2012 GUARD AND RESERVE PERSONNEL FACT SHEETS

AIR RESERVE PERSONNEL CENTER
SERVING GENERATIONS OF AIRMEN

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Air Reserve Personnel Center
Mission: To deliver strategic Total Force human resource warfighting capability for the Air Force.

Vision: To be the recognized leader providing human resource services to generations of Airmen.

The Guard and Reserve Personnel Fact Sheets are published each year as a desktop reference for personnel issues affecting all members of the Air Reserve Component Airmen. This 2012 edition will help transition Airmen through one of the busiest times in personnel services delivery transformation in the past 30 years.

Because this publication is only produced once a year, laws, policies and procedures may change before the next edition is released. For the most up-to-date information, visit the Air Reserve Personnel Center public website, www.arpc.afrc.af.mil.

This is also where people can locate a printable version of this publication.

Another great source of information is the My Personnel Services (myPers) website https://mypers.af.mil/ or the virtual Personnel Center - Guard and Reserve (vPC-GR).

Customer service counselors in the myPers-Total Force Service Center (TFSC) are available Monday through Friday from 6 a.m. to 6 p.m. and the first three Saturdays of each month from 8 a.m. to 4 p.m. MT. For more information, call 800-525-0102.

Personnel Services Delivery

Personnel Services Delivery Transformation (PSDT) is accomplished for the Air Reserve Component (ARC) through the virtual Personnel Center - Guard and Reserve (vPC-GR) dashboard located on the My Personnel Services (myPers) website.

vPC-GR Dashboard

vPC-GR allows Air National Guard and Air Force Reserve Airmen to access and request information about their records. Access to the dashboard is available on myPers https://mypers.af.mil/.

The vPC-GR website enables Air Reserve Component (ARC) Airmen access to many services 24 hours a day, 7 days a week, 365 days a year.

It is imperative that Citizen Airmen establish an myPers account to ensure timely flow of secure transactions from the initiator to supervisor and commander. Not only does the vPC-GR dashboard give an Airman the ability to initiate actions online, it helps them become accustomed to requesting personnel services online and take responsibility for their own careers -- two vital aspects of PSDT. Many online career processes require Airmen to log onto the vPC-GR Dashboard with their Common Access Card or a password and log in ID.

The Dashboard enables Airmen to manage their individual profiles, submit online requests, review the status of requests, coordinate on applications submitted for action, and create and run individual reports. They can track their application requests through the dashboard and have the ability to download completed document requests from the website.

Online help is available within the dashboard and the applications to provide additional instructions, if necessary, guidelines and reference materials for these services can be found on the myPers website in the form of knowledge articles.

These knowledge articles provide Air National Guard and Air Force Reserve Airmen extensive Fact Sheets, Frequently Asked Questions, tutorials and hotlinks for much more information.

The *2012 Guard and Reserve Personnel Fact Sheets* series is a funded Class II U.S. Air Force publication produced annually for the Air Reserve Component.

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vPC-GR Applications and Services

I20-Year Letter Copy ..... (AFRC/ANG)
I20-Year Letter Electing RCSBP Copy ..... (AFRC/ANG)
IAwards and Decorations Nominations* ..... (Airmen assigned to AFRC/ANG units)
IBoard of Correction of Military Records ..... (ANG)
ICurrent Awards and Decorations Copy ..... (AFRC/ANG)
ICurrent Retirement Points Access ..... (AFRC/ANG)
IDD Form 214 Record Copy ..... (AFRC/ANG)
IDocument Requests..... (AFRC/ANG)
IDuty History Correct/Change..... (AFRC/ANG)
IEvaluations ..... (AFRC/ANG)
IEvaluation Notices ..... (AFRC/ANG)
IMilitary Service Dates Correct/Change ..... (AFRC/ANG)
IMortgage Letter Request..... (AFRC/ANG)
INGB Form 22/22A Record Copy ..... (ANG)
INotice of Reserve Survivor Benefit Plan (RCSBP) Election ..... (AFRC/ANG)
IOfficer or Enlisted Evaluation ** ..... (AFRC/ANG)
IOfficer or Enlisted Performance Report Copy ..... (AFRC/ANG)
IParticipate for Points (Non-Pay Request) Application ..... (ANG)
IPersonnel Data Update ..... (AFRC)
IPromotion Board Counseling (Officer) ..... (AFRC/ANG)
IPromotion Board Letter (Officer) ..... (AFRC/ANG)
IReserve Officer Development Plan (R-ODP) .....(AFRC)
IReserve School Selection Board (RSSB) .....(AFRC)
IRetirement Application..... (AFRC - Not applicable to AFR HQ AGRs)
(ANG - Not applicable to ANG Stat Tour)
IRetirement Points History Change ..... (AFRC/ANG)
IRetirement Points Current..... (AFRC/ANG)
IRetired Pay Assistance ..... (AFRC/ANG)
ISecure Web Application Request ..... (AFRC)
IStop Loss Application ..... (AFRC/ANG)
ITRICARE Reserve Select (TRS) Information ..... (AFRC/ANG)
IVA Home Loan Letter ..... (AFRC/ANG)
IVoluntary Separation .....(ANG)

*** Exceptions:** IMAs, PIRR and HQ AGRs assigned to a Regular Air Force unit.

****Exceptions:** Reserve HQ AGRs, ANG Stat Tour, IMAs and PIRR will use CMS to route their evaluations through their Regular Air Force unit. Call the Total Force Service Center - Denver at 800-525-0102 for more information.

Total Force Service Center - Denver

Questions on services not listed in the vPC-GR menu can be directed to the myPers-TFSC at 800-525-0102. The center is available 6 a.m. to 6 p.m. MT, Monday – Friday and 8 a.m. to 4 p.m. MT the first three Saturdays of each month. Documents can be faxed to commercial number 478-327-2215 or DSN 497-2215.

Reserve Force Development

The Air Reserve Personnel Center is the execution agent for Force Development within the Air Force Reserve. The Force Development Division is the office of primary responsibility. Force Development is designed to improve the way Citizen Airmen are developed through education, training and career opportunities.

To view the Development Team schedule for 2012, visit the AFPERS website and type "DT schedule 2012" in search box.

The Reserve Officer Development Plan (R-ODP) is the vehicle that allows Reserve officers to communicate their career goals to senior leaders within their career field. In the R-ODP, officers signal what type of participation category they are willing to accept (ART, TR, IMA, AGR), as well as whether or not they would like to be considered for in-residence developmental education or command/key leadership opportunities. Once complete, it can be shared with a mentor, or routed through their leadership chain for endorsement. Officers receive notice before each Development Team (DT) instructing them to review/update their military record.

To complete an R-ODP, visit: https://mypers.af.mil/, and click on PC-GR dashboard link, the 'Action Requests' tab and click on R-ODP, each DT reviews the R-ODP and the vectors (recommendations on assignments, DE, and other leadership opportunities) are sent to the individual via email and uploaded to his/her development plan and stored until the next visit to update their R-ODP.

Airmen should discuss their vectors with their leadership and contact their career field's Force Developer to discuss opportunities.

To view the Development Team schedule for 2012 visit https://gum-crm.csd.disa.mil/app/answers/list/p/8%2C10/kw/DT%20schedule%202012/r_id/100169/search/1.

Besides development team events, ARPC/DPTF also executes special boards, school selection boards (to include in-residence IDE and SDE), and manages the Joint Qualification System program. The Reserve School Selection Board and the Reserve Developmental Education Designation Board are the means by which officers compete and are selected for education/training opportunities.

The requirement for commissioned officers to be educated and experienced in joint matters was codified as part of the Goldwater-Nichols Act of 1986. Joint Qualified Service (JQS) builds upon this historic legislation by providing a structure that recognizes the expeditionary and inherently joint nature of how military forces operate in the 21st century.

The JQS offers four levels of joint qualification [Level I, Level II, Level III (aka Joint Qualified Officer) and Level IV] to recognize the career-long accumulation of joint knowledge, skills and abilities.

Officers from second lieutenant through colonel may self-nominate their experiences and request award of "joint experience points" by going to http://www.dmdc.osd.mil/appj/jmis/JQSindex.jsp.

Submissions are screened and vetted by the service Joint Officer Management and Personnel/HR staffs before being forwarded to the Joint Staff for evaluation by a Joint Experience Review Panel. The Joint Experience Review Panel is chaired by JS/J-1 and composed of senior officers representing the services. Brigadier Generals (or O-7 selects) should contact their General Officer Matters office for details on how to self-nominate.

For more details, please visit the ARPC Joint Officer Management page at http://www.arpc.afrc.af.mil/library/jom/index.asp or email afrc.dpajjom@arpc.denver.af.mil.

Reserve Force Development

Career Field Management

The Force Development execution phase responsibility is ever evolving. Currently, we have officer Force Developers who work closely with the Development Team (DT), Career Field Managers and other senior leaders to ensure we properly develop our future leaders.

Essentially, career field assignment force developers are the "front line" in experiential development. The developer's main job is to put the right person in the right place at the right time in their career.

Developers offer career counsel to officers based on DT vectors. They understand the needs of the hiring authority, the career field and the individual officer and match the opportunity to the right officer.

They are the conduit between the DT and the officer establishing a genuine relationship with all in an effort to be the "honest broker" for the command.

Developers also provide statistical analysis on career field vacancies and demographics to the CFM. The analysis allows the career field senior leaders to plan and make predictions about future requirements.

For further information on your vector or career field force development issues, contact the appropriate developer or your CFM.

Officer Promotions

Each year about 8,000 Guard and Reserve officers are considered for promotion by central selection boards held at the Air Reserve Personnel Center.

Officers have control over the factors contributing to selection or nonselection.

To maximize their chances for promotion, officers should understand what a selection board is tasked to do and the tools that are available to accomplish the task.

Promotion Selection Board

A selection board identifies officers who have demonstrated the potential to serve successfully in the next higher grade.

To determine an officer's potential, the board is instructed to evaluate each of the eligible officers using the whole-person concept.

The whole-person concept considers an officer's demonstrated performance, breadth of experience, job responsibility, professional competence or job knowledge, specific achievements, developmental education, academic education, leadership and Guard/Reserve participation.

A board member's assessment of potential is based solely on information documented in the officer selection record (OSR). Air Force Instruction 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, specifies the documents authorized in the OSR.

Board members review officer performance reports, letters of evaluation and training reports, citations and orders for approved decorations, a computer-generated selection brief, the Promotion Recommendation Forms (for lieutenant colonel and colonel promotion boards and all position vacancy boards), and letters to the board president if submitted.

Board members review officer performance reports, letters of evaluation and training reports, citations and orders for approved decorations, a computer-generated selection brief, the Promotion Recommendation Forms (for lieutenant colonel and colonel promotion boards and all position vacancy boards), and letters to the board president if submitted.

All court-martial convictions are filed in the officer selection folder for review.

Other derogatory information, such as letters of reprimand and Article 15 actions, are also reviewed by the board, if placed in the selection folder by the officer's commander.

Officer Promotions

Process Demands High Standards

The promotion process demands high standards and a fair and equitable review.

Records must clearly demonstrate to the board that the officers are fully qualified to handle the responsibilities of the next higher grade.

The Secretary of the Air Force sets a quota for each grade. Members of the Air National Guard and Air Force Reserve compete in separate categories with separate quotas. The quotas are based on the needs of the ANG and USAFR and cannot be exceeded.

Therefore, to be competitive, officers must be among the very best and must clearly demonstrate the potential to perform successfully in the next higher grade.

Proven Performers in Demand

The importance of a strong, consistent pattern of performance, appropriately documented in the selection folder, cannot be overemphasized.

The proven performer is in demand for the most responsible jobs, and breadth of experience is enhanced by the jobs held.

Rating officials, and those in the chain of command, must document the officer's efforts and recognize successes and deficiencies.

Beyond that point, potential promotees control each of the whole-person factors. They must demonstrate the initiative and build the record necessary to show they can serve successfully in the next higher grade.

Developmental Education is available to increase knowledge and understanding of the Air Force and its role in world affairs.

Leadership roles in professional and civic organizations enhance leadership skills and demonstrate the ability to handle increased responsibility.

Active participation in Guard or Reserve activities shows dedication. If pertinent information is missing from a selection folder, a letter to the board president highlighting the activity is appropriate.

Invest Time in Career

Preparation for promotion should begin today rather than just before the board convenes.

Officers meeting the Central Promotion Selection Boards must meet eligibility requirements based on date of rank/time in grade. This information is available at https://mypers.af.mil/.

Officers are encouraged to get a copy of their officer preselection brief by contacting their military personnel sections.

If information is missing or is in error, officers should ensure the required changes are made prior to the board convening date.

Next, if appropriate, they should write a meaningful one-page letter to the board president.

To learn how to electronically submit a letter to the board, visit the myPers website under the Officer Promotion heading on the right side of the screen. To submit the letter electronically, log into vPC-GR.

Members who would like to know what factors the boards considered and how their record compared to the most recent selection boards can visit https://mypers.af.mil/.

Once there, select "rank," and the fact sheets are listed after the fiscal year for the board. They are published approximately a month after public release.

Officer Performance Reports

Officer Performance Reports are due annually or upon change of rater. OPRs may also be required when directed by Headquarters Air Force or the member's commander. The table below shows when reports are required.

About 60 days before the closeout date, the servicing military personnel flight, military personnel element or commander's support staff notifies the officer's rater that an OPR is due. Officers should contact their raters to ensure they are accomplishing the OPR and to provide input if requested.

Once the report is submitted to ARPC through vPC-GR or CMS (for IMAs and PIRRs), unit Reservists, Air National Guard and Active Guard/Reserve officers may review their documents by accessing the Automated Records Management System (ARMS) or Personnel Records Display Application (PRDA) (both are available through the Air Force Portal, https://www.my.af.mil/faf/FAF/fafHome.jsp. Copies can also be requested from ARMS by accessing vPC-GR, or by calling the myPers-TFSC at 800-525-0102.

Performance reports are critical to the promotion process. Therefore officers should ensure that their record is accurate.

Officers eligible for promotion should review their officer preselection brief and take action to ensure their current OPR is in their officer selection record at HQ ARPC before the board convenes.

OPRs should be filed in the officer selection record within 90 days of the closeout date. If an OPR is not received within 18 months of the report closeout date, the record is "gapped." This simply means that an Air Force Information Management Tool 77, *Letter of Evaluation*, is filed in the record in place of the missing or overdue OPR.

