their appeal and suspense the rebuttal. ANG Airmen are given 5 duty days or after the next scheduled RSD (for Drill Status Guardsmen) to rebut any new information added to the case file after they submit their appeal. **(T-3)**.

11.5.10.11.2. If the Airman fails to submit a rebuttal as required, the MPF indicates on the AF Form 418, Section IX, Remarks, "The Airman failed to submit rebuttal remarks to the documentation dated (insert date) as required" and forwards the case file to the next reviewing level.

- 11.5.10.11.3. If the Airman submits the rebuttal within the suspense, the MPF will indicate in Section IX, Remarks, "The Airman submitted rebuttal remarks to the documentation dated (insert date)," and forward the case file to the next reviewing level. **(T-3)**.
- 11.5.10.12. Upon receipt of completed appeal case files, the MPF will provide a copy of the AF Form 418 to the Airman's commander. **(T-3)**.
- 11.5.10.13. The commander notifies the Airman of the final appeal decision.
- 11.5.10.14. Appeal approval at any level restores reenlistment eligibility effective back to the date of the commander's disapproval. If the Airman was rendered ineligible for certain personnel actions (i.e. promotion consideration, reenlistment), these actions are given reconsideration based upon the date the commander signed the AF Form 418.
- 11.5.10.15. MPF updates the appropriate RE code, forwards the AF Form 418 and/or appeal approval memorandum for filing in the ARMS, and maintains the case file IAW the AFRIMS RDS.
- 11.5.10.16. MPF maintains the case file in accordance with AFRIMS RDS.

**Table 11.1. ANG Reenlistment Appeal Authority.**

<b>If the Airman is:</b>	<b>Appeal Authority</b>	<b>See Note:</b>
First Term Airmen	Respective group commander	1, 2, 3
Career Airmen who complete 20 or more years total service on current ETS	Wing Commander, can be further delegated to group commander	1, 2, 3
Career Airmen who complete fewer than 18 years total service	Wing Commander, can be further delegated to group commander	1, 2, 3, 4
Career Airmen who complete at least 18 years, but fewer than 20 years creditable service for retirement on current ETS	Secretary of the Air Force or State Adjutant General (TAG)	1, 2, 3, 5,6
any Airman assigned in a Joint Force Headquarters	State Adjutant General (TAG)	1, 2, 3, 5
<b>Notes:</b>		
1. In the Joint Base construct, the approval authority must be an Air Force, Air Force Reserve or Air National Guard commander above the group level. <b>(T-3)</b>		
2. If the wing commander initiated the AF Form 418, approval authority is The Adjutant General (TAG).		
3. FTA or Career Airmen who will complete 20 or more years Total Service on current ETS appeal to their respective group commander. <b>(Exception:</b> These Airmen appeal to their wing commander if the group commander made the SRP non-selection decision).		
4. Appeal authority becomes the TAG if the wing commander made the SRP non-selection decision.		
5. TAG may delegate authority to no lower than the Director of Staff (DS).		
6. If TAG disapproves the Commanders decision it will end at the TAG for the appeal authority and back to the wing.		

#### 11.5.11. Final Decision.

11.5.11.1. Once the case file has been considered by the approval authority, the decision is final and the case cannot be sent to a level above that authority to have the decision overturned.

#### 11.5.12. Changes in Reenlistment Status.

11.5.12.1. If the unit commander selects a member for reenlistment, but later deems the member ineligible to reenlist, the commander will prepare an AF Form 418 and processes it as an initial non-selection. **(T-2)**.

11.5.12.2. If the commander does not select the member initially but later reconsiders the member for reenlistment, the commander will prepare AF Form 418. The commander places an "X" in the "Selected" block on AF Form 418, has the member sign the AF Form 418, and processes it as an initial selection; sends the form to MPF. The MPF updates the reenlistment code in accordance with this instruction. **(T-2)**.

## Chapter 12

### REENLISTMENTS [ANG ONLY]

**12.1. General Instructions.** Reenlistment in the ANG is a command prerogative and is not an inherent right of any individual. Airmen not selected for reenlistment via SRP will not be reenlisted but may qualify for extension of enlistment.

**12.2. SRP Reconsideration.** Selective reenlistment program reconsiderations are accomplished by unit commander/civilian directors prior to a member's ETS/date of separation.

12.2.1. Reenlistment may be limited based on the needs of individual service components.

12.2.2. The MPF will:

12.2.2.1. Ensure all Airmen receive a reenlistment briefing from the legal office within the next Inactive Duty for Training / Annual Training participation Air National Guard of reenlistment. **(T-1)**.

12.2.2.2. Ensure all reenlistment contracts contains the DD Form 4. **(T-1)**

**12.3. Reenlistment Ceremony.** Commander/civilian directors ensure ceremonies are conducted in a dignified and professional manner, appropriate for an official act in a place that provides reverence to the oath being taken; safety of all participants should also be paramount.

12.3.1. Airmen may request any commissioned officer (RegAF, AFR, ANG or retired) in the U.S. Armed Forces to perform the ceremony and may invite guests. **(T-0)**. Reenlistments can be conducted on any day of the year. The reenlistee and the officer administering the oath have traditionally had the U.S. flag forming a backdrop for the oath.

12.3.2. The reenlistee and reenlisting officer must wear an authorized uniform for the ceremony. **(Exception:** The uniform requirement is optional for retired officers.) Airmen and reenlisting officials may not conduct a reenlistment in the Air Force physical training uniform. **(T-2)**.

**12.4. Who May Administer the Oath of Enlistment.** The oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. RegAf, AFR, ANG or retired commissioned officers of the U.S. Armed Forces may administer the oath. Officers who resigned their commissions and transferred to the Obligated Reserve Section or the Nonaffiliated Reserve Section may not administer the oath. **(Exception:** Commissioned warrant officers in the grade of CW2, CW3 and CW4 may also administer the oath.)

**12.5. Processing and Place of Reenlistment.** Airmen must reenlist at their home station unless they are absent due to deployment, hospitalization or are in a pipeline status (school, overseas returnee, etc.). **(T-1)**. Airmen must be present for duty and cannot reenlist while on leave, while in a separation status or after departing their unit of assignment on terminal leave for separation. **(T-1)**. (Example: If SSgt Smith is reenlisting on 15 Feb 2023, he must not be in a leave status on 15 Feb 2023.) **(Note:** Airmen returning from a leave status may not reenlist the next day following their leave. Airmen who have been determined to be in a leave status at the time of reenlistment must execute a new reenlistment/contract when not on leave.)

12.5.1. Airmen must have sufficient retainability for the deployment prior to departure. Request to reenlist (or extend) in the deployed location to meet deployed retainability requirements will not be considered. The MPF gives Airmen departing on deployment a reenlistment package if they desire to reenlist and their ETS or date of separation expires while deployed. The package includes DD Form 4.

12.5.1.1. The home station MPF:

12.5.1.2. Obtains the Airman's signature on all appropriate documents. Coordinates with the MPF at the deployed location to ensure proper completion of the reenlistment documents.

12.5.2. The MPF/ Personnel Support for Contingency Operations at the deployed location:

12.5.2.1. Provides the Airmen their copy of reenlistment contract, if more than 30 calendar days will expire between the reenlistment date and the date the Airmen will return to home station.

12.5.2.2. Forward all remaining copies to the home station MPF for final processing.

**12.6. Reenlistment of Non-U.S. Citizens** . Non-U.S. citizens, enlisting on or after 1 November 1982, must become U.S. citizens during their initial enlistment before they are eligible to reenlist. **(T-1)**. Citizens of Micronesia and Palau may be eligible for reenlistment even if they do not have their citizenship. These cases will be worked through NGB/A1PP to Air Staff for approval. **(T-1)**.

**12.7. Erroneous Enlistment/Reenlistment Documents Returned for Correction.** An erroneous enlistment/reenlistment document is administrative, involving typographical errors, strikeovers, misspellings, erroneous computation of required retainability, etc.

12.7.1. Contractual Errors. Airmen not authorized to reenlist or in violation of this AFI (not meeting Time in Service/Time in Grade, ineligible RE code, etc.) will have their contract voided. NGB/A1PP directs the MPF to void the contract and take action as needed to remove any documentation from all systems of record. **(T-1)**.

12.7.2. Administrative Errors. MPF will not correct administrative errors discovered in items 2, 5, 8, 18b, 19b and 19f of the DD Form 4. **(T-1)**. Administrative errors in these items will necessitate the deletion and re-creation of the DD Form 4. If the corrections were made on the forms, stamp "CORRECTED COPY" in the upper margin of the corrected pages, ensure the Airman initials the corrected area(s), and make a photocopy of the corrected forms for the Airman. The MPF corrects MilPDS and Defense Joint Military Pay System-Active Component, as appropriate and distributes the documents IAW [Table 12.4](#)

12.7.3. The Airman and the MPF representatives must initial each correction. **(T-1)**. Stamp "CORRECTED COPY" in the upper margin of the corrected pages. Make a photo copy of the corrected forms and comply with the disposition instructions in [Table 12.4](#)

12.7.3.1. Do not make corrections to the form stamped "DO NOT CORRECT THIS COPY" unless there is no ARMS copy and the Airman does not have a copy. In those situations, correct the copy stamped "DO NOT CORRECT THIS COPY" and type "Only Available Copy" in the upper margin of the corrected pages. Make a photo copy of the corrected forms and comply with the disposition instructions in [Table 12.4](#).

12.7.3.2. Reaccomplish the DD Form 4 and AF Form 901 if there is no ARMS copy or the Airman does not have a copy. (**Note:** The Airman's current commander or civilian director holding the position will sign the corrected form(s) and the current date is used.) (**T-1**).

12.7.3.2.1. If contract is reaccomplished, stamp "RECONSTRUCTED COPY" in the upper margin of the new contract. The forms are dated using the current date and signed by the Airman's current commander/civilian director. Make a photo copy of the corrected forms and comply with the disposition instructions in **Table 12.4**. (**Note:** Commanders or civilian directors may not refuse to re-accomplish these documents or deny reenlistment.)

12.7.3.2.2. The MPF sends the original documents to ARPC Reenlistments for review as outlined in **Table 12.4** and corrects MilPDS and Defense Joint Military Pay System-Active Component or Reserve Component, as appropriate.

## 12.8. Reenlistment Processing.

### 12.8.1. Unit Commander Concurrence.

12.8.1.1. No Airmen will reenlist or extend their enlistment without the concurrence of their unit commander. Members must first be considered under the SRP and be identified with an appropriate PDS RE code (refer to **Chapter 11** for SRP procedures). (**T-3**).

