

30 Dec 21
Version 12

Service Retirements - Volume I

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist active duty Airmen, servicing Commanders Support Staff (CSS), Military Personnel Flight (MPF) and Force Support Squadron (FSS) personnel in understanding the military non-disability retirement process.



Service Retirements

Section A: Introduction

Revision History

Version	Date	Revision Description
9	8 Feb 21	SUMMARY OF REVISIONS: Section S was revised to outline revisions to public law 10 USC §1251. References to AFI 36-3203 were revised throughout the guide and it should be reviewed in its entirety.
10	7 Apr 21	SUMMARY OF REVISIONS: Section K was revised to include the new coordination requirements for HYT extension requests.
11	16 Apr 21	SUMMARY OF REVISIONS: Section D-1 was revised to clarify information required in a commander's recommendation for waiver approval. Screenshots were also added to illustrate the commander's coordination page. Section E was revised to include explanations of evidence required from the applicant and commander when requesting waivers. Section J was revised to clarify documents required to be submitted with an Officer Grade Determination (OGD). Removed Section M-4. Questions on recognition for members placed on TDRL should be referred to the AFPC Disability Division.
12	30 Dec 21	SUMMARY OF REVISIONS: Section M was updated to include information on establishing organizational accounts required to order retirement certificates.

1. INTRODUCTION:

Volume I pertains to the length of service retirement process and includes procedures for active duty applicants, commanders, and Military Personnel Flight (MPF) technicians. Volume II contains procedures for AFPC technicians and staff members to use when processing retirement applications. Questions on medical/disability retirement actions should be referred to the AFPC Disabilities Division (AFPC/DPFD). [AFI 36-3203](#), *Service Retirements*, and these guides are used in tandem to administer the non-disability retirement programs for Regular Air Force and certain Guard and Reserve personnel. The AFI contains policy and statutory authorities, outlines responsibilities of the Secretary of the Air Force (SAF) and other agencies involved in the retirement process, and directs readers to this guide and myPers for the procedures on executing the various retirement programs.

2. OFFICES OF PRIMARY RESPONSIBILITY (OPR):

- Tier 1 Retirements, AFPC/DP1TSR - Eligibility Processing/Pay Transactions/Travel Orders
- Tier 2 Retirements, AFPC/DP2SSR - Waiver Processing/Special or Adverse Actions
- Tier 3 Retirements, AFPC/DP3SA - Military Retirement Policy/Procedures

3. TARGET AUDIENCE:

- Regular Air Force Lieutenant Colonels and below who are applying for retirement.
- Headquarters Air Guard/Reserve (AGR) Airmen, in the grade of Lieutenant Colonel and below, on Title 10 orders and assigned to the AA/BA files of MilPDS who are applying for an active duty retirement upon completion of their active duty tour.

NOTE 1: General Officers apply for retirement in accordance with [AFI 36-3203](#), paragraph 4.3, by sending a personal letter to the AF Chief of Staff at least 4 months before the desired effective date. The AF General Officer Matters Office, AF/A1LG, completes application and orders processing.

NOTE 2: Colonels and Colonel-selects apply for retirement via myPers. The Air Force Colonel Force Management and Policy Division, commonly referred to as “The Air Force Colonels Group”, AF/A1LO, completes application and orders processing.

4. REFERENCES/RELATED PROCESSES:

- [AFMAN 36-2102](#), *Base-Level Relocation Procedures*
- [AFI 36-2110](#), *Total Force Assignments*
- [AFPAM 36-2870](#), *CMSAF Certificate of Appreciation Upon Retirement*
- [AFI 36-3003](#), *Military Leave Program*
- [AFI 36-3202](#), *Certificate of Release or Discharge from Active Duty (DD Forms 214/5 Series)*
- [AFI 36-3203](#), *Service Retirements*
- [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*
- [AFI 36-3208](#), *Administrative Separation of Airmen*
- [DODI 1348.34](#), *Presidential Recognition on Retirement from Military Service*
- [Joint Travel Regulation \(JTR\)](#)

NOTE 1. Additional retirement information is available on the myPers website. To search the myPers knowledge base, type in ‘**Program Name**’ or ‘**Acronym**’ into the ‘**Search by Keyword**’ tool, and click the ‘**Search**’ button.

NOTE 2. Each Airman can provide feedback on articles provided in myPers. For recommendations on improvement, or more information, contact us by clicking the link below in the ‘**Footer**.’

NOTE 3. Unless specified, the terms “Airman” or “Airmen” refer to officers and enlisted personnel.

Section B: General Information

1. **GENERAL INFORMATION:** Airmen are eligible for an active duty retirement when they:
 - a. Complete 20 or more years of Total Active Federal Military Service (TAFMS) **AND**
 - b. Fulfill all Active Duty Service Commitments (ADSC) **AND**
 - c. Do not have an assignment or assignment selection date (ASD) **AND**
 - d. Do not have other factors that can affect retirement eligibility and retirement date (outlined in [AFI 36-3203](#), Tables 3.1 and 3.2. **AND**
 - e. (Officers only) Complete 10 or more years of Total Active Federal Commissioned Service (TAFCS).

NOTE 1: Other factors affecting retirement eligibility include, but are not limited to, investigations (civil and military), Article 15 (non-judicial punishment), court-martial actions, and medical evaluation boards. These conditions may halt or delay processing of a retirement until the issues are resolved. See [AFI 36-3203](#), tables 3.1 and 3.2 for more information on these restrictions.

NOTE 2: *While certain waiver authorities may exist in law, such the Temporary Early Retirement Authority (TERA) or waiver of active commissioned service, these special authorities are only available when offered by the Secretary of the Air Force during periods of Force Management.*

2. **APPROVAL AUTHORITY:** The SAF is the approval authority for retirement. The SAF delegates approval authority to certain representatives referred to in this guide as the Retirement Approval Authority (RAA). Delegated authority includes waiver of specific eligibility items such as waiver of some ADSCs; therefore, the RAA approves most requests for retirement.
 - a. For Chief Master Sergeants and Chief-selects requiring waivers or requesting changes to or cancellations of retirement requests, the RAA is the Air Force Chiefs Group, AF/A1LE.
 - b. For all other Chief Master Sergeant and Chief-select requests, Lieutenant Colonels and below, and Senior Master Sergeants and below, the RAAs are the AFPC Airman Support Branch, AFPC/DP3SA, and the AFPC Military Retirements & Separations Section, AFPC/DP2SSR.
 - c. The SAF or SAF Personnel Council adjudicates cases the RAA cannot approve.

3. APPLICATION REQUIREMENTS:

- a. The retirement application is a two-step process comprised of an eligibility review and, if found eligible, application submission. Airmen initiate the retirement application through myPers. In rare circumstances, the RAA may approve use of the AF IMT 1160, **Military Retirement Actions**, in lieu of the on-line application process. The on-line application and AF IMT 1160 are used to:
 - Apply for voluntary retirement.
 - Request waiver of a restriction to retirement.
 - Show intent to retire on or before a mandatory retirement date.
 - Request withdrawal of, or change of, an approved retirement date.
 - If applicable for enlisted Airmen, provide documentation that allows for 10 percent additional retired pay for extraordinary heroism.
- b. **All active duty enlisted Airmen desiring retirement MUST apply.** Enlisted Airmen who do not submit a retirement application will be separated on their Date of Separation (DOS) without retirement benefits.
- c. Officers who wish to voluntarily retire on or before their mandatory separation date (MSD) must also request retirement; otherwise, officers will be projected for retirement effective the day following their MSD.
- d. See [Section C](#) and [Section C-1](#) for instructions on submitting a request for eligibility review through the on-line process.
 - For Lieutenant Colonels and below, in most cases, the eligibility determination is made through the automated system in myPers.
 - When further review is required, AFPC Tier 1 Retirements or the RAA completes the eligibility review and provides a response to the Airman.
 - If an Airman cannot submit the request through myPers, he or she contacts the Total Force Service Center (TFSC) or RAA for assistance.
- e. If found eligible, the Airman submits an on-line retirement application and forwards the application to the unit commander for a recommendation.
 - See [Section C-1](#) and [Section D](#) for instructions on submitting a retirement application through the on-line process.
 - If an Airman cannot submit a retirement application through myPers, he or she contacts the TFSC or the RAA for assistance.
- f. Following submission, myPers sends an email to the commander, civilian leader, or unit representative for a recommendation.
 - The individual reviewing the retirement request is the unit commander (typically on G-series orders), civilian leader of the unit, or an individual who has been delegated authority to provide recommendations relating to retirement applications.
 - If the recommendation is provided by someone other than the commander or civilian leader, the individual **MUST** have knowledge of potential restrictions or adverse action

that could impact the applicant's eligibility to retire, and be delegated review authority by the unit commander or civilian leader.

- See [Section D-1](#) for instruction on completing the commander's recommendation.
- g. Upon receipt of the commander's recommendation, the RAA reviews the application, and if approved, issues retirement orders no earlier than 12 months prior to the requested retirement date. For eligible officers who do not submit applications, orders are typically issued no later than 90 days prior to MSD and these officers are retired the day following MSD.
- h. Retirement-eligible Airmen facing adverse action may request retirement through a manual process outlined in [Section L](#).
- i. Public law requires non-disability retirements to be effective on the **first day of the month**.

4. APPLICATION TIMELINES:

- a. Airmen may initiate an on-line retirement eligibility review request no earlier than (NET) 12 months and no later than (NLT) 4 months before the requested retirement effective date. Exceptions to this timeline are outlined below:
 - When Airmen apply under 7-day/3-day option programs in [AFI 36-2110](#), *Total Force Assignments*.
 - When enlisted Airmen apply within 4 months of High Year of Tenure (HYT).
 - When officers apply within 4 months of Mandatory Separation Date (MSD).
 - When allowed by the SAF under special Force Management programs.
- b. Applications are worked on a first-in, first-out basis. Normal application processing time is 4-6 weeks from receipt of the commander's recommendation; however, this may vary depending on the RAA's workload, required waivers, and special programs in place at the time of application. Airmen should consider this when planning for retirement.
- c. Airmen may request termination of a retirement application without justification as long as the original application has not been approved.
 - If the commander has not provided a recommendation, the Airman should contact the TFSC or RAA to close the current request.
 - If the commander has provided a recommendation, the Airman should prepare a written request, obtain the commander's recommendation, and provide to the RAA prior to the application being approved. The RAA closes the current request.
 - To terminate an approved application, an Airman must submit a request for withdrawal for consideration and provide justification to show that the withdrawal is in the best interest of the Air Force or that the Airman is experiencing an extreme hardship uncommon to other Airmen.

- d. Airmen may request change of a retirement date without justification as long as the original application has not been approved.
- If the commander has not provided a recommendation, the Airman should contact the TFSC or RAA for assistance. The TFSC representative or RAA closes the current request and the Airman submits a new eligibility review request for the adjusted date.
 - If the commander has provided a recommendation, the Airman should prepare a written request, obtain the commander's recommendation, and provide to the RAA prior to the application being approved. The RAA closes the current request and the Airman submits a new eligibility review request for the adjusted date.
 - To change an approved application, an Airman must submit a request for change for consideration and provide justification to show the change is in the best interest of the Air Force or that the Airman is experiencing an extreme hardship uncommon to other Airmen.
- e. Airmen must not make any irrevocable commitments on the assumption their applications will be approved.
- ***Problems resulting from actions taken by the Airman prior to receipt of an approval MAY NOT be used later as a basis for hardship waiver request.***
 - Airmen may not depart on terminal leave or Permissive Temporary Duty (PTDY) until receipt of retirement approval, retirement orders, and completion of local out-processing requirements. **NOTE:** The authorization for leave in connection with retirement and/or PTDY is not automatic. The commander approves all requests based on mission needs.

5. APPLICATION RESTRICTIONS:

- a. Restrictions to retirement are outlined in [AFI 36-3203](#), Tables 3.1 and 3.2.
- Table 2.1 identifies circumstances that create prohibitions to retirement.
 - The Airman may request a waiver of the restrictions listed in Table 3.2 as specified in the pertinent rule. See [Section E](#) for more information on retirement waiver processing.
- b. The commander's endorsement of the application indicates acknowledgment that the Airman has applied for retirement and identifies retirement restrictions as applicable.
- If the Airman is requesting a waiver, the commander makes a recommendation on the waiver request in the retirement application or attaches a separate memorandum providing rationale for the recommendation.
 - The commander's coordination does not, by itself, constitute justification.
- c. Neither submission of a retirement application nor a positive recommendation from the unit commander ensures approval by the RAA. The RAA conducts rigorous scrutiny of each application to ensure Airmen meet statutory and regulatory requirements prior to approval.

Section C: Retirement Eligibility Determination

1. GENERAL INFORMATION:

- a. The Airman begins the retirement application process by submitting a request for eligibility review through myPers. This review is conducted through an automated process unless the system is unable to make an eligibility determination.
 - The automated system reviews the Airman's on-line request and data from the Military Personnel Data System (MilPDS) to determine retirement eligibility. Results are provided on-screen and the Airman may, if desired, complete the retirement application at that time.
 - When needed, Tier 1 Retirements or the RAA reviews the Airman's request, along with the records contained in MilPDS and the Airman's e-record in ARMS to determine eligibility, and notifies the Airman of eligibility results through myPers. Tier 1 Retirements or the RAA normally responds to the Airman's eligibility review within 5 duty days of submission. The Airman has 14 days from manual eligibility notification to complete the retirement application, if desired.
 - Subsequent reviews are conducted prior to a retirement becoming effective. If a condition is found after the initial review results are announced, Tier 1 Retirements or the RAA notifies the Airman of the change in eligibility status.

- b. During the eligibility review process, the Airman receives one of following responses-eligible, eligible-additional information required, eligible-waiver required, eligible-waiver and additional information are required, or not eligible.
 - If the Airman is not subject to any retirement restrictions outlined in [AFI 36-3203](#), table 3.1 or 3.2, the automated system, Tier 1 Retirements, or the RAA, as appropriate, provides the response to the Airman through myPers.
 - If the Airman requires a waiver to a retirement restriction, as outlined in [AFI 36-3203](#), table 3.2, the automated system, Tier 1 Retirements, or the RAA, as appropriate, annotates the eligibility review as eligible but requires a waiver, and provides instructions to the Airman on how to submit a waiver request.
 - If the Airman is ineligible due to a restriction outlined in [AFI 36-3203](#), Table 3.1, the automated system, Tier 1 Retirements, or the RAA as appropriate, annotates the eligibility review as ineligible, provides an explanation to the Airman through myPers, and closes the request.

- c. For Lieutenant Colonels and below, AFPC/DP3SA develops eligibility review checklists for use by the automated system, retirement technicians in Tier 1 Retirements, and/or the RAA. While the checklists are comprehensive, Air Staff may provide supplemental guidance under special Force Management programs that are outlined in a Personnel Services Delivery Memorandum (PSDM) to the field. Additionally, AFPC/DP3SA develops additional checklists, as appropriate, for special Force Management programs. During periods of Force Management, manual eligibility reviews will be completed by Tier 1 Retirements or the RAA.

- d. Once the Airman receives the eligibility response, the Airman, if desired, completes the pre-application checklist and submits a retirement application to the unit commander for a recommendation.
- If an automated eligibility review was completed, the Airman must complete the pre-application and application while logged into myPers. If the Airman exits and returns later to submit the application, the system completes a new eligibility review at that time.
 - If a manual eligibility review was completed by Tier 1 Retirements or the RAA and the Airman takes no action to complete the pre-application checklist and application, myPers automatically closes the incident at the end of the 14-day period and the Airman must submit a new request for an eligibility review.

2. ACCESSING MYPERS:

To submit a request for an eligibility review, the Airman accesses the retirement homepage on myPers through the Air Force Portal or through the myPers_website using the instructions in [Section C-1](#).

3. AIRMAN’S RESPONSIBILITIES:

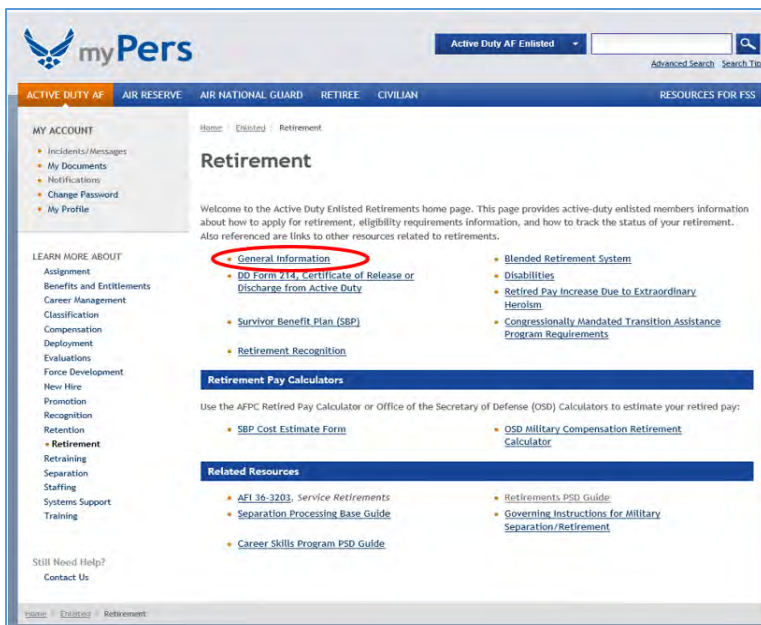
- Read the retirement instructions via myPers, review [AFI 36-3203](#) and this guide, as appropriate.
- Select “Check Retirement Eligibility” on the “Retirement Application” module.
- Complete the Retirement Eligibility Check screen and submit it for review. See [Section C-1](#) for more information.

Section C-1: Actions for Airmen to Submit Retirement Eligibility Requests

1. The Airman submits a request for eligibility review by logging into myPers. The AD AF Enlisted (or Officer) page will appear. Click on link titled “Retirement”.



2. Click on the “General Information” link.



3. Click on the “Applying for Retirement” link.

Answer ID: 12692 | Updated: 07 Nov 19

Retirement Program

Applicable to: Active Duty

General Information Relating to Retirement

- [Determining Retirement Effective Date](#)
- [High Year Tenure \(Enlisted\)](#)
- [Mandatory Separation Date \(Officers\)](#)
- [Officer and Enlisted Retirement Orders](#)
- [Post Government Employment](#)
- [Retiring Overseas](#)

Applying for Retirement

Retirement Application Deadlines

As required by Title 5, USC 8301, all non-disability service retirements must occur on the first day of the month; therefore, you may request to retire on the first day of the month after reaching retirement eligibility. Applications for retirement may be submitted no earlier than 12 months and no later than 120 days before your requested retirement effective date. If you request a retirement date with less than the required 120 days notification, a waiver will be required and must include full justification and your commander's recommendation. In certain circumstances, applications may be submitted outside these parameters if you are applying in conjunction with 7-day or 3-day option programs or when authorized under specific Force Management programs offered by the Secretary of the Air Force.

Application Submission

- [Applying for Retirement](#)
- [Procedures to Submit a Change to a Retirement Date or Withdraw an Approved Retirement](#)
- [DD Form 214, Certificate of Release or Discharge from Active Duty](#)

Previously viewed answers
[Retirement Application Process](#)
[Retirement Eligibility Review Request](#)

4. Review the information and click on the “Determine your retirement eligibility” link.

myPers Select a product

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

MY ACCOUNT
• Incidents/Messages
• My Documents
• Notifications
• Change Password
• My Profile

Still Need Help?
Contact Us

title: Retirement Application Process (Copy of Answer 15004)

Retirement Application Process

Applicable to: Active Duty

Previously viewed answers
[Retirement Program](#)

Introduction

Welcome to the on-line retirement module for Regular Air Force and HQ AGR Colonels and below. Please review this information and [AFI 36-3203, Service Retirements](#), before submitting your request to retire.