A "gap" in a record means no record of performance for that period is available for promotion or selection board review. This evaluation becomes a matter of record and is not removed unless approved through proper administrative channels.

Officers should seek approval from their commanders before training at any unit other than their unit of assignment or attachment. This increases the chances of their report being submitted on time and prevents future problems such as "gapping."

For additional information or to check the status of a report, Airmen should contact their servicing FSS/MPF.

Category	Minimum Requirements		
	Annual	Change of Rater	Directed
IMAs/PIRRs	12 points	12 points	None
Unit Reservists	16 points and 180 days of supervision	16 points and 180 days of supervision	None
Air National Guard	120 days of supervision	120 days of supervision	None
AGR Guard	120 days of supervision	120 days of supervision	None
AGR Reserve	180 days of supervision	180 days of supervision	None

Enlisted Promotions

Air Force Instruction 36-2502, *Airman Promotion Program, Chapter 4,* applies to Reserve Airmen. The information below applies to individual mobilization augmentees and participating individual ready reservists. Unit assigned Reservists should check with their FSS/MPS. AGRs should check with AFRC/AI. Air National Guard members should check with their military personnel sections.

There are three enlisted promotion opportunities:

• Unit vacancy

• Extended Promotion Program (EPP). Promotion to technical sergeant for IMAs and PIRR members (IMA staff sergeants in staff sergeant positions and PIRR staff sergeants who are not in an authorized position who have 16 years of satisfactory years toward retirement)

• Promotion Enhancement Program (PEP). Promotion to grades technical sergeant through chief master sergeant through a board process with quotas received from HQ AFRC/A1

Important Factors

The supervisor's and unit commander's recommendation as well as the promotion authority's approval, are required for all promotion opportunities.

Members eligible for promotion to staff sergeant, master sergeant, senior master sergeant and chief master sergeant must complete professional military education requirements before promotion.

A staff sergeant with 16 satisfactory years toward retirement meeting all other eligibility criteria, except for occupying the higher-graded position, may be recommended for an EPP promotion. Members promoted to master sergeant, senior master sergeant or chief master sergeant must sign a two-year Reserve service commitment contract before promotion.

An IMA's unit commander makes the decision whether to over-grade based on manning. PIRR members do not have authorized positions but are authorized promotion under this promotion opportunity.

PEP promotions are for outstanding performers who are blocked for promotion under the unit vacancy program and must be no more than one grade over the position authorized grade. Supervisors should complete a submission package and submit them through their program manager to HQ RMG/DPMSC. Refer to calendar year PEP guidance for current information.

Quotas are received from HQ AFRC/A1 in January of each year with the board held in June for CY11. The promotion effective date is Oct. 1 of each year. The guidelines for submitting packages can be found on the PEP web page at https://gum-crm.csd.disa.mil/

To be considered for promotion, members must be eligible to participate and accrue points toward retirement.

Members in a nonpay program are only eligible for promotion to technical sergeant through the EPP or may be submitted for a PEP promotion and must accrue at least 50 points during their retention/retirement year.

Promotion Cycle

Throughout the Reserve, enlisted promotions are made on the first day of each month. New rosters are generated after the orders for each cycle are ran identifying eligibles for the next cycle.

IMA/PIRR Promotion Procedures

The Headquarters Readiness Management Group (HQ RMG) sends the promotion eligibility roster to the Airman's promotion program manager. Program managers verify eligibility and send the roster to the applicable MPS. The MPS forwards the roster to the unit commander. The unit commander reviews the roster with supervisors' input and lines through the names of individuals not recommended.

For Airmen attached to a different unit, the commander contacts the commander of the unit of attachment or element for a recommendation. Only the recommending commander or the program manager may remove an Airman from promotion consideration.

The annotated roster is returned to the MPS who sends the roster back to the program manager before the 10th

day of the month. The promotion authority considers the commander's recommendation and makes a final determination. The roster is then sent to HQ RMG before the 20th of the month to be processed.

If eligible Airmen do not show up on the eligibility roster or become eligible after the eligibility roster is published, the unit commander, with input from the Airman's supervisor, may send a request to the program manager to add that Airman for the next promotion cycle.

Any applicable source documents showing completion of eligibility criteria must accompany the request. Source documents must also be provided for Airmen being repromoted to a grade after taking a voluntary demotion so that a date-of-rank adjustment may be computed.

HQ RMG verifies eligibility for all recommendations received from the program managers and updates the promotions in Military Personnel Data System.

Orders are run after the first of the promotion month when all projections are reflected in MilPDS and the Personnel System Manager orders system. HQ RMG then sends the orders to program managers with promotions for that cycle.

The program managers, in turn, send copies of the orders to the Airmen, their units and the Base Individual Mobilization Augmentee Administrators. Promotions are effective on the first day of the promotion month. Notification of selection or nonselection is the responsibility of the unit commander or program manager.

Enlisted Performance Reports

Enlisted performance reports are due biennally for IMAs, participating individual ready reservists and unit assigned reservists, staff sergeant and above. For AGR enlisted, reports are required the same as active-duty personnel, beginning at the rank of airman first class.

They may also be required when directed by Headquarters Air Force or the Airman's commander.

Reports may be required when there is a change of reporting official (CRO) as long as the Airman meets the points and supervision requirements.

The table below shows when reports are required.

About 90 days before the closeout date, the servicing military personnel flight, military personnel element or commander's support staff notifies the Airman's rater a report is due.

Ratees should contact their rater to ensure he or she is accomplishing an EPR and to provide information if requested. EPRs are filed in the Automated Records Management System (ARMS) 60 days after the closeout date.

EPRs can be viewed in ARMS or the Personnel Records Display Application (PRDA) (both are available through the Air Force Portal, https://www.my.af.mil/faf/FAF/fafHome.jsp. Members can also request a copy of their reports from ARMS by accessing the vPC-GR dashboard through myPers, or by communicating with the myPers-TFSC at 800-525-0102.

If an EPR is not submitted within 18 months of the closeout date the record is "gapped."

This simply means an Air Force Information Management Tool 77, *Letter of Evaluation*, is filed in the record in place of the missing report.

The letter becomes matter of record and is not removed unless approved through proper administrative channels.

Questions regarding a rater or the status of a report should be directed to the Airman's servicing FSS/MPF.

Category	Minimum Requirements		
	Annual	Biennial	Change of Rater
IMAs/PIRRs	N/A	16 points	16 points
Unit Reservists	N/A	16 points	16 points
Active Guard/Reserve	120 days of supervision	N/A	120 days of supervision
Air National Guard	N/A	N/A	N/A

Reserve Assignments

The Air Reserve Personnel Center Assignment Actions Division provides Airmen and organizations with assignment information.

Regardless of the type of assignment, reservists must earn at least 50 points each retention and retirement year to earn a satisfactory year toward retirement. Thirty-five points must be earned through participation (IDT, AT, ECI) and 15 points are awarded for membership. Fiscal year requirements vary by Reserve category.

The elements of success are participation, performance, professional military education, academic education and career planning.

Airmen must know what programs are available for them, the training requirements for each program and how to locate available positions.

Unit Program - Category A

The program most familiar to Guard and Reserve Airmen is the traditional unit program. This program requires one weekend of inactive duty training every month, referred to as unit training assembly, and two weeks active duty (annual training) both for pay and points each fiscal year.

Unit Airmen who complete all required UTAs receive 48 points (one point per four-hour training period). In addition, they receive one point for each day of active-duty training. Fifteen membership points are also automatically awarded.

IMA Program - Category B

The individual mobilization augmentee (IMA) program consists of individual reservists assigned to major commands, field operating agencies, joint organizations, direct reporting units and outside agencies. They train for pay and points primarily with active-duty units.

Some commands allow training attachments that permit the Airman to perform IDTs at an active duty or Air Force Reserve wing in his or her local area, but this decision is made on a case-by-case basis by the unit commander or program manager.

Inactive duty training periods for pay and points are usually performed during the week, one or two days a month, each eight-hour day earns the member two IDT points. IDTs can, in some cases, be grouped into larger increments if the active-duty supervisor approves.

In addition, a 12 to 14-day paid active-duty training tour is required annually with one point awarded for each day. IMAs also receive 15 membership points annually.

Points-Only Participating Programs Category E

Points-only programs can keep a career going while Airmen look for a paid Guard or Reserve position. In Category E, points earned toward retirement are accumulated in the same manner as in categories A and B.

The following programs are helpful for Airmen who wish to participate while looking for a Selected Reserve position.

Air Force Admissions Liaison Officer: This program is for line officers. Their job is to inform, counsel and evaluate potential candidates for the Air Force Academy and Air Force Reserve Officer Training Corps programs.

Guard and Reserve officers who would like to do more than their normal training may also perform this as an additional duty. This program is managed by the academy.

Civil Air Patrol Reserve Assistance Program: Provides training opportunities for both line officers and enlisted Airmen who serve as advisers to CAP units. Guard and Reserve Airmen who would like to do more than their normal training may perform this as an additional duty. This program is managed by HQ CAP, Maxwell AFB, Ala., telephone 334-834-8934.

Chaplain Service program: This program is available for Reserve Airmen both officers and enlisted (AFSC 52RX and 5R0XX). They may earn nonpay points for retirement by performing nonpay IDTs, reading books from selected lists and writing reports, or completing Extension Course Institute courses.

Judge Advocate Reinforcement Designee Program: This program is available for Guard and Reserve officers (AFSC 51JX). They are normally attached to the closest Air Force legal office where their grade and AFSC can be used. Nonpay points for retirement may be earned by performing nonpay IDTs or completing ECI courses.

Medical Program: This program is available to medical officers and enlisted reservists. Airmen may earn nonpay points performing IDTs and are attached to an active duty medical treatment facility where their grade and AFSC can be used. Supplementary nonpay points may be earned by completing ECI courses or attending an approved professional meeting.

Ready Reinforcement Personnel Section: This program is available for Guard and Reserve line members, officer and enlisted, when other assignment options are not available or acceptable. Those entering Ready Reinforcement Personnel Section must have an approved training attachment (Air Force active duty or Reserve unit). Airmen may be assigned to the RRPS for up to three years; extensions are granted on a case-by-case basis. During this time, they can continue to meet their retirement objectives by earning at least 35 nonpaid points per year, 16 of which must be IDT/AT/ADT/ADSW/MPA in any combination. They can earn additional points via additional IDTs or approved correspondence courses. Fifteen membership points are credited after earning 35 points as described above.

AGR Program

An Active Guard Reserve tour consists of reserve component Airmen serving on active duty under 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. Section 502 (f) for a period of 180 consecutive days or more. The purpose is organizing, administering, recruiting, instructing or training the reserve components. This program is managed by the AGR management office, HQ AFRC/A1A.

Finding New Assignments for Reserve

The establishment of the Air Force Personnel Center, Air Force Reserve Command, AGR Management Office and Air Reserve Personnel Center sites on the Internet make information on job sources easy to access.

Unit and IMA vacancy information, Active Guard and Reserve tour positions and Air Reserve Technician listings are available through links on the ARPC website "Assignments" section at **http://www.arpc.afrc.af.mil/careers/assignments.asp**.

Recruiters

Air Force Reserve recruiters can help find positions and facilitate the transfer for people who are currently civilian, active duty, Air National Guard, inactive or a member of another branch of service. The nearest Reserve recruiter may be reached at 800-257-1212 or online at **www.afreserve.com/contact.asp**.

You can also write to the IMA Recruiting Liaison Office at 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB, CO 80011 or call 800-525-0102. **careers/assignments.asp**.

Transferring Assignment Positions

For current participating reservists, once they have located and secured a new assignment position, they may initiate transfer by completing an Air Force IMT 1288, "Application for Ready Reserve Assignment."

Current program managers and commanders provide endorsement for release and gaining program managers and commanders provide assignment information then forward to appropriate organization for assignment processing.

Assignment Facilitators

Air Force Reserve Assignment Facilitators can also assist officers who are currently participating in the Reserve and looking for a new position.

Reduced Retirement Age

Authority: Fiscal 2008 National Defense Authorization Act, Section 647, Commencement of Receipt of Non-Regular Service Retired Pay by Members of the Ready Reserve on Active Federal Status or Active Duty for Significant Periods.

Effective date: Jan. 29, 2008

Retroactive clause: None

Provision: Amends Title 10, U.S.C., Section 12731. It reduces eligibility age for receipt of retired pay by three months for each aggregate of 90 days of qualifying active-duty. Eligibility age cannot be reduced below age 50.

Who Qualifies: Ready Reserve Airmen (ANG, unit, IMA, and IRR).

Qualifying Service

Involuntary mobilization (Call or order to active duty under Title 10, U.S.C., Sections 688, 12301(a), 12302, 12304, 12305, 12406, or any other provision of law during a war or national emergency declared by the President or Congress).

Voluntary active duty (Call or order to active duty under Title 10, U.S.C., Section 12301(d)).

Includes MPA or RPA provided such active duty is performed under 12301(d).

Full-time National Guard duty under a call to active service authorized by the President or Secretary of Defense under Title 32, U.S.C., Section 502(f) for purposes of responding to a national emergency declared by the President or supported by Federal funds.

Medical treatment/medical evaluation for disability purposes or medical study (Title 10, U.S.C., Section 12301(h).

Nonqualifying Service

Active Guard Reserve (AGR).

Annual Tour (Title 10, U.S.C., Section 12301(b).

Captive status (Title 10, U.S.C., Section 12301(g).

As an Airmen not assigned to or participating satisfactorily in units (Title 10, U.S.C., 12303).

Under active duty agreements (Title 10, U.S.C., Section 12311).

Disciplinary/courts martial (Title 10, U.S.C., Section 12315).

Muster duty (Title 10, U.S.C., Section 12319).

Verifying documentation

Certified orders citing the applicable section of law. Airmen should maintain copies of their active duty orders to provide as documentation if needed.

Orders publishing authorities must ensure proper statutory authorities are included on orders.

Impact on Benefits

Airmen will receive all retired pay benefits (e.g., commissary, base exchange, base services, etc) except:

Medical benefits are deferred until age 60.

Blue ID card (ID card will show Airmen are not entitled to medical until age 60. At age 60, they will need to go to nearest military facility to obtain another blue ID card bestowing the medical benefit).

