Air Force Reserve Command

Guide for Requesting Mandatory Separation Date Extensions & Service Credit and Points Beyond Age 60

30 January 2017



U.S. AIR FORCE

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PURPOSE

This provides program guidance for processing requests for Mandatory Separation Date (MSD) extensions and Service Credit and Points Beyond Age 60. It includes official memorandum templates that should be used when submitting these requests and contains a checklist to assist with preparing them.

SUMMARY OF CHANGES

3 Mar 16 AFRC, ARPC, and NAFs have established a new process and memorandums

that will streamline cases moving forward.

PROGRAM POINTS OF CONTACT

For questions or inquiries please have unit Reserve members contact their Military Personnel Section (MPS)

MPSs may address questions and concerns to the points of contact below:

HQ ARPC/DPTTS – Reserve Separations (MSD Extensions)

HQ ARPC/DPTTR – Retirements (Points and Credit beyond age 60)

NOTE: Policy related questions or concerns should be directed to HQ AFRC/A1KK

REQUESTS FOR MSD EXTENSIONS AND SERVICE CREDIT AND POINTS BEYOND AGE 60

MSD EXTENSIONS

MSD extensions should only be submitted in extremely rare cases where the loss of an individual would result in significant mission degradation or failure. All MSD extension requests will be considered on a case-by-case basis.

Requests will be initiated by the member no earlier than 1 year and not later than 6 months prior to member's MSD to allow adequate time for processing. The unit commander will include recommendation for approval or disapproval and provide justification to include AFRC/CC justification and forward through chain of command to HQ ARPC/DPTTS via TMT (ARPC DPT Reserve Separations Workflow). MSD extensions cannot be approved or disapproved below SAF level. The justification must include why the member is indispensable and state how there will be significant mission degradation or failure if the member is not extended.

SERVICE CREDIT AND POINTS BEYOND AGE 60

The FY07 National Defense Authorization Act (NDAA) automatically extended the MSD of a number of officers, primarily lieutenant colonels and colonels beyond age 60. Those affected were reaching age 60 before reaching their MSD based upon number of years of service (i.e., 28 years total federal commissioned service (TFCS) for lieutenant colonels and 30 years TFCS for colonels). The FY07 NDAA does not grant service credit and points beyond the age of 60. Therefore, a waiver is required before the member is credited with points and service beyond age 60.

Requests for service credit and points beyond age 60 will be initiated by the member no earlier than 6 months prior to the 60th birthday and not later than 6 months prior to member's MSD to allow adequate time for processing. The unit commander will include recommendation for approval or disapproval and provide justification and forward through chain of command through HQ ARPC/DPTTR via TMT (ARPC Retirements Workflow) for colonels & below. Waivers for service credit and points beyond age 60 cannot be approved or disapproved below SAF level.

CHECKLIST FOR MSD EXTENSIONS AND SERVICE CREDIT & POINTS BEYOND AGE $60\,$

•	Is the member requesting an MSD extension only?(Yes/No)
•	Is the member requesting Service Credit and Points only?(Yes/No)
•	Is the member requesting an MSD and Service Credit and Points jointly?(Yes/No)
	(Example: If the member is currently beyond age 60 and is requesting an MSD extension and the member does not have an approved service credit and points waiver for the time
	beyond age 60. The member may request for service credit and points in case the MSD request is disapproved by SAFPC)
•	Does the initiated package use the command standard template for submission for either
	the MSD/Service Credit and Points packages?(Yes/No)
•	Does the package include the current unit/wing manning stats for the member's AFSC?
	(Yes/No)
•	Does the package include a current fitness test?(Yes/No)
•	Does the package include copies of last three (3) OPRs?(Yes/No)
•	Does the package include justification to support why the member is indispensable and
	how there will be significant mission degradation or failure if the member's MSD is not
	extended?(Yes/No)
•	Does the package state why there is no acceptable replacement available (proper
	experience and grade, geographical location, or demonstrated ability?(Yes/No)
•	Does the package identify the steps taken to recruit replacements and action underway to
	meet future manning requirements?(Yes/No)