Applying for retirement is a two-step process:

1. [Determine your retirement eligibility.](#)
2. [Submit your retirement application.](#)

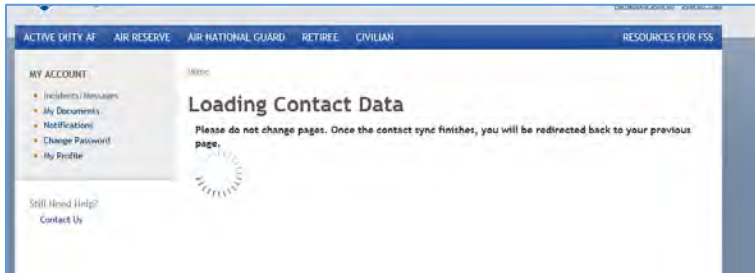
Program Information

- [Eligibility](#) - Information on basic retirement eligibility requirements
- [Restrictions](#) - Information on conditions that preclude submission or processing your application, and conditions and restrictions that may require a waiver to allow retirement
- [Initial Retirement Briefing](#) - required for final out-processing with your Military Personnel Flight (MPF)
- [Entitlement Counseling](#) - Information on basic entitlements involved with retirements
- [Retirement Options Fact Sheet](#) - detailed information on place of retirement and Home of Selection entitlements
- [DD Form 214 Worksheet, Certificate of Release or Discharge from Active Duty](#)

Eligibility Review Process

Our automated system evaluates your record to ensure you meet the statutory and policy requirements for retirement and you will receive an on-screen response on your eligibility status. NOTE: In some cases, additional review of your application may be required and the retirement team will provide a response within a few business days.

5. The Retirement Eligibility module will request data from MilPDS and sync the information to the module. NOTE: If the system is unable to sync with MilPDS, the Airman will receive a notice to try again later.



6. Once the data syncs, the eligibility request screen will appear. Read the information carefully.

Retirement Eligibility Review Request

The progress bar consists of three steps: 'Retirement Eligibility Request' (marked with a blue checkmark), 'Eligibility Results' (marked with a lock icon), and 'Retirement Application' (marked with a lock icon).

To be Retirement-Eligible, you must:

Complete 20 or more years of Total Active Federal Military Service (TAFMS) AND

- Fulfill your Active Duty Service Commitments (ADSC) AND
- Not have an assignment/assignment selection date or be tasked for a 365-day TDY AND
- Not have other factors that can affect your retirement eligibility and retirement date; such as, undergoing investigation (civil or military), Article 15, or court martial action AND
- (For officers) Complete 10 or more years of Total Active Federal Commissioned Service (TAFCS).

Note 1: Some of these requirements may be waivable under Force Management or other SAF-directed programs.

7. At the bottom of the page, answer the questions. Then click the “Next” button.

Please enter your requested retirement date:

Month Day Year

Have you ever held a grade higher than your current grade?

Yes No

Select the appropriate program under which you are applying:

Was your previous base (not current location) in the CONUS?

Yes No

Next

- Enter the desired retirement date.
- For enlisted Airmen, indicate Yes if they ever held a higher grade while on active duty.
- Select the appropriate program under which the Airman is applying.
 - Voluntary Retirement (Length of Service)
 - Voluntary Retirement (Age Limit)
 - 7-day option
 - 3-day option
 - Hardship
 - High Year of Tenure (applies to enlisted Airmen only)
 - Mandatory Separation Date (applies to officers only)
 - (when available) Force Management
- Indicate Yes if the previous base of assignment was in the CONUS.

10. The system will open the pre-application checklist. The Airman must read and acknowledge all of the items.

Member Data	Retirement Eligibility Request	Response Debugger	Eligibility Results	Pre-Application Checklist	Retirement Application
Pre-Application Checklist					
Member:	CMSgt				
TAFMSD:	31-Jul-1996				
TAFCSO:					
DEROS:					
Active Duty Service Commitments					
ADSC 1 Reason / Date:	85 / 22-Aug-2021				
ADSC 2 Reason / Date:	10 / 31-Jan-2021				
ADSC 3 Reason / Date:	11 / 22-Jul-2020				
SECTION 1: GENERAL EFFECTS OF RETIREMENT APPLICATION					

11. Once the Airman acknowledges all of the sections, click the “Next” button to continue to the retirement application.

SECTION 12: ACKNOWLEDGMENT OF UNDERSTANDING

I have read the RETIREMENT APPLICATION CHECKLIST, and I acknowledge and completely understand the information covered in all sections.

If I require assistance or do not understand the available options, I will contact the Total Force Service Center at [Contact Us](#).

I Understand and Acknowledge the Information in Section 12

[Back](#) [Next](#)

12. The retirement application will open. Review the information for accuracy. If something is incorrect, the Airman should exit the application and contact the MPF for corrective action.

Retirement Application	
Member:	CMSgt
TAFMSD:	31-Jul-1996
TAFCSO:	
DEROS:	
Unit:	
Base:	
E-mail:	
DOS:	14-Jan-2022
DOR (for officers):	
HYT:	31-Jul-2026
Active Duty Service Commitments	
ADSC 1 Reason / Date:	85 / 22-Aug-2021
ADSC 2 Reason / Date:	10 / 31-Jan-2021
ADSC 3 Reason / Date:	11 / 22-Jul-2020
Eligibility Results	

13. If the Airman’s personal data is correct, review the information in the Eligibility Results section. If the requested retirement date is incorrect, the Airman must exit and resubmit for the correct date.

Eligibility Results

Please review this section carefully. If you believe the information is incorrect, please contact your Military Personnel Flight or the Total Force Service Center for assistance.

You requested to retire on: 01-Jul-2020

During the eligibility review, we found the following: You require a waiver of your promotion ADSC to retire on the requested date. You require a waiver of your PCS ADSC to retire on the requested date. You require a waiver of your GI Bill TEB ADSC to retire on the requested date.

To change your retirement date, you must exit and resubmit your request for eligibility review. If you are ready to submit your application, please review the information below before proceeding.

14. **Steps 1 and 2.** Review and follow the instructions. Include comments in the Remarks if needed.

Required Actions To Complete Your Application

Step 1. Waiver Justification.

If the eligibility results above indicate that you need a waiver to retire, you must provide justification and evidence to support your request. Before proceeding, you must gather your supporting documents and attach them using the “Add Attachment” link below. If space permits, you may also include the justification in the remarks section below. **Please include the category of your waiver request (Best Interest of the AF or Hardship) with your justification.**

Step 2. (For enlisted members only) Entitlement to Retired Pay Increase for Extraordinary Heroism.

If you received a medal for extraordinary heroism that contains authorization for the 10 percent increase in retired pay, use the “Add Attachment” link to attach a copy of the special order containing the authorization. For more information, refer to AFI 36-3203, Service Retirements, paragraph 7.11.

Remarks

15. Select the radio button to indicate to add an attachment. If the Airman selects “Yes”, the “Add” button appears. Click on it to attach the desired documents.

Do you want to add an attachment?
 Yes No

Please attach your waiver or supporting documents here. Please note if you attach supporting documents, you MUST e-mail your waiver and attachments directly to your Commander.

Add

16. **Step 3:** The Airman provides a future mailing address or an address of someone who can assist us if we need to contact the Airman after departure.

Step 3. Future Mailing Address.

Please provide the following information to expedite your retirement order processing, DD Form 214 preparation, and final pay reporting to DFAS.

Street Address

City

State/Country

Zip Code/Country Code

17. **Step 4:** Enter the Airman’s unit commander/civilian leader’s official email address. Once submitted, an email is sent to this individual to provide a recommendation on the request.

Step 4. Commander’s Official E-mail Address.

For Regular Airmen and Reserve personnel (including HQ AGR, Reserve Officers and Enlisted Airmen (Component V, Functional Category X), enter your commander’s official email address (in all lowercase). For ANG statutory tour members, include the following email address: angrc.retirements@ang.af.mil.

What is your Commander’s email?

Please confirm your Commander’s email.

18. **Steps 5 and 6:** Once the Airman completes steps 1-4, the Airman reviews the information in the submission section. Then types **signed** in the block and clicks the “Submit” button. An incident is created in myPers and the application is forwarded for processing.

Step 5. Submission.

Once you complete steps 1-4, click the “Submit” button below. Your commander will be notified via e-mail of your pending application. After the commander provides a recommendation, the retirement approval authority will review your application and notify you of the final decision. **NOTE: Processing time is 4-6 weeks, but varies depending on the type and length of any required waivers.**

Step 6. Please type "signed" to finalize your application.

Please ensure you review your inputs on your application. By selecting "Submit", you are officially filing your retirement application.

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Submit

NOTE: Airmen who are unable to complete the eligibility review via myPers may contact the TFSC or RAA for assistance. The TFSC or RAA complete the request by proxy.

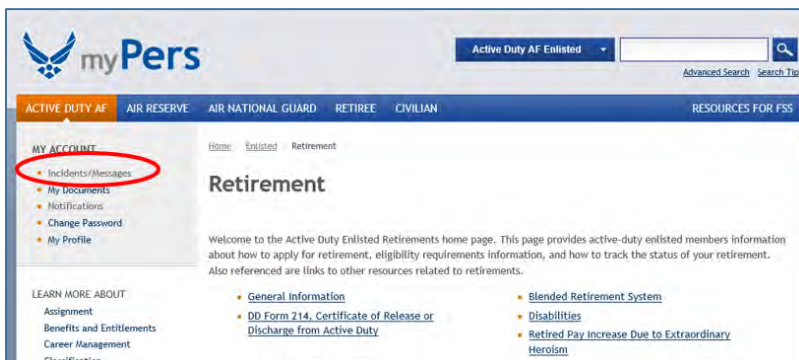
Section D Retirement Application Submission

1. GENERAL INFORMATION:

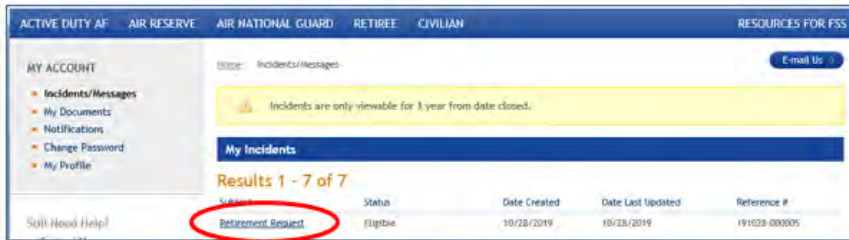
- a. Airmen determined eligible during the eligibility review or Airmen requiring a waiver to a retirement restriction may continue with the on-line application process through myPers. Airmen requesting retirement in lieu of adverse action must submit a manual application (AF IMT 1160, **Military Retirement Actions**). See [Section L](#) for the manual process.
- b. If the RAA completes a manual eligibility determination, the incident remains open for 14 days to allow the Airman to submit the retirement application. If the Airman takes no action, system edits close the incident automatically. Once the incident is closed, the Airman must resubmit a request for a new eligibility determination before a retirement application can be submitted.
- c. After the Airman submits the application, the commander has 14 days to make a recommendation.
 - The SAF, or a designated representative, is the approval authority for retirement requests; therefore, the commander must not delay making a recommendation on an Airman's retirement application.
 - If the commander has not coordinated on the application after 7 days, the system sends an email to the Airman through myPers. The Airman should contact the commander to ensure a recommendation is made.
 - If the commander takes no action within 14 days of application submission, system edits place the case in a holding status pending Team Lead Review and sends another email to the Airman through myPers indicating the commander has not coordinated.
 - When the commander does not make a recommendation within 14 days of application, the Tier 2 retirements team lead contacts the commander and resolves the situation.

2. APPLICATION INSTRUCTIONS FOLLOWING MANUAL ELIGIBILITY REVIEW:

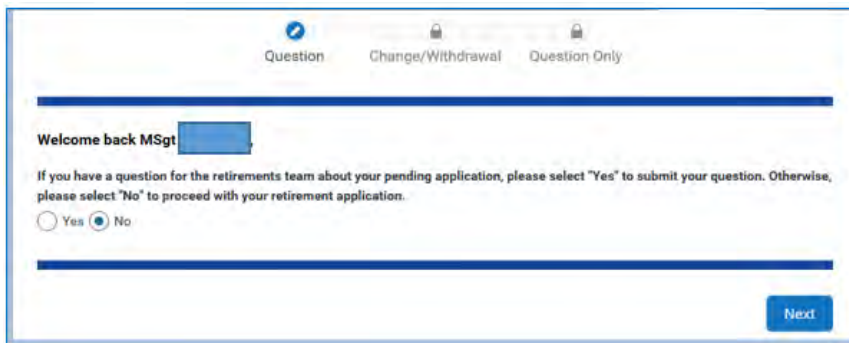
- a. After receiving the results of a manual eligibility determination, the Airman accesses the myPers website. The Airman accesses the *Incidents/Messages* section of his/her My Account.



- b. The Airman locates the retirement request and double clicks on the Subject.



- c. The Airman may ask a question, if appropriate, or move on to the Pre-Application Checklist.



NOTE: See [Section C-1](#), items 9-18, for more information on completing the retirement application through myPers.

- The Airman must review each checklist item, mark the box acknowledging understanding, and click the Submit button.
- Once the Airman completes the Pre-Application Checklist, the system automatically displays the retirement application.

- c. The retirement application must be submitted within 14 days of receipt of a manual eligibility determination. If not, the system automatically closes the incident and the Airman must submit a new eligibility request to begin the process again.

3. RESPONSIBILITIES:

a. Airman:

- Completes all items on the Pre-Application Checklist and Retirement Application
- Prepares justification, if needed, for any waiver(s) and attaches evidence to the application for RAA consideration
- If submitting after a manual eligibility review, completes application to the unit commander within 14 days
- (For applicable enlisted only) Provides copy of the order, if applicable, authorizing an increase in retired pay due to Extraordinary Heroism entitlement
- Provides sufficient justification to the commander to make an accurate recommendation

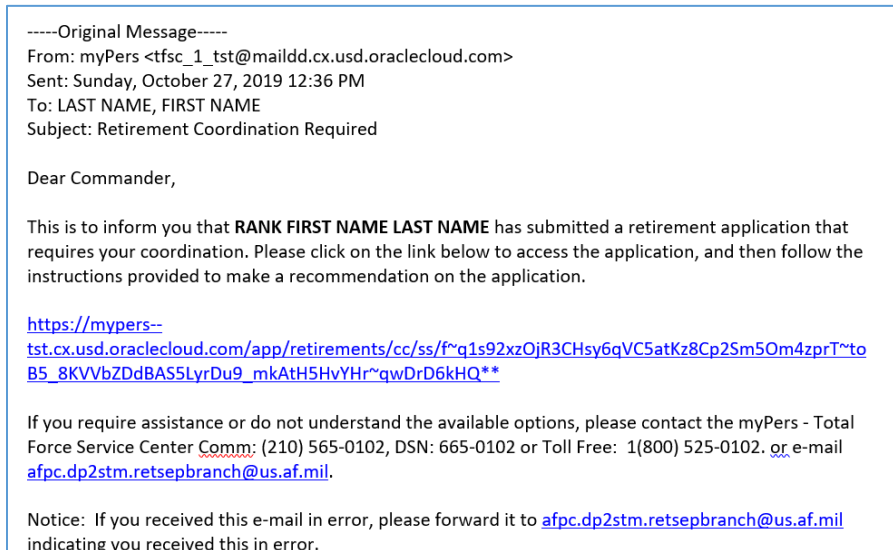
b. Unit Commander:

- Coordinates on **all** retirement applications received from unit personnel
- Accesses the link contained in the email
- Reviews Airman's record to identify ineligibility factors
- Responds to all questions on the commander's coordination page
- Prepares remarks or justification to recommend approval/disapproval of waiver request
- Submits recommendations to the RAA
- *(For officers)* If needed, initiates an Officer Grade Determination (OGD)
- Notifies the RAA via email or phone and identifies any disqualifying factors, which occur after a retirement application is submitted or approved.
 - For CMSgts and Chief-selects, send email to usaf.pentagon.af-a1.mbx.af-dpe-workflow@mail.mil.
 - For Lt Colonels and below, and SMSgts and below, send email to afpc.dp2stm.retsepbranch@us.af.mil.

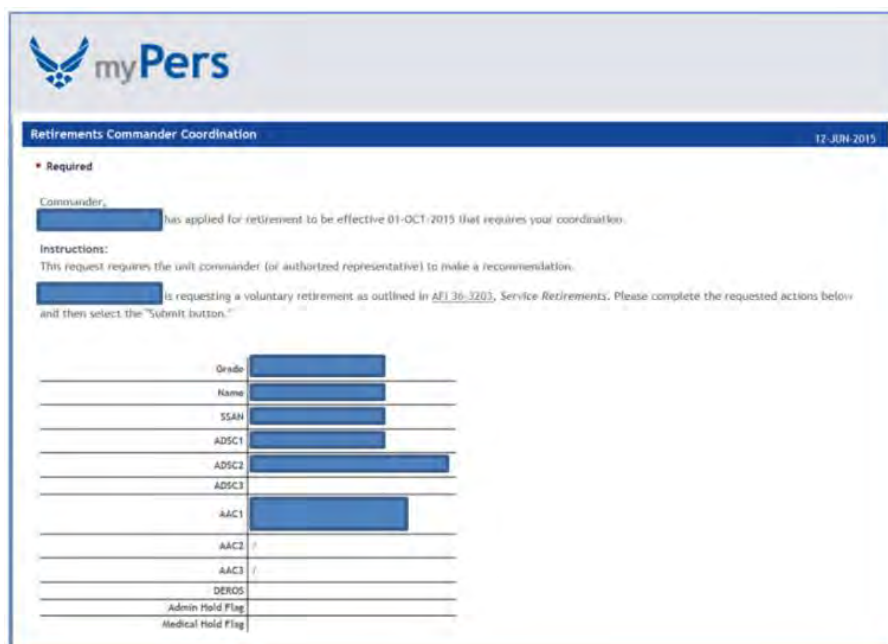
Section D-1

Commander's Actions When Coordinating on Retirement Application

1. Once an Airman submits a retirement application through myPers, the system forwards an email to the unit commander containing a link to the retirement application.



2. The commander clicks on the link to access the coordination page. The commander coordinates on the application and, if a waiver is required, makes comments and recommendations.



3. For enlisted Airmen, the commander responds to the following questions:

a. **Step 1: Commander indicates if Airman is pending adverse action or needs a waiver.**

Required Actions:

Step 1. Is the member subject to conditions or restrictions as shown in [AFI 36-3203, Service Retirements](#), Table 3.1 or Table 3.2 (SUCH AS ADMINISTRATIVE SEPARATION ACTION, ADMINISTRATIVE DEMOTION ACTION, JUDICIAL ACTION, ANY UNFULFILLED ACTIVE DUTY SERVICE COMMITMENTS (ADSC), ETC)? Please select the appropriate checkbox, and if you select YES, you must explain your selection in the Justification box below.

• Member is pending action or has an ADSC that affects retirement eligibility YES
 NO

1a. Is supporting documentation attached? Use the "Add Attachment" button to attach documents.

• Supporting Documentation is attached
 is not attached

Attach Documents

- Commander selects the appropriate checkbox, and if “YES”, commander provides explanation in the Justification box.
- **Member is pending action or has an ADSC that affects retirement eligibility.**
Commander indicates “YES” or “NO”
- **Step 1a: Is supporting documentation attached?**
Commander indicates “Is Attached” or “Is Not Attached” and attaches documents if necessary

b. **Step 2: If a restriction exists, the commander provides a recommendation on the request.**

Step 2. If the member is requesting a waiver of an active duty service commitment or other restriction to retirement, do you recommend approval of the member's request? If "YES" or "NO" is selected, please explain your selection in the Justification box below. Use the "Add Attachment" button above to attach any documents.

YES
 NO
 N/A

- If "YES" or "NO" is selected, please explain your selection in the Justification box below. Use the "Add Attachment" button above to attach any documents. If the commander marks “YES” or “NO,” remarks are required in Step 3
- If not applicable, commander marks “NA” on the form
- If the Airman is requesting a waiver, the commander provides justification regardless of the recommendation

c. Step 3: The commander enters comments or recommendations as required.

Step 3. If you selected the YES box in Step 1 or the member is requesting a waiver, you must enter comments in the box below.

Justification

- **If you selected the “YES” box in Step 1 or the member is requesting a waiver, you must enter comments in the box below.** Comments are required if the commander indicates that the Airman is subject to a condition or restriction outlined in **AFI 36-3203**, Table 3.1 or 3.2, or if the Airman is requesting a waiver.

d. Step 4: Commander enters his / her information and clicks the Submit button.