12.8.1.2. A commander may approve or deny reenlistments and extension of enlistments to any member of his or her command. (**T-3**).

12.8.1.3. Retention in the ANG is a command prerogative and is not an inherent right of any individual unless the member has between 18 and 20 years of satisfactory service towards a reserve retirement. In those cases, only the SecAF may deny retention. (**T-0**).

12.8.1.4. Airmen rendered ineligible for reenlistment or extension of enlistment via SRP or due to ineligibility factors contain within **Table 12.2** will be separated from the ANG on their ETS. (**T-2**).

12.8.1.5. For unique situations or circumstances not contained within this instruction, refer to **Attachment 3**, ANG Routing of Waiver requests and Exceptions to Policy.

12.8.2. Form requirements. Complete the following forms, as necessary, before each reenlistment or extension of enlistment action:

12.8.2.1. NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension*. Airman will complete this mandatory questionnaire prior to any reenlistment or extension actions. (**T-3**).

12.8.2.1.1. If the Airman answers "Yes" to any questions, he/she may be ineligible for reenlistment or extension of enlistment. Use **Table 12.2** to determine eligibility. Additional information may be requested from the member to make a final determination.

12.8.2.1.2. Submit completed NGB Form 3621 for filing in ARMS as an attachment to the DD Form 4 or AF Form 1411, as applicable.

12.8.2.2. Airmen complete AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, prior to any reenlistment or extension of enlistment actions. (**T-3**).



- 12.8.2.2.1. Self-admission to any illegal drug use or possession that has not already been reviewed by the member's commander, in which the commander elected to retain the member in service, will result in immediate discharge processing IAW AFI 36-3209. (T-2).
- 12.8.2.2.2. If the member answers yes to any questions, they may be ineligible for reenlistment or extension of enlistment. Use [Table 12.2](#) to determine eligibility.
- 12.8.2.2.3. Forward completed copy for filing in ARMS.
- 12.8.2.3. AF Form 418, ([Chapter 11](#) provides guidance for the completion of AF Form 418).
- 12.8.2.3.1. Submit completed copy for filing in ARMS.
- 12.8.2.3.2. AF Form 418 is only required when RE Code is changing to "not selected" or from "not selected" to "selected." (T-3).
- 12.8.2.4. DD Form 4. Prepare this form for each applicant who reenlists (refer to myPers for guidance - <https://mypers.af.mil>).
- 12.8.2.4.1. Ensure that each entry is accurate and verified by the applicant or by substantiating documents.
- 12.8.2.4.2. Submit completed copy for filing in ARMS.
- 12.8.2.5. AF Form 1089, *Leave Settlement Option*. Airmen may sell leave only upon entry into a reenlistment.
- 12.8.2.5.1. Leave is sold once the Airman enters the reenlistment. If the Airman enters the enlistment in a different FY from when they signed the form, ensure the Airman understands leave may be lost. Airmen cannot sell leave if they have already sold 60 days in their career. The Airman's base pay on ETS determines the payment. Airmen document their election on the DD Form 4. Airmen may change their leave settlement elections at any time prior to the 10 day calendar period of the effective date of entry into the enlistment on an AF Form 1089.
- 12.8.2.5.2. The MPF must verify the Airman's leave election as documented on the DD Form 4 or AF Form 1089, if applicable before processing the E6 transaction to DFAS-IN.
- 12.8.2.5.3. Submit completed copy for filing in ARMS.
- 12.8.2.5.4. AF Form 1411. Use this form to document extensions of enlistments. Submit completed copy for filing in ARMS.
- 12.8.2.6. AF Form 1411-1. Use this form to document cancellation of extensions of enlistments. Additional guidance for forms completion is available at myPers (ANG/FSS Resources): <https://gum-crm.csd.disa.mil>.
- 12.8.3. Terms of Reenlistment in the ANG. Unless there is a specific requirement for which reenlistment is being accomplished (e.g. Military Service Commitment), Airmen may request to reenlist for a period of 1, 2, 3, 4, 5, or 6 years (Title 32 United States Code Section 302) with commander's concurrence. [Table 12.1](#) provides categories of reenlistment that require specific terms of reenlistment.

**Table 12.1. Terms of Reenlistment.**

R U L E	A	B	C
1	Are selected by their commander and applicant is:  participating in Statutory Tour/ AGR Program, extended active duty tour application approved by AFPC or due to mobilization.	Then reenlist for:  a period that will coincide with their Active Duty (AD) tour. Those mobilized may reenlist for a period that exceeds the period to which ordered to AD. The effective date will occur on the date of the reenlistment.	Notes:  2
2	an Airman who is reenlisting within 30 days or less prior to ETS.	a period requested by the member and approved by the unit commander. The effective date of reenlistment will occur the next day after current ETS. Example: ETS is 30 Jan 10, member reenlists on 11 Jan 10 for three years; their new DOE will be 31 Jan 10 and their ETS will become 30 Jan 13.	
3	an Airman who is reenlisting within 31 to 90 days prior to ETS. <b>Exception:</b> An Airman drawing a bonus is ineligible to reenlist/extend under this rule.	a period requested by the member and approved by the unit commander. The effective date will occur on the date of the reenlistment. Example: ETS is 30 Jan 10; member reenlists on 14 Dec 09 for three years,	1

		their new DOE will be 14 Dec 09 and their ETS will become 13 Dec 12.	
4	selected for service commitment that requires specific retainability.	see AFI 36-2110 for reenlistment requirements. The effective date will occur on the date of the reenlistment.	1, 3
5	to meet retainability requirement for Montgomery GI Bill eligibility (Selective Reserve-Kicker, or Chapter 33 of Title 38)	a period that will coincide with their retainability requirement. The effective date will occur on the date of the reenlistment.	1
6	State Selective Reenlistment Board, reenlisting more than 90 days prior to ETS	reenlist for one year, ONLY if member has/will exceed total of 48 months of extensions on current enlistment contract.	1
7	Airman has accumulated four year maximum period limitation of all extensions to any one enlistment under 10 USC § 509 and is selectively retained by unit commander to allow further Fitness Assessment or Airmen who are hospitalized, temporarily physically disqualified, or pending Disability Evaluation System Medical Evaluation	reenlist for one year provided Reenlistment Eligibility has been changed by Unit CC to "Selected" (See para 11.1).	

	Board or Physical Evaluation Board		
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Persons who are participants in the ANG Incentive Program are ineligible to reenlist until completion of the contract for which they enlisted with the incentive, unless such reenlistment is to qualify for attendance at an in-residence training school or state educational benefits (not Montgomery GI Bill).</li> <li>2. Members who are in an incentive eligible AFSC as identified by NGB/A1 and who are partially mobilized under the provisions of Title 10 United States Code Section 12302 may reenlist early for 6 years to establish eligibility for a reenlistment bonus, provided they are not currently in the cash bonus program, and meet all other criteria for a reenlistment bonus.</li> <li>3. Member is required to complete an ANG Service Commitment Agreement.</li> </ol>			

12.8.4. Concurrent Reenlistment. Individuals who reenlist in the ANG must concurrently reenlist as a Reserve of the Air Force in the same grade for a period equal to their ANG reenlistment. **(T-0)**.

12.8.5. SRP Non-selection. Airmen who are not recommended for reenlistment via the SRP (**Chapter 11**), are not allowed to reenlist and will separate at ETS unless they receive an approved extension of enlistment or reenlistment eligibility is reconsidered and documented via AF Form 418. **(T-3)**.

12.8.6. Reenlistment to qualify for Incentive Program.

12.8.6.1. Refer to **Table 12.1** for reenlistment to qualify for the ANG Incentive Program.

12.8.6.2. For additional information regarding incentive eligibility requirements, contact the wing Retention Office Manager.

12.8.7. ANG Oath of Enlistment.

12.8.7.1. Ensure that the oath on DD Form 4, is administered before any officer of the National Guard of the State or Territory, or of Puerto Rico, or the District of Columbia, as the case may be, or before any other person authorized by the law of the jurisdiction concerned to administer oaths of enlistment in the National Guard (Title 32 United States Code Section 304). **(T-0)**.

12.8.7.2. In unusual circumstances, and when state statute does not prohibit, a federally recognized officer of the United States Armed Forces may administer the oath.

12.8.7.3. In accordance with 32 USC § 304, each person enlisting in the ANG shall sign an enlistment contract and subscribe to the following oath: “I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and of the State of \_\_\_\_\_ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of \_\_\_\_\_ and the orders of the officers appointed over me, according to law and regulations. So help me God.” **(Note:** All Airmen have the choice to make the words “So help me God” optional in the enlistment oaths (both orally and written). Airmen who make a choice to “affirm” the oath of office/oath of enlistment

and/or omit the words “So help me God” may also line through the words “swear” and/or the words “So help me God.”) (T-0)

12.8.8. HYT Restrictions. ANG establishes HYT for all enlisted members at age 60, however TAG/NGB/A1PP may approve participation beyond age 60, but no later than age 62 in certain situations. See [Table 13.1](#) for additional information

12.8.9. Air Force Fitness Program and Airmen in RI 9A000/9A100/9A200/9A300. (T-3).

12.8.9.1. Fitness Program.

12.8.9.1.1. Airmen who fail to attain a passing fitness score as outlined in AFI 36-2905, may be rendered “not selected” for reenlistment by their unit commander under the SRP ([Chapter 11](#)).

12.8.9.1.2. Successfully completing fitness assessment does not automatically restore an Airman’s reenlistment eligibility.

12.8.9.1.3. Commanders may complete AF Form 418 to modify RE at any time prior to the member’s ETS.

12.8.9.1.4. Airman approaching ETS who are not selected for reenlistment may submit a request for extension of enlistment to their unit commander for consideration.

12.8.9.1.5. Commanders may retain an individual previously not selected for reenlistment because of fitness assessment failure by reconsidering RE.

12.8.9.1.5.1. Minimum term of reenlistment is 12 months.

12.8.9.1.5.2. RE must be changed from “not selected” to “selected” via AF Form 418 before reenlistment actions can be completed. (T-2).

12.8.9.1.6. Separate Airmen on ETS who are not approved for reenlistment or extension of enlistment.

12.8.9.2. Airmen disqualified and in RI 9A000 or 9A100 may execute a one-time extension for a total period of 12 months to qualify/compete for retraining/Special Duty.