Premiums for the Reserve Component Survivor Benefit Plan will be deducted from retired pay upon the age the member starts drawing pay.

Reserve Drill Pay Charts

RESERVE DRILL PAY FOR FOUR DRILLS										
Effective Jan. 1, 2012										
Cumulative Years of Service										
Pay Grade	**<2**	**2**	**3**	**4**	**6**	**8**	**10**	**12**	**14**	**16**
Commissioned Officers										
O-8	1291.08	1333.36	1361.44	1369.28	1404.32	1462.80	1476.44	1531.96	1547.88	1595.76
O-7	1072.76	1122.64	1145.68	1164.00	1197.20	1230.00	1267.92	1305.72	1343.64	1462.80
O-6	795.12	873.56	930.84	930.84	934.40	974.48	979.76	979.76	1035.44	1133.88
O-5	662.84	746.72	798.40	808.16	840.40	859.68	902.12	933.24	973.48	1035.08
O-4	571.92	662.08	706.24	716.08	757.08	801.04	855.80	898.44	928.08	945.08
O-3	502.84	570.04	615.28	670.80	702.92	738.20	761.04	798.52	818.08	818.08
O-2	434.48	494.84	569.92	589.16	601.28	601.28	601.28	601.28	601.28	601.28
O-1	377.12	392.52	474.48	474.48	474.48	474.48	474.48	474.48	474.48	474.48
Commissioned officers with more than four years active duty service as an enlisted member or warrant officer										
O-3E	--	--	--	670.80	702.92	738.20	761.04	798.52	830.16	848.32
O-2E	--	--	--	589.16	601.28	620.44	652.76	677.72	696.32	696.32
O-1E	--	--	--	474.48	506.68	525.44	544.60	563.40	589.16	589.16
Warrant Officers										
W-5	--	--	--	--	--	--	--	--	--	--
W-4	519.68	559.00	575.04	590.84	618.00	644.92	672.12	713.16	749.08	783.24
W-3	474.52	494.32	514.60	521.24	542.52	584.36	627.88	649.76	672.08	696.56
W-2	419.92	459.64	471.88	480.28	507.52	549.84	570.80	591.48	616.72	636.44
W-1	368.60	408.24	418.92	441.48	466.80	507.44	525.80	551.40	576.64	596.48
Enlisted Airmen										
E-9	--	--	--	--	--	--	627.84	642.08	660.00	681.08
E-8	--	--	--	--	--	513.96	536.68	550.76	567.64	585.92
E-7	357.28	389.96	404.88	424.68	440.12	466.64	481.56	508.12	530.16	545.20
E-6	309.94	340.04	355.04	369.64	384.84	419.08	432.34	458.24	458.80	466.16
E-5	283.12	302.12	316.72	331.68	354.96	379.36	399.28	401.72	401.72	401.72
E-4	259.56	272.84	287.64	302.20	315.08	315.08	315.08	315.08	315.08	315.08
E-3	234.32	249.08	264.16	264.16	264.16	264.16	264.16	264.16	264.16	264.16
E-2	222.84	222.84	222.84	222.84	222.84	222.84	222.84	222.84	222.84	222.84
E-1	198.80	198.80	198.80	198.80	198.80	198.80	198.80	198.80	198.80	198.80

Reserve Drill Pay Charts

RESERVE DRILL PAY FOR FOUR DRILLS										
Effective Jan. 1, 2012										
Cumulative Years of Service										
Pay Grade	**18**	**20**	**22**	**24**	**26**	**28**	**30**	**32**	**34/36**	**38/40**
Commissioned Officers										
O-8	1665.04	1728.88	1771.52	1771.52	1771.52	1771.52	1815.84	1815.84	1815.84	1815.84
O-7	1563.40	1563.40	1563.40	1563.40	1571.36	1571.36	1602.80	1602.80	1602.80	1602.80
O-6	1191.68	1249.40	1282.28	1315.56	1380.08	1380.08	1407.64	1407.64	1407.64	1407.64
O-5	1064.32	1093.24	1126.16	1126.16	1126.16	1126.16	1126.16	1126.16	1126.16	1126.16
O-4	954.92	954.92	954.92	954.92	954.92	954.92	954.92	954.92	954.92	954.92
O-3	818.08	818.08	818.08	818.08	818.08	818.08	818.08	818.08	818.08	818.08
O-2	601.28	601.28	601.28	601.28	601.28	601.28	601.28	601.28	601.28	601.28
O-1	474.48	474.48	474.48	474.48	474.48	474.48	474.48	474.48	474.48	474.48
Commissioned officers with more than four years active duty service as an enlisted member or warrant officer										
O-3E	873.08	873.08	873.08	873.08	873.08	873.08	873.08	873.08	873.08	873.08
O-2E	696.32	696.32	696.32	696.32	696.32	696.32	696.32	696.32	696.32	696.32
O-1E	589.16	589.16	589.16	589.16	589.16	589.16	589.16	589.16	589.16	589.16
Warrant Officers										
W-5	--	924.00	970.88	1005.80	1044.44	1044.44	1096.72	1096.72	1151.52	1151.52
W-4	811.12	838.48	878.56	911.48	949.04	949.04	968.04	968.04	968.04	968.04
W-3	740.48	770.16	787.92	806.80	832.44	832.44	832.44	832.44	832.44	832.44
W-2	654.32	675.68	689.76	700.92	700.92	700.92	700.92	700.92	700.92	700.92
W-1	614.76	636.92	636.92	636.92	636.92	636.92	636.92	636.92	636.92	636.92
Enlisted Airmen										
E-9	702.36	736.48	765.28	795.64	842.04	842.04	884.08	884.08	928.32	928.32
E-8	618.88	635.56	664.00	679.76	718.60	718.60	733.04	733.04	733.04	733.04
E-7	561.24	567.48	588.32	599.52	642.12	642.12	642.12	642.12	642.12	642.12
E-6	478.64	478.64	478.64	478.64	478.64	478.64	478.64	478.64	478.64	478.64
E-5	401.72	401.72	401.72	401.72	401.72	401.72	401.72	401.72	401.72	401.72
E-4	315.08	315.08	315.08	315.08	315.08	315.08	315.08	315.08	315.08	315.08
E-3	264.16	264.16	264.16	264.16	264.16	264.16	264.16	264.16	264.16	264.16
E-2	222.84	222.84	222.84	222.84	222.84	222.84	222.84	222.84	222.84	222.84
E-1	198.80	198.80	198.80	198.80	198.80	198.80	198.80	198.80	198.80	198.80

Activation of Individual Reservists

Availability

There are two ways individual reservists can be recalled to active duty -- either voluntarily or involuntarily.

Voluntary Activation - Airmen's availability to support a contingency is considered as part of the selection criteria. Their commander or commander's representative may call and ask if they are available and willing to be activated. Reservists interested in volunteering for current vacancies in Reserve programs can visit the Air Force Reserve recruiting site at www.afreserve.com.

Involuntary Activation - Airmen of the Selected Reserve (IMAs and Unit Reservists) must be available to report within 24 hours of notification. Standby and IRR members have at least five calendar days to report after receipt of orders, and retirees (Reserve and regulars) are given seven days.

For this reason, it is extremely important to maintain accurate mailing and e-mail addresses, as well as phone numbers with ARPC and, for participating reservists, military supervisors and units of assignment/attachment.

Activation Authorities

Title 10 USC	*Type*	*Numbers*	*Authority*
12301(d)	Volunteer	Unspecified	SECAF
12304	PRC	200,000	President
12302	Partial	1,000,000	President
12301(a)	Full	Unlimited	Congress
12301(b)	Involuntary	Unspecified	SECAF

Notification of Activation

Airmen are notified of activation by one or more of the following methods:

Telephone call from their commander, commander's representative, MAJCOM or central program manager.

Orders mailed (first class, return receipt requested, overnight, special delivery).

Announcement by a government official.

Reservists are given a report-not-later-than date. If they do not receive written orders before the departure date, they are authorized to travel without them.

When written orders are received, they confirm the verbal order received previously over the phone.

Copies of written orders are sent to the Airman's owning program manager, initial duty location and home of record.

Reservists must ensure they arrive within the guidelines set forth in the reporting instructions.

Airmen may travel by private auto, but will only be reimbursed for the price of a one-way airline ticket.

Commercial air travel must be arranged through the local Traffic Management Office.

When traveling, Airmen are considered on active duty and are entitled to active-duty benefits and privileges. They are also subject to the UCMJ.

Responsibilities Upon Involuntary Activation

Reservists should:

Be prepared to travel and report according to either the verbal or written instructions provided. Dependents are not authorized to travel with them under any circumstance.

In-process through the base FSS/MPF personnel readiness unit.

Be prepared to begin work immediately.

Have enough money to sustain them and their family until they receive military pay (about three to five weeks).

Hand carry certification/accreditation documentation for professional skills and training records.

Activation of Individual Reservists

Airmen Living Outside the United States

Airmen who live overseas and report to the continental United States or another overseas location present unique challenges. Airmen should contact the nearest military installation for confirmation and assistance in arranging travel.

Request for Delay/ Exemption in Reporting

A delay is a postponement of not more than 30 days in reporting to active duty. Exemption is the total relief from the order to active duty.

Requests for a delay or exemption in reporting to active duty are administered by the program manager's office for IMAs assigned to MAJCOMs or other agencies.

ARPC PIM Management DPTSP, administers requests for individual reservists assigned to the nonparticipating individual ready reserve, standby reserve and Retired Reserve.

All requests must meet requirements in Air Force Handbook 10-416, *Personnel Readiness and Mobilization*. Any Airman whose situation requires a permanent exemption is reassigned to a nonparticipating status or discharged. Airmen with a disqualifying medical condition are recommended for discharge.

Mobilization Readiness Folder

Maintaining the mobilization folder with current data as outlined is one of the best ways to prevent many personnel data problems for Airmen and their family.

The folder should consist of, but is not limited to:

Certified copy of marriage certificate.

Certified copies of birth certificates for the Airman and authorized family members

Certified copies of court orders or decrees pertaining to family members.

Immunization record: Public Health Service Form 731, *International Certificate of Vaccination*.

Copy of order or mailgram ordering to active duty.

AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*.

ID card.

Passport, if applicable.

SGLV Form 8286, *Servicemembers' Group Life Insurance Election and Certificate*, dated after April 1, 1996.

DD Form 93, *Record of Emergency Data,* printout from virtual MPF.

AF Form 165, *General Power of Attorney*, or AF Form 831, *Special Power of Attorney*, if applicable.

AF IMT 357, *Family Care Certification.*

Most current copy of their civilian medical/dental history (including a record of past illness or injuries not recorded in the military medical record). Also maintain a copy of the latest military physical exam and a copy of DD-2813 for the civilian dental exam certification.

Airmen should also bring:

Eyeglass prescription (if applicable).

Two pairs of eyeglasses (if applicable).

Last dental examination (military or civilian).

A 30-day supply of all medications (if applicable).

Civilian clothing.

Serviceable military uniforms and accessories including boots and duffel bag.

DD Form 214, *Certificate of Release or Discharge from Active Duty*.

Two dog tags.

Actions to take before activation:

Ensure all legal, business and personal matters are arranged to be executed in their absence.

Ensure eligible family members are pre-enrolled in the Defense Enrollment Eligibility Reporting System.

Update DD Form 93, *Record of Emergency Data*,

Activation of Individual Reservists

through Virtual MPF.

Arrange family member care.

Prepare a will.

Prepare power of attorney.

Familiarize family members with insurance policies.

Have serviceable military uniforms.

Have a current military ID card.

Military Pay

The Air Force Direct Deposit Program is mandatory. With direct deposit, pay is deposited directly to the designated account.

To view the latest Leave and Earnings statement, Airmen must have a *myPay* account. To sign up for a *myPay* account, visit **http://mypay.dfas.mil/**.

To start direct deposit, Airmen must send a completed SF Form 1199A, *Direct Deposit Sign-Up Form*, to their Reserve pay office. The form is available from most financial institutions or local active duty finance offices.

In the event of financial hardship, Airmen may be entitled to a partial payment (pay and allowances). Contact the accounting and finance office at the reporting location for assistance.

An Airman's pay and allowances start on the first authorized travel day. Airmen should bring:

Government Travel Card (if authorized).

Necessary cash to defray expenses until pay record is established (about three to five weeks).

All checking and savings account numbers, as well as the names and addresses of financial institutions.

Leave

Commanders may authorize leave on an individual basis. Airmen accrue 2.5 days of leave per month while serving on active duty tours of 30 or more consecutive days.

Leave is used by completing an AF IMT 988, *Leave Request/Authorization*, and having supervisors mail Part I of the form to the RPO to obtain the leave control number. After leave is taken, Airmen complete Part III and mail to the RPO. Part II is for the Airman's records.

Upon request, Airmen may receive payment for the unused leave, not to exceed 60 days in their Air Force career (the 60-day limitation does not apply to Airmen involuntarily recalled to active duty or serving voluntarily under a contingency).

Airmen may carry forward days accrued on a military personnel appropriation (MPA) tour into a mobilization tour.

Leave earned while on a mobilization tour does not count toward the 60-day limit for carryover. (The carryover limit is 75 days between Oct. 1, 2008, and Sept. 30, 2013.) The Reserve pay office maintains the AF IMT 1934, *Leave Record-Air Reserve Forces*.

The Airman has three options for leave earned before mobilization:

Request payment for leave earned before the mobilization tour starts.

Take leave while mobilized.

Wait until the end of the mobilization tour and request payment for all unused leave.

Retired Reserve

The Retired Reserve consists of two categories:

Those receiving retired pay (Retired Reserve Section ZB).

Those who have met all requirements for retired pay except for attainment of retired pay age (Retired Reserve Section ZA). Certain active duty orders since January 2008 qualify members to receive retired pay before age 60. Airmen who believe they have qualifying active duty should contact ARPC about this entitlement.

Eligibility

To attain eligibility for retired pay (normally at age 60), reservists must complete at least 20 years of satisfactory service. Airmen meeting the eligibility requirements for pay are issued a "Notification of Eligibility for Reserve Retired Pay" letter and are eligible to participate in the Reserve Component Survivor Benefit Plan (RCSBP).

Airmen eligible for retired pay under Title 10, U.S.C., 12731 are eligible for certain benefits before they reach age 60.