Step 4. Please enter your name, grade, duty title, unit and office symbol, and organizational/official email address in the boxes provided below.

• Name and Grade

• Enter Duty Title

• Unit and Office Symbol

• Official Email Address

If you require assistance or do not understand the available options, please contact the Total Force Service Center at [Contact Us](#).

4. For officers, the commander responds to the following questions on the coordination page:
 - a. **Step 1: Commander indicates if officer is pending adverse action or needs a waiver.**

Required Actions:

Step 1. Is the member subject to conditions or restrictions as shown in [AFI 36-3203](#), *Service Retirements*, Table 3.1 or Table 3.2 (SUCH AS ADMINISTRATIVE SEPARATION ACTION, ADMINISTRATIVE DEMOTION ACTION, JUDICIAL ACTION, ANY UNFULFILLED ACTIVE DUTY SERVICE COMMITMENTS (ADSC), ETC)? Please select the appropriate checkbox, and if you select YES, you must explain your selection in the Justification box below.

Member is pending action or has an ADSC that affects retirement eligibility YES
 NO

1a. Is supporting documentation attached? Use the "Add Attachment" button to attach documents.

Supporting Documentation is attached
 is not attached

Attach Documents

- Commander selects the appropriate checkbox, and if “YES”, commander provides explanation in the Justification box.
 - **Member is pending action or has an ADSC that affects retirement eligibility.** Commander indicates “YES” or “NO”.
 - **Step 1a: Is supporting documentation attached?** Commander indicates “Is Attached” or “Is Not Attached” and attaches documents if necessary.
- b. **Step 2: If a restriction exists, the commander provides a recommendation on the request.**

Step 2. If the member is requesting a waiver of an active duty service commitment or other restriction to retirement, do you recommend approval of the member's request? If "YES" or "NO" is selected, please explain your selection in the Justification box below. Use the "Add Attachment" button above to attach any documents.


YES
 NO
 N/A

- If "YES" or "NO" is selected, please explain your selection in the Justification box below. Use the "Add Attachment" button above to attach any documents. If the commander marks “YES” or “NO,” remarks are required in Step 3
- If not applicable, commander marks “NA” on the form
- If the officer is requesting a waiver, the commander provides justification regardless of the recommendation

c. Step 3: The commander enters comments or recommendations as required.

Step 3. If you selected the YES box in Step 1 or the member is requesting a waiver, you must enter comments in the box below.

Justification



- Comments are required if the commander indicates that the officer is subject to a restriction outlined in AFI 36-3203, Table 3.1 or 3.2, or if the officer is requesting a waiver.

d. Step 4: Officer Grade Determination (OGD) Requirements. (Check appropriate boxes). To determine whether the following adverse information exists, commanders should send a formal request for records review to the IG, JA, and MPF; review the officer's PIF (if any) and contact previous commanders when appropriate. See AFI 36-3203, paragraph 8.6.

Step 4. Officer Grade Determination (OGD) Requirements. (Check appropriate boxes). To determine whether the following adverse information exists, we recommend you send a formal request for a records review to the IG, JA, and MPF. Additionally, you should review the officer's PIF (if any) and contact previous commanders when appropriate. For more information regarding OGD click the following link [Commander's Responsibilities and OGD](#).

4a. Is the officer applying for retirement in lieu of judicial or administrative separation action?

* 4a. YES
 NO

4b. Has the officer had a court-martial conviction?

* 4b. YES
 NO

4c. Has the officer had a civil court conviction, or entered a plea of guilty or no contest, for misconduct which, did (or would) result in a mandatory comment and referral in the member's next DPR, training report, PIF, in accordance with AFI 36-2406, Officer and Enlisted Evaluation System?

* 4c. YES
 NO

4d. Has the officer received nonjudicial punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ), or a letter of reprimand, since the officer's last promotion? If the nonjudicial punishment or letter of reprimand has been set aside, removed or withdrawn, then an OGD is not required unless the nonjudicial punishment or letter of reprimand resulted from a substantiated adverse finding or conclusion as set forth in Item 4e below.

* 4d. YES
 NO

4e. Has the officer, since their last promotion, been the subject of any substantiated adverse finding or conclusion from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities (with the exception of minor traffic infractions), regardless of the command action taken against the officer (if any)? Examples of officially documented investigations, proceedings, or inquiries include, but are not limited to command-directed investigations (CDIs); Inspector General (IG) investigations; and Equal Opportunity (EO) investigations.

* 4e. YES
 NO


4f. Do you find another basis for an Officer Grade Determination?

* 4f. YES
 NO

4g. If you selected a YES box in any step in Steps 4a through 4f an OGD must be initiated on the officer. At this point, hit the "Submit" button to send the application to the AFPC Retirements Branch for review. This places the application in "OGD Required" status; however, you **MUST** personally notify the officer, in writing, within 24 hours of the pending OGD action and the reason(s) it was initiated. The system will also notify the officer by email that an OGD is being initiated, and that they have 10 calendar days to submit comments and documents on their behalf. However, you **MUST** personally notify the officer, in writing, within 24 hours of the pending OGD action and the reason(s) it was initiated. On receipt of the officer's comments and/or documents, or at the end of the 10-day suspense, whichever comes first, you must make a recommendation and forward the OGD and accompanying documents through your JA to the wing commander (or equivalent) for recommendation. Following the wing commander's (or equivalent) review, gather each of the recommendations and any other pertinent documentation regarding the officer's retirement grade. Once you complete your actions, forward the case to your MAJCOM, who, in turn, sends the case to the AFPC Retirements Branch for further processing. If you require assistance or have questions concerning the OGD process, please review [AFI 36-3203](#), Service Retirements, paragraph 8.6., or contact your local Military Personnel Flight for assistance. You may also contact the Air Force Personnel Center Military Retirements and Separations Section via e-mail afpc.dp2stm.retsepbranch@us.af.mil.

4h. OGD Justification/Recommendation:

Justification



- Answer each question by indicating **Yes** or **No**.
 - Include comments as required.
 - If an OGD is required, initiate the written notification as indicated. See AFI 36-3203, paragraph 8.6 and [Section J](#) of this guide for more information on the OGD process.
- e. **Step 5. Commander enters his / her information and clicks the Submit button.**



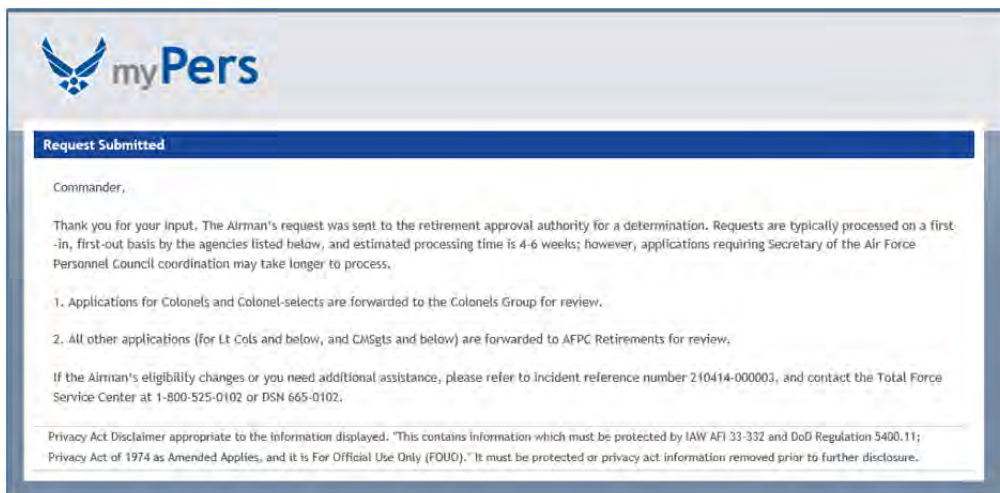
Step 5. Please enter your name, grade, duty title, unit and office symbol, and organizational/official email address in the boxes provided below:

- Name and Grade: John Doe, Colonel
- Enter Duty Title: Commander
- Unit and Office Symbol: 123 SQ/CC
- Official Email Address: john.doe.2@us.af.mil

If you require assistance or do not understand the available options, or wish to submit a question, please use the "E-mail Us" link once you have logged into the myPers website.

SUBMIT

5. After completing the recommendation, the commander clicks the “Submit” button. The system processes the recommendation and displays a confirmation.



myPers

Request Submitted

Commander,

Thank you for your input. The Airman's request was sent to the retirement approval authority for a determination. Requests are typically processed on a first-in, first-out basis by the agencies listed below, and estimated processing time is 4-6 weeks; however, applications requiring Secretary of the Air Force Personnel Council coordination may take longer to process.

1. Applications for Colonels and Colonel-selects are forwarded to the Colonels Group for review.
2. All other applications (for Lt Cols and below, and CMSgts and below) are forwarded to AFPC Retirements for review.

If the Airman's eligibility changes or you need additional assistance, please refer to incident reference number 210414-000003, and contact the Total Force Service Center at 1-800-525-0102 or DSN 665-0102.

Privacy Act Disclaimer appropriate to the information displayed. "This contains information which must be protected by IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUD)." It must be protected or privacy act information removed prior to further disclosure.

Section D-2 Entitlement to Extraordinary Heroism Pay Increase

1. **GENERAL INFORMATION:** Deeds of extraordinary heroism may entitle an enlisted Airman to receive a 10 percent increase in retired pay if the Airman retires under 10 United States Code (USC) §9314.

- a. Because extraordinary heroism is the criterion for award of the Medal of Honor (MH), Air Force Cross (AFC), or equivalent Army or Navy decorations, these awards provide automatic entitlement to the additional 10 percent retirement pay (not to exceed 75 percent) for enlisted Airmen. If heroism is involved in the award of any other medal to an enlisted Airman, SAF determines, coincident to awarding the medal, whether or not the additional 10 percent retirement pay is authorized. Because the law is not restrictive with regard to the types of decorations that may qualify an individual to this increase in retired pay, the SAF has the authority to evaluate the heroic actions that have earned an Airman the Silver Star, Distinguished Flying Cross (DFC) (noncombat), and the Airman's Medal to determine if extraordinary heroism was involved and entitles the recipient to the increase in retired pay.
- b. Since 1969, enlisted Airmen who have been awarded the Silver Star, Distinguished Flying Cross (DFC) (noncombat), and the Airman's Medal have been automatically considered for the additional 10 percent retired pay increase. If they were approved for the retired pay increase, the special order approving the decoration includes a statement to that fact. Absence of a statement on the special order authorizing the retired pay increase indicates that it was not approved. If the Airman believes consideration was not made at the time the medal was awarded, the Airman may ask for a Secretarial review through the Air Force Board for Correction of Military Records (AFBCMR).
- c. If the Airman has an established claim to the retired pay increase, the Airman attaches the special order containing the authorization to the retirement application. The RAA reviews the special order and, if the authorization is validated, includes the proper update in MilPDS when approving the retirement. If the order does not contain the pay increase authorization, the RAA advises the Airman to submit a request for review by the AFBCMR.

2. AIRMAN'S RESPONSIBILITIES:

- a. Identify established claim for extraordinary heroism pay.
- b. Provide the RAA with a copy of the special order containing authorization for the increase.
- c. If no authorization exists, submit request for consideration to the AFBCMR.

Section E Retirement Waiver Processing

1. GENERAL INFORMATION:

- a. A number of conditions prohibit or restrict Airmen from submitting retirement applications. [AFI 36-3203](#), Table 3.1, lists conditions which prohibit submission of an initial application or suspend retirement processing. When the Retirement Approval Authority (RAA) receives notification that one of these conditions exists for an Airman with an approved application, the RAA suspends the retirement and rescinds the order until the condition is resolved.
- b. Airmen must request a waiver if applying to retire prior to completion of their active duty service commitment (ADSC) date or if they have other retirement restrictions listed in [AFI 36-3203](#), Table 3.2. During the eligibility review, DPITSR or the RAA identifies any restrictions to the Airman's retirement and provides instructions to the Airman through the eligibility response.
- c. When an Airman requires a waiver to a restriction, the Airman prepares a separate memorandum explaining the reason(s) for the waiver request and attaches it to the retirement application or includes this information in the remarks section of the on-line application. The RAA returns without action or disapproves applications without sufficient evidence to support a waiver.
- d. Commanders recommend approval or disapproval of all waiver requests and give supporting reasons for the recommendation. The commander prepares a separate memorandum to attach to the Airman's application or includes this information in the remarks section of the on-line application. The commander's recommendation for waiver approval or disapproval does not, by itself, constitute justification.
- e. Airmen should not make any irrevocable financial commitments on the assumption that their waivers will be approved. ***Problems resulting from actions taken before receiving a retirement approval may not be used later as a basis for a hardship change or withdrawal request.***
- f. The RAA approves the waiver request only when justification indicates the Airman is experiencing an extreme personal hardship unique to the Airman's peers that can only be resolved through retirement, or when it is in the best interest of the Air Force.

Waivers Based on Hardship

2. For waiver requests based on hardship, the applicant must fully explain in writing and provide evidence of the type of hardship, how retirement will ease or eliminate the hardship, illustrate how the hardship condition arose or worsened after the ADSC or restriction occurred, identify other efforts taken to remedy the situation, such as a request for humanitarian reassignment, enrollment in the

Exceptional Family Member Program, daycare, in-home care, etc., before applying for a waiver to retire, and explain why retirement is the only solution.

3. To support the hardship waiver request, detailed documentation must contain written statements, letters, or certificates (originals only) from persons who know about the situation (such as a doctor or chaplain). For example, if the hardship waiver request is based on the medical condition of a family member, a doctor should provide as much information as possible without violating patient privacy, but describe the assistance care required, as well as the prognosis (e.g., whether the condition is temporary or permanent). The request should explain why other family members are unable to give the necessary care and support, and why the Airman's retirement is the only solution. Retirement requests for other hardship conditions must be fully explained, and include clear supporting documentation to show the extent of the problem and why the Airman's retirement would resolve it.

4. A claimed hardship cannot be a situation common to other military Airmen in the course of a military career. The following are common situations:

- Timing of civilian employment
- Business opportunities
- Plans for higher education or training
- Ownership of property
- Family separation
- Other inconveniences experienced by service members and their families

5. A hardship is a fully-documented circumstance uncommon to other Airmen that imposes undue privation or suffering on the member, household, or immediate career. When making recommendations on waivers submitted under the category of hardship, the commander should explain in detail how the situation is impacting the member's ability to perform assigned duties, what steps the member has taken to resolve the situation (e.g., request for humanitarian/join spouse assignment, enrollment in the Exceptional Family Member Program, daycare, in-home care), and why retirement is the only solution to the situation. The commander's rationale should include the authorized and assigned strength of the member's AFSC at unit and wing level and describe, in specific terms, why approval of the request will not impact the wing and unit mission or fellow Airmen who may have to perform the applicant's duties until a replacement is available.

Waivers Based on Best Interest of the Air Force

6. To support a waiver request that is in the Best Interest of the Air Force, detailed documentation must clearly indicate how retirement would serve the Air Force's interests. "Best interest of the Air Force" should not be used as a basis for a waiver when an administrative or punitive action may be warranted or more appropriate. Further, waivers submitted for common situations such as those mentioned in [AFI 36-3203](#), paragraph 3.8.2.1, or based solely on manning or to save the Air Force money will not be considered. Additionally, the commander must provide a recommendation with supporting documentation that clearly shows how the waiver is in the best interest of the Air Force.

7. When making recommendations on waivers submitted under the category of best interest of the Air Force, the commander should explain in detail how the unit's mission and the Air Force will not be adversely impacted if the waiver is approved. The rationale should include the authorized and assigned

strength of the member's Air Force specialty code (AFSC) at unit/wing level and describe, in specific terms, why approval of the request will not adversely impact the wing/unit mission or fellow Airmen who may have to perform the applicant's duties until a replacement is available.

8. RESPONSIBILITIES:

a. Airman:

- Upon receipt of eligibility determination, prepares justification for any specified waiver(s)
- Completes all items on the Pre-Application Checklist and Retirement Application
- If applicable, provides copy of order authorizing Extraordinary Heroism pay entitlement
- Provides sufficient justification to the commander to make an accurate recommendation
- Attaches all pertinent documentation for the RAA to consider any waiver requests

b. Commander:

- Coordinates on all retirement applications received from unit personnel
- Reviews the Airman's record to identify ineligibility factors
- Responds to all questions on the commander coordination page and prepares remarks and justification to recommend approval/disapproval of waiver request
- Submits recommendations to the RAA
- *(For Officers)* Completes and, if needed, initiates an Officer Grade Determination (OGD)
- Notifies the RAA of any disqualifying factors occurring after a retirement application is submitted or approved

Section F

Retirement Withdrawal or Change of Approved Retirement Date

1. Withdrawal of an approved retirement or change of an effective date is only appropriate, and can only be approved by the RAA, when a fully documented unique hardship occurs after approval of the retirement; when approval is shown to be in the best interest of the Air Force; or to allow the Airman to accept a valid active duty promotion that an Airman is notified of after applying for retirement. If an Airman is requesting a change or withdrawal of an approved retirement date, they must provide written documentation outlining the justification to the RAA. **NOTE:** A request for a withdrawal or date change is not normally approved if the Airman is retiring under a 7-Day or 3-Day Option.
2. Commanders must provide a recommendation and including supporting justification.
3. Airmen should not make any irrevocable financial commitments on the assumption that their requests for a date change or withdrawal will be approved. Problems resulting from actions taken prior to approval may not be used later as a basis for a hardship request.
4. Enlisted personnel who applied for retirement under the 7-Day or 3-Day Option provisions may not apply for withdrawal or extension based on promotion.

Withdraw or Change Based on Hardship

5. Applicants must explain what the hardship is and illustrate with written evidence how the request for a date change or withdrawal of the retirement application will ease or eliminate the hardship; illustrate how the hardship condition began, or worsened, after applying for retirement and how the hardship could not be avoided or foreseen prior to making retirement plans. The Airman must indicate if other efforts were made to remedy the situation. The hardship situation cannot be common to other Airmen in the course of a military career. Some common situations are:
 - Timing of civilian employment
 - Business opportunities
 - Plans for higher education or training
 - Ownership of property
 - Family separation and other inconveniences
6. The commander must provide comments and a recommendation for approval or disapproval. Additionally, to support the hardship waiver request, detailed documentation must contain written statements, letters, or certificates from persons aware of the situation i.e., doctor or chaplain.

EXAMPLE: If the hardship waiver request is based on the medical condition of a family member, a doctor should provide as much information as possible without violating patient privacy. The request should explain why other family members are unable to provide the necessary care and/or support and why the Airman's retirement is the only solution. Statements must be sent with the waiver request showing the extent of the problem and how the Airman's retirement will resolve it.

Withdraw or Change Based on Best Interest of the Air Force

7. Airmen citing “best interest of the Air Force” as a basis for a date change or withdrawal must clearly illustrate how the change of the retirement date or withdrawal of the retirement would serve Air Force interests. “Best interest of the Air Force” should not be used as a basis for a date change or withdrawal when an administrative or punitive action may be warranted or more appropriate.
8. The commander recommends whether the approval would be in the “best interest of the Air Force,” and provides supporting reasons for the recommendation. Further, waivers submitted for common situations such as those mentioned in [AFI 36-3203](#), paragraph 3.8.2.1, or based solely on manning or to save the Air Force money, will not be considered.

Withdraw or Change to Accept Promotion

9. If an Airman is selected for and notified of a promotion, the Airman must send the retirement withdrawal request no later than 10 duty days after the promotion notification or the AF withdraws the promotion line number. Enlisted Airmen selected for promotion to the grade of MSGt, SMSgt, or CMSgt must include a copy of the completed Promotion Statement of Understanding (PSU) with the withdrawal or change request.