12.8.9.2.1. Under no circumstances will the extension period combined with the remaining obligated service exceed 12 months.

12.8.9.2.2. The length of the extension, if any is based on the date of the formal disqualification approval not to exceed 12 months.

12.8.9.2.3. Separate Airman at ETS who are not approved for retraining or Special Duty.

12.8.9.3. Airmen in RI 9A200/9A300 will separate at ETS unless the commander initiates early separation or subsequently completes requirements to retain the Airman.

12.8.10. Reenlistment Ineligibility Factors.

12.8.10.1. **Table 12.2** lists factors that render an individual ineligible to reenlist in the ANG.

12.8.10.2. Refer any questionable cases to the Airman’s servicing MPF for resolution prior to executing and reenlistment action.

**Table 12.2. ANG Reenlistment and Extension Ineligibility Factors.**

R U L E	A INELIGIBILITY FACTOR	B EXPLANATION/DETERMINATION GUIDELINES	C Notes:
1	Morally Unacceptable - Category 1 Offenses (Attachment 4)	Conviction or adverse adjudication of six or more category 1 Offenses within a 365-day period in the last three years.	3, 5, 7
2	Morally Unacceptable - Category 2 Offenses (Attachment 4)	Persons convicted by a civilian court under circumstances as indicated below:	
		Three or less offenses.	3, 4, 7
		Category 2 offenses included in a pattern of misconduct may not be waived by the Director of Staff (DS) and must be submitted to NGB/A1P per Rule 4. (T-2)	4, 7
3	Morally Unacceptable - Category 3 Offenses (Attachment 4)	Persons convicted by a civilian court under circumstances as indicated below:	
		One or more offenses except First Offense Driving Under the Influence (DUI).	2, 4, 7
		First Offense DUI.	3, 4, 7
		Category 3 offenses included in a pattern of misconduct must be submitted to NGB/A1P per Rule 4. (T-2)	4, 7
4	Morally Unacceptable - Category 4 Offenses (Attachment 4)	A person convicted by civilian court of an offense classified as a felony under state or federal statutes or convicted of one or more Category 4 offenses.	1, 5, 7
5	Persons under restraint to include parole, probation, or suspended sentence	Court imposed restrictions, such as confinement, supervised parole or probation, or work detail. The following are not considered forms of restraint: (a) a fine, whether or not suspended, (b) an unconditional suspended sentence, (c) unsupervised, unconditional parole or probation.	1
6	Members under investigation by	When ETS is imminent, and members are under investigation, they may	1

	military or civilian authorities (including Office of Special Investigation ) pending the outcome of which may result in administrative discharge processing or pending disposition of criminal proceedings by a foreign jurisdiction	voluntarily extend their enlistment for six-month periods using this rule as authority and following the procedures in this instruction to remain as members in the ANG until the case is decided. If they elect not to extend and the commander chooses not to extend them administratively, they will be separated on ETS and reenlistment is barred. (Appropriate comment will be made on, NGB Form 22, <i>National Guard Report of Separation and Record of Service</i> , Remarks). Members who are pending disposition of criminal proceedings by a foreign jurisdiction may voluntarily extend their enlistment and if they do not then they should be involuntarily extended.	
7	Under the influence of alcohol or drugs (Title 10 United States Code Section 504)	Persons who are under the influence of alcohol or drugs will not be processed.	1
8	Drug users/Drug abusers	Members identified through the drug identification process are ineligible for reenlistment/extension.	1
9	Alcoholics/Alcohol Rehabilitation Program	Persons known to be addicted to alcohol.	1
		Individuals who have documentation indicating successful completion of rehabilitation program, who have maintained sobriety for at least two years and are medically qualified.	3
10	Mental illness (10 USC § 504)	A person with a diagnosed (Diagnostic and Statistical Manual or the International Statistical Classification of Diseases and Related Health Problems) history of a mental disorder(s).	7
11	National security risk	Persons who admit or whose available records show that they have engaged in any act or acts designed to destroy or weaken the US. In addition, persons will be denied reenlistment if the acceptance is not clearly consistent	1

		with the interest of national security IAW DoDM 5200.02 AFMAN 16-1405.	
12	Non-US Citizens	Non-US Citizens who enlist in the ANG must acquire US citizenship status during their initial enlistment to be eligible for reenlistment/extension. <b>(T-0).</b>	1
13	Reserve Officer Training Corps (ROTC) Students	Students enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. This does not include those enrolled in Air Force ROTC courses under the sponsorship of a state program that uses Air Force ROTC as a commissioning source.	1
14	Not selected for retention	Individuals not selected for reenlistment by commander at ETS on the AF Form 418 or not retained under State SRP. <b>Enlistment should be extended if the Airman is in an approved Medical Hold Status or by Administrative Extension of Enlistment.</b>	
15	Conviction of "Crime of Domestic Violence" (See <b>Attachment 1</b> , Terms.)	Individuals with a qualifying conviction of domestic violence, which occurred prior to or after 30 Sep 96. To determine if a particular conviction meets the domestic violence crime criteria, consult with the local Staff Judge Advocate.	1
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. A waiver request will be submitted to NGB/A1PP. <b>(T-3).</b></li> <li>2. Waiver authority is the DS. This waiver authority will not be further delegated beyond the DS.</li> <li>3. If the incident occurred while the member was in the ANG and punishment was received under Article 15 or other military judicial/administrative action and the member is otherwise qualified for reenlistment/extension, no waiver is required.</li> <li>4. Category 4 offenses are a bar to reenlistment/extension regardless of when the offense was committed.</li> <li>5. Airmen classified as Wounded Warriors and diagnosed with Post Traumatic Stress Disorder are not barred from reenlistment or extension. Airmen must be awarded 9WXXX as secondary or tertiary AFSC. <b>(T-1).</b></li> <li>6. If the Airman is assessed by a credentialed and privileged Department of Defense (DoD) healthcare provider and found fit for duty, and the member is otherwise qualified for reenlistment/extension, member will be allowed reenlistment/extension.</li> </ol>			



## 12.8.11. ANG RE Codes.

12.8.11.1. Refer to **Table 12.3** to determine reenlistment eligibility based on the RE code contained in the member's PDS record.

12.8.11.2. Airmen with an RE code which renders them ineligible to reenlist may be eligible to request extension of their current enlistment.

**Table 12.3. ANG RE Codes.**

Rule	Narrative Reason	Eligible to reenlist	Eligible to extend	PDS code entry:	Notes:
1	Eligible - Selected by Commander	Yes	Yes	6A	
2	Eligible - Member elected separation or discharge	N/A	N/A	6B	
3	RE under Review	No	No	6C	1
4	Under Investigation by Mil/Civ authority which may result in discharge.	No	Yes	6D	2
5	Serving period of probation and rehabilitation	No	Yes	6E	
6	Pending Discharge - Voluntary	N/A	N/A	6G	
7	Pending Discharge - Involuntary	No	No	6H	
8	Retirement Application has been submitted	N/A	Yes	6I	
9	Was ineligible to reenlist - Condition Waived	Yes	Yes	6J	
10	Career Airman Refused 7-Level Training	No	No	6K	
11	Unsatisfactory Fitness Score	No	Yes	6L	
12	Separation pending – Unsatisfactory Fitness Category for greater than 24 months	No	No	6M	

13	Formal School Eliminee being separated	No	No	6N	
14	Medically disqualified - Pending Waiver	No	Yes	6P	
15	On conditional release pending enlistment other unit	Yes	Yes	6Q	
16	Non-US Citizen failed to obtain US Citizenship in first enlistment	No	No	6R	3
17	Pending Grad from Acad Mil Science/Flt Screening Program	No	No	6S	4
18	Unsatisfactory Participant/Potential Unsatisfactory Participant	No	No	6T	
19	Not selected for retention by Commander	No	No	6U	5
20	ANG Member will reach age 60 in 12 months	Yes	Yes	6V	6
21	No AFSC awarded which is commensurate with grade	No	Yes	6W	7
22	ANG Eligible not yet considered	No	No	99	8

**Notes:**

1. Member currently within the 14 months reenlistment eligibility review window. Once commander has made final selective reenlistment decision update the appropriate RE Code as determined by the commander.
2. Member may be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the UCMJ or the State Military Code.
3. This code will be updated on those ANG members who fail to apply or do not obtain US citizenship during initial enlistment.
4. This code will be updated on those members scheduled to attend Academy of Military Science or the Flight Screening Program.
5. This code will be updated on those members who have been non-retained under Selective Reenlistment of ANG Officer and Enlisted Personnel.

6. This code will be updated for those members approaching retirement eligibility and require 12 or less months additional time in service.
7. Members can be extended provided they have been approved for retraining. RE Code 6W will remain in the PDS until RE has been approved by commander.
8. PDS generated RE Code at the time of initial accession gain is completed. Do not extend or reenlist a member until commander has recommended reenlistment or denial of reenlistment.

12.8.12. Disposition of documents used to establish reenlistment in the ANG. **Table 12.4.** lists the disposition of all documents used to establish an Airman's reenlistment in the ANG.

**Table 12.4. Disposition of Reenlistment Documents.**

Form or Document	Copies	Disposition
DD Form 4	3	Original ARMS 1st copy--Airman's copy. 2nd copy--MPF copy. Review ARMS to ensure a copy is available then destroy after 3 months.
AF Form 901	3	Attach to the corresponding copies of the DD Form 4 and follow the instructions outlined in item 1, column C.
Correspondence concerning waiver or special authorization to reenlist	3	Attach to the corresponding copies of the new DD Form 4, and follow the instructions outlined in item 1, column C.
Statement authorizing retention on active duty for the purpose of medical examination	1	Destroy after the Airman reenlists (as directed by the RDS).
AF Form 418	3	Original ARMS. 1st copy--commander's copy. 2nd copy--Airman's copy
AF Form 1089	2	Original—Attach to the corresponding copies of the DD Form 4 and follow the instructions outlined in item 1, column C. 1st copy--MPF copy. Destroy 3 months after the Airman reenlists (as directed by the RDS). 2nd copy--Airman's copy.

## Chapter 13

### EXTENSIONS OF ENLISTMENT [ANG ONLY]

**13.1. General Information.** Under certain circumstances, an Airman's current enlistment period may be extended. Extension of enlistment may be voluntarily requested by Airmen. This chapter outlines the policies and procedures that affect extension of enlistment for Airmen in the Air National Guard.