First, upon receipt of the notification letter, they are enrolled in the RCSBP (see details on Pages 29-31). This plan allows Airmen to provide an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary upon their death. The cost of the RCSBP coverage is not paid until the Airman starts receiving Reserve retired pay.

Second, upon transfer to the Retired Reserve, they may participate in open mess functions if authorized by the installation commander; wear the uniform on appropriate occasions; possess an ID card, DD Form 2AF; and use space-available air transportation. They are eligible to participate in TRICARE Retired Reserve and the TRICARE Retiree Dental Program.

They are also authorized full access to a base exchange and commissary.

Third, full-time coverage under the Veterans' Group Life Insurance program is also available (see details on Page 34). Information on this program is forwarded upon transfer to the Retired Reserve, or call 800-419-1473 to obtain an application.

Fourth, persons in Retired Reserve Section ZA are automatically furnished information on how to apply for retired pay about four months before their retirement pay eligibility date (normally age 60). The person completes the application forms and returns them to HQ ARPC/DPTTR at least 45 days before the retired pay effective date.

Upon receipt of retired pay (normally at age 60), persons receive the same benefits allocated for retired members of the active Air Force (see Page 21).

If qualified, Airmen who meet the conditions of maximum age, maximum service or are twice deferred for promotion, will automatically be transferred into the Retired Reserve unless the Airman applies to be discharged.

Voluntary Retirement: Reservist and ANG members must apply for transfer to the Retired Reserve using the vPC-GR (virtual Personnel Center - Guard/Reserve) dashboard found at https://llama_crm.dsa.mil. General officers will continue to use the Air Force Information Management Tool 131, *Application for Transfer to the Retired Reserve*, available online at www.e-publishing.af.mil.

Guard and Reserve Airmen may also qualify for immediate retired pay by accumulating at least 20 years of total active federal military service (Title 10, U.S.C., 8911/8914). They apply by using the vPC-GR dashboard found at https://mypers.af.mil/.

---- Retired Reserve continued

Retired Reserve

Point Valuation for Retirement Benefits (2012) Reservists, Guard Members

The point valuation charts on Pages 19-20 allows reservists to calculate their approximate gross monthly retired pay. The exact amount received is determined when retired pay is applied for and is computed on the base pay in effect when retired pay is granted.

Years of Service for base pay equals the total years of military service (both active and inactive).

Airmen can also calculate their retired pay by using the retirement benefits calculator online at https://gum-crm.csd.disa.mil/app/processes/form/fn/rcalc/kw/14276/r_id/100169

Example: Retired pay formula: points X point value = monthly pay

A master sergeant with more than 26 years of service would use the factor .32917.

Assuming the Airman had accrued 3,250 points during the tenure of service and had attained age 60, the monthly retired pay would be computed by multiplying 3,250 by .32917 or about $1,069.

Similarly, a lieutenant colonel with more than 26 years of service would use the factor .57731.

After accruing 3,000 points and attaining age 60, the monthly retired pay is computed by multiplying 3,000 by .57731 or about $1,731.

Eligible reservists receive retired pay for life; upon their death, survivors may continue to receive a portion of pay only if the Airman elected coverage under the Reserve Component Survivor Benefit Plan or the Survivor Benefit Plan.

Regular, Guard and Reserve Retired Pay

Retired pay for Airmen who first joined any military service before Sept. 8, 1980, is based on the pay scale in effect when they start receiving retired pay. This formula applies to Airmen retiring under 10 U.S.C., Sections 12731 (Reserve), 8911 (active-duty officer) and 8914 (active-duty enlisted).

Retired pay for Airmen who first joined any military service on or after Sept. 8, 1980, is computed using the average of the 36 months of base pay for the Airman's grade and years of service before the effective date of retired pay (normally the 60th birthday).

Total the military base pay for the 36 months before receiving retired pay and divide by 36. This figure can then be calculated into a point value figure to be used when computing retired pay for Airmen retiring under 10 U.S.C. 12731.

Total retirement points will still be used to compute retired pay for Airmen retiring under 10 U.S.C. 12731.

This formula applies to Airmen retiring under 10 U.S.C., Sections 12731, 8911 and 8914.

Those who joined any military service on or after Aug. 1, 1986, and elect to receive a 15-year career status bonus under Title 37, Section 322, will have their retired pay reduced by 1 percent for each year of service short of 30 years.

The 1 percent reduction is removed and retired pay permanently restored at age 62.

This formula only applies to Airmen retiring under 10 U.S.C. 8911 and 8914.

If you first joined any military component:	Monthly Retired Pay Basis:	Annually increased by COLA equal to:
BEFORE Sept. 8, 1980, retired under 10 USC 12731, 8911, 8914	(Years of Service) x (2.5%) x (Basic pay in effect when retired pay starts **) = Monthly Retired Pay	Annual change in Consumer Price Index (CPI)
ON or AFTER Sept. 8, 1980, retired under 10 USC 12731, 8911, 8914	(Years of Service) x (2.5%) x (Average of highest 36 months of basic pay) = Monthly Retired Pay NOTE: Guard/Reserve who separate before age 60 have High 36 pegged at time of separation. Those who transfer to Retired Reserve at age 60 have High 36 computed at age 60 or retired pay effective date	Annual change in CPI
Aug. 1, 1986 and AFTER, retire under 10 USC 8911, 8914*	(Years of Service) x (2.5%) [Reduced 1 % per year short of 30; restored permanently at age 62] x (Average of highest 36 months of basic pay) = Monthly Retired Pay	Annual change in CPI less one percentage point with one time catch-up adjustment at age 62
Retired under 10 USC 12731	< Guard and Reserve > Retirement Points / 360	Years of Service

* Applies only to Airmen accepting 15-year career status bonus. If declining bonus, then "ON or AFTER Sept 8, 1980" rule applies.

** 2012 figures available on Pages 22-23.

Notes:

10 USC 12731 - Guard and Reserve retirement annuity (normally age 60)

10 USC 8911 - Active duty retirement (officers - regular, Guard, Reserve) immediate annuity

10 USC 8914 - Active duty retirement (enlisted - regular, Guard, Reserve) immediate annuity

The 2007 National Defense Authorization Act changed the retired pay multiplier for Airmen retiring after Dec. 31, 2006, with more than 30 years of service, from a maximum of 75 percent to the sum of 75 percent and the product (stated as a percentage) of 2.5 percent and the Airman's years of creditable service in excess of 30 years of creditable service.

Point Valuation for Retirement Benefits (2012) Reservist and Guardmembers

Basic Military Pay Effective January 2012

Highest Grade Held	Over 20 years svc		Over 22 years svc		Over 24 years svc		Over 26 years svc		Over 28 years svc	
	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value
General	$15,647.10	1.08660	$15,723.30	1.09190	$16,050.60	1.11463	$16,620.00	1.15417	$16,620.00	1.15417
Lt Gen	$13,685.10	.95035	$13,882.50	.96406	$14,167.20	.98383	$14,664.00	1.01833	$14,664.00	1.01833
Maj Gen	$12,966.60	.90046	$13,286.40	.92267	$13,286.40	.92267	$13,286.40	.92267	$13,286.40	.92267
Brig Gen	$11,725.50	.81427	$11,725.50	.81427	$11,725.50	.81427	$11,785.20	.81842	$11,785.20	.81842
Colonel	$9,370.50	.65073	$9,617.10	.66785	$9,866.70	.68519	$10,350.60	.71879	$10,350.60	.71879
Lt Col	$8,199.30	.56940	$8,446.20	.58654	$8,446.20	.58654	$8,446.20	.58654	$8,446.20	.58654
Major	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735
Captain	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608
1st Lt	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317
2nd Lt	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713
O-3E*	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473
O-2E*	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267
O-1E*	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685
WO (W-5)	$6,930.00	.48125	$7,281.60	.50567	$7,543.50	.52385	$7,833.30	.54398	$7,833.30	.54398
WO (W-4)	$6,288.60	.43671	$6,589.20	.45758	$6,836.10	.47473	$7,117.80	.49429	$7,117.80	.49429
WO (W-3)	$5,776.20	.40113	$5,909.40	.41038	$6,051.00	.42021	$6,243.30	.43356	$6,243.30	.43356
WO (W-2)	$5,067.60	.35192	$5,173.20	.35925	$5,256.90	.36506	$5,256.90	.36506	$5,256.90	.36506
WO (W-1)	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173
CMSgt	$5,523.60	.38358	$5,739.60	.39858	$5,967.30	.41440	$6,315.30	.43856	$6,315.30	.43856
SMSgt	$4,766.70	.33102	$4,980.00	.34583	$5,098.20	.35404	$5,389.50	.37427	$5,389.50	.37427
MSgt	$4,256.10	.29556	$4,412.40	.30642	$4,496.40	.31225	$4,815.90	.33444	$4,815.90	.33444
TSgt	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929
SSgt	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923
SRA	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410
A1C	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758
AMN	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606

**Commissioned Officers With Over Four Years Active Duty Service As An Enlisted Member or Warrant Officer*

Point Valuation for Retirement Benefits (2012) Reservist and Guardmembers

Basic Military Pay Effective January 2012

Highest Grade Held	Over 30 years svc		Over 32 years svc		Over 34 years svc		Over 36 years svc		Over 38 years svc		Over 40 years svc	
	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value
General	$17,451.00	1.21188	$17,451.00	1.21188	$18,323.40	1.27246	$18,323.40	1.27246	$19,239.90	1.33610	$19,239.90	1.33610
Lt Gen	$15,397.50	1.06927	$15,397.50	1.06927	$16,167.60	1.12275	$16,167.60	1.12275	$16,975.80	1.17888	$16,975.80	1.17888
Maj Gen	$13,618.80	.94575	$13,618.80	.94575	$13,959.30	.96940	$13,959.30	.96940	$13,959.30	.96940	$13,959.30	.96940
Brig Gen	$12,021.00	.83479	$12,021.00	.83479	$12,021.00	.83479	$12,021.00	.83479	$12,021.00	.83479	$12,021.00	.83479
Colonel	$10,557.30	.73315	$10,557.30	.73315	$10,557.30	.73315	$10,557.30	.73315	$10,557.30	.73315	$10,557.30	.73315
Lt Col	$8,446.20	.58654	$8,446.20	.58654	$8,446.20	.58654	$8,446.20	.58654	$8,446.20	.58654	$8,446.20	.58654
Major	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735	$7,161.90	.49735
Captain	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608	$6,135.60	.42608
1st Lt	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317	$4,509.60	.31317
2nd Lt	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713	$3,558.60	.24713
O-3E*	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473	$6,548.10	.45473
O-2E*	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267	$5,222.40	.36267
O-1E*	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685	$4,418.70	.30685
WO (W-5)	$8,225.40	.57121	$8,225.40	.57121	$8,636.40	.59975	$8,636.40	.59975	$9,068.70	.62977	$9,068.70	.62977
WO (W-4)	$7,260.00	.50417	$7,260.00	.50417	$7,260.00	.50417	$7,260.00	.50417	$7,260.00	.50417	$7,260.00	.50417
WO (W-3)	$6,243.30	.43356	$6,243.30	.43356	$6,243.30	.43356	$6,243.30	.43356	$6,243.30	.43356	$6,243.30	.43356
WO (W-2)	$5,256.90	.36506	$5,256.90	.36506	$5,256.90	.36506	$5,256.90	.36506	$5,256.90	.36506	$5,256.90	.36506
WO (W-1)	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173	$4,776.90	.33173
CMSgt	$6,630.60	.46046	$6,630.60	.46046	$6,962.40	.48350	$6,962.40	.48350	$7,311.00	.50771	$7,311.00	.50771
SMSgt	$5,497.80	.38179	$5,497.80	.38179	$5,497.80	.38179	$5,497.80	.38179	$5,497.80	.38179	$5,497.80	.38179
MSgt	$4,815.90	.33444	$4,815.90	.33444	$4,815.90	.33444	$4,815.90	.33444	$4,815.90	.33444	$4,815.90	.33444
TSgt	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929	$3,589.80	.24929
SSgt	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923	$3,012.90	.20923
SRA	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410	$2,363.10	.16410
A1C	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758	$1,981.20	.13758
AMN	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606	$1,671.30	.11606

*Commissioned Officers With Over Four Years Active Duty Service As An Enlisted Member or Warrant Officer

Age 60 Retirement Benefits

There are additional benefits awaiting Airmen eligible for retired pay (normally at age 60). (See "Eligibility" on the Retired Reserve fact sheet, Page 19-20.) Probably the most important benefit for a retired reservist is retired pay. Monthly checks are dated the first day of the month following the month earned. The Air Force uses direct deposit to pay retired Airmen. Therefore it is important they return the Standard Form 1199A, *Direct Deposit Sign-up Form*, with their pay forms. The pay application forms should be returned to HQ ARPC/DPTTR at least 45 days before the retired pay effective date (normally the 60th birthday). The DD Form 2 (retired/blue) ID card can be obtained from the nearest military installation on or after the Airman's retired pay effective date. Eligible family members of reservists are eligible to receive a DD Form 1173, *Uniformed Services Identification and Privilege Card.* Many benefits await blue ID card holders including unlimited visits to commissaries and exchanges.

TRICARE Medical

The DOD's regional managed health care program for service families is in operation throughout the United States, with a uniform benefit and cost structure. Persons eligible for TRICARE benefits have three options: TRICAREPrime, TRICARE Extra and TRICARE Standard (the same as standard CHAMPUS). (See more details about Tricare on Page 30.) **Note:** Retirees receiving retired pay before age 60 do not receive medical coverage until age 60. (See Page 12)

Delta Select USA/TRICARE retiree Dental Program

Members of the uniformed services entitled to retired pay, and members of the Retired Reserve entitled to retired pay but are younger than age 60 are eligible for the TRICARE Retiree Dental Program. Also included are spouses of eligible Airmen who enroll in the program, eligible children and nonremarried surviving spouses and children of deceased Airmen who were covered.

This voluntary dental plan is administered by the DDP Delta division of the Delta Dental Plan of California. Services are provided in the United States, District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, Commonwealth of the Northern Mariana Islands and Canada. Enrollees pay premium costs; there is no government contribution. Premiums are collected through monthly payroll deductions for those receiving retired pay; or, if the Airman isn't drawing retired pay, by direct monthly billing.