RESPONSIBILITIES:

Airman:

- Prepare justification to support the change/withdrawal request
- Submit a change/withdrawal request, with attached justification, to the commander via myPers
- Provide sufficient justification to allow the commander to make an accurate recommendation and for the RAA to consider the request

Commander:

- Coordinate on all change/withdrawal requests received from unit personnel
- Review the Airman’s record to identify ineligibility factors
- Respond to all questions on the commander coordination page
- Prepare remarks and justification to recommend approval/disapproval of change/withdrawal
- Submit recommendations to the RAA
- Notify the RAA and identify any disqualifying factors, which occur after a change/withdrawal request is submitted/approved

Section F-1

Actions for Airmen to Submit Withdraw or Change Requests

1. Once approved for retirement, Airmen may submit a change/withdraw request by logging into myPers and accessing their “Incidents/Messages” under their “My Account”.



2. Click on the Subject of the approved retirement application.

My Incidents				
Results 1 - 4 of 4				
Subject	Status	Date Created	Date Last Updated	Reference #
Retirement Request	Approved	05/22/2019	05/22/2019	190522-000018
Retirement Request	Not Eligible	12/16/2018	12/17/2018	181216-000017
Assignment Team - 1C3	Closed	10/29/2018	10/29/2018	181029-001226
Chat Session - Retirement	Closed	10/29/2018	10/29/2018	181029-000705

My Tasks				
Update this Incident	Task Item	Status	Date Due	Date Completed
No records found.				

3. To submit a change/withdrawal request, select the “No” button and click “Next”.

Question Change/Withdrawal Question Only

Welcome back MSgt [redacted]

If you have a question for the retirements team about your pending application, please select “Yes” to submit your question. Otherwise, please select “No” to proceed with your retirement application.

Yes No

Next

4. The change or withdrawal form appears.

Retirement Request

Question Change/Withdrawal Pending Response

RETIREMENT CHANGE OR WITHDRAWAL FORM

Member Information

Grade/Name: CMSgt [redacted]

Unit of Assignment: [redacted]

Retirement Effective Date: 01-Jul-2020

Duty E-mail Address: [redacted]

5. **Step 1:** Select “Change Retirement” or Withdraw Retirement” from the dropdown menu.

Required Actions

Step 1. Select your type of request.

▼

6. **Step 1a:** If the Airman is submitting a change request, a block will appear to select the new retirement date.

Step 1a. If requesting a date change, please indicate the desired date of retirement.

Month Day Year

Oct ▼ 1 2020 ▼

7. **Step 2:** The Airman enters justification for the change or withdrawal. The Airman can also add an attachment in step 4.

A screenshot of a web form titled "Step 2. Please provide your justification for the change or withdrawal." The form contains a large, empty text input area with a vertical scrollbar on the right side.

8. **Step 3:** Select the reason for the change or withdrawal from the drop down list.

A screenshot of a web form titled "Step 3. Please provide your reason for the change or withdrawal." Below the title is a dropdown menu with the word "HARDSHIP" selected and a downward-pointing arrow.

9. **Step 4:** Select "Yes" to add an attachment or "No" to skip the option. If the Airman selects "Yes", the "Add" button appears. Click on it to attach the document.

A screenshot of a web form titled "Step 4. Do you wish to attach a document?". It features two radio buttons: "Yes" (which is selected) and "No". Below this is a sub-section titled "Step 4a. Please attach your supporting documents below." which contains a dashed rectangular button labeled "Add".


10. Step 5: The Airman then enters and confirms the commander/civilian leader's official email address (in lower case letters). Once done, click the "Submit" button.

A screenshot of a web form titled "Step 5: Please enter the commander's organizational/official email address:". It has two text input fields. The first is labeled "Commander's email:" and the second is labeled "Please confirm your Commander's email:". Below the fields is a paragraph of text: "Please take a moment to the review the information you provided. If you are ready to update your retirement application, please select 'Submit'." At the bottom of the form are two blue buttons: "Back" on the left and "Submit" on the right.

11. Once submitted, the system sends a notification email to the commander for a recommendation.

12. The Airman must review the confirmation page and download a copy of the request, if desired.

Retirement Request



Question Change/Withdrawal Pending Response

CMSgt [REDACTED]

Your request to change/withdraw your retirement date was sent to your commander for coordination. You will be advised via email once the commander makes a recommendation and forwards the request to Retirement Approval Authority for a decision. If you don't receive an email response in 7 days, please contact your commander to ensure action was taken.

Requests are typically processed on a first-in, first-out basis by the agencies listed below, and estimated processing time is 4-6 weeks from the date your commander makes a recommendation; however, applications requiring review by Secretary of the Air Force Personnel Council may take longer to process.

1. Applications for Colonels and Colonel-selects are forwarded to the Colonels Group for review.
2. All other applications (for Lt Cols and below, and CMSgts and below) are forwarded to AFPC Retirements for review.

You may view the status of your application at any time by logging into My Account using this [link](https://myPers.af.mil/app/account/questions/list) or through the AF Portal. <https://myPers.af.mil/app/account/questions/list>

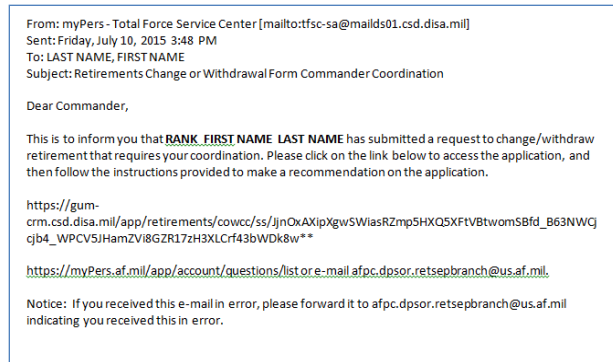
For additional assistance, please contact the Total Force Service Center at DSN 665-0102 or commercial 1-800-525-0102.

Please download your Change/Withdrawal Form to file in your personal record.

[Retirement Change/Withdrawal Form](#)

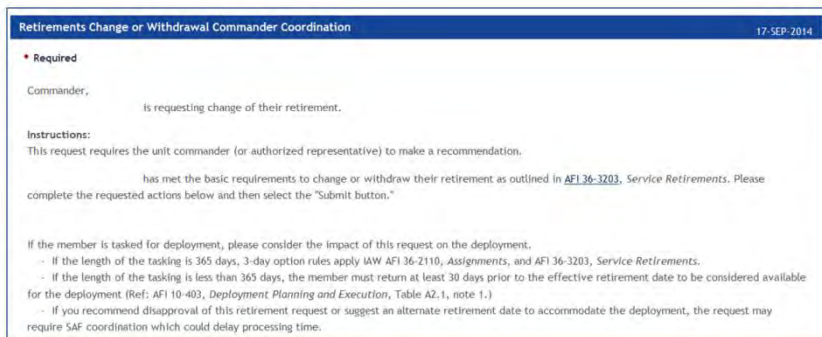
Section F-2 Commander's Actions When Coordinating on Change or Withdrawal Requests

1. Once an Airman submits a change or withdrawal request through myPers, the system forwards an email to the unit commander containing a link to the request.



2. If the commander does not receive the email, the TFSC, Tier 1 Retirements, or the RAA can retransmit it using the **“Notify Commander on Save”** option on the myPers console.

3. When the commander accesses the link, the coordination page appears. The commander completes the responses and clicks the submit button. The system guides the commander through the application and highlights any mandatory information if not completed. The commander cannot proceed until the form is completed.



Step 1 – Commander indicates recommendation by marking the appropriate **radio button**.

Step 1. Do you recommend approval of the member's requested action.

• **Approval** YES
 NO

Step 2 – The commander must provide justification. If not, the system prompts for the information and highlights the applicable item.

'Justification' field required; please fill in.

Step 2. Please explain your remarks.

• **Justification**

Step 3 – Commander enters **name and grade, duty title, unit/office symbol, and email address**. The commander may attach documents, if desired. Once completed, the commander clicks the **“Submit”** button.

Step 3. Please enter your name, grade, duty title, unit and office symbol, and organizational/official email address in the boxes provided below.

* Enter Name and Grade

* Enter Duty Title

* Enter Unit and Office Symbol

* Enter Organizational/Official Email Address

File Attachments

Check here if you are faxing supporting documents to the Retirements POC. For Colonels and Colonel-selects, the fax number is DSN 671-3312, or commercial 703-571-3312. For CMSGts and Chief-selects, the fax number is DSN 671-3296, or commercial 703-571-3296. For all other active duty officers and enlisted members, the fax number is DSN 665-4664, or commercial 210-565-4664. **Note: The preferred method for you to submit supporting documents is via the Add Attachment button to upload electronic documents. The use of fax instead of attaching electronic documents may increase the processing time. We also recommend that you share any faxed documents with your Commander.**

If you require assistance or do not understand the available options, or wish to submit a question, please use the "E-mail Us" link once you have logged into the myPers website.

4. When the commander submits the application, an on-screen confirmation appears.



5. If the commander does not coordinate on an application within 7 days of submission, the system sends a notification advising the Airman to contact the commander. If the commander does not coordinate on the application within 14 days of submission, the system changes the status to “CC No Response-Ret” and places the incident in the appropriate Team Lead queue for action. The Team Lead will contact the commander to determine why coordination has not been completed and retransmit the link as needed.

Section G

Orders and Pay Information Associated with Retirement

1. **GENERAL INFORMATION:** Retirement orders are computer-generated as output products through the Military Personnel Data System (MilPDS), and are typically released once the retirement approval is updated. Upon receipt, the Military Personnel Flight sends orders to the Airmen through local distribution channels. The Airmen may also obtain a copy through their Personnel Records Display Application (PRDA) record approximately 2 duty days after approval.

- a. Retirement orders are generated no earlier than 12 months prior to the desired retirement date. In rare circumstances, Airmen may be approved for retirement more than 12 months in advance; however, the RAA will not release the retirement order until 12 months out.
- b. The RAA reviews generated orders to ensure the service information is valid.
- c. **Airmen must have a valid retirement order to retire.** Orders may be rescinded after approval of a retirement action if the Airman is later determined ineligible for retirement or a restriction or condition surfaces impeding the retirement. When medical or administrative hold action is executed and an Airman was previously approved for retirement, the retirement order is rescinded. Once an order is rescinded, it cannot be used for processing actions, even if the restriction or condition is lifted; a new retirement order must be generated.
- d. Retirement orders are amended or rescinded using a computer-generated order created through MilPDS. Retirement orders may be amended multiple times; however, if several corrections are needed, the order and amendments should be rescinded and a new order generated.
- e. Airmen retiring from overseas who are serving the command-sponsored tour will receive an amendment to their retirement order that provides processing instructions and travel authorizations for their command-sponsored family members. **Airmen must ensure the family members' data is correct in DEERS when applying for retirement.**
- f. Airmen retiring from the CONUS do not require an amendment to their retirement order that includes family members' data. **When preparing the final travel voucher, the Airman may be required to include a copy of the PCS order that took him or her to the final duty station, or a copy of a DD Form 1172 printout from DEERS, that reflects the family members' information.**

2. RESPONSIBILITIES:

- a. **Airman:**
 - Obtain a copy of the retirement order through MPF distribution channels or PRDA following approval notification. If no copy is available, contact Tier 1 Retirements for assistance

- Ensure family member information is correct in DEERS
- If retiring from overseas and stationed at a location where out-processing facilities exist, obtain a copy of the travel amendment from the MPF distribution channels or PRDA. If no copy is available, contact Tier 1 Retirements for assistance
- If retiring from overseas and stationed at a location where *no* out-processing facilities exist, request travel to a SPB no later than 60 days prior to departure. Send the SPB request to the Tier 1 Retirements at afpc.dp1.retirements@us.af.mil
- Safeguard the retirement order and any associated amendments

b. **MPF:**

- Obtain output products from MilPDS and distribute to retiring Airmen
- Assist Airmen in obtaining copies as necessary

3. **OVERSEAS TRAVEL:**

- a. Airmen retiring from the overseas area require a travel authorization to relocate command sponsored family members and household goods from the overseas location. If the Airman is stationed at a location where facilities exist for the Airman to conduct out-processing actions prior to departure, this travel authorization is provided to the Airman through an amendment to the retirement order approximately 6 months prior to their retirement date. If the Airman is approved for retirement within 6 months of the desired date, the order is normally prepared within 30 days of the retirement approval. The travel amendments are generated as MilPDS output products and distributed to the Airman through local channels by the MPF or available in the Airman's PRDA record.
- b. Airmen retiring from the overseas area and stationed at a location without adequate processing facilities must request travel to a Separation Processing Base (SPB) in accordance with [AFMAN 36-2102](#), *Base-Level Relocation Procedures*, paragraph 2.29, and the [Personnel Services Delivery Guide \(PSD\) on SPB](#). Requests for travel to a SPB are submitted to the appropriate authority NLT 60 days prior to departure from the overseas area. Tier 1 Retirements generates SPB orders for retiring lieutenant colonels and below. **NOTE:** See the PSD guide on SPB for more information on this process.

4. **OVERSEAS HOME OF SELECTION (HOS):** Retiring Airmen eligible for overseas HOS as outlined in the Joint Travel Regulation (JTR), paragraph 051003B2, should contact Tier 1 Retirements via email to afpc.dp1.retirements@us.af.mil or by submitting an "Ask a Question" through the myPers website to have special orders prepared documenting the move. The orders include the following information:

- a. Identification of the individual and dependents. For children, include date of birth.
- b. For those traveling by air, the authorization for travel from the appropriate aerial port of embarkation (APOE) specifying the flight upon which the individual is traveling.
- c. Location of individual's HOS.

- d. A statement that the transportation is “for the purpose of establishing residence after retirement.” Also identify the order that effects the retirement.
- e. Air movement designator (AMD).
- f. Authorization for HHG and POV shipment, as appropriate.
- g. A statement that “Airman is responsible for ensuring that customs, immigration, and quarantine entry requirements for establishment of a home in (name of foreign country) are met.”
- h. Statement that “travel as directed is necessary in the military service” or “travel as directed is necessary (TDN).”
- i. Accounting classification in the individual’s retirement order and the parenthetical information shown after the accounting classification, (that is, insert M, D, H, I, T, or Y). Also include the customer identification code (CIC) for travel by Air Mobility Command (AMC) aircraft and Transportation Account Code (TAC) for services rendered by AMC, Military Sealift Command, and Military Traffic Management Command (MTMC) (shipment of HHG, unaccompanied baggage, POV).
- j. Authority: JTR, paragraph 051003B2.

EXAMPLE: Major John Doe, 123-45-6789, USAF, Retired, and his spouse, Helen J. Doe, are authorized to proceed from McGuire AFB NJ, reporting to AMC passenger Service Counter at McGuire not later than (NLT) 1850 hours, 14 Jan 15 for departure at 2000 hours, on flight T-233, to home of selection (HOS), 72 Wilhelmstrasse, Frankfurt Germany, for establishing residence after retirement according to Special Order AC-17777, Department of the Air Force (DAF), 2015. AMD: WRI FRF 3PC FN-I. Shipment of household goods and POV authorized. Airman is responsible for ensuring that customs, immigration, and quarantine entry requirements for establishing a home in Germany are met. TDN: (Accounting Classification plus parenthetical information, CIC, and TAC.) Authority: JTR, paragraph 051003B2.

5. TRAVEL TO HOS VS HOME OF RECORD (HOR) / PLACE LAST ENTERED ACTIVE DUTY (PLEAD):

- a. The JTR, paragraph 051003, authorizes certain Airmen travel and transportation entitlements to a HOS. To be eligible for travel to a HOS, the Airman must have at least 8 years of continuous active duty with no single break of more than 90 days. Airmen may select a home:
 - Any place in the United States, **-OR-**
 - The Home of Record outside the US or the place outside the US from which the Airman was initially called or ordered to active duty, or to any other place, **-OR-**
 - Any other place. **NOTE: Allowances paid in this case will not exceed those payable had the Airman selected a home at a CONUS location.**

- b. Current MilPDS edits generate a notification on the retirement order indicating retiring Airmen are authorized travel to their Home of Selection (HOS). MilPDS edits do not verify the service requirements outlined in the JTR; therefore, the RAA must verify retiring Airmen are authorized travel to a HOS and amend the retirement order, if travel to a HOS is not authorized.

6. **SPECIAL AUTHORIZATIONS:** Airmen who require a special authorization on their retirement order submit a request via email to afpc.dp1.retirements@us.af.mil or by submitting an “Ask a Question” through the myPers website. Requests must include justification for the special authorization, as well as any supporting documentation. Incomplete requests are returned without action. Examples of some special authorizations are:

- a. **Excess Baggage**--Items normally allowed on a regular PCS with PCA, like excess baggage for professional gear, are not authorized when Airmen are separating/retiring since these items are not required upon retirement. However, if extenuating circumstances arise, such as a family member having special medical equipment that must be hand-carried, the Airman may be authorized excess baggage. Requests must contain evidence to support the claim and include the commander’s concurrence.
- b. **Extension of Household Good/Travel Entitlements**--Airmen may, in certain cases, delay use of allowances IAW JTR, paragraph 051003I. [Requests are submitted to the Personal Property Activity Headquarters \(PPA HQ\) for approval.](#) If approved, the Airman shows the approval memorandum with the original retirement order when requesting shipment. Extensions are typically approved in 12-month increments; however, extensions cannot exceed 6 years from the date of retirement. If an Airman receives the maximum number of allowable extensions, a change to the fund cite on the retirement order may be required.
- c. **Shipping a POV from one CONUS location to another**—An Airman who is **physically** unable to drive their POV from one CONUS location to another may request shipment of the POV at government expense IAW JTR, paragraph 052901A(2). The Airman must submit a request in writing with commander’s concurrence, and provide supporting documentation from a medical provider/physician that clearly indicates the Airman is unable to drive. This authority does not apply to family members with an inability to drive.
- d. **Picking up Vehicle enroute to SPB**--This is a normal entitlement when an Airman travels PCS so no special remark is required.
- e. **Circuitous Travel**--Airmen traveling from overseas often want to take leave enroute and stop at other overseas locations before returning to the CONUS. [AFI 24-602, Volume 1, Passenger Movement](#), paragraph 3.3, covers the procedures for requesting/authorizing circuitous travel. The Airman prepares a PCS/TDY Deviation Travel Form, following the procedures of that AFI, and obtains approval of the request from their servicing TMO. The Airman then sends the RAA a copy of the approved PCS/TDY Deviation Travel Form to request amendment to their retirement order.

- f. **Foreign Flag Carrier Authorized**—Airmen traveling from overseas may be approved by their servicing TMO to secure their own travel arrangements using a Foreign Flag carrier when contract flights are unavailable. The Airman obtains approval from their servicing TMO and sends the RAA a copy of the approval to request amendment to their retirement order.

Section G-1 Service Dates Relating to Retirement

1. **Date of Initial Entry to Uniformed/Military Service (DIEUS/DIEMS)** – The initial date of acceptance of a commission, or enlistment in any Reserve or Regular component of any United States Armed Force. It includes:

- Enlistment as a Reserve Airman in the ROTC program
- Enlistment in any active component's delayed entry/enlistment program
- Entrance as a cadet or midshipman at a service academy
- Entry into an academy preparatory school

NOTE: The DIEUS/DIEMS date is a fixed date and will not change because of a break in service.

2. **The 10 USC §1405 Service Date** - Used to determine the multiplier for computing an Airman's retired pay. It does not change the date a person is eligible to retire as the computation for required years of service is based on the Total Active Federal Military Service Date (TAFMSD). The 1405 date is usually computed for enlisted personnel when they have 17 years of TAFMS, officers when they have 18 years TAFMS, or upon retirement. The AFPC Service Dates Verification Section (AFPC/DP2LT) is responsible for computing and updating the 1405 date in MilPDS. This date is computed by adding together the following: Active duty training, inactive duty training (IADT), extension course institute (ECI), and membership points (days) while in the Reserve

- A maximum of 4 years constructive service for education or training may be credited to officers who on 14 September 1981, were designated as medical or dental officers, or commissioned officers of the Public Health Service, or to any person who, on 14 September 1981, was participating in a program leading to a Medical or Dental Corps appointment. Medical officers may be credited with 1 additional year for medical internship or the equivalent
- Years of service (YOS) that were creditable (not mentioned above) for basic pay before 1 Jun 58. Include all inactive Reserve service or active service with the Commissioned Corps of the Public Health Service from 29 Jul 1945 through 3 July 1952 when the Commissioned Corps was a military service

NOTE: One day's service for each point earned while not on active duty after 31 May 1958 is subject to a limit of 60 points in any 1 year. Include inactive duty training points and gratuitous points, reference [AFMAN 36-2604](#), *Service Dates and Dates of Rank*.