(MSD Extension Request Templates)

SECTION 5

(Use Official Letterhead)

MEMORANDUM FOR (UNIT COMMANDER)

(DD MONTH YYYY)

FROM: (Rank) (Full Name)

(Address)

SUBJECT: Request for Retention Under Title 10, United States Code 14701 (line officers) or Title 10, United States Code 14703 (medical officers), (XXX-XX-1234)

- 1. I am applying for a waiver of maximum service restrictions for retention in an active status to (*DD MONTH YYYY*) under Title 10 United States Code 14701 (line officers) or Title 10 United States Code 14703 (medical officers). I have been advised and acknowledge understanding that:
 - a. Approval of this request does not necessarily guarantee me retention until paid retirement eligibility or the right to remain in the selected reserve or in an active status for any specified time period.
 - b. I will remain subject to separation under other policies.
 - c. If approved, this request will waive only maximum service.
- 2. (Applicants may include any information that will be beneficial to them in the determination of extension approval. Include comments emphasizing professional skills and expertise and contributions to the overall mission of the Air Force Reserve program).

(APPLICANT'S SIGNATURE BLOCK)

(MSD Extension Templates)

(Use Official Letterhead)

MEMORANDUM FOR (WING/RIO DET COMMANDER)

DD MONTH YYYY

FROM: (Unit Commander) (Address)

SUBJECT: Request for Retention Under Title 10, United States Code 14701 (line officers) or Title 10, United States Code 14703 (medical officers), (*Rank*) (*Full Name*), (*XXX-XX-1234*)

- 1. Recommend (approval/disapproval) for exception to policy waiver to extend (*Rank*)(*Full Name*) mandatory separation date from (*DD MONTH YYYY*) to (*DD MONTH YYYY*) under Title 10 United States Code 14701 (line officers) or Title 10 United States Code 14703 (medical officers). The member is serving as a(n) (*TR or IMA*) attached to 916 ARW/PA, (*Base Name*) AFB, (*State*), in the Duty AFSC (*12B3*), Primary AFSC (*12B3*), and Secondary AFSC(s) (*15W3*).
- 2. (Rank) (Last Name) current MSD is (DD MONTH YYYY). The member's date of birth is (DD MONTH YYYY) (age 53) with a TFCSD: (DD MONTH YYYY). (Rank) (Last Name) DOR is (DD MONTH YYYY) and number of satisfactory service years is (XX) as of (DD MONTH YYYY) (R/R date DD MONTH). Unit AFSC manning is (XX) percent (210 authorized, 200 assigned) with (XX) projected losses.
- 3. Commander must address each of the following items in his/her recommendation:
 - a. Justification to support why the member is indispensable and how there will be significant mission degradation or failure if the member is not extended.
 - b. State why there is no acceptable replacement available (proper experience and grade, geographical location, or demonstrated ability).
 - c. Identify the steps taken to recruit replacements and action underway to meet future manning requirements.
 - d. Justification for requests submitted less than 6 months from member's current MSD.

(UNIT COMMANDER'S SIGNATURE BLOCK)

(MSD Extension Template Cont.)

1st Ind, (WING/CC or RIO DET/CC)

MEMORANDUM FOR (NAF/CC or RIO/CC)

Recommend approval/disapproval of (Rank)(Name)'s extension to (DD MONTH YYYY). (Justification – only for disapproval or any additional justification)

(WING/DET COMMANDER'S SIGNATURE BLOCK)

2nd Ind, (NAF/CC or RIO/CC)

MEMORANDUM FOR AFRC/CC

Recommend approval/disapproval of (Rank)(Name)'s extension to (DD MONTH YYYY). (Justification – only for disapproval or any additional justification)

(NAF/RIO COMMANDER'S SIGNATURE BLOCK)

SERVICE CREDIT AND POINTS BEYOND AGE 60 TEMPLATES

(Use Official Letterhead)

MEMORANDUM FOR (UNIT COMMANDER)

(DD MONTH YYYY)