Enrollment is handled by DDP Delta. Retirees must enroll for at least 12 months. The 12-month commitment is determined by each person's enrollment date. After the 12-month commitment, an enrollee may choose to remain enrolled month to month. For enrollment, changes to enrollment and enrollment inquiries, contact:

Delta Dental of California
P.O. Box 537008
Sacramento, CA 95853-7008
888-838-8737
or visit their website at **www.ddpdelta.org**.

Other Retirement Benefits

Legal assistance - Retirees can receive legal advice and assistance on personal civil matters on a space-available basis.

Services - There are many activities offered in the services program such as arts and crafts, bowling, golf and other outdoor recreation activities on a space-available basis.

Theater - Base theaters offer first-run movies for a significant savings in comparison to an off-base theater.

AAFES liquor store - Many bases offer a package liquor store where many brand-name beverages are stocked.

Space-available travel - Retirees and their family members with valid ID cards (DD Form 1173) can travel on space-available military air to almost anywhere in the world. (See Page 25 for more information.)

Space-A Travel

Space available travel is authorized for members of the Air National Guard, Air Force Reserve, retirees and family members. Airmen in an active status must present their DD Form 2, *Armed Forces of the United States-Geneva Identification Card*, along with a completed DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*.

Airmen who have received official notification of eligibility for retired pay at age 60 must present their ID card and notification letter.

Active ANG/Reserve Airmen on a two- or three-day pass and on active duty in an overseas area for any length of time can use Space-A travel. The documents required are an ID card and active duty orders authorizing the Airman to be in the assigned overseas area. Dependent travel is not authorized until the Airman reaches age 60.

Family members are eligible to accompany the Airman on CONUS and overseas flights after the Airman has reached age 60, has obtained a DD Form 2 (retired/blue) ID card or received a 20-year letter.

Dependents must possess a DD Form 1173, *Uniformed Services Identification and Privilege Card*.

Space-A travelers no longer have to revalidate at passenger service counters at two-week intervals. They may now sign up for the full 60 days. This also applies to the traveler trying to come home from abroad. It is important to sign up as soon as they land overseas.

Passengers are processed in priority order by their sign-in time (Julian date). Some terminals may collect a head tax or a federal inspection fee from Space-A passengers on commercial contract missions. Meals may be provided at a nominal fee out of most air terminals while traveling on military aircraft. Meal service on AMC Category B full planeload charters is complimentary.

Names are removed from the Space-A register if selecting, manifesting or boarding is denied for miscellaneous reasons (excess baggage, improper attire, etc.). Space-A travelers are processed on a first-in, first-out basis within their category of travel, and they must be aware of the following facts:

Official duty passengers have priority over Space-A passengers.

Reservations cannot be made for any portion of the trip.

ANG and Reserve Airmen and retirees are in Category VI.

Long, uncomfortable and frequent costly waiting periods may be encountered at military and commercial aerial ports.

The U.S. government is not obligated to provide transportation for Space-A passengers to or from desired destinations.

Summer months are peak travel times because most active duty Airmen and their family members are traveling to new assignments.

Retired Airmen and their eligible family members must present valid passports/visas, ID cards and immunization records as required. Each passenger may check two pieces of baggage 70 pounds each, up to 62 linear inches in size.

When Airmen are traveling and an emergency at home arises, they may be upgraded to Category I by the installation commander or designated representative. Airmen should have the emergency verified by the Red Cross before attempting an upgrade.

Airmen traveling aboard Air Force and commercial contract (chartered) aircraft, regardless of duty status or destination, have the option to wear civilian clothing that is neat, clean, warm enough for inflight operations, and appropriate for the mode of travel and destination. Passenger service specialists can answer questions regarding foreign destinations' attire requirements.

For details on Space-A travel, contact the passenger terminal or aerial port at the nearest installation. Also, base retiree activities offices maintain an aerial port information file.

Space-A Terminals	Commercial number	DSN number	Fax number
Andrews Air Force Base, Md.	301-981-1854/3604	858-1854/3604	301-981-4241
Charleston International Airport, S.C.*	843-963-3083/3048	673-3083/3048	843-673-2396
Dover Air Force Base, Del.	302-677-4088	445-4088	302-677-2953
McChord Air Force Base, Wash.	253-982-7259	382-7259	253-982-6815
McGuire Air Force Base, N.J.	609-754-5023/2864	650-5023/2864	609-754-4621
Norfolk Naval Air Station, Va.	757-444-4148/4118/3947	564-4118/4148	757-445-7501
Patrick Air Force Base, Fla.	321-494-5631	854-5631	321-494-7991
Scott Air Force Base, AFB, Ill.	618-256-2014/3017/4042	576-3017	618-256-3017
Travis Air Force Base, Calif.	707-424-1854	837-2048	707-424-2048

**Civilian airport, a $10 fee is charged.*

Veterans Benefits - Reserve and Guard

There are certain U.S. Department of Veterans Affairs benefits for which reservists and their family members are eligible for if the Airman becomes disabled or dies from service-connected causes while in the Ready Reserve.

To be eligible, an Airman must be on active duty, annual training, active-duty support, military personnel appropriation funded active duty tour, active duty for training, including travel to and from, or inactive duty training. Travel to and from IDT qualifies for some benefits.

To be eligible, family members must meet the following requirements:

Married to a servicemember who died on active duty, OR

Married the veteran within 15 years of discharge from the period of military service in which the disease or injury that caused the veteran's death began or was aggravated, OR

Married to the veteran for at least one year, OR

Had a child with the veteran, AND

Cohabited with the veteran continuously until the veteran's death or, if separated, was not at fault for the separation, AND

Not currently remarried.

Children must be unmarried and younger than 18. Certain physically-challenged children and those between 18 and 23 attending a VA-approved school qualify.

VA benefits are not automatic; they must be applied for. These agencies can help file claims if there is not a VA office nearby: personal affairs office at each installation, Red Cross, Disabled American Veterans and Veterans of Foreign Wars.

Those seeking VA benefits must have available, if applicable, original documents with raised seal of marriage and birth certificates, divorce decree, guardianship papers, adoption papers, "Notification of Eligibility for Retired Pay at Age 60" letter or card and DD Form 214, *Certificate of Release or Discharge from Active Duty*.

Dependency and Indemnity Compensation (DIC)

Dependency and indemnity compensation is a VA monthly benefit payable to the surviving spouse, children and, in some cases, parents, if the Airman dies in the line of duty from disease or injury incurred on AD, ADS, ADT, AT, MPA mandays or IDT (injury only), including travel to and from duty.

The VA makes the determination if DIC is payable. DIC is payable to a surviving spouse regardless of any other income.

Veterans Benefits - Reserve and Guard

Monthly payments are paid at a flat rate per month plus an additional amount for each child under the spouse's care regardless of the deceased Airman's grade.

If there is no surviving spouse, any eligible children receive an annuity. Eligible children living with an ex-spouse may receive a prtion of the DIC.

Monthly payments to parents depend on their income, not dependency upon the Airmen. Payment to the parents does not decrease payment to a eligible spouse or children.

Disability Compensation

If Airmen are disabled by an injury or disease incurred or aggravated on AD, ADS, ADT, AT or MPA mandays — or an injury incurred or aggravated on IDT — and the injury or disease is determined to be in the line of duty, they should apply to the VA for compensation.

If found eligible for disability compensation by the VA, they could receive monthly payments ranging from $96 for 10 percent disability to $1,989 for 100 percent.

If rated at 30 percent or more, they are entitled to additional allowances for family members including parents dependent on them for support. These amounts are adjusted annually.

Vocational Rehabilitation and Employment

 They suffered a service-connected disability while on AD, ADS, ADT, AT, IDT or MPA mandays, which entitles them to compensation.

 They were discharged or released from the Reserve under honorable conditions.

 The VA determines that they need vocational rehabilitation to overcome an impairment to employment ability caused by service-connected disabilities.

Veterans Group Life Insurance

Veterans Group Life Insurance is issued in amounts from $10,000 to $400,000 in multiples of $10,000, premium rates apply.

However, it cannot exceed the maximum amount of Servicemembers Group Life Insurance coverage the Airman had while in the participating Ready Reserve.

Post separation insurance which allows members to convert SGLI coverage or qualify due to an injury or disability can call the Office of Servicemembers' Group Life Insurance at 800-419-1473 or write 80 Livingston Ave, Roseland, NJ 07068-1733.

They will provide information on how to obtain VGLI. *(See more about VGLI on Page 34.)*

Service Disabled Veterans Insurance

Reservists who incur a service-connected disability of 10 percent or more, as determined by the VA, from performing AD, ADS, ADT, AT, IDT or MPA mandays may be eligible for Service Disabled Veterans Insurance.

The insurance is issued in amounts from $1,000 to $10,000, in multiples of $500. An SDVI application must be made within two years of VA notification of eligibility. Airmen are eligible for both VGLI and SDVI.

Home Loans

The surviving spouse (who has not remarried) of a reservist who died on AT, AD, ADT, ADS, IDT or MPA mandays, or after release, as a result of service-connected causes may be eligible for the government-insured home loan benefits.

Airmen who have completed six years in the Selected Reserve are eligible for a home loan if they are not otherwise eligible for home loan benefits.

Survivors and Dependents Education

A monthly allowance for as many as 45 months of full-time training or schooling can be paid by the VA to the children (ages 18-26) and spouses of reservists with permanent and total service-connected disabilities, or unmarried spouses of those who died of service-connected causes.

Handicapped children can receive benefits as early as age 14. A child's marriage is no barrier to education benefits.

Generally, the period of eligibility for a spouse or survivor is 10 years from the date VA determines that disability is total and permanent, or from the date of death.

Veterans Benefits - Reserve and Guard

Civilian Health and Medical Program — VA

This is a medical program through which the VA helps pay for medical services and supplies obtained from civilian sources.

The following persons are eligible for CHAMPVA, provided they are not eligible for TRICARE, CHAMPUS or Medicare:

The spouse or children of a reservist who has total permanent disability resulting from a service-connected disability.

The surviving spouse or children of a reservist who died as a result of service-connected disability.

Burial Flags

The VA provides a U.S. flag, at no cost, to drape the casket or accompany the urn of most deceased veterans, retirees, reservists entitled to retired pay and members/former members of the Selected Reserve.

When burial is in a national, state or post cemetery a flag is provided.

When burial is in a private cemetery, flags may be obtained from VA regional offices, national cemeteries and most U.S. post offices by submitting a VA Form 21-2008, *Application for United States Flag for Burial Purposes*, to any of these agencies.

Funeral Directors may be of assistance obtaining the flag.

Presidential Memorial Certificates

A Presidential Memorial Certificates (PMC) signed by the president to honor the memory of honorably discharged deceased veterans, may be requested from the VA.

The PMC expresses the country's grateful recognition of the veteran's service in the U.S. armed forces.

Eligible recipients, or someone acting on their behalf, may apply for a PMC by contacting VA, 800-827-1000.

They will connect them with their regional VA office for further information.

Requests cannot be submitted via email.

Burial in a National Cemetery

Members of reserve components who die while performing, or as a result of performing AT, AD, ADT, ADS, IDT or MPA mandays may be eligible for burial in a national cemetery with available space. Reservists who would have been eligible for retired pay at age 60 are eligible. Burial is also available to an eligible spouse and children. information. Requests cannot be submitted via e-mail.

Death Gratuity

A one-time, non-transferable death gratuity of $100,000 may be paid to survivors when a military member dies on active duty.

Casualty Assistance

If a reservist dies as the result of an injury or disease incurred while performing AT, AD, ADS, ADT, IDT or MPA mandays, a casualty assistance representative from the nearest Air Force base is assigned to assist his or her family members in applying for benefits.This includes those from Air Force, VA, Social Security and other agencies. For participating Airmen who died in a non-duty status, assistance may be obtained from the Airman's servicing military personnel flight.For Retired Reservists awaiting pay at age 60, contact the Total Force Service Center - Denver for casualty assistance at 800-525-0102.

Commissary and Exchange

For Airmen involuntarily separated from Selected Reserve, the Secretary of Defense shall prescribe regulations to allow a member of the Selected Reserve or the Ready Reserve who is involuntarily separated from the Selected Reserve as a result of the exercise of the force-shaping authority of the secretary concerned under section 647 of this title or other force shaping authority during the period beginning Oct. 1, 2007, and ending Dec. 31, 2012, to continue to use commissary and exchange stores during the two-year period beginning on the date of the involuntary separation of the member in the same manner as a member on active duty.

Reserve Component Survivor Benefit Plan

To ensure their family continues to receive a portion of their future retirement income, reservists with dependents will automatically receive coverage under the Reserve Component Survivor Benefit Plan (RCSBP).

The RCSBP is the only program to provide a surviving spouse a guaranteed lifetime income just as the retiree is guaranteed retired pay during his or her lifetime unless the retiring Airman elects not to participate.

The maximum annuity is 55 percent of the retired pay. An established annuity increases automatically at the same rate as retired pay based on Consumer Price Index increases. ***Note: Airmen pay nothing until they begin drawing retired pay (normally at age 60.)***

Eligibility

Once guardsmen or reservists qualify for Reserve retired pay, they are eligible for RCSBP.

They will be sent a letter with instructions on how to download the "Reserve Component Survivor Benefit Plan Information" packet from the vPC-GR dashboard on the myPers website.

They will have 90 calendar days to either concur or non-concur to update/change the automatic election they were given based on their dependents updated in MilPDS.

Complete information on RCSBP is included in the packet, which must be downloaded from the vPC-GR dashboard on the myPers website, along with the Airman's 20-year letter.

Note: If an Airman dies after becoming eligible for retired pay but before being notified of their eligibility by ARPC, or if he or she dies after receiving the RCSBP packet but before making a choice within the 90-day period, the spouse or children receive an immediate annuity.

The chance to choose RCSBP could very well be a one-time opportunity. Many retirees think that they can become RCSBP participants any time during their retirement. However, this is not true.

Although retirees have been afforded the opportunity to enroll several times since SBP became law in 1972, it should be considered as a "now or never" decision.

There were four open seasons legislated in 1981, 1992, 1999 and 2005 by Congress because significant changes and improvements had been made to the plan.

However, with open seasons come a cost penalty of up to 11 percent and a survival clause, meaning that the retired Airman has to live two years after submitting an election before RCSBP coverage becomes effective.