3. **Total Active Federal Military Service Date (TAFMSD)** - Includes all periods of active Federal military service in commissioned, warrant, flight officer, or enlisted status. When there is no break in active duty (AD) from date of original entry on such duty, TAFMSD is the date of original entry on AD. When there is a break in AD, TAFMSD is later than the date of original entry on AD by a period equal to the break or breaks; does not include AD while a student at Uniformed Services University of Health Sciences (USUHS) or Health Professions Scholarship Program (HPSP). Includes concurrent enlisted cadet status and solely cadet status at a service academy for airmen only.

4. Total Active Federal Commissioned Service Date (TAFCS D) - Includes all periods of AD Federal commissioned service. When there is no break in AD commissioned service from original date of entry on AD in such status, TAFCS D is the date of original entry on AD in commissioned status. When there is a break, TAFCS D is later than the date of original entry on AD in commissioned status by a period equal to the break or breaks; does not include AD while a student at USUHS or HPSP.

Section G-2 Retirement Pay Plans

1. **Retirement Pay-** Airmen who remain on active duty for 20 or more years are eligible for retirement. There are four non-disability retirement systems currently in effect:

- Final Pay
- High-3 Year Average
- Military Retirement Reform Act of 1986 (more commonly referred to as REDUX — a \$30,000 Career Status Bonus (CSB)). Individuals formerly under REDUX were able to choose between the High-3 and CSB/REDUX systems
- Blended Retirement System (BRS)

2. The **Date of Initial Entry to Uniformed/Military Service (DIEUS/DIEMS)** determines which retirement system applies. For additional information on calculating retired pay estimate visit the Office of the Secretary of Defense (OSD) Military Compensation website at: <http://www.dod.mil/militarypay/retirement/calc/index.html>. To decide which system applies to the Airman, determine the date they FIRST entered the military. The date FIRST entered the military means the first time the Airman enlisted or joined active duty or reserve. This date is fixed---it does not change with a break in service.

3. The pay date may be different than the DIEUS/DIEMS. The DIEUS/DIEMS does not determine when an Airman is eligible to retire; it only determines which retirement pay plan applies.

4. Pay Plan Eligibility:

- a. **Final Basic Pay** – DIEUS/DIEMS before September 8, 1980.
- b. **High-3** – (1) DIEUS/DIEMS on or after September 8, 1980, but before August 1, 1986; OR (2) DIEUS/DIEMS on or after August 1, 1986, *and* Airman did not elect the Career Status Bonus/REDUX retirement system; OR (3) DIEUS/DIEMS is on or after August 1, 1986 but prior to January 1, 2018, the Airman had less than 12 years of service (calculated from pay date) as of 31 December 2017 and the Airman did not opt-in to BRS.
- c. **REDUX** – DIEUS/DIEMS on or after August 1, 1986 but prior to 1 January 2018, *and* Airman elected the Career Status Bonus (CSB)/REDUX retirement plan.
- d. **BRS** – (1) DIEUS/DIEMS on or after 1 January 2018; OR (2) DIEUS/DIEMS is on or after August 1, 1986 but prior to January 1, 2018, the Airman had less than 12 years of service (calculated from pay date) as of 31 December 2017 and the Airman elected to opt-in to BRS.

5. Pay Calculations: The Defense Finance and Accounting Service (DFAS) calculates retired pay; however, the following information is provided as basic information on the process.

- a. **Final Basic Pay:** Retired pay is calculated by multiplying the retirement base (Airman's monthly basic pay) times 2.5% of the Airman's 10 USC §1405 service.

EXAMPLE: The estimated retired pay for a Master Sergeant (E-7) with 24 years, 6 months of 1405 service is calculated as follows:

- Multiplier for 24.5 years of 10 USC §1405 service = $24.5 \times 2.5\% = 61.25\%$
- \$4725 (base pay) X 61.25% = \$ 2894 (estimated retired pay)

b. **High-3:** Retired pay is calculated by multiplying the retirement base (average basic pay for the highest 36 months of the individual's career) times 2.5% of the Airman's 10 USC §1405 service. This average typically, though not always, equals the average basic pay for the final three YOS.

EXAMPLE: The estimated retired pay for a Master Sergeant (E-7) with 2 years of time in grade, and 24 years, 6 months of 1405 service is calculated as follows:

- Multiplier for 24.5 years of 10 USC §1405 service = $24.5 \times 2.5\% = 61.25\%$
- \$4632 (average of base pay) X 61.25% = \$ 2837 (estimated retired pay)

c. **REDUX:** The Military Reform Act of 1986 created the REDUX retirement system, and it applies to all Airmen who have a DIEUS on or after 1 August 1986 but prior to 1 January 2018. The FY00 National Defense Authorization Act (NDAA) amended this system and made two major changes. It allowed Airmen to choose between the High-3 retirement system and the REDUX retirement plan, and added a \$30,000 Career Status Bonus (CSB) as part of the REDUX retirement system. The REDUX retirement system/Career Status Bonus was a "package deal." It combined these two items that could be advantageous to many individuals. The REDUX portion determines retirement income (the longer one's career, the higher that income) and the Career Status Bonus provided cash---available for investing, major purchases, or to set up a business after retirement. The REDUX multiplier calculation and annual cost of living adjustments differ from the other systems. Also, REDUX has a catch-up increase at age 62 that brings the REDUX retired pay back to the same amount paid under the High-3 System. REDUX is the only military retirement system with a readjustment feature. **NOTE: Offering of the CSB was terminated as of 1 Jan 18.**

- Each of the first 20 years of service (YOS) is worth 2.0% toward the retirement multiplier, but each year after the 20th is worth 3.5%. **EXAMPLE:** $2.0\% \times 20 \text{ years} = 40\%$. However, a 30-year career is computed by 2.0% times the first 20 years plus 3.5% for the 10 years beyond 20 = 75%. The table below summarizes the initial multiplier at various YOS under REDUX:

- Multiplier:

YOS	20	21	22	23	24	25	26	27	28	29	30
Multiplier	40%	43.5%	47%	50.5%	54%	57.5%	61%	64.5%	68%	71.5%	75%

EXAMPLE: The estimated retired pay for a Master Sergeant (E-7) with 2 years of time in grade, and 23 years of 1405 service is calculated as follows:

- Multiplier for 23 YOS of 1405 service = $(20 \times 2\%) + (3 \times 3.5\%) = (40\% + 10.5\%) = 50.5\%$
- \$4597 (average of base pay) X 50.5% = \$ 2321 (estimated retired pay)

d. Retired pay plans are impacted when an enlisted Airmen is demoted within 3 years of retirement and doesn't regain the highest grade held. In these cases, the retirement base is calculated as if the Airman was under the Final Basic Pay plan; however, the multiplier will be based on the original retirement plan, REDUX or High-3/Final Basic Pay.

Section H

Recalling Retirees to AD and Reverting to Retired Status

1. With the exception of officers retired under a Selective Early Retirement Board and those officers who retired in lieu of consideration for a selective early retirement, the SAF may order retirees to active duty at any time. Recalled retirees may be assigned to such duties as the SAF considers necessary in the interest of national defense; however, these Airmen may not typically serve more than 12 months in the first 24 months following recall to active duty. Recalled retirees may also be recalled to active duty for court-martial action at the direction of the SAF. Additionally, the SAF may offer retirees to voluntarily return to active duty under sanctioned recall programs to fill valid mission needs.

- a. When the SAF directs mobilization that includes involuntary recall of retirees, the designated authority, typically ARPC, prepares orders returning the Airman to active duty and provides copies of the orders to the RAA. The RAA projects the Airman's recall to active duty in MilPDS using the information on the Extended Active Duty (EAD) order. Upon completion of the recall period, the RAA projects the Airman's revert to retired status in MilPDS.
- b. When the SAF directs recall of a retiree for court-martial action, the local legal office notifies the RAA of the SAF's decision. The RAA works with the legal office and prepares a recall order. Upon completion of the court-martial action, the RAA projects the Airman to revert to retired status unless the court-martial action results in discharge.
- c. When the decision is made to allow retirees to voluntarily return to active duty, for example under a rated officer recall program, the designated authority (AFPC/DP2LT) prepares orders returning the Airman to active duty and provides copies of the orders to the RAA. The RAA projects the Airman's recall to active duty in MilPDS using the information on the Extended Active Duty (EAD) order. Upon completion of the recall period, the RAA projects the Airman's revert to retired status in MilPDS.

2. When an Airman reverts to retired status, the RAA provides a copy of the revert order to DFAS-Cleveland to reestablish retired pay. The Airman receives credit for the additional active service and their multiplier is adjusted accordingly. The Airman also receives a DD Form 214, **Certificate of Release or Discharge from Active Duty**, for the period covering the recall to active duty; however, the Airman's original retirement date remains the same. The Airman is not being retired again; therefore, the Airman is not entitled to the same recognition received when initially retired i.e., the unit does not conduct a second retirement ceremony, prepare retirement certificates, etc.

3. RESPONSIBILITIES:

- a. **Airman:**
 - Obtain a copy of the recall order from the designated agency directing recall
 - Report for active duty as instructed on the order
 - Upon completion of active duty, obtain the Revert to Retired Status Order from RAA

- Complete required out-processing with MPF
- Complete the DD Form 214 worksheet and follow instructions provided by the RAA

b. Base Legal Office:

- When appropriate, notify RAA of pending recall action for court-martial
- Provide copy of SAF approval memorandum to RAA
- Obtain copy of recall order from RAA and, if appropriate, deliver to retired Airman
- Notify RAA of outcome of court-martial

c. Military Personnel Flight:

- Upon arrival, perform appropriate action to gain Airman to file and start active duty pay
- Upon notification of the Airman's active duty tour completion, follow instructions from the designated agency
- Ensure Airman completes local out-processing as required
- Follow instructions from the RAA

Section I

Satisfactory Service Determinations

1. **GENERAL INFORMATION:** Enlisted Airmen of the Regular force who retire for other than disability are retired in the Regular grade held on the date of separation unless entitled to a higher grade under some other provision of law. Enlisted Airmen who were demoted prior to retirement and did not regain the highest grade held on active duty may be advanced on the retired list as determined by the SAF or designee. When a previously demoted Airman requests retirement, the Airman provides documentation regarding the demotion action. Tier 2 Retirements prepares a Satisfactory Service Determination (SSD) package and sends it to the SAF or designee, who determines the highest grade held on active duty in which the Airman served satisfactorily. If approved by the SAF or designee, the Airman is advanced to the higher grade when the Airman's active service plus their service on the retired list totals 30 years.

2. Reserve enlisted Airmen of the Air Force who retire under 10 USC 9314 may be entitled to retirement in a higher grade held satisfactorily on active duty as a reserve/guard Airman per 10 USC 9343. The SAF or designee determines the retired grade provided there is no evidence of record to indicate unsatisfactory service in the higher grade. Specifically, this provision applies to reserve enlisted Airmen reduced in grade not as a result of the Airman's misconduct, but as an administrative reduction, such as when accepting an assignment in a lower grade.

3. Tier 1 Retirements monitors pending grade advancements and notifies the Defense Finance and Accounting Service-Cleveland (DFAS-CL) of upcoming actions. Tier 1 Retirements ensures DFAS-CL has the necessary documents to execute the advancement action.

4. AIRMAN'S RESPONSIBILITIES:

- a. Provide any required documentation to the RAA when requested
- b. Notify the RAA, if retired pay is not adjusted 60 days after the anticipated advancement date

Section J

Officer Grade Determinations (OGD)

1. **GENERAL INFORMATION:** This section contains general information on the OGD progress and submission steps. Please refer to [AFI 36-3203](#), *Service Retirements*, paragraph 8.6 for more information. Any commander in the officer's chain of command or appropriate authority may initiate an Officer Grade Determination (OGD). The commander submits an OGD request through the base legal office, wing commander, NAF (if required by the MAJCOM), MAJCOM, RAA, to the SAFPC when one of the following conditions apply:

- a. The officer applied for retirement in lieu of judicial or administrative separation action.
- b. The officer has a court-martial conviction.
- c. The officer has a civil court conviction, or entered a plea of guilty or no contest, for misconduct which did (or would) result in a mandatory comment and referral in the next Officer Performance Report (OPR), Training Report, Promotion Recommendation Form (PRF), in accordance with [AFI 36-2406](#), *Officer and Enlisted Evaluation Systems*.
- d. The officer received nonjudicial punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ) or a letter of reprimand since the officer's last promotion.
- e. The officer, since their last promotion, has been the subject of any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities (with the exception of minor traffic infractions), regardless of the command action taken against the officer (if any).
- f. Any other case, which the commander believes an OGD, is appropriate

2. **PROCESSING AN OGD:** When an officer applies for retirement, the commander reviews the officer's record to determine if one of the above conditions exists. To determine whether such adverse information exists, commanders should review the officer's record, determine if adverse information exists by sending a request for a records review to the inspector general, judge advocate, and military personnel flight, and, if applicable, contact previous commanders to determine if one of the situations listed above exists. If adverse information is discovered, the commander completes the OGD questions on the retirement application coordination page and notifies the officer in writing that an OGD is being initiated and the reason for the review. All information relevant and material to the determination of satisfactory service in each grade at issue must be forwarded to the subject officer to provide the officer an opportunity to respond. The officer is normally provided 10 calendar days to submit comments/documents on his/her behalf. On receipt of the officer's comments/documents, the commander makes a recommendation and forwards the following OGD documents for processing:

- a. Recommendations of the chain of command, with detailed rationales for recommending retirement at a certain grade.

- b. Officer's response to the OGD
- c. Court-martial package to include the final disposition of court-martial charges providing the basis for the OGD, if applicable, as memorialized on a report of results of trial or statement of trial results, and on the Court-Martial Order or entry of judgment, whichever is applicable.
- d. The record of civil court conviction, guilty plea, or nolo contendere (no contest) plea providing the basis for the OGD, if applicable, and any related relevant and material documents.
- e. The record of nonjudicial punishment or the reprimand providing the basis for the OGD, if applicable, together with all underlying evidence, reports of investigation, and the subject officer's responses thereto
- f. A complete copy of the official documented investigation, proceeding or inquiry that resulted in the substantiated adverse finding(s) or conclusion(s) providing the basis for the OGD, if applicable. Examples of officially documented investigations, proceedings or inquiries include, but are not limited to: command-directed investigations (CDIs); Inspector General (IG) investigations; and Equal Opportunity Investigations.
- g. Complete copies of the subject officer's officer performance reports for the grade(s) under consideration for satisfactory service.
- h. Complete copies of any awards and decorations earned by the subject officer in the grade(s) under consideration for satisfactory service.

3. When an OGD is initiated IAW [AFI 36-3203](#), paragraph 8.6.3.6 (item 1f mentioned above), the wing commander may terminate the OGD if appropriate. All other cases are processed, and recommendations provided, by the offices listed below, to the SAF Personnel Council (SAFPC) for review.

- a. When the wing commander determines an OGD is not warranted, he/she documents the termination in a memorandum. (See sample memo below). The OGD documentation, along with the termination memorandum, are forwarded to Tier 2 Retirements (for Lt Cols and below) for filing. Upon receipt, Tier 2 Retirements resumes processing of the retirement application.
- b. When an OGD is mandatory, the documentation includes recommendations from the following agencies. **NOTE:** MAJCOMs may require NAF coordination before their review.
 - Unit commander
 - Base legal office
 - Wing commander
 - MAJCOM/A1 (Review and facilitate endorsements)
 - MAJCOM/JA
 - MAJCOM/CC or CV (Note: MAJCOM may delegate this authority to the MAJCOM/A1)

4. The OGD will be submitted and coordinated via SAFPC Legal Transit Sharepoint site at. <https://usaf.dps.mil/sites/10132/SAFPC/SAFPCLegal/SitePages/Home.aspx>.

5. Once the coordination is complete, the MAJCOM forwards the package to Tier 2 Retirements via the SAFPC Legal transit system. Tier 2 Retirements reviews the package for completeness and forwards the case to SAFPC for consideration.

6. Upon receipt of the SAFPC decision memorandum, Tier 2 Retirements notifies the MAJCOM/A1 and the unit commander of the decision.

7. If the officer's requested retirement date has passed or is near, the RAA coordinates with the unit commander and the officer to establish a retirement date that retires the officer as quickly as possible but allows sufficient time for processing and, if approved, PTDY/terminal leave. Adjusted retirement dates are typically no more than 120 days following receipt of the SAF's decision. NOTE: Some limitations exist when an officer is approaching a Mandatory Separation Date.

8. RESPONSIBILITIES:

a. Officer:

- Reviews OGD notification from commander
- Provides rebuttal comments, if desired, within established suspense (typically 10 calendar days from receipt)

b. Commander:

- Notifies the officer in writing of OGD requirement. Suspenses for response
- Prepares an OGD package and obtains necessary legal review before forwarding to the wing commander

c. Wing Commander:

- Prepares recommendation on the OGD
- Ensures the package is sent to NAF/MAJCOM, as appropriate, within a timely manner

d. MAJCOM/A1:

- Reviews the package to ensure all required accompanying documents are contained in the OGD; ensures a legal review is conducted
- Submits MAJCOM/CC or designee's recommendation regarding the retirement grade and includes a statement to that effect
- Forwards the OGD case file to Tier 2 Retirements

Section J-1 Sample OGD Notification Memorandums

[AFI 36-3203](#), paragraph 8.6, outlines the OGD process. Commanders use the sample notification memorandum in Figure 8.1 of the AFI to notify the officer. Below are samples of memorandums for the commander to use when forwarding the package to the wing commander for evaluation.

Sample Memo to Wing Commander when OGD is Mandatory

MEMORANDUM FOR WING COMMANDER

FROM: Unit/CC

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

(Officer's rank and name) was notified by memorandum dated (Atch 1) that an officer grade determination (OGD) was being initiated IAW AFI 36-3203, paragraph 8.6. The officer's response/endorsement (Atch 2) was received on _____. I have attached a copy of the Article 15 (or other appropriate document) to support this OGD action and (Officer's rank and name) response to the Article 15 (or other appropriate document) with supporting documentation.

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

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

Signature Block
Unit Commander

Attachments:
(Supporting Documentation)

1st Ind, Wing Commander

MEMORANDUM FOR MAJCOM/A1

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

Signature Block
Wing Commander

**Sample Memo to Wing Commander when OGD is Not Mandatory and
Wing Commander Decides to Terminate the OGD**

MEMORANDUM FOR WING COMMANDER

FROM: Unit/CC

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

(Officer's rank and name) was notified by memorandum dated (Atch 1) that an officer grade determination (OGD) was being initiated IAW AFI 36-3203, paragraph 8.6.3.6. The officer's response/endorsement (Atch 2) was received on _____. I have attached a copy of the (name of the appropriate document) to support this OGD action and (Officer's rank and name) response to the (name of the appropriate document) with supporting documentation.

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

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

Signature Block
Unit Commander

Attachments:
(Supporting Documentation)

1st Ind, Wing Commander

MEMORANDUM FOR AFPC/DP2SSR (for Lt Cols and below)

I have determined an officer grade determination is not required for the following reasons and should be terminated. **(NOTE: This statement may only be used when the wing commander determines that an OGD is not appropriate IAW AFI 36-3203, Service Retirements, paragraphs 8.6.3.6. Explain in detail the mitigating circumstances which formed the basis for deciding not to initiate an OGD.)**

Signature Block
Wing Commander

Section K High Year of Tenure (HYT)

1. **GENERAL INFORMATION:** Every Regular AF enlisted Airman is assigned a HYT date. HYT represents the maximum number of years Airmen may serve on active duty in a particular grade. The Air Force designed HYT policy to manage the size of the career force and to induce a reasonable promotion flow to all grades. HYT also establishes a balance between the need for experience and youth in the enlisted force, and provides the Air Force with a method of stabilizing the career structure.