FROM: (Rank) (Full Name) (Address)

SUBJECT: Request for Service Credit and Points Beyond Age 60 Under Title 10, United States Code 12308 (*Rank*) (*Full Name*), (*XXX-XX-1234*)

- 1. I am applying for a waiver of service credit and points in active status above age 60 under Title 10, United States Code 12308. I have been advised and acknowledged understanding that:
 - a. Approval of this waiver request does not necessarily guarantee me retention until paid retirement eligibility or the absolute right to remain in the selected reserve or in an active status for any specified period of time.
 - b. I will remain subject to separation under other policies.
 - c. If approved (and if applicable), this waiver will allow service credit and points to provide the opportunity to qualify for paid retirement.
- 2. (Applicants may include any information that will be beneficial to them in the determination of waiver approval. Include comments emphasizing their professional skills and expertise and how they contribute to the overall mission of the Air Force Reserve unit program.)

(APPLICANT'S SIGNATURE BLOCK)

SERVICE CREDIT AND POINTS BEYOND AGE 60 TEMPLATES (CONT)

(Use Official Letterhead)

MEMORANDUM FOR (WING/RIO DET COMMANDER)

(DD MONTH YYYY)

FROM: (Unit Commander) (Address)

SUBJECT: Request for Service Credit and Points Beyond Age 60 Under Title 10, United States Code 12308, (*Rank*) (*Full Name*), (*XXX-XX-1234*)

- 1. Recommend approval for waiver for service credit and points beyond age 60 for (*Rank*) (*Last Name*) under Title 10, United States Code 12308. The member is serving as a(n) (*TR or IMA*) attached to 916 ARW/PA, (*Base Name*) AFB, (*State*), in the Duty AFSC (*12B3*), Primary AFSC (*12B3*), and Secondary AFSC(s) (*15W3*).
- 2. (Rank) (Last Name) current MSD is (DD MONTH YYYY). The member's date of birth is (DD MONTH YYYY) (age 53) with a TFCSD: (DD MONTH YYYY). (Rank) (Last Name) DOR is (DD MONTH YYYY) and number of satisfactory service years is (XX) as of (DD MONTH YYYY) (R/R date DD MONTH). Unit AFSC manning is (XX) percent (210 authorized, 200 assigned) with (XX) projected losses.
- 3. (*He/She*) is an invaluable member and contributes greatly to the overall mission of the Air Force Reserve program. (*Include justification to substantiate request and for requests submitted less than 6 months from member's current MSD.*)

(UNIT COMMANDER'S SIGNATURE BLOCK)

SERVICE CREDIT AND POINTS BEYOND AGE 60 TEMPLATES (CONT)

1st Ind to (WING/RIO DET CC), (DD MONTH YYYY), Request for Service Credit and Points Beyond Age 60 Under Title 10, United States Code 12308, (Rank) (Full Name), (XXX-XX-1234)

MEMORANDUM FOR (NAF CC/RIO CC)

Recommend approval/disapproval.

(WING/DET COMMANDER'S SIGNATURE BLOCK)

2d Ind, (NAF/CC or RIO/CC)

MEMORANDUM FOR AFRC/CC

Recommend approval/disapproval of (Rank)(Name)'s request service credit and points beyond age 60.

(NAF/RIO COMMANDER'S SIGNATURE BLOCK)

JOINT MSD EXTENSION AND SERVICE CREDIT AND POINTS BEYOND AGE 60 REQUEST TEMPLATE

(Use Official Letterhead)

MEMORANDUM FOR (UNIT COMMANDER)

(DD MONTH YYYY)

FROM: (Rank) (Full Name) (Address)

SUBJECT: Request for Retention Under Title 10, United States Code Section 14701 (line officers) or Title 10, United States Code 14703 (medical officers) and Service Credit and Points Beyond Age 60 Under Title 10, United States Code 12308 (XXX-XX-1234)