When enrolling at retirement, the cost is less and there is no survival clause.

Options

Airmen have three RCSBP options:

Option A -- Decline to make an RCSBP election until the retirement entitlement age. They remain eligible to elect SBP coverage when becoming entitled to retirement pay. No RCSBP is payable to the beneficiaries if the Airman dies before reaching retirement age.

Option B -- Choose coverage for an annuity to begin on their 60th birthday if they die before age 60, or to begin immediately if they die after age 60.

Option C -- Choose coverage for an annuity to begin immediately upon their death, whether they die before or after retirement entitlement age.

Designating a Beneficiary

Reservists may choose one of these designations:

Spouse only -- To be eligible for an annuity, the spouse must be married to the reservist when the RCSBP election is made and on the date of the Airman's death. Spouses must be married to the reservist for one year or be the parent of a child by that marriage. If Airmen have eligible children and elect spouse only and the spouse dies or otherwise becomes ineligible to receive the annuity, the annuity does not pass on to the children. To continue the annuity to an eligible child, they need to elect spouse and children coverage.

Reserve Component Survivor Benefit Plan

Children only -- Child coverage is limited to unmarried children younger than age 18, or 22 if a full-time student, or any age if disabled and incapable of self- support (if disability existed before age 18 or occurred between 18 and 22 while a full-time student).

Spouse and children -- Same limitations as above.

Former spouse only -- When designated by court of law as directed by final dissolution of marriage.

Former spouse and dependent child -- Covered child must have resulted from the marriage to the former spouse. This choice prevents payment of an annuity to the Airman's current spouse or children from marriages other than to the former spouse designated as a beneficiary.

Other persons with an insurable interest in the reservist -- An insurable interest person is one who has a basis to expect some financial benefit or advantage from the continuance of the Airman's life. This option only applies if the Airman is unmarried and has no dependent children at the time of election. If the Airman is not married and has no dependent children, he or she may elect coverage for an insurable interest person.

This must be a person (not a company, organization, fraternity, trust, etc.). It may be a close relative or business partner. If the Airman is not married and has only one child, he or she may elect insurable interest coverage for that child regardless of the child's age or dependency status.

Any other person may qualify if the Airman provides proof showing that person benefits in some manner from the Airman's continued life (for example, a business partner).

Annuities

Base amount for computing annuity -- The amount of the annuity is 55 percent of the base amount the Reservisvist selects. The base amount can be full retired pay or a reduced amount. The least amount the Airman may elect is $300. For an Airman electing Option B or C, the annuity is reduced by the amount of the cost of the RCSBP program (Reserve component cost), based on the Airman's age and the age of the beneficiaries at the time the Airman makes the election. The annuity is also affected by provisions in the law on the date the Airman became eligible for the RCSBP.

Amount received by the survivor of an Airman completing 20 years of qualifying service -- The spouse receives 55 percent of the base amount of retired pay designated.

Dependency and Indemnity Compensation Reduction -- The spouse/former spouse of an Airman who dies of a service-connected cause as a result of serving on active duty, active duty for training, or inactive duty training will have the annuity reduced by an amount equal to the Dependency and Indemnity Compensation (DIC), being paid.

If the Airman is older than age 60 at the time of death and DIC is greater than the RCSBP annuity, RCSBP is not paid and the spouse receives a refund of all money paid into RCSBP.

If the RCSBP beneficiary is not a spouse/former spouse, no RCSBP annuity reduction is made, even if the beneficiary is a dependent receiving DIC.

Other RCSBP Provisions

Spouse's Remarriage -- The RCSBP annuity is suspended if a spouse/former spouse remarries before age 55. The annuity can be reinstated if the remarriage ends, either through death or divorce. If the spouse/former spouse remarries after age 55 the RCSBP annuity continues.

Cost of RCSBP to Airman -- There is no cost for RCSBP coverage until Airmen begin collecting retired pay. The cost is a percentage of the base amount designated, based on the Airman's age and the age of beneficiaries when RCSBP coverage was selected, and the option chosen. RCSBP cost increases by the same percentage as increases in retired pay.

The reduction in retired pay stops when there are no longer eligible beneficiaries with two exceptions: if Airmen elected child-only coverage, or if they elect insurable interest coverage and later cancel the coverage, monthly deduction continues for life.

Medical and other benefits for beneficiaries -- If Airmen die before reaching age 60, the eligible spouse and children are entitled to medical care beginning on the Airman's 60th birthday. Before age 60, the spouse and children are entitled to unlimited commissary and exchange privileges.

Revocation -- RCSBP election is basically irrevo-

Reserve Component Survivor Benefit Plan

cable after the initial eligibility period with the following exception. Airmen have a one-year period to discontinue participation in the plan. **The one-year window opens on the second anniversary of receipt of retired pay and ends on the third anniversary. This discontinuation carries some penalties.** There are no refund of premiums properly collected, no benefits are paid in conjunction with previous participation, and Airmen may not resume participation for any category of beneficiary. RCSBP premiums will continue to be collected, even though the SBP premium portion is cancelled. This pays for the period of coverage from the date of election until the retired pay effective date.

Federal Service Employees -- Federal service employees may elect RCSBP coverage under both the Air Force RCSBP program and the Civil Service SBP program.

Spousal Consent -- Beginning May 1, 2008, Airmen who elect coverage anything less than full coverage or selecting "Child Only Coverage" under RCSBP will be required to complete a DD Form 2656-5, RCSBP Election Certificate, and acquire spousal consent. This form, as required by law, must be notarized.

Retirement and Estate Planning -- The cost of RCSBP is withheld from the gross retired pay and is not subject to federal income tax, but annuity payments are fully taxable for federal income tax purposes.

Airmen should check state inheritance and estate tax laws to determine if their state is one of the few that tax RCSBP annuities or immediately tax the beneficiary's expected lifetime annuity amount as a part of the total estate value. RCSBP annuities are not subject to federal estate tax.

Airmen who are single at the time of election or who divorce but remarry, have one year from the time of marriage to add new spouse to their RCSBP election.

For the lastest and most current information on RCSBP visit the Web at http://www.arpc.afrc.af.mil/library/factsheets/factsheet.asp?id=8307

Servicemembers' Group Life Insurance

This is a U.S. Department of Veterans Affairs program that provides up to $400,000 to beneficiaries payable upon death in a lump sum, or in 36 equal monthly installments if the Airman or beneficiary chooses.

Full-time Coverage. Unless they decline the coverage, participating ready reservists assigned to a position requiring them to perform duty creditable for retirement purposes each year are automatically enrolled in full-time Servicemembers' Group Life Insurance for $400,000.

Full-time coverage is in effect 365 days a year, regardless of duty status, and continues for 120 days after reassignment from a qualifying position.

For totally disabled Airmen, full-time coverage may be extended by the SGLI office for as long as the total disability continues, not to exceed two years.

Options. By law, Airmen are covered for $400,000 unless they elect reduced coverage or decline coverage in writing on an SGLV Form 8286.

They may elect SGLI coverage in increments of $50,000 up to a maximum of $400,000.

An increase, reduction or refusal of automatic coverage may only be done by submitting an SGLV Form 8286.

Beneficiaries. It is preferable to specify beneficiaries by name. If specified "by law," beneficiaries of SGLI payments are paid as established by law: the entire payment is made to the spouse, or if there is no spouse, to the children in equal shares or, if none, to the Airman's parents in equal shares or, if none, to the executor of the estate or, if none, to other next of kin.

Stepparents and stepchildren are not included in the "by law" chain. Airmen may designate any beneficiaries for whatever fraction of the total benefit without restrictions. If naming minor children, Airmen may want to seek legal advice.

They may designate secondary beneficiaries and may change beneficiaries at any time.

Be advised that if Airmen elect SGLI coverage and name someone other than their spouse as the principal beneficiary, the spouse will be mailed notification as required by law.

Cost. Full-time $400,000 coverage premium is $27 per month. For those in a paid assignment, the cost is automatically withheld from their paycheck or annual tour paycheck.

Those in nonpaid assignments (training Category E) do not pay direct premiums. Premiums will be deducted from the beneficiary settlement.

SGLI Coverage for Family Members

Family Servicemembers' Group Life Insurance (FSGLI) coverage expanded to include insurable family members; an Airman's spouse and children. For Airmen covered under SGLI, their spouse and children are automatically covered. Airmen who do not want the additional coverage must decline the coverage in writing to keep from incurring the premiums.

The appropriate paperwork to decline the coverage is available via military personnel flights or armed forces recruiters. Spouses and children will not be covered if the Airman is not covered under SGLI.

Airmen who elect to insure their spouses in an amount less than $100,000 must complete the appropriate paperwork at their nearest MPF. The amount of insurance coverage of an Airman's spouse may never exceed the amount of insurance coverage of the Airman.Eligible children are covered free of charge. An Airman does not have the option to insure a child for less than $10,000. An insurable child may not be insured under SGLI by more than one insured servicemember.

Premiums will be charged for spouse coverage if the Airman has SGLI coverage. Premiums for spouse coverage are as follows:

A spouse may elect to have an SGLI policy converted to an individual policy of insurance upon written application to the participating company selected by the spouse. In the event of an insured family member's death, the amount of insurance in force will be paid to the Airman.

In the event of the Airman's death before payment can be made, the amount of insurance in force will be paid to persons designated by the Airman.

For details, visit the Department of Veterans Affairs website at **www.insurance.va.gov/sgliSite/FSGLI/sglifam.htm**.

Spouse's age	Monthly cost/$100K
Younger than 35	$5.00
35-39	$6.50
40-44	$8.50
45-49	$13.00
50-54	$25.00
55-59	$37.00
60 and older	$50.00

Note: Rates in chart above as of July 1, 2011

Veterans' Group Life Insurance

The Defense Enrollment Eligibility Reporting System (DEERS) is a computer-based eligibility data system for people entitled to medical care benefits. DEERS is also designed to eliminate fraud, waste and abuse in the use of health benefits and privileges. Guard and Reserve Airmen, as well as retirees and Reserve retirees can enroll family members in DEERS at their nearest military personnel element customer service office.

Spouses will need their birth certificate, marriage certificate and two forms of identification. They must also present tour orders for identification purposes if sponsor is on active duty.

Children ages 21 and younger need their birth certificate.

Children ages 21-23 also require a letter from a college or university's registrar stating the number of credits the student is taking, the degree they are pursuing and the estimated graduation date.

Guard and Reserve Airmen on active duty for 31 days or more must go to the customer service section of the nearest military personnel element to register themselves and eligible family members in DEERS. NOTE: MPFs are not authorized to load your contingency orders. Obtain a copy of the completed DD Form 1172 from the MPF.

Since DEERS is used to verify TRICARE claims and eligibility for treatment in military medical facilities, Reservists must comply or they could be denied medical treatment or TRICARE claims.

Thrift Savings Plan

Members of the uniformed services became eligible to participate in the Thrift Savings Plan (TSP) with the signing of the 2001 National Defense Authorization Act.

Any member of the Air National Guard or Ready Reserve, IMAs, unit reservists and participating members of the Individual Ready Reserve – receiving pay are eligible to participate in the retirement and savings investment plan that has been available to civilian employees of the federal government since 1987. The purpose of TSP is to provide a retirement income. TSP offers participants the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

TSP allows participants to save a portion of their pay in a special retirement account administered by the Federal Retirement Thrift Investment Board.

TSP differs from the military retirement system in that participation in the TSP is optional and not automatic. Airmen must sign up to participate. Airmen contribute from their own pay on a pretax basis, and the amount they contribute and the earnings attributable to their contributions belong to them.

The restrictions of having only two open seasons each year for civilian and military members to enroll, stop, resume or change their contributions has ended. Members can now enroll or change selections at any time.

Public Law 108-469 eliminated restrictions on contribution elections that have always been tied to TSP open seasons. Any percentage of pay or even a specific dollar amount per pay period can be chosen until reaching the IRS Elective Deferral Limit of $16,500. There is also a catch-up contribution allowed of an additional $5,500 for those age 50 and older. Therefore, if turning age 50 or older in 2010, Airmen can contribute up to $22,000 to the TSP. These figures are limited if contributing to a separate 401(k) at a civilian job. The combination of all TSP, 401(k) and 403(b) accounts cannot exceed the IRS Elective Deferral Limit of $16,500 ($22,000 if age 50 or older).

If serving in a combat zone and receiving a Combat Zone Tax Exemption, contributions to the TSP are still authorized. Furthermore, these contributions do not count against the $16,500 Elective Deferral Limit ($22,000 if age 50). They do count against the 415(c) Annual Additions Limit however.

The Annual Additions Limit is set each year by the Internal Revenue Service and affects participants who contribute tax-exempt earnings to the TSP while deployed in a designated combat zone. This limit remains at $49,000 for 2010. Contributions made from pay attributable to the CZTE are tax exempt, and therefore do not count toward the Elective Deferral Limit ($16,500 for 2010).

The Annual Additions Limit, however, includes all employee contributions to the TSP, both tax-exempt and tax-deferred, and any agency contributions if a FERS Civil Servant. Over-50 Catch-up contributions (up to $5,500) do not count toward the Elective Deferral or the Annual Additions Limit. When a participant reaches the Annual Additions Limit in his or her uniformed services account, the TSP cannot accept any more tax-exempt or tax-deferred contributions.

Enrollment forms and additional information are available via the TSP website at **www.tsp.gov**. Reservists submit TSP enrollment forms to their Reserve Pay Office for processing.

Defense Enrollment Eligibility Reporting System

The Defense Enrollment Eligibility Reporting System (DEERS) is a computer-based eligibility data system for people entitled to medical care benefits.

DEERS is also designed to eliminate fraud, waste and abuse in the use of health benefits and privileges.

Guard and Reserve Airmen, as well as retirees and Reserve retirees can enroll family members in DEERS at their nearest military personnel element customer service office.

Spouses will need their birth certificate, marriage certificate and two forms of identification. They must also present tour orders for identification purposes if sponsor is on active duty.

Children ages 21 and younger need their birth certificate. Children ages 21-23 also require a letter from a college or university's registrar stating the number of credits the student is taking, the degree they are pursuing and the estimated graduation date.