2. Airmen typically have their HYT established upon accession. There are various sections within the Air Force Personnel Center that verify and adjust HYT dates. HYT is initially set at the following service points:

- Airman First Class (A1C) and below - 8 Years of TAFMS
- Senior Airman (SrA) – 10 years of TAFMS
- Staff Sergeant (SSgt) - 20 Years of TAFMS
- Technical Sergeant (TSgt) - 22 Years of TAFMS
- Master Sergeant (MSgt) - 24 Years of TAFMS
- Senior Master Sergeant (SMSgt) – 26 Years of TAFMS
- Chief Master Sergeant (CMSgt) – 30 Years of TAFMS

Retirement in Conjunction with HYT Date

3. Retirement-eligible Airmen must request a voluntary retirement that is effective no later than the first day of the month following their HYT date. Under unique circumstances, Airmen may submit requests for extension of a HYT date.

Extensions of HYT

4. Requests to extend a HYT are rare and submissions should be made only when the Airman is experiencing an extreme *hardship* not common to contemporaries or when approval is shown to be in the *best interest of the Air Force*. The maximum extension period is one year. Multiple extension requests or requests to extend for more than one year are not normally entertained.

5. The Airman may submit requests for HYT extensions based on the *best interest of the Air Force*. These requests should only be made when a uniquely qualified Airman is performing in a critical position essential to the success of a vital mission and a suitable replacement cannot be found. The request must clearly explain why the Airman's retention is essential to mission success and cannot be based on manning levels alone. Requests are accepted no earlier than 1 year and no later than 6 months before the individual's established HYT.

6. Airmen who are experiencing an extreme personal hardship may also request extension of HYT when the situation is uncommon to other military members and retention on active duty is the only solution. The request must be fully justified; and the maximum extension period is 1 year.

7. These requests must be routed through the Airman's unit commander for endorsement. Any commander in the Airman's chain of command may disapprove the request. If disapproved, request processing ceases. Please note that unit commanders must carefully scrutinize requests for HYT extension to ensure they meet the intent of AFI 36-3203 and needs of the unit and Air Force, and provide detailed evidence to support the request. Since HYT is established well in advance of the Airman's retirement date, the commander should also explain why the unit failed to prepare for the Airman's scheduled departure when the Airman applies for an extension under the category of Best Interest of the Air Force.

Please note that during periods of Force Management, the Air Force is faced with reducing manning to meet Congressionally-mandated end strength and to stay within established budget constraints. As such, HYT extensions will only be considered under the category of best interest of the Air Force when the member is serving in a critically-manned AFSC. It is unlikely that extension requests will be approved unless EVIDENCE is provided that clearly proves the mission will fail and that no one can assume the responsibilities of the Airman approaching HYT.

8. Send HYT extension requests for Airmen in the rank of SrA-SMSGt to Tier 2 Retirements via myPers by inputting "21610" on the main page under the "Search by Keyword" option, or by accessing the HYT article at: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/21610

9. Send HYT extension requests for CMSgt(s) to AF/A1LE by scanning and emailing to usaf.pentagon.af-a1.mbx.af-dpe-workflow@mail.mil for processing.

10. The approval authority for the HYT extension request is AFPC/DP2S or DP3SA for SMSgts and below, or AF/A1LE for CMSgts and Chief-selects. The decision on the request is sent to the Airman via myPers.

11. Periodically, Air Staff may temporarily offer HYT extensions to shortage career fields to resolve manning issues. Announcement of this program is made through a Personnel Services Delivery Memorandum (PSDM) and is only available to those AFSCs and grades outlined in the PSDM or accompanying matrix. Individuals not eligible for this program who desire a HYT extension must apply using the criteria described in paragraphs 4-10 above.

Section L

Retirement in Lieu of Administrative / Judicial Action

1. Airmen facing administrative/judicial action i.e., demotion, administrative discharge and court-martial action may request retirement in lieu of the action if otherwise eligible. This request is not automatically granted and must be approved by the SAF or designated representative.

- a. [AFI 36-3203](#), table 3.2, rules 2-5 and 14, outline the waivable items:
 - Rule 2 – Administrative Demotion
 - Rule 3 – Administrative Involuntary Separation Action
 - Rule 4 - Under court-martial charges and trial has not begun
 - Rule 5 - Under sentence of 6 or more months confinement, Bad Conduct Discharge, Dishonorable Discharge, or Dismissal under special or general court-martial sentence as of the date of the application
 - Rule 14 - Serving under a suspended court-martial sentence other than the sentences described in Rule 5 above

- b. Retirement applications are completed outside myPers. The package should include:
 - Completed AF IMT 1160
 - Completed pre-application counseling memorandum at [Section L-1](#)
 - Written justification to support the Airman's request to retire
 - Copies of all performance reports
 - Copies of all decorations and citations
 - Copy of the UIF, if applicable, including summary and contents
 - Complete documentation on the administrative/judicial action
 - Request for an ADSC waiver, if applicable
 - For officers, a request for Officer Grade Determination (see [Section J](#))

- c. Comprehensive review is required before a request for retirement is presented to the SAF for a decision. Each of the following offices reviews and makes a recommendation on the retirement request. MAJCOMs may also require NAF coordination before their review is completed; therefore, commanders should contact the MAJCOM or base JA to determine if NAF coordination is required. If the Airman is assigned to a NAF or MAJCOM equivalent unit, lower level coordination is not required.
 - Unit commander
 - Base legal office
 - Wing commander
 - MAJCOM/A1 (Review and facilitate endorsements)
 - MAJCOM/JA

- MAJCOM/CC or CV

NOTE: Airmen on appellate leave may apply for retirement in lieu of discharge once the appellate process is complete. HQ AFSFC/SFCT notifies Tier 2 Retirements and HQ AFLOA/JAJM and assists Airmen in preparing the retirement applications. For Airmen on appellate leave for 12 months or more, base-level review is not required. In these cases, HQ AFSFC/SFCT sends packages directly to the MAJCOMs for review before submission.

2. The request for retirement will be submitted and coordinated via SAFPC Legal Transit Sharepoint site at <https://usaf.dps.mil/sites/10132/SAFPC/SAFPCLegal/SitePages/Home.aspx>.
3. Once coordination is complete, the MAJCOM forwards the case for review to:
 - a. AF Chiefs Group - CMSgt(s) and CMSgt-selects
 - b. Tier 2 Retirements - Lt Colonel(s) and below and SMSgt(s) and below.
4. The agency reviews the package for completeness, ensures the Airman is eligible to apply for retirement under one of these options, includes a recommendation and forwards the case. SAFPC makes a decision regarding the retirement, and if applicable, the OGD.
5. Upon receipt of the SAFPC decision memorandum, the AF Chiefs Group, or Tier 2 Retirements, as appropriate, notifies the MAJCOM/A1 and unit commander of the decision. If approved, the appropriate agency coordinates with the commander and Airman to establish a retirement date which allows sufficient processing and PTDY/terminal leave time but retires the Airman as quickly as possible, but typically not more than 120 days from date of decision.
6. If the action involves an enlisted Airman who was demoted, a Satisfactory Service Determination is made by SAFPC at the same time the retirement is considered. If the action involves an officer, an Officer Grade Determination is made by SAFPC as well. All required documents for this determination must be included with the package when forwarded to the AF Chiefs Group or Tier 2 Retirements, through the Sharepoint site.

NOTE: For Airmen on appellate leave, the MAJCOM returns the package to HQ AFSFC/SFCT. HQ AFSFC/SFCT notifies Tier 2 Retirements and HQ AFLOA/JAJM when a package is received from the MAJCOM and forwards the package for review to the AF Chiefs Group or Tier 2 Retirements. The agency ensures the Airman is eligible to apply for retirement and contacts HQ AFLOA/JAJM to determine the status of appellate review. Once appellate review is complete, the agency forwards the package to SAFPC for a decision.

Section L-1 Pre-Application Checklist

FROM: (Grade and Full Name)

SUBJECT: Retirement Pre-Application Counseling

TO: AFPC/DP2SSR (For Lt Cols and Below)

1. **General Effects of Retirement Application.** I understand that by applying for retirement, I:

- a. Must not make any irrevocable commitments until my application is approved by the Retirements POC. I understand approval authority lies with the Secretary of the Air Force or a designated representative assigned to the appropriate processing office (AFPC Retirements).
- b. must apply for retirement at least 4 months in advance of the desired effective date. (EXAMPLE: If my requested retirement date is 1 July, I must submit my application no later than 1 March.) If I submit my application within 4 months of my desired retirement date, I must provide detailed justification to demonstrate an extreme personal hardship or that approval of my short-notice request would be in the best interest of the Air Force to support.
- c. Remain eligible for assignment or training prior to my requested or approved retirement date.
- d. May not incur a voluntary service commitment beyond my approved retirement date unless my request for retirement withdrawal or change in retirement date is approved.
- e. Do not have to fulfill a service commitment beyond an involuntary separation date, or if I am enlisted, my High Year of Tenure (HYT) month.
- f. May be ineligible to reenlist. (Enlisted Only)
- g. May have to reimburse the Government for an Active Duty Service Commitment (ADSC) that I have not yet served because I participated in an Advanced Education Assistance program or received advanced payment for other programs like Aviation Retention Pay.
- h. If I am enlisted and stationed overseas or serving on a CONUS maximum stabilized tour (Assignment Availability Code (AAC 50)), I am ineligible for promotion if I apply for retirement on or after the 25th day of the 8th month prior to my Date Eligible to Return from Overseas (DEROS) or AAC 50.
- i. If I am a Technical Sergeant (TSgt), Master Sergeant (MSgt), or Senior Master Sergeant (SMSgt), I remain eligible for promotion consideration ([AFI 36-2502](#), *Enlisted Airman Promotion/Demotion Programs*), if I have a retirement date based on high year of tenure (HYT) that is effective on or after the first day of the month that promotion incrementing starts.

2. **Montgomery and Post 9/11 GI Bill Counseling.** The Base Education Office provides general guidance on the Montgomery GI Bill and Post-9/11 GI Bill. For more in-depth counseling prior to leaving active duty, contact the Department of Veterans Affairs or the Total Force Service Center-San Antonio (TFSC). By law (USC Title 38), the Post 9/11 GI Bill Transfer of Education Benefits (TEB) is **ONLY** available while you are on active duty. If you retire/separate prior to being approved for TEB, you will be ineligible.

An Airman must meet the following criteria for Post 9/11 TEB approval:

- a) Has at least six years in the Military Services on the date of application and agrees to serve 4 additional years from date of election (REF: [AFI 36-2670](#), *Total Force Development*, paragraph 6.11.15.1.1.1.)
- b) Received a Purple Heart in accordance with Paragraph 3.7.c. of Volume 3, DoD Manual 1348.33 (REF: [AFI 36-2670](#), paragraph 6.11.15.1.1.4.)

The Airman must fulfill the associated Active Duty Service Commitment (ADSC) for TEB prior to their DOS. If the Airman cannot satisfy the required ADSC prior to their DOS, then they are ineligible for TEB. All GI Bill Counseling will be documented by Education Office Personnel in AFAEMS or by TFSC personnel in myPers.

I understand that if my requested retirement date is prior to completion of my TEB ADSC and is NOT medically related, I must obtain a hardship waiver, approved by the Secretary of the Air Force (SECAF) to retain TEB IAW [AFI 36-2670](#), paragraph 6.11.15.5.1.3. No other waiver, to include those signed by a commander for "best interest of the Air Force" will allow the Airman to retain TEB benefits if they fail to fulfill the associated ADSC. Additionally, simply revoking the TEB does not reverse application approval or relieve me of my previously agreed upon TEB ADSC; however, I may request, in writing, removal of the ADSC. I understand my request will not be considered if I am selected for deployment or Permanent Change of Station (see myPers at https://mypers.af.mil/app/answers/detail/a_id/9083/kw/9083 for additional information).

TEB may be impacted by Force Management programs directed by the Secretary of the Air Force. I understand that if I am applying for retirement under a Force Management program, I must review all governing directives before submitting my application.

Please contact the Total Force Service Center-San Antonio's Post-9/11 GI Bill Section for assistance.

3. **Terminal Leave ([AFI 36-3003](#), *Military Leave Program*).** If I plan to request terminal leave or permissive TDY in conjunction with my retirement, I understand that:

- a. Terminal leave and permissive TDY must be approved by my commander and may be denied for military necessity or when it is in the best interest of the Air Force.

- b. Application processing time is normally 4-6 weeks; therefore, I may not be able to take all desired leave if I submit a short notice retirement request.
- c. I may not request a retirement date change solely to take terminal leave or permissive TDY. I also understand I may not withdraw my retirement request simply because I cannot take terminal leave or permissive TDY.
- d. I understand I will not receive my retirement order and cannot begin terminal leave or permissive TDY until after approval of my retirement request.

4. **Retirement Under the 7-Day Option (7DO) or 3-Day Option (3-DO).** ([AFI 36-3203](#), *Service Retirements*, paragraph 3.9 and [AFI 36-2110](#), *Total Force Assignments*.)

- a. If I want to retire in lieu of assignment under the 7DO program, or 365-day extended deployment under the 3DO program, I must apply for a retirement date within the time period specified in the above referenced instructions.
- b. I understand my request for retirement may not be approved if I do not meet the requirements of the 7DO/3DO program or I am ineligible due to unfulfilled Active Duty Service Commitments or other restrictions.
- c. If I am an enlisted Airman who applies for retirement under the 7DO or 3DO program, or declines to obtain service retainability for an assignment, I become ineligible for promotion in accordance with [AFI 36-2502](#), *Enlisted Airman Promotion/Demotion Programs*, table 1.1, rule 3.

5. **Withdrawal of Approved Retirement or Change of Retirement Date.** ([AFI 36-3203](#), *Service Retirements*, paragraphs 3.11 and 6.4). I understand that after my requested retirement date has been approved:

- a. I may request to withdraw my retirement application or request an extension of the effective date of retirement when I provide strong justification under the following reasons:
 - (1) **Hardship** - I must explain, in writing, and provide detailed documentation to show the hardship, how withdrawal or date change will ease or eliminate the hardship, how the hardship condition arose or worsened after my retirement application was approved, and what other efforts I took to remedy the situation. I understand that a hardship situation cannot be common to other Airmen in the course of a military career. I understand that the Air Force recognizes timing of civilian employment, business opportunities, plans for higher education or training, ownership of property, family separation, and other inconveniences as common situations and will not approve withdrawal or change requests for these reasons alone. If the hardship request is based on the medical condition of a family member, the documentation provided must describe the assistive care required, as well as the prognosis (e.g., whether the condition is temporary or permanent). (Reference: [AFI 36-3203](#), paragraphs 3.8.2.1 and 3.11.1.)

(2) **Best Interest of the Air Force** - I understand that my commander or other senior official in my chain of command and I must provide evidence to show how withdrawal or date change would serve Air Force interests. I understand that waivers submitted for common situations mentioned in the paragraph above, or solely on manning or to save the Air Force money will not be considered. (Reference: [AFI 36-3203](#), paragraphs 3.8.2.2 and 3.11.2.)

(3) **Promotion** - To accept an active duty promotion for which I was selected and that I was notified of after I applied for retirement. NOTE: Enlisted Airmen who elect retirement under 7DO/3DO provisions are not eligible for promotion IAW [AFI 36-2502](#), table 1.1, rule 3, and may not withdraw a retirement request to accept promotion.

- b. I can expect to retire on the approved date unless I am placed on medical hold by AFPC Medical Standards (AFPC/DP2NP) or if my retirement is suspended. If I am placed on hold, the Retirements POC (AF/DPO for Colonels and Colonel-selects, and AFPC/DP2STM for Lieutenant Colonels and below) will rescind my retirement order and I will cease all processing.
- c. I may not request an extension or withdraw of an approved retirement simply to receive promotion consideration during an upcoming cycle.
- d. I understand I cannot withdraw my retirement if I applied under the 7DO/3DO program unless I provide strong justification to demonstrate severe hardship or that approval is in the best interest of the Air Force.
- e. If I am a Regular Officer below the Grade of Lt Col and I am non-selected for promotion a second time, I understand the law states that I must retire no later than the day after my Mandatory Separation Date (MSD). I may request a voluntary retirement effective no later than the day after my MSD; however, if I do not apply for voluntary retirement at least 90 days prior to my MSD, I understand the Air Force will automatically project me to retire in conjunction with my MSD. If I was previously approved for retirement and my MSD is prior to the original retirement date, my retirement date will be adjusted to the day after my MSD.

6. **Extension of Enlistment to Retire Coincident with High Year of Tenure (HYT) Date.**

([AFI 36-2606](#), *Reenlistment or Extension of Enlistment in the United States Air Force*, Chapter 6).

- a. I understand if I am an enlisted Airman and my DOS comes prior to my HYT date for my grade, I understand I may request an extension of enlistment in order to retire on the 1st day of the month following the month in which my HYT date occurs.
- b. I understand if I request to retire prior to my HYT date and later wish to change my retirement date to coincide with my HYT, I must provide justification to support the change as outlined in Section 5 above.

7. **Understanding of Retired Pay Computation.** ([AFI 36-3203](#), *Service Retirements*, Chapter 8)

- a. I understand that DFAS-CL computes retired pay according to my grade, Title 10, United States Code (USC), Section 1405, and my Date Initially Entered Uniformed Service (DIEUS).
- b. I understand that unless I retire under the Final Basic Pay plan or I am resigning my commission to retired in enlisted status, I understand that my retired pay will be computed based on my highest 36 months of military basic pay rates. I understand that if my grade and rank have been reduced as the result of disciplinary actions, DFAS-CL will compute retired pay based on the lower active duty basic rate in effect upon transfer to the retired rolls.
- c. Service computed under Title 10 USC, Section 1405 determines my years of service for retirement. I understand my 1405 service date is the same as my service for basic pay unless I had a break in active service or performed inactive Reserve service after 1 June 1958 (when Title 10 USC, Section 1405 was enacted). All service that is creditable for the 1405 service date is shown in [AFMAN 36-2604](#), *Service Dates and Dates of Rank*.
- d. With the exception of the CSB/REDUX and the Blended Retirement System (BRS) retirement plans, each year of service is worth 2.5% toward the retirement multiplier. Each additional month of my service in excess of full years will be credited at 1/12 of 2.5% for each additional month I served.
- e. For the CSB/REDUX retirement plan, each of the first 20 years of service is worth 2.0% toward the retirement multiplier, but each year after the 20th is worth 3.5%. Each additional month of my service in excess of full years will be credited at 1/12 of 2 1/2 % for each additional month I served.
- f. For the BRS retirement plan, each year of service is worth 2.0% toward the retirement multiplier. Each additional month of my service in excess of full years will be credited at 1/12 of 2.5% for each additional month I served.
- g. Officer/Airman Service Verification Section (AFPC/DP2LT) computes 1405 service dates for all retirement eligible officers/enlisted personnel using master personnel records then enters them into Military Personnel Data System (MilPDS) where base level personnel are able to retrieve these dates.
- h. I have read the general information concerning how my retired pay will be calculated. I understand that once I have requested a retirement date I may not extend that date or withdraw my application for the sole purpose of increasing my retired pay.
- i. I understand that, if I have received separation, severance, or readjustment pay under any provision of law for service in the armed forces and, if I later qualify for retired pay, DFAS-CL will recoup the total amount of separation, severance or readjustment pay from my retired pay, less any amounts collected by the Department of Veterans Affairs.

8. Receipt of Retirement Orders.

- a. I understand if my retirement application is approved, and I am within 1 year of retirement, my retirement order should be available within 10 days of approval through my Military Personnel Flight (MPF).
- b. I understand I may also obtain a copy of my order through my electronic record in Personnel Records Display Application (PRDA) approximately 48 hours after approval.

9. Recall to Active Duty After Retirement.

- a. I understand that if I am a retired Regular Airman or an Airman of the Retired Reserve who has retired under Title 10 USC, Section 9311 or 9314; the Secretary of the Air Force (SAF) may order me to active duty at any time after I retire (Reference: Title 10 USC, Section 688. NOTE: Officers not selected for retention by a Selective Early Retirement Board are excluded from this provision).
- b. If I am an Airman of the Retired Reserve and have not completed 20 years of active service, I understand the SAF will not recall me involuntarily unless the SAF determines that not enough qualified Reserves are readily available to supply the needed skills (Title 10 USC, Sections 12301 thru 12305).