#### **13.2. Extension Limitations.**

13.2.1. The MPF will limit extensions to the minimum number of months needed to achieve the intended purpose.

13.2.2. Voluntary extensions for all Airmen are limited to a maximum of 48 months per enlistment (10 USC § 509). This cannot be waived. **(T-0)**.

**13.3. Erroneous Extension Documents.** Also refer to [paragraph 12.7](#) as this applies to this section as well. This paragraph applies to the AF Form 1411 and AF Form 1411-1. Only NGB/A1PP can authorize correction of contractual errors.

13.3.1. Contractual Errors. Airmen not authorized to extend or in violation of this AFI (when in constrained skills, ineligible RE code, etc.) will have their contract voided.

13.3.2. Administrative Errors. MPF may correct administrative errors discovered on the AF Form 1411 or AF Form 1411-1, if the Airman and the Air Force agree. If corrections were made on the forms, stamp "CORRECTED COPY" in the upper margin of the corrected pages and make a photocopy of the corrected forms for the Airman. The MPF corrects MilPDS and the Defense Joint Military Pay System – Active Component, as appropriate and distributes the documents IAW [Table 12.4](#).

13.3.2.1. The Airman and MPF representatives initial each correction. When correcting the ARMS copy of the AF Form 1411/1411-1, type "Corrected Copy" in the upper margin of the AF Form 1411/1411-1, make a photo copy of the corrected AF Form 1411/1411-1 and comply with the disposition instructions in [Table 12.4](#) and the RDS located in the AFRIMS.

13.3.3. Correcting administrative errors on contracts returned for correction: The MPF retrieves the ARMS copy and makes appropriate corrections to the form.

13.3.4. The Airman and MPF representative initial each correction. Type "CORRECTED COPY" in the upper margin of the corrected pages; make a photocopy of the corrected forms and comply with the disposition instructions in [Table 12.4](#).

13.3.5. Do not make corrections to the form stamped "DO NOT CORRECT THIS COPY" unless there is no ARMS copy and the Airman does not have a copy.

13.3.6. In those situations, correct the copy stamped "DO NOT CORRECT THIS COPY" and type "Only Available Copy" in the upper margin of the corrected pages; make a photo copy of the corrected forms and comply with the disposition instructions in [Table 12.4](#).

13.3.7. Do not reaccomplish the AF Form 1411/1411-1 unless there is no ARMS copy and the Airman does not have a copy.

13.3.8. If contract must be reaccomplished, type “Reconstructed Copy” in the upper margin of the new contract. **(T-1)**. All dates for signatures must be the actual date signed. **(T-1)**. Make a photo copy of the corrected forms and comply with the disposition instructions in **Table 12.4**. **(Note:** Commanders may not refuse to re-accomplish these documents).

13.3.9. The MPF sends the corrected/reconstructed copy IAW **Table 12.4**., corrects MilPDS, verifies DFAS files and takes appropriate action if needed, and Defense Joint Military Pay System-Active Component as appropriate.

#### **13.4. Extension Cancellation.**

13.4.1. Use the AF Form 1411-1 to document all cancellations of extensions. Other reasons may preclude cancellation of an extension and are processed according to paragraph Extensions may not be cancelled if, at a minimum, any of the following apply:

13.4.1.1. The Airman has entered the extension.

13.4.1.2. The Airman extended for elective surgery.

13.4.1.3. The Airman extended for an assignment, or the Airman extended for an assignment and departed for that (or any other) location (to include to accept retraining or a special duty).

13.4.1.4. This does not preclude early separation if an Airman applies for voluntary separation or is involuntarily discharged.

13.4.2. If the Chief, MPF approves the extension cancellation, complete AF Form 1411-1.

13.4.2.1. The MPF attaches any supporting documentation to the ARMS copy of AF Form 1411-1, deletes the extensions from MilPDS once finalized, and verifies DFAS files (take appropriate action if needed).

13.4.2.1.1. The MPF sends the Airman copies of the AF Form 1411-1 and the initial notification letter to the commander.

13.4.2.1.2. The Chief, MPF disapproves extension cancellation request by completing AF Form 1411-1 and enters their rationale in the remarks section.

13.4.3. The MPF sends the Airman’s copy of the AF Form 1411-1 and the initial notification letter to the commander/civilian director and suspenses the remaining copies of the forms pending receipt of the Airman’s acknowledgment.

13.4.3.1. The commander/civilian director ensures the Airman indorses the initial notification letter, acknowledging receipt of the decision, and returns the letter to the MPF.

13.4.3.2. The MPF attaches the letter to the ARMS copy of AF Form 1411-1 and disposes of the forms according to **Table 12.4**.

13.4.3.2.1. Airmen may request extension cancellation to immediately reenlist due to unique and unusual circumstances and when fulfilling the extension would result in an injustice. The Airman may request extension cancellation under this provision only when the extension has not been entered or executed. The MPF and the Airman’s commander/civilian director ensures the extension cancellation and reenlistment occur on the same day. **(Note:** Non-receipt of a Retention Bonus is not an injustice.)

13.4.3.3. The MPF assists the Airman in completing AF Form 1411-1, Section II and suspenses the form pending final action.

13.4.3.4. The MPF completes AF Form 1411-1 to document approval or disapproval, attaches copies of the correspondence to each copy of the AF Form 1411-1, and disposes of the form according to [Table 12.4](#). MPF deletes extension from MilPDS as appropriate.

### **13.5. Extension of Enlistment.** General Information.

13.5.1. When conditions preclude reenlistment, Airmen may qualify for extension of enlistment.

13.5.1.1. No extension will be granted without approval of the Airman's immediate commander.

13.5.1.2. For unique situations or circumstances not contained within this instruction, refer to [Attachment 3](#), Procedures for submitting a Waiver Request or an ETP.

13.5.2. Voluntary Extension of Enlistment.

13.5.2.1. To determine the authorized terms for extension of enlistment, refer to [Table 13.1](#).

13.5.2.2. More than one extension is authorized on a current enlistment contract; however, the total of all such extensions on the current enlistment contract will not exceed four years per 10 USC § 509. **(T-0)**.

13.5.2.3. Extension is effective on day following current ETS.

13.5.2.4. Extension will not be granted in order to qualify for the ANG Incentive Program.

13.5.3. Eligibility for Voluntary Extension.

13.5.3.1. The following categories of personnel are eligible to request an extension of their current enlistment.

13.5.3.2. Members under waiver consideration by AFRC/SG for physical disqualification or hospitalized, temporarily/physically disqualified, and pending medical/physical evaluation board. Extensions will be in six month increments or the minimum time necessary for waiver determination, or Medical Evaluation Board determination, whichever is sooner. **(T-2)**.

**Table 13.1. Terms of Extension to Enlistment in the ANG.**

R U L E	A	B	C
1	Are selected by their commander and applicant is: selected for service commitment that requires specific retainability.	Then extend for: exact years, months, and days needed	Notes: 1, 2, 3
2	an Airman who accepts a Statutory/AGR Tour. Accepts a subsequent Statutory/AGR Tour. Extended active duty Tour application approved by AFPC.	a period that will coincide with an AD tour that will not exceed four years. For AD tours over four years see <b>Table 12.1.</b> , item 1. For AFPC approved extended active duty tours: Time required by AFPC, not to exceed the member's HYT.	3 3 3
3	ineligible for reenlistment based on failure to attain physical fitness standards as outlined in AFI 36-2905	minimum extension period is six months and maximum extension period is twelve months provided Commander concurs. If the commander non-concurs, separate at ETS.	
4	Montgomery GI Bill - Selective Reserve	the number of years, months, and days that total a six year Selected Reserve commitment from the date of eligibility.	1, 2, 3



5	Montgomery GI Bill - Selective Reserve Kicker	the number of years, months, and days that total a six year Selected Reserve commitment from the date of eligibility.	1, 2, 3
6	Montgomery GI Bill -Chapter 33	the number of years, months, and days that total a four year Selected Reserve commitment from the date of eligibility.	1, 2, 3
7	an individual who will not be qualified for retirement upon reaching age 60, but will qualify before attaining age 62	waiver must be submitted to TAG for approval prior to entering into any period of extension. State JFHQ will submit request to NGB/A1PP for High Year of Tenure date update.	3, 4
8	an individual who is a technician who is extending beyond age 60 for the purpose of qualifying for a technician annuity.	waiver must be submitted to TAG for approval prior to entering into any period of extension. State JFHQ will submit request to NGB/A1PP for High Year of Tenure date update.	3
9	an Airman whose ETS occurs while under investigation or awaiting trial for violation of the UCMJ, the State Military Code or disposition of criminal	involuntarily extend for a period sufficient to allow for conclusion of the trial or investigation, or disposition of criminal proceedings by a foreign jurisdiction.	3, 6

	proceedings by a foreign jurisdiction.		
10	affected by “Stop-Loss” Provision (Title 10 United States Code Section 12305).	member will be involuntarily extended. (See <b>paragraph 13.5.7.2.</b> )	3, 5
11	an Airman who is hospitalized, temporarily physically disqualified, or pending Disability Evaluation System Medical Evaluation Board or Physical Evaluation Board.	a period that coincides with approved Medical Hold from NGB/SG.	3, 4
12	an Airman who requires retainability for deployment.	a period that includes the estimated tour length, accrued leave, reconstitution time, plus 30 days IAW AFI 10-403, <i>Deployment Planning and Execution</i> , or six months, whichever is longer.	3
13	extension for any provision not included in this instruction	submit request through State TAG to NGB/A1PP for consideration.	3

**Notes:**

1. Member is required to complete an ANG Service Commitment Agreement.
2. Member may extend ANG enlistment for a period of at least six months to coincide with the MSO (32 USC § 302).
3. No extensions may be executed for a period of less than six months.
4. For a member whose medical condition will extend beyond their 60th birthday, the extension request must be forwarded through the chain of command to TAG for approval.
5. Members affected by Stop-Loss must be released from an involuntary extension immediately upon the lifting of the Stop-Loss Provision (10 USC § 12305). **(T-0)**.
6. Member may voluntarily request extension of their enlistment in order to extend for disposition of criminal proceedings by a foreign jurisdiction.

13.5.4. Extension of Enlistment due to Air Force Fitness Program or Airmen in RI 9A000/9A100/9A200/9A300. **(T-3)**.

13.5.4.1. Fitness Program.

13.5.4.1.1. Airmen approaching ETS who are not selected for reenlistment due to fitness program failure may submit a request for extension of enlistment to their unit commander for consideration.