Guard and Reserve Airmen on active duty for 31 days or more must go to the customer service section of the nearest military personnel element to register themselves and eligible family members in DEERS. NOTE: MPFs are not authorized to load your contingency orders.

Obtain a copy of the completed DD Form 1172 fromthe MPF.

Since DEERS is used to verify TRICARE claims and eligibility for treatment in military medical facilities, Reservists must comply or they could be denied medical treatment or TRICARE claims.

Retired Reserve

Airmen awaiting retired pay at age 60 can obtain information to enroll family members in DEERS by contacting any military installation.

Airmen Receiving Retired Pay

When they reach age 60, retirees should contact the nearest military installation to obtain a retired (blue) ID card for them (a former Airman would receive a tan DD Form 1173), and ID cards for eligible family members. Members must bring a copy of their retired pay orders. Follow the instructions above for Reservists on active-duty tours.

Airmen and eligible family members are automatically enrolled in DEERS when the cards are issued.

Claims for Service Credit

Title 31, U.S.C, Section 3702 precludes after six years claims involving uniformed service members' pay, allowances, travel, transportation, payments for unused accrued leave, retired pay and survivor benefits. As an AF Form 40A, Record of Individual Inactive Duty Training, claim for service credit may affect several and will affect at least one of those categories, it will be denied if the performance date is older than six years when submitted.

Any claim for service credit older than two years when submitted will be routed through the program manager who will recommend whether or not the claim is substantiated. ARPC/DPTSC will be the final deciding authority for allowance of service credit.

TRICARE

TRICARE is the DOD's regionally managed health care program for Airmen and their families. Those eligible for TRICARE can choose from three options: TRICARE Prime, TRICARE Extra and TRICARE Standard. Information on these options is available on the TRICARE website at www.tricare.mil. Eligibility information is also available on the TRICARE website. Again, to view the latest information, visit the Web as there are numerous scenarios that cannot be discussed in the necessary detail within the context of this fact sheet.

TRICARE Reserve Select (TRS)

The TRICARE Reserve Select premium-based health plan is available to National Guard and Reserve members who qualify for and purchase it. TRS is a voluntary, health care plan only available when Airmen are not eligible for any other non-premium-based TRICARE health coverage (such as when serving on active duty or if covered under the Transitional Assistance Management Program.) Qualified Airmen may purchase Member-Only or Member-and-Family coverage.

Monthly premiums are at 28 percent of the full premium cost. Previously, premiums were as much as 85 percent of the full premium cost. TRS offers coverage similar to TRICARE Standard and TRICARE Extra with deductibles and cost shares applied to both the Airman and family members under the TRS plan.

The plan offers all Airmen the option of obtaining coverage for member only or member and family. To be eligible to purchase coverage, Airmen must be serving in the Selected Reserve on the first day of coverage and must remain in the Selected Reserve for the entire period covered. There is no limitation on how long the Airman may obtain coverage as long as qualification requirements are met.

TRS benefits include routine outpatient care (doctors' office visits); inpatient care (hospitalization); urgent and emergency care, including ambulance services; family health care including preventive screenings and immunizations; maternity services; behavioral health care including partial hospitalization and residential treatment; annual eye exams; laboratory and radiology services; durable medical equipment and supplies; and prescription drug coverage.

To participate in TRS, the Airmen and their family members must be registered in Defense Enrollment Eligibility Reporting System. If not already registered, the Airman must go to the nearest MPF - DEERS/RAPIDS location or call the Defense Manpower Data Center Support Office at 800-538-9552 or go to the website www.tricare.mil/deersaddress to update details or to register.

A key change to the restructured TRS plan is how Airmen qualify for the program. Since Oct. 1, 2007, TRS is available to all Airmen of the Selected Reserve regardless of any active duty served, with one exception:

If Airmen are eligible for the Federal Employees Health Benefits program (as defined in Chapter 89 of Title 5 U.S.C) or are currently covered under FEHB, either under their own eligibility or through a family member, they are excluded from purchasing the restructured TRS plan. Once Airmen qualify, they may purchase the plan

TRICARE Reserve Select Infomation

www.tricare.mil/reserve/ReserveSelect

2012 Premiums

Member-only - $54.35 per month

Member and family - $192.89 per month

Entitlements

Air National Guard/Air Force Reserve				
	Participating ANG/Reservist not on IDT, ADT, ADS or MPA mandays			
	ANG/reservist on UTA/IDT			
	ANG/reservist on AT, ADT, ADS, MPA mandays or EAD			
1.	Clothing Sales Store (AFI 36-2914)	Yes	Yes	Yes
2.	Commissary (DOD 1330.17-R)	Yes	Yes	Yes
3.	Dental services (AFI 41-115/AFH 41-114) *	Yes	Yes	Yes
4.	Education services (AFI 36-2306) *	Yes	Yes	Yes
5.	Exchange services (AFJI 34-210)	Yes	Yes	Yes
6.	Family Services Program (AFI 36-3009)	Yes	None	None
7.	Legal assistance (AFI 51-504)	Yes	Yes	None
8.	Military Affiliated Radio (AFI 33-106)	Yes	Yes	Yes
9.	Medical services (AFI 41-115/AFH 41-114) *	Yes	Yes	None
10.	AF Services programs (AFI 34-262) *	Yes	Yes	Yes
11.	Officer, NCO open mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes	Yes
12.	Packaged liquor store (AFJI 34-210)	Yes	Yes	Yes
13.	American Red Cross (AFI 36-3105)	Yes	Yes	Yes
14.	Space-available travel (DOD 4515.13R) *	Yes	Yes	Yes
15.	Base theater (AFJI 34-210)	Yes	Yes	Yes
16.	Transient quarters (AFI 32-6005/AFI 34-246)	Yes	Yes	Yes
17.	Servicemembers' Group Life Insurance (AFI 36-3008)	Yes	Yes	Yes
18.	Air Force Aid Society (AFI-26-2009)	Yes	None	None
19.	Family Support Center (AFI 36-3009)	Yes	Yes	Yes
"Yes" indicates general entitlements		* - See notes		
IDT - Inactive Duty Training; AT - Annual Tour; ADT - active duty training; ADS - active duty support; MPA - Military Personnel Appropriations.				

NOTE: To simplify explanations, active-duty status is annual tour, active-duty training, active-duty support, military personnel appropriations funded active-duty tour, extended active duty or active duty. National Guard and Reserve Airmen may need to present an ID card and orders, Leave and Earnings Statement, AF Form 40a or letter of authorization or other documentation when using the services or facilities. Duty status, and, in some cases, length of tour, are primary or limiting factors in determining entitlements. This listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations and instructions referenced for complete guidance.

The following notes should answer most questions.

Line 3 -- **Dental Services** -- Dictated by space availability for other than emergency care. Guard and Reserve Airmen on IDTs are only authorized emergency care. Selected Reserve Airmen are eligible to enroll in the United Concordia Reserve Dental Program, a DOD basic cost-share dental insurance program. For details, Airmen can call 800-866-8499.

Line 4 -- **Education Services** -- Guard and Selected Reserve Airmen are eligible for enrollment in correspondence courses.

Education Logistics and Communications enrollment for individual mobilization augementees (IMA) enroll-

Entitlements Notes continued on Page 45

Retirement Benefits

Air National Guard/Air Force Reserve

Air Force Reserve Retiree Before Age 60			
Air Force Retiree (Blue ID Card)			
1.	Retired pay (AFI 36-3203) *	Yes	None
2.	Clothing Sales Store (AFI 36-2914)	Yes	Yes
3.	Commissary (DOD 1330.17-R)	Yes	Yes
4.	Tricare Retiree Dental Program *	#	#
5.	Education services (AFI 36-2306) *	None	None
6.	Exchange services (AFJI 34-210)	Yes	Yes
7.	Family Services Program (AFI 36-3009)	Yes	None
8.	Legal assistance (AFI 51-504)	Yes	Yes
9.	Military Affiliated Radio (AFI 33-106)	Yes	Yes
10.	Medical services (AFI 41-115) Tricare (See health benefits adviser)*	Yes	None
11.	AF Services programs (AFI 34-262) *	Yes	Yes
12.	Officer, NCO open mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes
13.	Packaged liquor store (AFJI 34-210)	Yes	Yes
14.	American Red Cross (AFI 36-3105)	Yes	Yes
15.	Veterans' Group Life Insurance (AFI 36-3008)	#	#
16.	Space-available travel (DOD 4515.13R) *	Yes	Yes
17.	Base theater (AFJI 34-210)	Yes	Yes
18.	Transient quarters (AFI 32-6005/AFI 34-246)	Yes	Yes
19.	Air Force Aid Society (AFI 26-3009)	Yes	None
20.	Family Support Center (AFI 36-3009)	Yes	Yes
"Yes" indicates general entitlements	* - See notes	# - Individual option	

NOTE: A Reserve retiree is a member who is entitled to retired pay. Before age 60, a Reserve retiree may be asked to present a Reserve Retirement Order or "Notification of Eligibility for Reserve Retired Pay" letter to obtain benefits.

A former spouse may be entitled to a portion of the Airman's retired pay depending on state law. The marriage must have lasted at least 10 years, and it must have overlapped a 10-year period during which the Airman earned creditable service for retirement.

If a marriage to the Airman lasted for 20 years and overlapped a period when the Airman earned 20 years of creditable service for retired pay, the former spouse may be entitled to an ID card authorizing medical care and exchange privileges on the Airman's 60th birthday.

The following listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations referenced for complete guidance. The following notes should answer most questions:

Line 1 -- **Retired pay** -- Entitlement for Reserve retired pay may occur before age 60 if at least 90 days of qualifying active duty service is performed after Jan. 28, 2008.

Line 10 -- **Medical Services** -- No medical benefits are available before age 60.

Line 11-- **Air Force Services Programs** -- Include arts and crafts, bowling centers, child care centers, golf courses, services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve Airmen are entitled to use all services class "C" facilities on the same basis as active duty.

Retirement Benefits Notes continued on Page 46

Survivor Benefits

Air National Guard/Air Force Reserve

	A surviving spouse of a participating ANG/Reserve Airman with less than 20 years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays	A surviving spouse of a participating ANG/Reserve Airman with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also includes retired reservists entitled to retired (letter of eligibility for retired pay at age 60)	***A surviving spouse of an ANG/Reserve Airman who died while on UTA, IDT including traveling to and from***	A surviving spouse of an ANG/Reserve Airman who died on AT, ADS, MPA mandays, active duty regardless of purpose including traveling to and from (orders) or serving on AD (Title U.S.C.) or ANG/AGR (Title 32 U.S.C.)	***A surviving spouse of an Air Force retiree (retired Reserve drawing retired pay) (blue ID card)***
1. Casualty Assistance (AFI 36-3002) *	Yes	Yes	Yes	Yes	Yes
2. Death Gratuity Payment (DOD Pay Manual, Part 8) *	None	Yes	Yes	None	None
3. Mortuary Services (AFI 34-242)	Yes	Yes	Yes	None	None
4. Arrears of Pay (DOD Pay Manual, Part 8)	Yes	Yes	Yes	Yes	Yes
5. Servicemembers' Group Life Insurance (AFI 36-3008) *	None	=	=	=	=
6. Survivor Benefit Plan (AFI 36-3006)	+	Yes	Yes	None	None
7. Reserve Component Survivor Benefit Plan	+	Yes	Yes	Yes	None
8. ID and Privilege Card (AFI 36-3026)	Yes	Yes	Yes	Yes	None
9. Commissary (DOD 1330.17-R)	Yes	Yes	Yes	Yes	None
10. Exchange Service and Theater (AFJI 34-210) *	Yes	Yes	Yes	Yes	None
11. Medical (AFI 41-115) Tricare (see health benefits adviser) *	Yes	Yes	Yes	Yes	None
12. Air Force Services Programs (AFI 34-262) *	Yes	Yes	Yes	Yes	None
13. Officer, NCO and Airmen Open Mess (AFI 34-239/AFMAN 34-240)	Yes	Yes	Yes	Yes	None

"Yes" indicates general entitlements

* - See notes

\+ Benefits depend on RCSBP/SBP election

= Individual's option - Eligible to collect SGLI if beneficiary; not eligible to be insured

IDT - Inactive Duty Training; AT - Annual Tour; ADT - Active Duty Training; ADS - Active Duty Support; MPA - Military Personnel Appropriations.

NOTE: All benefits must be applied for or may be lost. In addition, they must be applied for within certain time limits. Family members should be advised to contact the Airman's unit as soon as possible for assistance.

Also contact the Department of Veterans Affairs at 800-827-1000 and Social Security Administration at 800-772-1213.

Survivor Benefits Notes continued on Page 47

Survivor Benefits

Air National Guard/Air Force Reserve

	A surviving spouse of a participating ANG/Reserve Airman with less than 20 years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays	A surviving spouse of a participating ANG/Reserve Airman with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also includes retired reservists entitled to retired pay at age 60 (letter of eligibility for retired pay at age 60)	***A surviving spouse of an ANG/Reserve Airman who died while on UTA, IDT including traveling to and from***	A surviving spouse of an ANG/Reserve Airman who died on AT, ADS, MPA mandays, active duty regardless of purpose including traveling to and from (orders) or serving on AD (Title U.S.C.) or ANG/AGR (Title 32 U.S.C.)	***A surviving spouse of an Air Force retiree (retired Reserve drawing retired pay) (blue ID card)***
14. Legal Assistance (AFI 51-504)	Yes	Yes	Yes	Yes	None
15. Family Services Program (AFI 36-3009)	Yes	Yes	Yes	None	None
16. Dependent Travel (AFI 24-101 Vol 1 and JTR Vol 1)	None	Yes	None	None	None
17. Shipment/Storage of Household Goods (JTR Vol 1 M8350)	None	Yes	Yes	None	None
18. Claim for Loss/Destruction of personal property (AFI 51-502)	None	Yes	Yes	None	None
19. Air Force Aid Society (AFI 36-3109) *	Yes	Yes	Yes	None	None
20. Family Support Center (AFI 36-3009)	Yes	Yes	Yes	Yes	Yes
21. Dependency and Indemnity Compensation (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
22. CHAMPVA (medical) (VA 80-97-1) *	None	None	None	Yes	Yes
23. Survivor's and Dependents' Education and Home Loans (VA 80-97-1)	Yes	Yes	Yes	Yes	Yes
24. Burial Benefits (VA 90-97-1) *	Yes	Yes	Yes	Yes	None
25. National Cemetery (VA 80-97-1) *	Yes	Yes	Yes	Yes	None
26. Nonservice Connected Death Pension (VA 80-97-1) *	Yes	None	None	Yes	Yes
27. Social Security (SSA Pub #05-10035)	Yes	None	None	Yes	Yes
28. Civil Service Preference (Federal Personnel Manual) *	Yes	Yes	Yes	Yes	Yes
29. State Benefits *	Yes	Yes	Yes	Yes	Yes
30. Air Force Village - Officers *	Yes	Yes	Yes	+	None
31. Air Force Enlisted Widows Home Foundation *	Yes	Yes	Yes	+	None
32. U.S. Soldiers' and Airmen's Home, Washington, D.C.	Yes	Yes	Yes	Yes	None

"Yes" indicates general entitlements

* - See notes

\+ Benefits depend on RCSBP/SBP election

IDT - Inactive Duty Training; AT - Annual Tour; ADT - Active Duty Training; ADS - Active Duty Support; MPA - Military Personnel Appropriations.