- 1. I am applying for a waiver of maximum service restrictions for retention in an active status to (*DD MONTH YYYY*) under Title 10, United States Code Section 14701 (line officers) or Title 10, United States Code 14703 (medical officers) and a waiver of service credit and points in active status above age 60 under Title 10 United States Code 12308. I have been advised and acknowledged understanding that:
 - a. Approval of this waiver request does not necessarily guarantee me retention until paid retirement eligibility or the absolute right to remain in the selected reserve or in an active status for any specified period of time.
 - b. I will remain subject to separation under other policies.
 - c. If approved (and if applicable), this waiver will allow service credit and points to provide the opportunity to qualify for paid retirement.
 - d. If approved, this request will waive only maximum service.
- 2. (Applicants may include any information that will be beneficial to them in the determination of waiver approval. Include comments emphasizing their professional skills and expertise and how they contribute to the overall mission of the Air Force Reserve unit program.)

(APPLICANT'S SIGNATURE BLOCK)

(SAMPLE OF MEMBER'S MEMO FOR JOINT REQUEST)

JOINT MSD EXTENSION AND SERVICE CREDIT AND POINTS BEYOND AGE 60 REQUEST TEMPLATE (CONT)

(Use Official Letterhead)

MEMORANDUM FOR (WING/RIO DET COMMANDER)

DD MONTH YYYY

FROM: (*Unit Commander*)

(Address)

SUBJECT: Request for Retention Under Title 10, United States Code Section 14701 (line officers) or Title 10, United States Code 14703 (medical officers) and Service Credit and Points Beyond Age 60 Under Title 10, United States Code 12308 (*Rank*) (*Full Name*), (*XXX-XX-1234*)

- 1. Recommend (approval/disapproval) for exception to policy waiver to extend (*Rank*)(*Full Name*) mandatory separation date from (*DD MONTH YYYY*) to (*DD MONTH YYYY*) under Title 10, United States Code 14701 or Title 10, United States Code 14703 (medical officers) and for waiver for service credit and points beyond age 60 under Title 10, United States Code 12308. The member is serving as a(n) (*TR or IMA*) attached to 916 ARW/PA, (*Base Name*) AFB, (*State*), in the Duty AFSC (*12B3*), Primary AFSC (*12B3*), and Secondary AFSC(s) (*15W3*).
- 2. (*Rank*) (*Last Name*) current MSD is (*DD MONTH YYYY*). The member's date of birth is (*DD MONTH YYYY*) (age 53) with a TFCSD: (*DD MONTH YYYY*). (*Rank*) (*Last Name*) DOR is (*DD MONTH YYYY*) and number of satisfactory service years is (*XX*) as of (*DD MONTH YYYY*) (R/R date DD MONTH). Unit AFSC manning is (*XX*) percent (210 authorized, 200 assigned) with (XX) projected losses.
- 3. Commander must address each of the following items in his/her recommendation:
 - a. Justification to support why the member is indispensable and how there will be significant mission degradation or failure if the member is not extended.
 - b. State why there is no acceptable replacement available (proper experience and grade, geographical location, or demonstrated ability).
 - c. Identify the steps taken to recruit replacements and action underway to meet future anning requirements.
 - d. Justification for requests submitted less than 6 months from member's current MSD.

(UNIT COMMANDER'S SIGNATURE BLOCK)

(SAMPLE OF COMMANDER'S MEMO FOR JOINT REQUEST)

1st Ind, (WING/CC or RIO DET/CC)

MEMORANDUM FOR (NAF/CC or RIO/CC)

Recommend approval/disapproval of (Rank)(Name)'s extension to (DD MONTH YYYY) and service credit points beyond age 60. (Justification – only for disapproval or any additional justification)

(WING/DET COMMANDER'S SIGNATURE BLOCK)

2nd Ind, (NAF/CC or RIO/CC) MEMORANDUM FOR AFRC/CC

Recommend approval/disapproval of (Rank)(Name)'s extension to (DD MONTH YYYY) and service credit points beyond age 60. (Justification – only for disapproval or any additional justification)

(NAF/RIO COMMANDER'S SIGNATURE BLOCK)