13.5.4.1.2. Approval of an extension period is the commander's prerogative.

13.5.4.1.3. Extension period is limited to a minimum of six but no more than 12 months to allow Fitness Assessment.

13.5.4.1.4. All such requests are subject to the four-year maximum period limitation of all extensions to any one enlistment under 10 USC § 509.

13.5.4.1.5. Separate Airmen on ETS who are not approved for extension of enlistment.

13.5.4.2. Airmen disqualified and in RI 9A000 or 9A100 may execute a one-time extension for a total period of 12 months to qualify/compete for retraining/Special Duty.

13.5.4.2.1. Under no circumstances will the extension period combined with the remaining obligated service exceed 12 months.

13.5.4.2.2. The length of the extension, if any is based on the date of the formal disqualification approval not to exceed 12 months.

13.5.4.2.3. If the Airman is not approved for retraining or Special Duty during this period, he/she will separate on their DOS.

13.5.4.3. Airmen in RI 9A200/9A300 will separate on DOS unless the commander initiates early separation or subsequently completes requirements to retain the Airman.

13.5.5. ANG Enlisted Mandatory Separation Date: Enlisted retention beyond age 60 is not authorized without proper extension approval. Once the Mandatory Separation Date is approved a member is qualified for retired pay without prior approval from the SecAF (Title 10 United States Code Section 12308) **(T-0)**.

13.5.5.1. Airman may be approved for retention beyond age 60, but no later than age 62 by the TAG in the following situations:

13.5.5.1.1. Enlisted with Waiver for Qualification for Retirement under Title 10 United States Code Section 1223. Airmen who were enlisted in the ANG under an approved waiver to be retained beyond age 60 to qualify for retirement under 10 USC § 1223 may be extended for the number of years, months, and days required to qualify for retirement.

13.5.5.1.2. Enlisted members with 18 but less than 20 years of satisfactory service may request retention beyond age 60 to qualify for a Reserve Retirement provided the member did not waive retirement eligibility upon enlistment and extenuating circumstances precluded eligibility before the member reached his or her sixtieth birthday.

13.5.5.1.3. Qualifying for Technician Annuity. Enlisted members serving as dual status technicians may request retention beyond age 60 to qualify for a civil service annuity. Requests for extension must include verification of civil service annuity eligibility date from the state Human Resource Office.

13.5.5.2. Airmen will only receive pay, not points, for service beyond age 60. **(T-2)**.

13.5.5.3. Requests will be forwarded to the TAG for consideration prior to the member entering into an extension of enlistment and Airman will not enter the extension period without TAG approval.

#### 13.5.6. Medical Hold

13.5.6.1. Airmen who are hospitalized, temporarily physically disqualified, or pending Individual Disability Evaluation System processing may be retained beyond age 60 provided they are in an approved Medical Hold status. (Refer to AFI 36-3212 *Physical Evaluation for Retention, Retirement, and Separation*.)

13.5.6.2. Presumption of Fitness. The existence of a physical defect or condition does not, of itself, justify continuance in service. Refer to AFI 41-210, *Tricare Operations and Patient Administration Functions*, for conditions that warrant retention beyond ETS.

13.5.6.3. Justification for extension shall be submitted through the unit commander to TAG, in letter format and include the Medical Hold approved by NGB/SG in accordance with AFI 41-210. **(T-2)**.

13.5.6.4. Extension of enlistment will match the approved Medical Hold period established by NGB/SG. **(T-2)**.

13.5.6.5. Members applying for extension under the Medical Hold provision will only receive pay, (no points), for service beyond age 60.

13.5.7. Administrative or Involuntary Extension of Enlistment. These extensions do not consider the member's desire. (**Note:** This does not include Medical Hold extensions unless the member is incapacitated and unable to submit a voluntary statement.)

13.5.7.1. UCMJ or the State Military Code action. Enlisted members can be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the UCMJ or the State Military Code or disposition of criminal proceedings by a foreign jurisdiction. Airmen awaiting disposition of criminal proceedings by a foreign jurisdiction may request voluntary extension of their enlistment. If the Airman does not request voluntary extension then an involuntary extension should occur.

13.5.7.2. Stop-Loss. Involuntary extension guidance resulting from Stop-Loss actions will be included in the instructional guidance from NGB/A1PP. Any extension executed for Stop-Loss will be annotated "Stop-Loss" in the remarks section of the AF Form 1411.

13.5.7.3. Administrative Extension. Airmen may be administratively extended in service to allow finalization of investigative and disciplinary action(s). Do not involuntarily retain Airmen for the processing of administrative discharge action.

13.5.7.4. Grievance Adjudication. Members may be extended, at the discretion of TAG, when a member has been denied reenlistment and has a pending complaint or grievance in

their behalf that will not be adjudicated prior to their ETS. In this instance, the member will be extended for six months or until adjudication is received.

13.5.8. Cancellation of Extension of Enlistment.

13.5.8.1. Complete AF Form 1411-1 to document cancellation of extensions of enlistments.

13.5.8.2. Request must be approved prior to entry into an extension period. **(T-2)**.

13.5.8.3. Cancellation will result in the ETS reverting to its previous date.

13.5.8.4. Members may request cancellation provided they have not entered the extension period.

13.5.8.5. Unit commanders may cancel extensions to enlistment when the original reason for extension no longer exists provided they have not entered the extension period.

13.5.8.6. In the event a member has entered into an extension period, refer to AFI 36-3209, Section 3C, *Voluntary Separations*.

13.5.9. Disposition of Extension Documents. Refer to **Table 13.2**.

**Table 13.2. Disposition of Extension Documents.**

Form or Document	Copies	Disposition
AF Form 1411 <i>Extension of Enlistment in the Air Force</i>	3	Original—ARMS 1st copy--MPF copy. Review ARMS to ensure a copy is available then destroy after 3 months. 2nd copy--Airman's copy. (as directed by the RDS)
AF Form 1411-1 <i>Cancellation of Extensions of Enlistment in the Air Force</i>	3	Original—ARMS

SHON J. MONASCO, SES  
Deputy Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

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

Title 5 USC § 552a, *The Privacy Act of 1974*

Title 10 USC § 502, *Enlistment oath: who may administer*

Title 10 USC § 504, *Persons not qualified*

Title 10 USC § 505, *Regular Components: qualifications, term, grade*

Title 10 USC § 509, *Voluntary extensions of enlistments: periods and benefits*

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

Title 10 USC § 1223, *Retired pay for non-regular service*

Title 10 USC § 1552 (a) (2), *Correction of military records: claims incident thereto*

Title 10 USC 2773a, *Departmental accountable officials*

Title 10 USC § 12103, *Reserve components: terms*

Title 10 USC § 12301, *Reserve components generally*

Title 10 USC § 9013, *Secretary of the Air Force*

Title 10 USC § 12302, *Ready Reserve*

Title 10 USC § 12305, *Authority of President to suspend certain laws relating to promotion, retirement and separation*

Title 10 USC § 12308, *Retention after becoming qualified for retired pay*

Title 10 USC § 12731, *Age and service requirements*

Title 32 USC § 302, *Enlistments, Reenlistments, and Extensions*

Title 32 USC § 304, *Enlistment Oath*

Title 37 USC § 331, *General bonus authority for enlisted members*

Title 50 USC § 3801, *Military Selective Service Act*

DoD 7000.14-R, *DoD Financial Management Regulation*

DODI 1304.02, *Accession Processing Data Collection Forms*; 9 September 2011

DoDI 1304.31, *Enlisted Bonus Program (EBP)*, 12 March 2013

DoDD 1332.41, *Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs)*, 8 March 2004

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

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

AFPD 36-26, *Total Force Development and Management*, 18 March 2019  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006  
AFI 10-403, *Deployment Planning and Execution*, 20 September 2012  
DoDM 5200.02 AFMAN 16-1405, *Air Force Personnel Security Program*, 1 August 2018  
AFI 31-105, *Air Force Corrections System*, 15 June 2015  
AFI 33-360, *Publications and Forms Management*, 1 December 2015  
AFI 36-2002, *Enlisted Accessions*, 11 July 2017  
AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013  
AFI 36-2110, *Total Force Assignments*, 5 October 2018  
AFI 36-2656, *Developmental Education*, 23 July 2018  
AFI 36-2624, *Total Force Career Assistance Advisor and Enlisted Professional Enhancement Program*, 9 October 2018  
AFI 36-2905, *Fitness Program*, 21 October 2013  
AFI 36-3003, *Military Leave Program*, 11 May 2016  
AFI 36-3203, *Service Retirements*, 18 September 2015  
AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004  
AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005  
AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 15 July 2019  
AFI 36-3802, *Force Support Readiness Programs*, 9 January 2019  
AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 June 2012  
AFI 48-123, *Medical Examination and Standards*, 5 November 2013  
AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, 26 March 2004

### ***Prescribed Forms***

AF Form 158, *USAFR Contact and Counseling Record*  
AF Form 418, *Selective Reenlistment Program Consideration for Airmen*  
AF Form 901, *Reenlistment Eligibility Annex to DD Form 4*  
AF Form 1089, *Leave Settlement Option*  
AF Form 1411, *Extension of Enlistment in the Air Force*  
AF Form 1411-1, *Cancellation of Extensions of Enlistment in the Air Force*

***Adopted Forms***

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1137, *Unfavorable Information File Summary*

AF Form 1206, *Nomination for Award*

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

AF Form 2096, *Classification/On-the-Job Training Action*

DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

DD Form 256AF, *Honorable Discharge Certificate*

NGB Form 22, *National Guard Report of Separation and Record of Service*

NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension*

***Abbreviations and Acronyms***

**AD**—Active Duty

**ADAPT**—Alcohol and Drug Abuse Prevention and Treatment Program

**ADSC**—Active Duty Service Commitment

**ADT**—Active Duty for Training

**AFPC**—Air Force Personnel Center

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFRIMS RDS**—Air Force Records Information Management System Records Disposition Schedule