10. Travel and Transportation Entitlement Upon Retirement.

- a. I understand if I have at least 8 years of continuous active duty service prior to my retirement date, I may be eligible to elect travel to a Home of Selection. If I am not eligible to elect a Home of Selection, I understand travel will be limited to the cost of relocation to my Home of Record or Place Last Entered Active Duty. The Joint Travel Regulation (JTR) outlines travel entitlements for me and my family members. For more information, I understand I can contact my local Transportation Management Office for assistance.
- b. **FOR OVERSEAS MEMBERS:** I understand government-funded travel from the overseas area for my family members is limited to command sponsored dependents. I also understand I must review the information in the Defense Enrollment Eligibility System (DEERS) to ensure my command-sponsored family members' information is correct prior to travel authorizations being prepared. Additionally, I understand I may be required to provide the orders issuing authority documentation to confirm my family members' command sponsorship.

11. Retirement Processing.

- a. I understand I must receive my retirement order and complete all required processing at my current duty location prior to departure.
- b. **FOR OVERSEAS MEMBERS:** I understand unless the appropriate Retirements POC approves travel to a Separation Processing Base (SPB), I must complete processing at my current overseas location prior to departure. [Click here](#) for information on requesting travel to

a SPB. Additionally, I understand I may be required to provide the orders issuing authority documentation to confirm my family members' command sponsorship.

12. I have read this CHECKLIST, and I acknowledge and completely understand the information covered in all sections. If I require assistance or do not understand the available options, I will contact the Total Force Service Center before continuing.

Signature

Date

Section M

Recognition on Retirement

GENERAL INFORMATION:

1. One of the oldest traditions of military service is to recognize Airmen who are retiring from a career of long and honorable service. Military Airmen should retire with a tangible expression of appreciation for their contribution to the Air Force and our mission and assurance that they continue to be Airmen of the Air Force family in retirement. In keeping with the customs and traditions of the service, all Airmen are entitled to a ceremony; however, the Airman may choose to not have a ceremony at all.
2. If the Airman elects a ceremony, the commander may include the ceremony as part of a formal military formation, such as a retreat or parade, use the Honor Guard, Band, Chaplain, and other federal resources as mission permits. The immediate commander will ensure the retirement ceremony meets the basic intent and traditions of a military function, as spelled out in AFI 1-1, *Air Force Culture, Air Force Standards*. However, the Airman has the added flexibility in tailoring the ceremony to meet individual desires consistent with AFI 1-1. If commanders require further guidance, they should contact their local SJA office.
3. The Airman may request a specific military member or federal civilian employee, active or retired, be the presiding official. The Airman will notify the immediate commander of their choice to officiate a retirement ceremony.
4. If the Airman chooses not to participate in a ceremony or if leave, hospitalization, or other reason prevents participation, the Airman's commander or an officer designated by the commander will personally present the DD Form 363AF, AF Form 1344, retired lapel button, US Flag and any awards or honors that express appreciation for the Airman's service. Do not mail the retirement certificate to a retirement address unless all other means of presentation have been exhausted.
5. The retirement ceremony is of great significance to the Airman, so commanders or designated representatives must actively prepare for the ceremony. A checklist is available to assist individuals designated to arrange the ceremony. **NOTE:** See [Section M-2](#) and use the checklist to prevent error or oversight that may offend the retiree, their family, or friends. Additional guidance can be found in AF Pamphlet 34-1202, *Guide to Protocol*, chapter 14.
6. To obtain certain certificates, like the DD Form 363AF and DD Form 2542, units must establish an organizational account to order the physical products. Instructions on establishing an organizational account are found in [AFMAN 33-361, Publishing Processes and Procedures](#), paragraph 20, and on the [Air Force e-publishing website](#). Once the unit establishes an organizational account, access the [Warehouse Management System \(WMS\)](#) to order the forms.

Section M-1 Certificates for Presentation

1. **Unit Letter of Appreciation** - The unit commander or senior officer of the Airman's unit prepares and presents a letter of appreciation to Airmen who retire with 30 or more years of active federal military service. Airmen with less than 30 years active service receive a letter at the discretion of their commander.

- a. AF/A1LG prepares the letter for general officers
- b. The commander or senior officer of the Airman's unit prepares all other letters. **NOTE:** If the Airman retires in a higher grade, the letter is addressed in the higher grade and is presented with the DD Form 363AF
- c. A letter is not prepared if the Airman is retiring in place of demotion, elimination or other administrative action or the Airman's service is marred by administrative admonitions, punishment, reprimands, or mediocre performance

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

3. **DD Form 363AF, Certificate of Retirement** - The certificate is completed and signed as shown in the tables in [Section M-3](#). Award certificates only to eligible Airmen as outlined in [AFI 36-3203](#), paragraph 7.2. If eligible, award the certificate regardless of whether the Airman has a retirement ceremony or whether the spouse is present.

- a. For presentation, the DD Form 363AF is placed on the right side of the binder (National Stock Number 7510-00-134-8179) and the letter of appreciation on the left side. Substitute a copy of the retirement order if there is no letter of appreciation.
- b. The DD Form 363AF changes when a new Chief of Staff (CSAF) takes office. If the new certificates do not arrive in time for the retirement ceremony, the unit advises the retiring Airmen their certificates will be mailed at a later date. The unit:
 - Keeps a listing of the Airman's forwarding address.
 - When mailing, uses protective material to prevent mutilation of the document and binder.
 - Uses existing certificates at retirement ceremony for photographs; however, ensures the retiring Airman is told the actual certificate will be mailed at a later date.

4. **AF Form 1344, Certificate of Appreciation (for Spouse of Retiring Airman)** - The certificate is completed and signed as shown within the tables in [Section M-3](#). Award certificates only to spouses of eligible individuals as outlined in [AFI 36-3203](#), paragraph 7.3. If eligible, award the certificate regardless of whether the Airman has a retirement ceremony or whether the spouse is present.

- a. Present the certificate of appreciation to the Airman's spouse in a binder (National Stock Number 7510-00-1348179).
- b. The AF Form 1344 changes when a new Chief of Staff (CSAF) takes office. If the new certificates do not arrive in time for the retirement, the unit advises the retiring Airman the spouse's certificate will be mailed at a later date. The unit:
 - Keeps a listing of the Airman's forwarding address.
 - When mailing, uses protective material to prevent mutilation of the document and binder.
 - Uses existing certificates at retirement ceremony for photographs; however, ensures the spouse is told the actual certificate will be mailed at a later date.

5. **Presidential Recognition on Retirement from Military Service** - Present a **DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the United States**, bearing the signature and seal of the President, to each retiring Airman of the active and Reserve forces. Award certificates only to eligible Airmen as outlined in [AFI 36-3203](#), paragraph 7.5.

- a. Airmen receive the DD Form 2542 with the name of the President in office at the time of the Airman's retirement.
- b. The DD Form 2542 changes when a new President takes office. If the new certificates do not arrive in time for the retirement, the unit advises the retiring Airman the certificate will be mailed at a later date. The unit:
 - Keeps a listing of the Airman's forwarding address.
 - When mailing, uses protective material to prevent mutilation of the document and binder.
 - Uses existing certificates at retirement ceremony for photographs; however, ensures the retiring Airman is told the actual certificate will be mailed at a later date.

6. **Letter of Appreciation from the President of the United States** - The unit identifies retiring Airmen who qualify for a letter of appreciation. Award letters only to eligible Airmen as outlined in [AFI 36-3203](#), paragraph 7.6.

- a. The agency listed below must submit all requests for Presidential Letters of Appreciation through Presidential Letter of Appreciation Request System (PLARS) (web system). The web address for PLARS is <https://www.plars.hq.af.mil>.
 - (1) AF/A1LG for all general officers and general-officer selects.
 - (2) AFPC/DP2SSR for all Chief Master Sergeants and chief-selects.
 - (3) MPF for all other individuals.

- b. The requesting agency provides all pertinent service information and the reason the Airman qualifies for the recognition. **EXAMPLE:** Former prisoner of war; qualifies for the POW Medal.
- c. When possible, send a request for the Presidential letter at least 180 days in advance of actual retirement date or retirement ceremony (whichever comes first). Late requests are considered up to 60 days after retirement. Requests submitted more than 60 days after the retirement date are subject to current Presidential Administration's enforcement guidelines and may not be accepted.
- d. When it is apparent the letter will not arrive in time for presentation at the retirement ceremony, request SAF/LL send the letter to the Airman's home address.

7. **AF Form 4370, CMSAF Retirement Certificate.** Prepare the certificate by following the format in [AF Pamphlet 36-2870](#). Award certificates only to eligible Airmen as outlined in [AF Pamphlet 36-2870](#).

- a. The AF Form 4370 changes when a new CMSAF takes office. If the new certificates do not arrive in time for the retirement, the unit advises the retiring Airman the certificate will be mailed at a later date. The unit:
- Keeps a listing of the Airman's forwarding address.
 - When mailing, uses protective material to prevent mutilation of the document and binder.
 - Uses existing certificates at retirement ceremony for photographs; however, ensures the retiring Airman is told the actual certificate will be mailed at a later date.
- b. Present the certificate in a binder (National Stock Number 7510-00-1348179).

8. **AF Form 4369, CMSAF Certificate of Appreciation** - Prepare the certificate by following the format in [AF Pamphlet 36-2870](#), *Chief Master Sergeant of the Air Force Certificate of Appreciation Upon Retirement*.

- a. The AF Form 4370 changes when a new CMSAF takes office. If the new certificates do not arrive in time for the retirement, the unit advises the retiring Airman the certificate will be mailed at a later date. The unit:
- Keeps a listing of the Airman's forwarding address.
 - When mailing, uses protective material to prevent mutilation of the document and binder.
 - Uses existing certificates at retirement ceremony for photographs; however, ensures the retiring Airman is told the actual certificate will be mailed at a later date.
- b. Present the certificate in a binder (National Stock Number 7510-00-1348179).

RESPONSIBILITIES:

Airman:

- Contact commander and discuss personal desires for retirement ceremony.
- Contact officiating member of the desire for him/her to conduct the retirement ceremony.

- Advise commander of the desired Airman who will conduct the ceremony, if not commander.
- Advise commander or individual coordinating ceremonial activities of personal desires/requests.

Commander:

- Discuss ceremonial activities with retiring Airman and honor requests whenever feasible.
- Ensure ceremony, if desired, is conducted in an appropriate manner and all actions are completed prior to the ceremony.
- Recognize retiring Airman's contributions to the service. Ensure all appropriate elements, awards and decorations; United Flag, retired lapel pin, and any honors are presented to Airman.
- Coordinate with Military Personnel Flight (MPF) on preparation of retirement certificates. (Unit or MPF, as determined by local procedures, prepares certificates.)
- Prepare Unit Letter of Appreciation as appropriate.

Military Personnel Flight (MPF):

- Coordinate with the commander to ensure retirement certificates are prepared prior to the ceremony. (Unit or MPF, as determined by local procedures, prepares certificates.)
- Determine eligibility and request Letters of Appreciation from the President of the U.S.
- Request Letters of Appreciation from the President of the United States for Lieutenant Colonels and below, and SMSgt(s) and below through the PLARS.

Section M-2 Retirement Ceremony Checklist

1. The retirement ceremony is of great significance to the Airman, so commanders or designated representatives must actively prepare for the ceremony. To help prevent error or oversight that might offend the retiree, their family or friends, those designated to arrange the ceremony should use the following checklist or obtain assistance from the local protocol office.

ITEM	ACTION
1	<i>Determine Type of Ceremony Desired (Formal or Informal).</i> If formal, the commander or designated representative schedules the ceremony and notifies the Airman. Schedule an informal ceremony if the Airman prefers one.
2	<i>Determine Status of Award Recommendations.</i> Ensure all award elements, certificates; letters, medals and the retirement certificate are available. See Section M-1 when a change of President, CSAF, or CMSAF has occurred. Present the following: a. DD Form 363AF, Certificate of Retirement b. United States Flag. NOTE: Appropriated local Base O&M funds are authorized for procurement of these flags at no cost to the Airman. 10 USC §9251 authorizes the presentation of a US flag for all retiring Airmen c. Air Force Retired Lapel Button d. DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the United States e. If appropriate, the Presidential Letter of Appreciation f. Any awards, decoration, honors, or letters of appreciation g. If appropriate, the AF Form 1344, Certificate of Appreciation (for the spouse of the retiring Airman)
3	<i>Schedule Ceremony.</i> Place the ceremony date and time on the commander's calendar, and provide details i.e., awards to be presented, guests who will be present etc. Announce the ceremony in advance so friends and associates can arrange to attend.
4	<i>Script/Remarks.</i> Prepare autobiographical remarks for the commander to use.
5	<i>Location.</i> Reserve a room or suitable location for the ceremony. Determine the number of personal guests, their names, relationship to the retiree and arrange seating.
6	<i>Proctor.</i> Designate a proctor to read, from prepared notes (not from the order), a summary of the pertinent information shown on the retirement order, and the citation accompanying any award presentations.
7	<i>Elements.</i> Designate one person to bring all elements to the ceremony.
8	<i>Photographer.</i> Arrange for a photographer.

Section M-3
Preparation of Retirement Certificates

Preparation and Disposition of DD Form 363AF, Certificate of Retirement

	A	B	C	D	E
R U L E	If the Airman is	and is retiring under	then the DD Form 363AF certificate is prepared by (see note 1)	and the signature level is (see note 6)	then the DD Form 363AF is
1	a general officer	any law (see notes 2 and 3)	AF/A1LG	Chief of Staff	sent after signature to the general officer conducting the ceremony unless presented by the Chief of Staff.
2	on EAD in a grade other than general officer	any law (see note 3)	*the Military Personnel Flight (MPF) or the unit of assignment	a general officer, colonel or civilian equivalent typically in the Airman's chain of command	presented by the unit commander or individual officiating the retirement ceremony.
3	an Individual Mobilization Augmentee (IMA) Reserve Airman (S7 assigned)	10 USC §1201, §1204, § 12731, §9311 or §9314	ARPC/DPTOS (see note 4)	a general officer, colonel or civilian equivalent in ARPC	presented by a general officer, colonel, or civilian equivalent.
4	Reserve Airman not on EAD (ANG/AF Reserve Unit)	10 USC §1201, §1204, §9311, §9314, §12731	*the servicing MPF or unit of assignment	a general officer, colonel or civilian equivalent in the Airman's chain of command	mailed to the Airman or to an official for presentation.
5	removed from TDRL and permanently disability retired	10 USC §1201 or §1204	*AFPC/DPFD	a general officer, colonel or civilian equivalent in AFPC	mailed to the Airman.

	A	B	C	D	E
R U L E	If the Airman is	and is retiring under	then the DD Form 363AF certificate is prepared by (see note 1)	and the signature level is	then the DD Form 363AF is
6	in retired status and DD Form 363AF was lost or destroyed	10 USC §9311, §9314, §9318, 9324, or §9317	*AFPC/DP1TSR (see note 4)	a general officer, colonel or civilian equivalent in AFPC	mailed to the Airmen upon request.
7	retiring at an Army or Navy hospital	any law (see notes 2 and 3)	*the servicing MPF or unit of assignment	an Air Force general officer, colonel or civilian equivalent per arrangement with the Air Force Liaison office	presented by a general officer, colonel or civilian equivalent of the other armed force.

NOTES:

1. See Table 2, for additional guidance on preparing the DD Form 363AF.
2. Except those Airmen retiring under 10 USC §12731.
3. *Except those being placed on the TDRL.
4. ARPC/DPTOS replaces the DD Form 363AF for Air Force Reserve Airmen.
5. Airman must present a copy of their retirement order and their DD Form 214.
6. The official should manually (“wet”) sign the certificate; however, electronic signature may be done using a saved auto-pen that signs with the official’s signature.

Table 2. How to Complete DD Form 363AF, Certificate of Retirement

	A	B
L I N E	To complete	Enter
1	Name element space	Grade (spelled out), first name, middle initial (insert a period after the middle initial) and last name after “this is to certify that.” EXAMPLE: Master Sergeant John L. Adams NOTE: Use the grade in which retired unless the Airman is approved for advancement on the retirement date. When

		advancement is effective on the retirement date, use the higher grade.
2	Date element space	Day, month, and year, spelled out. Use “date retired” (as shown on Department of the Air Force Special Order (DAFSO) as distinguished from “date relieved from active duty.”
3	Left signature line	Name and grade of the officer who is to sign, followed by branch of service. Position may be included, if desired. EXAMPLE: JOHN T. SMITH, Colonel, USAF

Table 3. How to Complete AF Form 1344, Certificate of Appreciation (for Spouse of Retiring Airman)

	A	B
L I N E	To complete	Enter
1	Name element space	Enter the spouse’s legal first name, middle initial (insert a period after the middle initial), and last name in the name element space after “this certificate of recognition to.” EXAMPLE: Mary L. Adams. If the spouse is a military member, include the spouse’s grade. EXAMPLE: Captain Mary L. Adams
2	Date element space	Enter the Airman’s retirement date in the date element space. Use Arabic numbers for the day and year and spell out the month. EXAMPLE: 1 October 2018.
3	Left signature line	Name and grade of the officer who is to sign, followed by branch of service (USAF, USA, USN, etc.) Obtain signature at the same level as for the DD Form 363AF.

Table 4. How to Complete DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the United States

	A	B
L I N E	To complete	Enter
1	Name element space	Grade (spelled out if space allows), first name, middle initial and last name. EXAMPLE: Captain John T. Adams NOTE: Use the grade in which retired, unless the Airman is approved for advancement on the retirement date. When advancement is effective on the retirement date, use the higher grade.

Section N Retire and Remain Overseas

1. **GENERAL INFORMATION.** Airmen may retire at an overseas base to:
 - a. **Reside permanently in that country.** Prior to the date of retirement, the Air Force Airman and family members must comply with command and host government residency rules.
 - b. **Reside temporarily in that country;** then move to a final overseas or CONUS home of selection (HOS), within the 1-year time limit set in the Joint Travel Regulation (JTR). The Air Force Airman and family members must comply with command and host government residency rules.
 - c. **Move immediately to another overseas site as a final HOS by the most direct route as determined by the Traffic Management Office (TMO).** Airmen and family members must comply with the overseas HOS command and host government residency rules.
 - d. **Move directly to the final HOS in CONUS.** Airman must take at least 5 days of permissive TDY (PTDY) or terminal leave to use this option.

2. **REMAINING IN OVERSEAS AREA.** Airmen who elect to remain in the overseas area following retirement are no longer subject to the Status of Forces Agreement (SOFA) between the United States and the country of residence; therefore, the Airman should seek counseling prior to retirement to determine what base facilities, if any, are available as a retiree. The Airman must also comply with host country requirements, such as obtaining appropriate visas, work permits, etc, prior to retirement. The Airman is required to surrender all no-fee or government-issued passports upon retirement.

3. RESPONSIBILITIES:

- b. **Airman:**
 - Seek counseling, if desired, on facilities available following retirement.
 - Meet host country requirements to remain following retirement.
 - Surrender government-issued passports to MPF upon retirement.
- c. **MPF:**
 - Counsel the Airman, if requested, on facilities available following retirement.
 - Ensure the Airman has met host country requirements to remain in country prior to final out-processing.
 - Ensure the Airman surrenders government-issued passports upon retirement.

Section O

Administrative and Medical Hold Actions for Retirement-Eligible Airmen

1. **Medical Hold** – (Authority: [AFI 36-3203](#), paragraph 6.4)
 - a. The base medical training facility (MTF) sends a full narrative summary to AFPC/DP2NP (Medical Standards) justifying the need for medical hold no later than 60 days prior to the retirement effective date. The medical officer determines whether or not the Airman is qualified for worldwide duty. If necessary, AFPC/DP2NP notifies the RAA of medical hold action. If the Airman is placed on medical hold and is projected to retire, the RAA immediately suspends the retirement and rescinds the retirement order.
 - b. During the eligibility review, Airmen undergoing MEB processing or on Medical Hold are identified as ineligible for retirement IAW [AFI 36-3203](#), table 3.1, rule 5 unless the Airman is enlisted; within 6 months of DOS; and provides documentation that he/she declined review by the Medical Evaluation Board/ Physical Evaluation Board (MEB/PEB). Officers may not waive the medical hold and will be retained to complete Medical Evaluation Board (MEB) processing.
 - c. Enlisted Airmen must voluntarily extend their enlistments, when necessary, to complete MEB processing/medical hold action.

