

Air Force Reserve Command

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

10 April 2015



U.S. AIR FORCE

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SECTION 1

PURPOSE

This provides program guidance for processing requests for Mandatory Separation Date (MSD) 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.

SECTION 2

SUMMARY OF CHANGES

<u>Date</u>	<u>Description</u>
10 Oct 13	AFRC/A1 published Air Force Reserve Command Guide for Requesting Mandatory Separation Date Extensions and Service Credit and Points Beyond Age 60

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 (Lt Col & below)

MSgt Andrea Wiley, DSN 847-3518; Commercial 720-847-3518

SMSgt Richard MacKanos, DSN 847-3439; Commercial 720-847-3439

HQ AFRC/A1L (Cols)

Mr. Billy Carroll DSN 497-1219; 800-223-1784 ext. 327-1219

Mr. John Martin, DSN 497-1353; 800-223-1784 ext. 327-1353

HQ ARPC/DPTTR (Points and Credit beyond age 60 - Lt Col & below)

Mr. Forest Cupples, DSN 847-3663 Commercial 720-847-3663 SMSgt

Monica Ramirez, DSN 847-3662; Commercial 720-847-3662

NOTE: Policy related questions or concerns should be directed to HQ ARPC/DPTTS (Lt Col & below) or HQ AFRC/A1L (Cols)

SECTION 3

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 and forward through chain of command to HQ ARPC/DPTTS via TMT (ARPC/DPTTS Workflow) for Lt Col & below; and HQ AFRC/A1L (AFRC A1L Workflow) for Cols. 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. The request must include the items below.

- (1) Templates in Section 5 of this guide
- (2) Copy of current fitness test report
- (3) Copies of the last three (3) Officer Performance Reports (OPRs)
- (4) Checklist in Section 4 completed by MPS/RIO staff

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 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 and forward through chain of command to HQ ARPC/DPTTS via TMT (ARPC/DPTTS Workflow) for Lt Col & below; and HQ AFRC/A1L (AFRC A1L Workflow) for Cols. Waivers for service credit and points beyond age 60 cannot be approved or disapproved below SAF level. The request must include the items below.

- (1) Templates in Section 6 of this guide
- (2) Copy of current fitness test report
- (3) Copies of the last three (3) Officer Performance Reports (OPRs)
- (4) Checklist in Section 4 completed by MPS/RIO staff

SECTION 4

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

*****Please initial the checklist and submit with requests*****

- 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)
- Has the member been informed they can request an MSD extension until the first day of the month after the month in which the officer completes the required years of commissioned service (i.e., 28 years for Lt Col or 30 years for Col) or age 62 _____(Yes/No)
- Does the **member's** initiated package use the command standard template for submission for either the MSD/Service Credit and Points packages? _____(Yes/No)
- Does the **commander's** memorandum use the command standard template for submission for either the MSD/Service Credit and Points package? _____(Yes/No)
- Does the **commander's** standard memorandum provide justification for requests submitted less than 6 months from the member's current MSD? _____(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)

SECTION 5

MSD EXTENSION TEMPLATES (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)

(SAMPLE OF MEMBER'S MEMO FOR MSD EXTENSION)

MSD EXTENSION TEMPLATES (CONT)
(Use Official Letterhead)

MEMORANDUM FOR (*WING 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 (*I2B3*), Primary AFSC (*I2B3*), and Secondary AFSC(s) (*I5W3*).

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)

(SAMPLE OF COMMANDER'S MEMO FOR MSD EXTENSION)

1st Ind to Unit/CC, (*DD MONTH YYYY*), 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*)

(*WING COMMANDER'S OFFICE SYMBOL*)

MEMORANDUM FOR NAF/CC

Recommend (approval/disapproval) of extension to (*DD MONTH YYYY*).

(WING COMMANDER'S SIGNATURE BLOCK)

2nd Ind, (NAF/CC)

MEMORANDUM FOR AFRC/CC

Recommend approval/disapproval of (*Rank*)(*Name*)'s request for an extension of (*his/her*) current MSD (*DD MONTH YYYY*) to (*DD MONTH YYYY*).

(NAF COMMANDER'S SIGNATURE BLOCK)

(SAMPLE OF COMMANDER'S MEMO FOR MSD EXTENSION)

SECTION 6

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)

(SAMPLE OF MEMBER'S MEMO FOR SERVICE CREDIT AND POINTS)

SERVICE CREDIT AND POINTS BEYOND AGE 60 TEMPLATES (CONT)
(Use Official Letterhead)

MEMORANDUM FOR (*WING 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*)

(SAMPLE OF COMMANDER'S MEMO FOR SERVICE CREDIT AND POINTS)

1st Ind to *(Unit/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)*

(WING COMMANDER'S OFFICE SYMBOL)

MEMORANDUM FOR *(NAF/CC)*

Recommend approval/disapproval.

(WING COMMANDER'S SIGNATURE BLOCK)

2d Ind, *(NAF/CC)*

MEMORANDUM FOR AFRC/CC

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

(NAF COMMANDER'S SIGNATURE BLOCK)

(SAMPLE OF COMMANDER'S MEMO FOR SERVICE CREDIT AND POINTS)

SECTION 7

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 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 to Unit/CC, (*DD MONTH YYYY*), 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*)

(*WING COMMANDER'S OFFICE SYMBOL*)

MEMORANDUM FOR NAF/CC

Recommend (approval/disapproval) of MSD extension to (*DD MONTH YYYY*) and a waiver for service credit and points beyond age 60.

(WING COMMANDER'S SIGNATURE BLOCK)

2nd Ind, (NAF/CC)

MEMORANDUM FOR AFRC/CC

Recommend approval/disapproval of (*Rank*)(*Name*)'s request for an extension of (*his/her*) current MSD (*DD MONTH YYYY*) to (*DD MONTH YYYY*) and service credit and points beyond age 60.

(NAF COMMANDER'S SIGNATURE BLOCK)

(SAMPLE OF COMMANDER'S MEMO FOR JOINT REQUEST)



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