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**ANG**—Air National Guard

**ARMS**—Automated Records Management System

**ARPC**—Air Reserve Personnel Center

**ART**—Air Reserve Technician

**CAA**—Career Assistance Advisor

**CAFSC**—Control Air Force Specialty Code

**CJR**—Career Job Reservation

**CONUS**—Continental United States

**CSS**—Commander's Support Staff



**DAFSC**—Duty Air Force Specialty Code  
**DFAS**—Defense Finance and Accounting Service  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDFMR**—Department of Defense Financial Management Regulation  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**DOE**—Date of Enlistment  
**DOS**—Date of Separation  
**DRU**—Direct Reporting Unit  
**DS**—Director of Staff  
**DUI**—Driving Under the Influence  
**EPR**—Enlisted Performance Report  
**ETP**—Exception to Policy  
**ETS**—Expiration Term of Service  
**FOA**—Field Operating Agency  
**FSS**—Force Support Squadron  
**FTA**—First Term Airman  
**FY**—Fiscal Year  
**GSU**—Geographically Separated Unit  
**HYT**—High Year of Tenure  
**HYTD**—High Year of Tenure Date  
**IAW**—In Accordance With  
**IMA**—Individual Mobilization Augmentee  
**IR**—Individual Reservist  
**IRR**—Individual Ready Reserve  
**MAJCOM**—Major Command  
**MilPDS**—Military Personnel Data System  
**MPF**—Military Personnel Flight  
**MPMO**—Military Personnel Management Officer  
**MSO**—Military Service Obligation  
**NAF**—Numbered Air Force

**NGB**—National Guard Bureau  
**NLT**—Not Later Than  
**NCO**—Noncommissioned Officer  
**NCORP**—Noncommissioned Officer Retraining Program  
**OPR**—Office of Primary Responsibility  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PDS**—Personnel Data System  
**PIRR**—Participating Individual Ready Reservist  
**RDS**—Records Disposition Schedule  
**RE**—Reenlistment Eligibility  
**RegAF**—Regular Air Force  
**RI**—Reporting Identifier  
**RIO**—Readiness and Integration Organization  
**RIP**—Report on Individual Personnel  
**ROTC**—Reserve Officer Training Corps  
**RSD**—Regularly Scheduled Drill  
**SecAF**—Secretary of the Air Force  
**SRB**—Selective Retention Bonus  
**SRP**—Selective Reenlistment Program  
**TAFMS**—Total Active Federal Military Service  
**TAG**—The Adjutant General  
**TDY**—Temporary Duty  
**TOE**—Term of Enlistment  
**UCMJ**—Uniform Code of Military Justice  
**UIF**—Unfavorable Information File  
**USC**—United States Code  
**UTA**—Unit Training Assemblies

### *Terms*

**Active Duty (AD)**—Full-time duty in the active military service of the United States. This includes Airmen of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

**Active Duty for Training (ADT)**—A tour of active duty used for training Airmen 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 such other times as the national security requires. The Airman is under orders that provide for return to non-active status upon completion of the period of active duty for training. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

**Career Airmen**—Airmen serving on a third or subsequent term of enlistment, other than ADT, in any component of military service.

**Career Job Reservation (CJR)**—A reenlistment quota.

**Civilian Director**—A civilian employee designated to lead a unit, who performs all functions normally performed by a commander and who is the director of that unit/organization.

**Commander**—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” This designation is used in all AD units authorized to be led by a commander except the USAF Academy, which is commanded by a superintendent, and school/academic units, which may be commanded by commandants.

**Crime of Domestic Violence**—Means an offense that has its factual basis, the use or attempted use of physical force or threatened use of deadly weapon; committed by current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, parent or guardian; or by a person similarly situated to a spouse, parent or guardian of the victims.

**Date of Enlistment (DOE)**—Actual reenlistment date; date entering extension (this changes on Master Military Pay Account only, it does not change on MilPDS)

**Date of Separation (DOS)**—The last day Airmen are obligated to serve in the Air Force including the current enlistment, plus approved extensions. DOS is changed upon reenlistment, extension, or cancellation or if an Airman has lost time.

**Enlistment**—Voluntary entry into the service in an enlisted status.

**Expiration Term of Service (ETS)**—Date individual’s enlistment, reenlistment, or extension of enlistment expires.

**Extended Active Duty (EAD)**—For purposes of this AFI, a tour of AD, (normally for more than 90 days) performed by an Airman of the Air Reserve components (ARC). Active duty for training and active duty in a service academy or Armed Forces preparatory school are not creditable as EAD.

**Extension of Enlistment**—A change to an enlistment document that increases total obligated active service.

**Field Operating Agency (FOA)**—One of the subdivisions of the Air Force directly subordinate to HAF. A FOA has the procedural responsibilities of a major command, but its mission does not fit into the mission of any major command. There are similar organizations at MAJCOM level and they are called MAJCOM FOAs.

**First Term Airmen (FTA)**—Individuals who are on their: (1) first enlistment (including Airmen who have extended their enlistments); (2) first EAD tour; or (3) first enlistment with prior active service of less than 24 months.

**High Year of Tenure (HYT) Date**—The maximum date an Airman may remain in active service, based on grade and years of service, as determined by the Secretary of the Air Force.

**Immediate Reenlistment**—Voluntary reentry into an enlisted status within 24 hours after separation.

**Individual Mobilization Augmentee (IMA)**—An individual reservist attending drills who receives training and is preassigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Also called IMA. (JP 4-05)

**Individual Reservist (IR)**—References both the Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) members.

**Installment Payment**—A second or subsequent payment of the SRB made on the reenlistment anniversary date.

**Lengthy—Service Airman**— (1) Regular Members – A regular enlisted member who is selected to be involuntary separated, or whose term of enlistment expires and who is denied reenlistment, and who on the date on which the member is to be discharged is within two years of qualifying for retirement under Section 7314 or 9314 of Title 10 USC, or of qualifying for transfer to the Fleet Reserve or Fleet Marine Corps Reserve under section 8330 of this title, shall be retained on active duty until the member is qualified for retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve, as the case may be, unless the member is sooner retired or discharged under any other provision of law.

(2) Reserve Members in Active Status - A reserve enlisted member serving in an active status who is selected to be involuntarily separated (other than for physical disability or for cause), or whose term of enlistment expires and who is denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status is entitled to be credited with at least 18 but less than 20 years of service computed under section 12732 of title 10 USC, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before the earlier of the following:

(1) If as of the date on which the member is to be discharged or transferred from an active status the member has at least 18, but less than 19, years of service computed under section 12732 of title 10 USC:

(A) the date on which the member is entitled to be credited with 20 years of service computed under section 12732 title 10 USC; or

(B) the third anniversary of the date on which the member would otherwise be discharged or transferred from an active status.(2) If as of the date on which the member is to be discharged or transferred from an active status the member has at least 19, but less than 20, years of service computed under section 12732 of title 10 USC:

(A) the date on which the member is entitled to be credited with 20 years of service computed under section 12732 of title 10 USC; or

(B) the second anniversary of the date on which the member would otherwise be discharged or transferred from an active status.

**Major Command (MAJCOM)**—A major subdivision of the Air Force assigned a major part of the Air Force Mission. Major commands report directly to HAF.

**Medical Hold**—Method of retaining a service member beyond an established retirement or separation date for reason of disability processing, for conditions when presumption of fitness does not apply. The Medical Standards Branch (AFPC/DPAMM) may place a member on medical hold when he/she is within 60 days of the scheduled non-disability separation or retirement date and undergoing disability process. Refer to AFI 36-3212.

**Obligated Service**—Obligated service is that time in excess of 29 calendar days from the discharge date (day prior to Date of Enlistment - DOE) to the Date of Separation (DOS) - any partial month of 29 calendar days or less will not be considered in the total obligated service as outlined in DoDFMR Volume 7A.

**Participating Individual Ready Reserve (PIRR)**—consists of IR who are not in the Selected Reserve and are in a non-pay training program. Members in this category are attached to an active duty or Reserve unit. PIRR encompasses Admissions Liaison Officers, Civil Air Patrol and Ready Reinforcement Personnel Section.

**Reenlistment**—For the RegAF, voluntary entry into the RegAF in an enlisted status within 24 hours from a RegAF enlistment. For AFR/ANG, voluntary entry into an enlisted status after a previous enlistment.

**Reenlistment Eligibility (RE) Status Code**—Codes used to categorize individuals for enlistment or reenlistment in the Armed Forces.

- Code 1 in first position means eligible for immediate reenlistment and prior service enlistment.
- Code 2 in first position means ineligible for immediate reenlistment and prior service enlistment.
- Code 3 in first position means ineligible for immediate reenlistment, but eligible for prior service enlistment, with an approved waiver. Includes Airmen separated from active duty before completing 36 months TAFMS on initial enlistment (4-year or 6-year enlistees), and who have no known disqualifying factors except grade and skill level.
- Code 4 in first position means ineligible for immediate reenlistment, but eligible for prior service enlistment with an approved waiver.

**Second Term Airmen**—

- (1) Airmen who are serving on their Second Term of enlistment or EAD tour or a combination thereof (includes Airmen serving on their first enlistment in the USAF having 24 or more months prior active federal military service).
- (2) Airmen with one prior service term of enlistment totaling 24 or more months with other military departments.
- (3) Former AFR or ANG Airmen who enlist into the RegAF during a period of EAD.
- (4) Former AFR or ANG Airmen who enlist into the RegAF, through prior service programs, with EAD totaling 24 or more months.

**Selective Retention Bonus (SRB)**—The primary Air Force monetary incentive to attain the number of reenlistments necessary to support the Career Airmen force in designated specialties.

**Selective Reenlistment Program (SRP)**—A program designed to permit the reenlistment of qualified and needed Airmen who have shown they have the capability and dedication to adapt to future mission requirements. The SRP applies to all enlisted personnel; however, SRP is administered separately within each component.

**Stop-Loss**—Involuntary extension of a service member's active duty service under the enlistment contract in order to retain them beyond their initial ETS date and up to their contractually agreed-upon EOS date.

**Unit**—A military organization constituted by HQ USAF or designated by a MAJCOM, FOA or DRU (for provisional units only). A unit is either named or numbered.

## Attachment 2

## AFR HYTD COMPUTATION

**A2.1. TRs, IMAs, PIRR and AGRs.** HYTD is the member's pay date plus 33 years, first date of the following month, not to exceed age 60. If pay date plus 33 years exceeds age 60, the member's HYTD is one day prior to age 60.