RESPONSIBILITIES:

AFPC Medical Standards (DP2NP):

- Determine if medical hold is authorized and update the medical hold within MilPDS.
- Send hold notification/instructions to the RAA.
- Set a date for completing reevaluation and disposition of Airman's case.
- Notify Airman and the RAA that Airman has been removed from medical hold and returned to duty, or is processed for a disability retirement.

Airmen:

- For Airmen placed on medical hold within 6 months of DOS, determine if DES waiver is desired.
- Contact Medical Treatment Facility to submit a DES waiver, if desired.
- Extend enlistment, as appropriate, to complete MEB processing.
- Upon receipt of hold release that returns Airman to duty, complete actions as directed by the RAA or apply for retirement, if desired.

2. **Administrative Hold** – ([AFI 36-3203](#), Table 3.1, rule 1a)
 - a. Commanders or SJAs will notify the RAA of administrative hold. If original notification was done verbally, the commander or SJA follows-up in writing of the hold action.

- b. The RAA updates the administrative hold flag in MilPDS and, if needed, ceases all retirement application processing. If the application was previously approved, the RAA cancels the retirement in MilPDS and rescinds the retirement order, placing the retirement application in suspended status.
- c. When there is a view toward court-martial and an Airman's DOS/officer's MSD expires during the anticipated hold period, the Airman will be involuntarily retained for court-martial action. In these cases, the RAA updates the enlisted Airman's DOS in MilPDS. The RAA sends requests to extend an officer's MSD to the SAF Personnel Council for approval.
- d. If the investigation results in court-martial action, involuntary discharge/separation/demotion, civil court charges, or Article 15, Airman may request retirement, if desired, IAW [AFI 36-3203](#), table 3.2, and this guide ([section L](#)).
- e. After completion of the investigation/hold action, the commander or SJA notifies the RAA of the outcome. If no further action is taken, the RAA returns to normal application processing when applicable.

RESPONSIBILITIES:

Commander/Legal Office/OSI:

- Immediately notify the RAA via phone or email, and follow-up in writing that an Airman is under investigation and placed on administrative hold.
- Immediately notify the RAA in writing when an investigation is complete and whether or not further action is taken.

Airmen:

- For Airmen on medical hold within 6 months of DOS, determine if DES waiver is desired.
- Contact Medical Treatment Facility to submit a DES waiver, if desired.
- Extend enlistment, as appropriate, to complete MEB processing.
- Upon receipt of hold release that returns Airman to duty, complete actions as directed by the RAA or apply for retirement, if desired.

3. Releasing A Hold on an Approved Retirement:

- a. Upon notification from the office of primary responsibility (OPR) that the Airman is released from hold, the RAA immediately validates retirement eligibility for any Airmen with suspended applications and issue orders, when appropriate, retiring the Airman for length of service on the previous scheduled date, if that date has not passed.
- b. If the original retirement date passed, the RAA works with the Airman and commander to establish a new retirement date, effective as quickly as possible, that allows sufficient time for processing and, if approved, permissive TDY and terminal leave. However, if the individual's original MSD or HYT passed, the Airman/Officer retires no later than the first day of the second month following release from hold. **Example: Airman is released 25 September; retirement will be effective 1 November.**

Section P

Mandatory Retirement Notification

1. **GENERAL INFORMATION.** Officers are limited by law to maximum service due to age, time in service or non-selection for promotion. [AFI 36-3203](#), table 5.1, lists the dates set by law and the conditions for retiring regular and reserve officers.

- a. Officers may only be delayed beyond this Mandatory Separation Date (MSD) to allow completion of court-martial action or medical evaluation board (MEB). The SAF or designee approves the delay, when appropriate. If an officer's retirement was previously approved, the RAA rescinds the retirement order until the condition no longer exists.
- b. Officers may apply for voluntary retirement to be the same as their MSD, or an earlier date if eligible. If the officer does not submit an application for retirement, the RAA publishes retirement orders no later than 90 days before the effective MSD.

2. NOTIFICATION PROCESS:

- a. In accordance with [AFI 36-3203](#), *Service Retirements*, paragraph 5.5.1, Tier 1 Retirements reminds officers of their upcoming MSD. Notification is accomplished approximately 12 months prior to the MSD, or as quickly as possible if an MSD is established within 12 months of the mandatory date.
- b. Tier 1 Retirements identifies these individuals by running a monthly roster via SAS or Discoverer. Airmen are advised to seek counseling, if desired and submit a retirement application through myPers as quickly as possible.

3. RESPONSIBILITIES:

- a. **AIRMAN:**
 - Seek counseling from MPF, unit commander, or first sergeant, if desired.
 - Submit a retirement application through myPers, if desired.
- b. **COMMANDER:**
 - Counsel the Airman with retirement benefits, if necessary.
 - Assist the Airman with the retirement application, if desired.
- c. **MPF:**
 - Counsel the Airman on retirement benefits, if necessary.
 - Assist Airman with retirement application, if desired.

Section Q Out-processing Actions

1. GENERAL INFORMATION:

- a. It is the Airman's responsibility to out-process the required agencies identified on the unit and vMPF out-processing checklists. The Airman should contact their local MPF upon receipt of their retirement order to begin virtual out-processing requirements.
- b. The MPF and unit commander monitor the Airman's retirement processing for completion, **including retainability for the requested retirement date and a retirement physical examination** and, if requested by the Airman, ensure the unit conducts a retirement ceremony before the Airman departs.
- c. For Airmen who elect to retire in an overseas area, Airmen must meet host country residency requirements prior to their projected departure date. The MPF ensures Airmen meet country requirements or, if currently overseas, ensures the Airmen have made proper arrangements to depart the overseas location.
- d. If retiring from an overseas location, the MPF ensures Airmen not taking permissive TDY or terminal leave in conjunction with retirement depart the overseas area with sufficient travel time to reach the CONUS by their retirement date. If the Airman's travel is delayed due to a missed flight, etc., and the Airman will not reach the CONUS before the projected retirement date, the MPF must contact the orders publishing authority as soon as possible for processing instructions.
- e. If support facilities do not exist at an Airman's overseas location, a hardship exists that warrants travel to another U.S. base for processing, or travel to another U.S. base would be in the best interest of the Air Force, Airmen may request travel to a Separation Processing Base (SPB) in accordance with [AFMAN 36-2102](#), paragraph 2.29, and the [Personnel Services Delivery Guide \(PSD\) on SPB](#). Airmen must complete all necessary and available processing requirements prior to departing for the SPB location. **NOTE:** See the PSD guide on SPB for more information on this process.
- f. Airmen should contact the Traffic Management Office for information on travel and transportation options specified in the JTR.
- g. Airmen should contact the Financial Services Office for questions on advanced pay, advanced travel pay, preparation of final travel vouchers, and other financial issues.
- h. The MPF conducts a final interview to ensure all actions are completed as outlined in [AFMAN 36-2102](#).

2. **RESPONSIBILITIES:**

a. **AIRMAN:**

- Maintain a valid duty/personal email address, phone number and myPers account.
- Upon receipt of retirement approval, access and complete the initial retirement briefing.
- Complete all base out-processing items to include unit checklist and virtual out-processing (vOP). If not available in ARMS after 30 days, notify the MPF.
- Check with the MPF Customer Service office to ensure dependent data within the Defense Eligibility Enrollment Reporting System (DEERS) is accurate.
- Access ARMS to retrieve copies of any documents desired to maintain i.e., EPRs/OPRs, decoration citations etc., prior to terminal leave date or retirement date.
- Submit requests to commander for permissive TDY and terminal leave, if desired.
- Final out-process the MPF.

b. **Military Personnel Flight (MPF):**

- Upon approval of an Airman's retirement, forward Airman a copy of their retirement order, validate Airman's projected departure date and load the Airman's virtual out-processing checklist.
- Notify Airman to access their virtual out-processing checklist and complete required out processing actions prior to final out-processing date.
- Update final decoration in MilPDS.
- Verify source document(s) and update any missing data in MilPDS.
- Ensure recognition actions are accomplished as outlined in [AFI 36-3203](#), chapter 7 and [Section M](#) of this guide.
- Conduct final out-processing interview with Airman.

c. **COMMANDER:**

- Approve/disapprove terminal leave/PTDY request.
- Immediately notify the RAA if circumstances arise that may cause the retirement to be administratively delayed i.e., under investigation, demotion, Article 15, court-martial, under civil charges or conviction.

Section R

Officers Retiring in Enlisted Status

1. Officers with 20 years TAFMS may request to retire before completing 10 years of TAFCS **only** when a documented hardship situation exists; when the SecAF or designee establishes a mandatory DOS that prevents completion of the required active federal commissioned service; or when the SecAF or designee approves retirement or transfer to the retired reserve in lieu of involuntary separation, court-martial, or a court-martial sentence (See Table 2.2). (**NOTE:** When allowed by law, the SAF may offer waiver of TAFCS to 8 years under an existing Force Management program.) The officer must first request approval of resignation or release from active duty according to AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*. The appropriate authority must authorize enlistment in the Active Component for the purpose of retirement.
2. There are no actual provisions of law allowing an officer to retire as an enlisted Airman; therefore, the following procedure was developed. This strict course of action involves a number of AFPC offices to process a retirement of an officer in enlisted status. To retire as an enlisted Airman, the officer must first apply for separation. After applying for separation, the officer must then apply to be enlisted and accessed back as an enlisted Airman.
3. If allowed to enlist, the Airman must then apply for retirement in that enlisted status. To effect an enlisted retirement, officers will not fill enlisted accession billets; rather, they typically only hold their enlisted status for one day and then retire the next. Officers desiring to retire as enlisted Airmen are required to be in enlisted status upon retirement to meet the requirements of 10 USC §9314 as stated above, but they may not fill a slot or remain on active duty in this status for any longer than required. Therefore, the officer requests to resign or be released effective 3 duty days before the desired retirement date. The day following resignation/release, the Airman enlists on active duty. On the last duty day of the month, Tier 2 Retirements publishes the retirement order and the Airman completes processing. The Airman retires the next day (the first of the following month).
4. A Regular officer may not apply for retirement in enlisted status until they first attain enlisted status on active duty prior to completing/submitting a retirement application in their new enlisted grade. To accomplish this type of retirement, the officer is not able to take PTDY or terminal leave in enlisted status in conjunction with retirement. Approval of the retirement request and inability to use either permissive TDY or terminal leave may not be construed as a denial of entitlement(s).
5. It is mandatory for the officer to return to the assigned unit for final separation, enlistment, and retirement processing. If the officer desires to take PTDY and “ordinary leave” in their officer status, they must ensure they have sufficient time prior to returning to their unit for final out-processing. Officers must specifically request, as an exception to policy, PTDY in their officer status (under AFI 36-3003, paragraph 12.2.) as Airmen are not entitled to PTDY in conjunction with voluntary separation and, prior to the Airman’s enlistment, the retirement may not be approved.
6. The officer applies for resignation or request for release through myPers to Tier 2 Separations, AFPC/DP2SSR, to be effective 3 duty days before the desired retirement date. The officer must provide full justification to support the request to retire in enlisted status. The officer also includes a

completed AF IMT 1160, *Military Retirement Actions*, and statement of understanding, with the resignation request.

7. If approved for resignation, the Separation technician notifies the appropriate retirement technician of the pending request for retirement. The retirement cannot be processed or projected in MilPDS until the officer actually resigns and enlists in the Regular Air Force for the purpose of retiring. The retirement technician tracks the actions to ensure completion.

8. The Airman completes out-processing actions through the local MPF prior to departing the area. Airmen must have their retirement orders in hand before they can out-process and retire. Retirement orders under paragraph [AFI 36-3203](#), paragraph 4.6 are not published prior to the date of enlistment; therefore, it is imperative the officer returns to their unit following PTDY and ordinary leave to complete their final out-processing.

9. When the Airman's active duty plus service on the retired list totals 30 years, the Airman is advanced to the highest grade held satisfactorily on active duty as determined by the SAF.

RESPONSIBILITIES:

AIRMAN:

- Complete the request for resignation/release and submit through myPers for processing.
- Include the completed AF IMT 1160 with the separation request.
- Provide full justification to support the request to retire in enlisted status.
- Enlist on active duty the duty day following the resignation/release.
- Upon receipt of the retirement order, complete all out-processing actions prior to departure.

MPF:

- Assist the Airman, if requested, with request for resignation/release.
- Ensure the Airman enlists on active duty the duty day following resignation/release.
- Ensure the Airman completes all required out-processing actions.
- Conduct the final out-processing interview.

Section R-1 Statement of Understanding

STATEMENT OF UNDERSTANDING –

OFFICERS REQUESTING TO RESIGN AND RETIRE ENLISTED STATUS

- (1) This request is submitted in accordance with AFI 36-3207, *Separating Commissioned Officers*, paragraph 2.4.4, and AFI 36-3203, *Service Retirements*, paragraph 4.6.
- (2) I understand to be eligible to apply, one of the following must occur:
 - I must have a mandatory separation date (MSD) established that prevents me from completing at least 10 years of Total Active Federal Commissioned Service (TAFCS).
 - I am experiencing an extreme personal hardship unique to other military members.
 - I am submitting this request to retire in lieu of involuntary separation, court-martial, or a court-martial sentence.
- (3) I understand, if I am approved, I must request to separate and resign my commission as an officer effective three days prior to the 1st day of the desired retirement month and must be approved for separation.
- (4) I understand, if I am approved, I cannot ship household goods on separation orders and family members cannot travel on my separation orders.
- (5) I understand, if I am approved, I am not authorized terminal leave in accordance with AFI 36-3003, *Military Leave Program*, para 4.1.5.4.1. I may request ordinary leave prior to enlisting to retire.
- (6) I understand, if I am approved, I must be present to reenlist as instructed by AFPC/DP2SSR, the day after separation as an officer, and I will reenlist in the highest grade held as an enlisted member. If I fail to reenlist as instructed I will separate effective the date I resigned my commission.
- (7) I understand, if I am approved, I will not receive my retirement order until the duty day prior to the desired retirement date and must complete all out-processing actions that day.
- (8) I understand, if I am approved, the Air Force will issue two DD Forms 214, *Certificate of Release or Discharge from Active Duty*, one for my separation and one for my enlisted retirement.
- (9) I understand, if I am approved, my retired pay-High-36 average will be calculated “as if” I had been serving in my enlisted grade for the 36 months prior to my approved retirement date.
- (10) I understand, if I am approved, I may request permissive TDY for house- or job-hunting as an exception to policy in accordance with AFI 36-3003, paragraph 4.2.3.3.
- (11) I understand, if I am approved, my accrued leave will be paid as follows:

- If I am separated for having failed selection to a higher grade and immediately reenter active duty in enlisted status, then accrued leave is payable. Officers, who after notification of an impending discharge, resign for the purpose of continuing a military career are not entitled to payment of accrued leave (37 USC §501 & DoDFMR, Vol 7A, Chapter 35, Table 35-2, Rule 4 & Note 1).
- If I am separated for the purpose of reentering on active duty in enlisted status, then accrued leave is not payable (37 USC §501 & DoDFMR, Vol 7A, Chapter 35, Table 35-2, Rule 2).

(12) I understand, if I am approved, my authorized household goods shipment will be based on my enlisted grade.

(13) I understand, if I am approved, my DD Form 363AF, *Certificate of Retirement*, will reflect my enlisted grade.

(14) I understand, if I am approved, my retired ID card will reflect my enlisted grade.

(15) I understand, if I am approved, I may be eligible for advancement to my highest grade held in accordance with 10 USC §9344 when my time on active duty and time on the retired list totals 30 years.

a. I understand the grade advancement is not guaranteed. If I did not serve satisfactorily in my officer grade, AFPC will initiate a Satisfactory Service Determination as part of the package and forward it to the Secretary of the Air Force Personnel Council (SAFPC) for review.

b. I understand if I am approved for grade advancement, the Defense Finance and Accounting Service (DFAS)-Cleveland will recalculate my High-36 average at the higher grade rate prior to retirement date then adds COLAs. This adjusted pay will begin on my advancement date and is not retroactive to my retirement date.

c. I understand if the rate of pay for the advanced grade is less than the rate received as an enlisted member, I may turn down the advancement within 3 months of the scheduled advancement date.

d. I understand if I am approved for grade advancement, I am entitled to an ID card showing the advancement grade on the advancement date.

(16) I understand and acknowledge that, by resigning my commission and enlisting for the purpose of immediate retirement, my active duty and/or retired pay may be delayed. By changing my status while still on active duty from officer to enlisted and immediately retiring in enlisted status, the necessary data to all involved agencies may take longer to initiate a change in my active duty pay as well as my retirement pay.

(17) I will not make any irrevocable commitments assuming approval of this request. This includes, but is not limited to acceptance of civilian employment, new home purchase, or financial commitments in anticipation of an approved date of retirement.

(18) I understand completion of this form does not guarantee approval.

Name

SSN

Date

Section S Age Waivers

- a. Officers who reach the mandatory age requirement outlined in [AFI 36-3203](#), table 5.1, and have completed at least 20 years of active military service, are retired under 10 USC §1251. If retired under this provision of law, the officer retires the first day of the month after reaching age 62, unless approved for MSD deferment to remain on active duty. Those officers who have not completed 20 years of active service by the time they reach age 62, and who have not been approved for MSD deferment, will be separated.
- b. Officers are notified of their upcoming MSD as outlined in [Section P](#). If the officer is eligible to retire and does not submit a retirement application, the RAA updates the retirement in MilPDS approximately 90 days prior to the MSD. For officers not eligible to retire, the AFPC Retirements and Separations Branch will project the officer for separation approximately 90 days prior to the MSD.

2. ELIGIBILITY FOR MSD DEFERMENT.

- a. This law does allow the SecAF to defer retirement or separation due to age in certain cases involving health profession officers. If a deferment is approved by the SecAF, the officer may remain on active duty and retire or separate no later than the first day of the month after the approved deferment date, but no later than the first day of the month after reaching age 68. To be eligible for deferment, officers must be:
 - In the health professions and, during the period of deferment, will be performing duties consisting primarily of providing patient care or performing other clinical duties. Under this rule, a health professions officer is:
 - A medical officer
 - A dental officer
 - A nurse
 - An officer whose duties consist primarily of providing health care; performing other clinical care; or performing health care-related administrative duties
- b. The law also allows the SecAF to defer the retirement or separation of any officer other than a health professions officer if the Secretary determines the deferral is in the best interest of the Air Force. If a deferment is approved by the SecAF, the officer may remain on active duty and retire or separate no later than the first day of the month after the approved deferment date, but no later than the first day of the month after reaching age 68.
- c. The SecAF may extend a deferment beyond age 68 if extension is necessary for the needs of the Air Force. An extension beyond age 68 shall be made on a case-by-case basis and shall be for a period as the Secretary considers appropriate.

3. APPLICATION PROCESS.

- a. Interested officers should initiate a request for deferment no later than 12 months prior to their Mandatory Separation Dates. The requested period of deferment is typically 24 months or less; however, requests for longer periods of deferment will be considered on a case-by-case basis.
- b. Requests should be processed electronically (via email) for timely review. To initiate the request:
 - The officer prepares a memorandum which:
 - Clearly demonstrate how approval serves the needs of the Air Force
 - Includes the requested Date of Separation (DOS)
 - Includes a report of the officer's fitness test history
 - The request is then sent to through the chain of command for recommendations. At a minimum, the following agencies should review the deferment request and provide recommendations:
 - Unit commander/civilian leader
 - Wing commander (or equivalent)
 - MAJCOM functional area. The MAJCOM forwards the request to Tier 2 Retirements, afpc.dp2stm.retsepbranch@us.af.mil, for processing.
 - For chaplains, the MAJCOM forwards the request to the chaplain career field manager, AF/HC, for a recommendation. AF/HC will forward the request to Tier 2 Retirements, afpc.dp2stm.retsepbranch@us.af.mil, for processing.
- c. Upon receipt of the decision from the SAF Personnel Council, Tier 2 Retirements notifies the officer, commander, and AFPC functional team of the results.