**A2.2. ARTs.** HYTD is the latest of the following, not to exceed age 60. If any of the following computations exceed age 60, the member's HYTD is one day prior to age 60:

**A2.3. ART HYTD Computation:**

<b>If</b>	<b>Then HYTD</b>
<b>Pay date plus 33 years</b>	<b>First day of the following month</b>
<b>Service Computation Date</b>	<b>Plus 30 years</b>
<b>Employed under the civil service Retirement System (CSRS)</b>	<b>Date of birth</b>
<b>Employed under the Federal Retirement System (FERS)</b>	<b>Date of birth</b>

**A2.4. ART Date of Birth Computation:**

<b>Year of Birth</b>	<b>Minimum Age</b>
<b>Before 1948</b>	<b>55</b>
<b>1948</b>	<b>55 years, 2 months</b>
<b>1949</b>	<b>55 years, 4 months</b>
<b>1950</b>	<b>55 years, 6 months</b>
<b>1951</b>	<b>55 years, 8 months</b>
<b>1952</b>	<b>55 years, 10 months</b>
<b>1953-1964</b>	<b>56 years</b>
<b>1965</b>	<b>56 years, 2 months</b>
<b>1966</b>	<b>56 years, 4 months</b>
<b>1967</b>	<b>56 years, 6 months</b>
<b>1968</b>	<b>56 years, 8 months</b>
<b>1969</b>	<b>56 years, 10 months</b>
<b>1970 and after</b>	<b>57 years</b>

### Attachment 3

## ANG ROUTING OF WAIVER REQUESTS AND EXCEPTIONS TO POLICY

### A3.1. Definition.

A3.1.1. A request for waiver is a request for a one-time deviation to an established policy or procedure as stated in an ANGI/AFI.

A3.1.2. A request for an ETP is a request to execute a personnel action (or actions) that are otherwise prohibited, not addressed, and/or there are no provisions for a waiver specifically allowed in AFI/ANGI.

**A3.2. Approving Authority.** The approving authority for waivers and exceptions to policy contained within this instruction is the National Guard Bureau, Force Management Branch (NGB/A1PP).

A3.2.1. Each request must be routed through command echelons to the Air Division in the Office of the TAG for a decision, or a written recommendation of approval or disapproval as required. (T-2).

A3.2.2. The Director of Staff-Air or Military Personnel Management Officer (MPMO) will ensure each request has been properly routed and contains a written endorsement prior to forwarding the waiver or ETP to the approval authority.

### A3.3. National Guard Bureau Office of Primary Responsibility (OPR):

A3.3.1. OPR for all reenlistment/extension of enlistment policy is NGB/A1PP, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762. Email: [usaf.jbanafw.ngb-a1.mbx.a1pp@mail.mil](mailto:usaf.jbanafw.ngb-a1.mbx.a1pp@mail.mil).

A3.3.2. OPR for all retention policy is the National Guard Bureau Retention Operations Branch (NGB/A1YR), 3500 Fetchet Avenue, Joint Base Andrews, MD 20762. Email: [usaf.jbanafw.ngb-a1.mbx.a1yr-ngbslrp@mail.mil](mailto:usaf.jbanafw.ngb-a1.mbx.a1yr-ngbslrp@mail.mil).

### A3.4. Documentation required for Submittal of Requests for Waiver/ETP .

A3.4.1. Memorandum formatted IAW [Figure A3.1](#) and routed through applicable command echelon.

A3.4.2. Supporting documents, as required.



**Figure A3.1. Mandatory Format for ANG Reenlistment/Extension Waivers or Exceptions to Policy.**

(LETTERHEAD)

MEMORANDUM FOR Unit Commander or FSS Commander  
Date

Wing/GSU Commander  
State/Territory Approving Authority  
NGB/AIP (if required)  
IN TURN

FROM: Unit Commander or FSS Officer  
SUBJECT: Exception to Policy - JOHN H. DOE

1. The following request submitted to permit the (reenlistment or extension) of (name), to fill the vacant position of E-4 SrA, Personnel Accounting Symbol (PAS): XX123456, AFSC 3S0X1.
2. Current wing/GSU manning in this AFSC is XX authorized / XX assigned.
3. The following information is provided:
  - a. Prior Service (*if applicable, then list branch, component and periods of service. Include any inactive reserve time*):
 

Branch	Component	Dates of Service
USAF	ANG	01 Jul 04 – 15 Aug 05
  - b. Satisfactory Service: # years, # months, and # days
  - c. Projected enlistment grade: E-4
  - d. Air Force Qualification Test score and mental category: 58, Mental Category III (as required)
  - e. Current Military Status: None-Civilian Traditional AGR Technician
  - f. Current DOE (Date of Last DD Form 4, for requests pertaining to extensions or reenlistments)
  - g. Current ETS
4. State exactly what is to be waived, the authority to waive the requirement (cite table/paragraph listed in this instruction), and a complete and detailed justification for the request (see also AFI 33-360, para 1.9.).
5. Point of contact is MSgt John A. Doe, 165 AW/DP, E-Mail address, Voice DSN 111-1111.
6. After an extensive interview and to the best of my knowledge, the individual named herein is otherwise qualified for reenlistment/extension into the Air National Guard.

Signature of Commander or FSS Officer

Attachments: (list each separately)

- Notes:**
1. Each waiver will be signed by the gaining unit commander or the FSS Commander and endorsed by each echelon of command.
  2. Each request will include all supporting documentation and reference the applicable chapter, paragraph, table and note.
  3. State Joint Force Headquarters (JFHQ) Military Personnel Management Office (MPMO) will submit TAG-endorsed requests to NGB.

## Attachment 4

### WAIVER AUTHORITY MATRIX – UNIFORM GUIDE LIST OF TYPICAL CONDUCT OFFENSES

#### A4.1. Waiver Authority Matrix.

A4.1.1. Use the information in [Table A4.1](#), [paragraph A4.2](#), and [Table 12.2](#) to determine the proper offense category classification and required conduct waiver or Eligibility Determination requirements for application convicted or adversely adjudicated of a moral conduct offense:

**Table A4.1. Waiver Authority Matrix.**

	Air Force conduct waiver approval authority matrix						
Office of the Secretary of Defense Offense Classification	Air Force Offense Category	Air National Guard	AFRC/RS	AFRS and OTS	USAFA	Reserve Officer Training Corps	Notes
Major Misconduct (4XX)	1	No waiver authorized	CC/CV/RSD	CC/CV	USAFA/CW	ROTC/CC	1,9
	2					ROTC/RR	1,2,9
Misconduct (3XX)	2	TAG	RSOO	RCG/CC or CD	USAFA/CW	ROTC/RR	1,2,3,9
	3	TAG		RCS/CC		ROTC/RR	1,4,9
Non-traffic (2XX)	2	TAG	RSOO	RCG/CC or CD	USAFA/CW or USAFA/RR as appropriate	ROTC/RR	1,9
	3	TAG		RCS/CC		ROTC/RR	1,4,9
	4					USAFA/CW	DET/CC
Traffic (1XX)	4	TAG	Waiver required by Air Force Reserve Command and Air Force Recruiting Service when included in a pattern of misconduct. See Cat 4 and Cat 5 Eligibility Determinations.	USAFA/RR	USAFA/RR	DET/CC	4,6,9
	5					DET/CC	5,7,9
Category 4 Service	4	N/A	RSOO	RCS/CC		DET/CC	2,6,8,9

Eligibility Determination							
Category 5 Service Eligibility Determination	5						2,7,8,9

Notes:

1. Conviction or adverse adjudication of one or more of these offenses requires a conduct waiver.
2. Air Force Reserve Command ONLY - When the final authority is the Wing/CC, this refers to the gaining Wing/CC (unit enlistment) or RIO/CC (Individual Mobilization Augmentee enlistment) and recommendation is necessary.
3. Air National Guard ONLY - First Offense Driving Under the Influence and other “under the influence” offences, waiver authority is TAG.
4. Air National Guard ONLY - Waiver authority is TAG but may be delegated to Director of Staff.
5. Air National Guard ONLY - Waiver authority is Wing Commander.
6. Two convictions in the last three years or three or more convictions in a lifetime require a Service Eligibility Determination.
7. Six or more convictions in any 365-day period in the last three years require a Service Eligibility Determination.
8. Service Eligibility Determination are discretionary waivers required by a service or component and not required by Office of the Secretary of Defense, or reported to Office of the Secretary of Defense
9. For specific conduct waiver or Service Eligibility Determination processing refer to: individual component guidance.

**A4.2. Uniform Guide List of Typical Moral Conduct Offenses:**

A4.2.1. Use **Table A4.2.** to classify moral offenses based on Air Force conduct offense categories. For moral offenses not listed in the Uniform Guide List table, align the offense to the proper Air Force category based on the seriousness of the offense and the maximum possible confinement and or fine under local law. Use **paragraphs A4.2.1.1.** through **A4.2.1.5** in conjunction with the Uniform Guide List **Table A4.1.** to determine proper classification.

A4.2.1.1. Category 1 “Major Misconduct” Moral Offenses. In doubtful cases, treat violations of a similar nature of seriousness as a category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to **Table A2.1.** for proper authority.

A4.2.1.2. Category 2 “Major Misconduct” Moral Offenses. In doubtful cases, treat the offense as a category 2 offense when the maximum possible confinement under local law exceeds one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to **Table A4.1.** for proper waiver authority.

A4.2.1.3. Category 3 “Misconduct” Moral Offenses. In doubtful cases, treat the offenses as a category 3 offense when the maximum possible confinement under local law exceeds four months but no more than one year (including boating, aviation and similar recreational

vehicular offenses). Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to [Table A4.1.](#) for proper waiver approval authority.

A4.2.1.4. Category 4 Moral Offenses. In doubtful cases, treat traffic violations serious by law enforcement agencies as category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful category 4, non-traffic cases, treat similar offenses as category 4 offenses when the maximum possible confinement under the local law is 4 months or less. Refer to [Table A4.1.](#) for proper waiver approval authority. Two convictions or adverse adjudications in the last three years or three or more convictions or adverse adjudications in a lifetime are disqualifying for entry into the Air Force.

A4.2.1.5. Category 5 Moral Offenses. In doubtful cases, treat offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and those traffic offenses treated as minor by local law enforcement agencies, as Category 5 offenses. Conviction or adverse adjudication for six or more Category 5 offenses in a 365-day period in the last three years or five Category 5 offenses and one Category 4 traffic-related offense in a 365-day period in the last three years is disqualifying for entry into the Air Force. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Refer to [Table A4.1.](#) for proper waiver approval authority.

**Table A4.2. Uniform Guide List - Moral Conduct Offenses.**

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Adultery	3	330	
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as a juvenile)	2	400	
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as an adult)	1	400	
Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement)	3	300	
Aggravated Sexual Contact or Abusive Sexual Contact (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Altered driver's license or identification	4	200	
Arson	2	401	
Assault (simple assault with fine or restitution of \$500 or less and no confinement)	4	201	
Attempt to commit a felony	2	402	
Bicycle ordinance violation	5	100	
Blocking or retarding traffic	5	101	
Breaking and entering a vehicle	3	330	
Breaking and entering with intent to commit a felony	2	403	
Bribery (adjudicated as a juvenile only)	2	441	
Bribery (adjudicated as an adult only)	1	404	
Burglary (adjudicated as a juvenile only)	2	441	
Burglary (adjudicated as an adult only)	1	405	
Carjacking	2	406	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Carnal knowledge of a child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	407	
Carrying concealed weapon (other than firearm); possession of Brass knuckles	3	202	
Carrying of a weapon on school grounds (firearm).	1	408	
Check worthless, making or uttering (put in circulation), with intent to defraud or deceive (less than \$500).	4	203	
Check worthless, making or uttering, with intent to defraud or deceive (over \$500).	2	409	
Check: \$250 or less, insufficient funds, or worthless.	4	248	
Child abuse	2	410	
Child pornography (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	411	
Committing or creating a nuisance	4	204	
Concealment or failure to report a felony	3	302	
Conspiring to commit a felony	2	412	
Conspiring to commit a misdemeanor	3	205	
Contempt of court for minor traffic offenses	5	102	
Contributing to delinquency of minor (including purchase of alcoholic beverages).	3	303	
Crimes against the family; contempt of court (including nonpayment of child support or alimony required by court order)	3	304	
Criminal libel	2	413	
Criminal mischief (more than \$500 fine or restitution or confinement).	3	305	
Criminal trespass	3	306	
Crossing yellow line; driving left of center	5	103	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Curfew violation	4	206	
Damaging road signs	4	207	
Desecration of grave	3	307	
Discharging a firearm through carelessness or within municipal limits	3	208	
Disobeying traffic lights, signs, or signals	5	104	
Disorderly conduct; creating disturbance; boisterous conduct	4	210	
Disturbing the peace	4	211	
Domestic battery and/or violence qualifying as a conviction prohibiting the possession of a firearm as defined in the Lautenberg Amendment (Waiver not authorized if applicant was convicted of this offense).	2	414	
Domestic battery and/or violence NOT considered covered by the "Lautenberg Amendment."	3	308	
Draft evasion	1	441	
Drinking alcoholic beverages on public transportation	4	212	
Driving on shoulder	5	105	
Driving uninsured vehicle	5	106	
Driving with blocked or impaired vision/tinted windows	5	107	
Driving with expired plates or without plates	5	108	
Driving with suspended or revoked license or never issued a license	5	109	
Driving without license in possession	5	110	
Driving without registration or with improper registration	5	111	
Driving wrong way on one-way street	5	112	
Drunk in public (drunk and disorderly, public intoxication)	3	213	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Driving Under the Influence / Driving While Under Influence / Driving While Intoxicated	2	309	
Dumping refuse near highway	4	214	
Embezzlement	2	415	
Extortion (adjudicated as a juvenile only)	2	441	
Extortion (adjudicated as an adult only)	1	416	
Failure to appear (other than traffic, comply with judgment, or answer or disobey summons)	4	209	
Failure to appear for traffic violations	5	113	
Failure to appear, contempt of court (all offenses except felony proceedings)	4	215	
Failure to appear, contempt of court (felony proceedings)	3	216	
Failure to comply with officer's directive	5	114	
Failure to have vehicle under control	5	115	
Failure to signal	5	116	
Failure to stop and render aid after accident	3	217	
Failure to stop or yield to pedestrian	5	117	
Failure to submit report after accident	5	118	
Failure to yield right-of-way	5	119	
Fare/toll evasion	4	218	
Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield Wipers	5	120	
Fighting, participating in a brawl	4	248	
Following too closely	5	121	
Forgery, knowingly uttering or passing forged instrument (except for altered identification).	2	417	



Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Forcible pandering (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Grand larceny, larceny, shoplifting, petty larceny, theft, or petty theft of stolen goods (value of \$500 or more)	2	418	
Grand theft auto	2	419	
Harassment, menacing or stalking (non-sexual).	4	219	
Hate crimes	2	420	
Hitchhiking	5	122	
Housebreaking	2	330	
Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).	2	421	
Illegal betting or gambling: operating illegal handbook, raffle, lottery, or punch board; cockfighting	4	220	
Illegal/fraudulent use of a credit card, bank card or automated card (value less the \$500)	3	310	
Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk	5	123	
Improper blowing of horn	5	124	
Improper passing (passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk)	5	125	
Improper turn	5	126	
Indecent acts or liberties with a child (a child is defined as under 16 years of age for this offense); molestation (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	422	
Indecent assault (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	423	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Indecent exposure (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Indecent, insulting, or obscene language communicated directly or by telephone or any electronic transmission method	3	222	
Indecent viewing, visual recording or broadcasting - (Waiver not authorized if convicted of this offense, or an attempt to commit this offense).	1	441	
Invalid or unofficial inspection sticker, failure to display inspection sticker	5	127	
Involuntary manslaughter	2	441	
Jaywalking	5	128	
Jumping turnstile (to include those states that adjudicate jumping a turnstile as petty larceny)	4	223	
Juvenile adjudications (noncriminal misconduct); beyond parental control, incorrigible, runaway, truant, or wayward.	4	224	
Kidnapping or abduction	1	424	
Killing a domestic animal	3	225	
Larceny, shoplifting or conversion (Less than \$500)	3	311	
Leaving key in ignition	5	129	
Leaving the scene of accident (when not considered hit and run)	5	130	
Leaving the scene of an accident (hit and run) involving no personal injury	3	312	
Leaving the scene of an accident (hit and run) involving personal injury.	2	330	
Lewd, licentious or lascivious behavior (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
License plates improperly displayed or not displayed	5	131	
Liquor or alcoholic beverages: unlawful manufacture, sale, possession, or consumption in a public place	3	239	
Littering	4	226	
Loitering	4	227	
Looting	2	313	
Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking not including the destruction of mailboxes).	2	425	
Mailbox destruction	3	314	
Mailing, to include e-mail, of obscene or indecent matter (including bulletin board systems and files).	2	315	
Maiming or disfiguring	2	441	
Malicious mischief (fine or restitution of \$500 or less and no confinement)	3	228	
Manslaughter (includes voluntary and vehicular).	1	426	
Murder	1	427	
Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included - see category 2)	2	428	
Negligent or vehicular homicide	2	429	
Operating a motor vehicle after consumption of less than legal limit of alcohol, while under legal drinking age	4	248	
Operating overloaded vehicle	5	132	
Other major misconduct offenses not specifically listed	2	441	1
Other misconduct offenses not specifically listed	2	330	1
Other non-traffic offenses not specifically listed	4	248	1
Other traffic offenses not specifically listed	5	142	1
Pandering	2	229	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Perjury or subornation of perjury (adjudicated as a juvenile only)	2	430	
Perjury or subornation of perjury (adjudicated as an adult only)	1	430	
Poaching	4	230	
Possession of indecent publications or pictures (other than child pornography)	4	248	
Possession of marijuana or drug paraphernalia	2	316	
Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property	2	431	
Possession/carrying of weapon on school grounds (other than firearm)	3	301	
Prostitution or solicitation for prostitution	2	317	
Public record; altering, concealing, destroying, mutilating, obliterating, or removing	2	432	
Purchase, possession, or consumption of tobacco/alcoholic beverages by a minor.	4	231	
Racing, dragging, or contest for speed	5	133	
Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	433	
Rape of a Child, Sexual Assault of a Child, or Sexual Abuse of a Child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Reckless endangerment	3	319	
Reckless, careless or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).	3	318	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement) Court costs are not part of a fine	4	134	
Removing property from public grounds	3	232	
Removing property under lien	3	233	
Reserved for future use		135	2
Reserved for future use		143	2
Reserved for future use		144	2
Reserved for future use		249	2
Reserved for future use		331	2
Reserved for future use		332	2
Reserved for future use		442	2
Reserved for future use		443	2
Resisting, fleeing or eluding arrest	3	320	
Riot	2	434	
Robbery, to include armed (adjudicated as a juvenile only)	2	435	
Robbery, to include armed (adjudicated as an adult only).	1	435	
Robbing an orchard	4	234	
Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent)	2	436	
Seatbelt and/or child restraint violation	5	136	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Sedition or soliciting to commit sedition	2	330	
Selling or leasing weapons	2	321	
Sexual abuse. Sexual assault, criminal sexual abuse, incest, or other sex crimes (adjudicated as a juvenile only).	2	441	
Sexual harassment	2	330	
Shooting from a highway	3	235	
Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at \$50 or less)	4	330	
Skateboard, roller skate, or inline skating violation	5	137	
Slander	3	248	
Sodomy (only when it is nonconsensual or involves a minor) - (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	437	
Speeding	5	138	
Spilling load on highway	5	139	
Spinning wheels, improper start, zigzagging, or weaving in traffic	5	140	
Stalking (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Stolen property, knowingly received (value less than \$500)	3	322	
Stolen property, knowingly received (value of \$500 or more)	2	438	
Terrorist threats including bomb threats	2	439	
Throwing glass or other material in roadway	4	236	
Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles	3	323	
Trespass on property (non-criminal/simple)	4	237	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Unlawful assembly	4	238	
Unlawful carrying of firearms or carrying concealed firearm	2	325	
Unlawful or illegal entry	3	326	
Unlawful use of long distance telephone calling card	4	240	
Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another	3	327	
Using or wearing unlawful emblem and/or identification	4	241	
Vagrancy	4	242	
Vandalism, defacing or injuring property (fine or restitution of \$500 or less and no confinement).	4	243	
Vandalism, defacing or injuring property (fine or restitution of \$500 or more or confinement).	3	328	
Violation of civil rights	2	440	
Violation of fireworks law	4	244	
Violation of fish and game laws	4	245	
Violation of leash laws	4	246	
Violation of noise control ordinance	5	141	
Violation of probation	4	247	
Willfully discharging firearm so as to endanger life; shooting in public	2	329	
Wrongful appropriation of a motor vehicle, joyriding, or driving without the owner's consent (if the intent was to permanently deprive the owner of the vehicle, treat as grand larceny or grand theft-auto category 2).	3	324	

Uniform Guide List of Typical Moral Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
<p>Notes:</p> <ol style="list-style-type: none"><li>1. Use this Office of the Secretary of Defense code to categorize similar offenses not previously matched to a specific Office of the Secretary of Defense conduct category and code, such as major misconduct, misconduct, non-traffic and traffic offenses.</li><li>2. This Office of the Secretary of Defense code is not currently aligned to any offense.</li></ol>			