Voluntary Separation Incentive and Special Separation Benefit

Because of the downsizing of the active-duty forces, Congress authorized two voluntary separation incentive programs: The Voluntary Separation Incentive and the Special Separation Benefit. The following information applies to members released from active duty under VSI/SSB.

Special Separation Benefit

Airmen who elected SSB, received a single, lump-sum payment upon separation from active duty. As a condition of receiving the payment, they sign a written agreement to serve in the Ready Reserve for at least three years following separation from active duty or three years beyond any existing statutory service obligation, whichever is later.

Voluntary Separation Incentive

Those who elected VSI, receive an annual VSI payment on each anniversary of their separation date from active duty. The payment, equal to the VSI payment received on their separation date, continues until the total VSI entitlement is paid. The annual VSI payment does not change (no cost of living adjustments), except the last payment may be less because of a partial year calculation.

The number of VSI payments equals twice the number of years of active duty service. As a condition of receiving annual VSI payments, Airmen sign a written agreement to serve in the Ready Reserve for the duration of their VSI payment period.

Annual VSI payments are stopped if Airmen are separated from the Ready Reserve unless one of the following conditions apply:

They become ineligible to continue to serve in the Ready Reserve because of medical reasons, age, failure to be selected for promotion, or other reasons determined beyond their control. They are transferred to the Standby Reserve unless they are qualified for and request a transfer to the Retired Reserve.

They die. The remaining VSI annual payments continue to the designated beneficiary.

Reserve Membership Requirement

When Airmen leave active duty, they serve in the nonparticipating (no inactive duty training or annual tour) Individual Ready Reserve unless they elected to serve in an active Reserve or National Guard status.

They serve in the nonparticipating IRR for at least three years after separation from active duty or three years beyond any existing statutory service obligation, whichever is later, unless they request and are approved for a participating assignment.

While assigned to the nonparticipating IRR, they may be ordered to a one-day muster duty or two to three days of active duty training each fiscal year for annual screening requirements, and, if eligible, they meet a Reserve promotion board.

Participants who remain in the nonparticipating IRR, are transferred to the Standby Reserve after three years unless they are qualified and request a transfer to the Retired Reserve.

These Airmen are subject to recall to active duty in time of war or a national emergency.

Airmen may change to a participating status program and perform inactive duty training and an annual tour by being assigned to an ANG unit, a Reserve unit or an IMA position if there is a vacancy.

Also, there are points-only (no pay) participating status programs to continue their military career in the Reserve.

If an Airman is receiving simultaneous VSI payments and retired pay, he or she may elect to terminate the receipt of VSI payments. Any such election is permanent and irrevocable.

The rate of monthly recoupment from retired pay will be reduced by a percentage that is equal to a fraction created by the number of months that would not be paid as a result of the Airman's decision to terminate the VSI, divided by the number of months the VSI payments were scheduled to be paid.

Those interested in changing to a participating status can contact the nearest ANG or Air Force Reserve recruiter.

Voluntary Separation Incentive and Special Separation Benefit

Reserve Retired Pay Offset

Federal law requires the recoupment of SSB or VSI payments from those who eventually qualify for Reserve retired pay. The recoupment is limited to the gross amount of the SSB or VSI paid and is deducted from their Reserve retired pay when they start collecting it.

The amount deducted from their monthly Reserve retired pay will be calculated by DFAS-CL. The amount withheld from each monthly retirement check will not exceed 40 percent, until the VSI/SSB is repaid.

Disability Compensation Offset

For Airmen who received an SSB payment and later qualify for disability compensation under laws administered by the Department of Veterans Affairs, their SSB payment is deducted from the disability compensation. No deduction may be made from an SSB payment received for an earlier separation if the disability compensation is for a disability incurred or aggravated for a later period of active duty.

If an Airman receives VSI payments and later qualifies for disability compensation under laws administered by the Department of Veterans Affairs, the amount of disability compensation is deducted from the VSI payments. No deductions may be made from the VSI payments for any disability compensation received because of an earlier period of active duty if the VSI is being paid based on a later period of active duty, exceed 40 percent, until the VSI/SSB is repaid.

Benefits Information

Airmen and their immediate family members are entitled to identification cards that allow unlimited access to the base exchange, commissary and base theater for two years from the date they applied for identification cards. Use of other services facilities is at the discretion of the installation commander. Airmen who live in a foreign country may lose their exchange privileges because of a Status of Forces Agreement, a legal agreement between the United States and the host country.

After the two-year period, access to the exchange and services facilities by nonparticipating reservists is at the discretion of the installation commander. Participating reservists are entitled to all Reserve benefits.

Reserve Categories

The Ready Reserve is comprised of about 235,000 trained members subject to recall to active duty to augment the active components in time of war or national emergency.

Of these reservists, about 179,000 are Selected Reserve members in the Air Force Reserve and Air National Guard who train regularly and are paid for their training in unit or individual programs.

In addition, about 45,000 are in the Individual Ready Reserve. Most IRR Airmen are not required to train regularly but are subject to mobilization and annual screening via mail, muster or exercise.

Airmen in the nonparticipating IRR are required to maintain basic issue uniform items; keep contact information up to date with ARPC; and register/validate Civilian Employment Information annually.

Enlisted Airmen serve in the nonparticipating IRR until their military service obligation expires or completion of ETS, whichever is longer.

Officers remain in the nonparticipating IRR at least two years (three years for separation pay recipients) after their MSO expires and, if eligible, meet a Reserve promotion board.

Officers who remain in the nonparticipating IRR are transferred to the Standby Reserve unless they are qualified and request a transfer to the Retired Reserve.

These Airmen are subject to recall to active duty in time of war or a national emergency. Qualified officers may tender their resignation after completion of all obligations.

Airmen may change to a participating status program and perform inactive duty training and an annual tour by being assigned to an ANG unit, a Reserve unit or an IMA position if there is a vacancy. Also, there are point-only (no pay) participating status programs to continue their military career.

A small number of the IRR are in participating programs in which they must earn points toward retirement. They may also perform Military Personnel Appropriation, active duty days for pay.

The president may recall up to 200,000 Ready Reserve members from all Department of Defense components for up to 365 days of which no more than 30,000 may be members of the IRR.

The president may also recall up to one million Ready Reserve members from all services for a period not to exceed 24 months. Congress, when declaring a national emergency, may recall all Reserve members including the Ready, Standby and Retired populations.

The Retired Reserve is made up of members with 20 or more years of satisfactory service (active duty and Reserve time, but not 20 years of active service) and eligible for Reserve retired pay. They may only be recalled to active duty under the authority of Title 10, U. S. C., Sections 12301(a) (full mobilization) and 12307 for the duration of the operation plus six months Retired Reserve.

Most of the 10,441 members in the Standby Reserve do not train and are not assigned to units. They are members who, for a variety of administrative reasons, are not eligible to remain in a Selected Reserve status but are required or choose to remain affiliated with the Air Force Reserve.

This number includes the Inactive Status List Reserve Section. There are also a few reservists (less than 50) in a participating section of the active Standby Reserve who can earn nonpaid points towards retirement.

Categories and training requirements

Category A:

All Guard units
Reserve Combat/Combat Sustaining Units

Category B:

Individual Mobilization Augmentees in Reserve Sections MA, MB, ME and MR*
IMAs in reserve section MC**

Category E***

Medical Participating Individual Ready Reserve
AF Admissions Liaison Officer
Chaplain Reinforcement Designees
Civil Air Patrol Reserve Assistance Program
Judge Advocate Reinforcement Designees
Ready Reinforcement Personnel Section

*IDTs required: 48; Pay: yes; Points: yes; Annual training required: 12-14 days
**IDTs required: 24; Pay: yes; Points: yes; Annual training required: 12-14 days
***Points required: 50 (minimum of 16 through IDT, AT/ADT/ADSW/MPA, or any combination); Pay: no (pay is authorized for MPA active-duty tours only); Points: yes; Minimum active-duty training required: none

Entitlements continued from Page 38

ment is processed only through HQ AFRC/RMG by visiting http://www.afrc.af.mil/library/rmg/training/index.asp. Guard and Selected Reserve are eligible to participate in Community College of the Air Force (CCAF) and receive an Associate of Applied Science degree related to their career field. They may also be eligible for GI Bill benefits or tuition assistance. For more information contact the unit education services or retention office manager.

Line 9 -- **Medical Services --** Those not on EAD are only authorized treatment for injuries or illness occurring on duty or aggravated while performing duty.

Line 10 -- **Air Force Services Programs --** Includes arts and crafts, bowling centers, child care centers, golf courses, services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve Airmen are entitled to use all services class "C" facilities on the same basis as active duty.

Line 11 -- **Officer and NCO Open Mess** -- Guard and Reserve Airmen are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the mission support group commander. Contact the local club for details.

Line 13 -- **Red Cross** -- On-base American Red Cross offices are staffed to handle active-duty Airmen only. Reservists should normally use off-base Red Cross offices.

Line 14 -- **Space-Available Travel** -- Guard and Reserve Airmen are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands.

Exception: Active Guard and Reserve Airmen in a leave or pass status who are on active duty in an overseas area for any length of time are eligible for Space-A travel.

Space-required travel can only be used if on active duty orders. It is only allowed if the Airman's commander authorizes the issuance of a DD Form 1610 *Request and Authorization for TDY Travel of DoD Personnel.*

Line 16 -- **Transient Quarters** -- Temporary lodging facilities and transient quarters are available to all Guard and Reserve Airmen not in a duty status and their family members on a space-available basis.

Guard and Reserve Airmen are authorized priority lodging while on orders.

Retirement Benefits continued from Page 39

Line 12 -- **Officer and NCO Open Mess** -- Airmen are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the mission support group commander. Contact club for details.

Line 14 -- **American Red Cross** -- On-base American Red Cross offices are staffed to handle active-duty Airmen only. Retirees should normally use off-base offices.

Line 16 -- **Space Available Travel** -- Reserve retirees before age 60 are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands. At age 60, the Airman and family members are eligible to travel to overseas locations.

Line 18 -- **Transient Quarters** -- Temporary lodging facilities and transient quarters are available to all Air Force retirees and their family members on a space-available basis.

Survivor Benefits continued from Page 40

Duty status, and, in some cases, length of tour, are primary or limiting factors in determining entitlements. This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance.

To simplify the chart, it only shows the surviving spouse as eligible for benefits. However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 2 -- **Death Gratuity** -- Payment is $100,000. Death gratuity may be paid to the surviving spouse of an Airman who dies of a service-connected cause within 120 days of release from active duty.

Line 3 -- **Mortuary Services** -- Transportation of the remains of a retiree who dies while properly admitted to a military medical facility may be paid by the Air Force within certain limitations.

Line 6 -- **Survivor Benefit Plan** -- Airmen on extended active duty or Air National Guard-Active Guard and Reserve, U.S.C. Title 32 don't need to have more than 20 years active duty for benefit to be payable.

Retiree must have elected coverage. The annuity may be offset by Dependency and Indemnity Compensation (DIC) and Social Security.

Line 7 -- **Reserve Component Survivor Benefit Plan** -- Should the Airman die after completing the requirements for retired pay at age 60, but before making an election under RCSBP during the 90-day response period, his or her survivors would be entitled to an annuity. Otherwise, benefits depend on election made by the Airman.

Line 11 -- **Medical Care** and **Tricare** are available when the Airman would have been age 60.

Line 12 -- **Air Force Services Programs** -- Includes arts and crafts, bowling alleys, child care centers, golf courses, services logistics support branch, libraries, recreation center and youth activities. The mission support group commander determines the priority use of services facilities based on the requirements of assigned personnel.

Line 13 -- **Officer, NCO and Airmen Open Mess** -- Surviving spouse is eligible for an honorary membership as determined by the mission support group commander.

Line 19 -- **Air Force Aid Society** -- For financial assistance for the surviving spouse, the Airman must have been on active duty for more than 90 days (does not include ANG-AGR Title 32 members).

Line 21 -- **Dependency and Indemnity Compensation (DIC)** -- There is a monthly payment to the surviving spouse if the VA determines death to be service-connected.

Line 22 -- **CHAMPVA** -- May be eligible for medical benefits from the VA if death is service-connected as determined by VA.

Line 23 -- **Survivor and Dependents Education and Home Loans** -- May be eligible if death is service-

Survivor Benefits continued

connected as determined by the VA.

Line 24 -- **Burial Benefits** -- Burial flag and headstone may be provided by the VA. A burial allowance and plot or interment allowance may be payable if the Airman was entitled to VA pension or compensation at the time of death. In addition, plot or interment allowance may also be payable if the Airman was a veteran of a war or discharged with service-connected disability.

Line 25 -- **National Cemetery --** Burial is available to the surviving spouse and dependent children of any deceased veteran of wartime or peacetime service who was discharged under conditions other than dishonorable. It is also available to the surviving spouse and dependent children of ANG/Reserve Airmen who completed 20 satisfactory years of service.

Line 26 -- **Nonservice Connected Death Pension** -- Payment is based on income of dependents. Airman must have had 90 days wartime service before May 8, 1975.

Line 28 -- **Civil Service Preference** -- An unmarried surviving spouse may be authorized a 10-point veterans service preference for federal service employment, if the veteran served during a war; served during the period April 28, 1952, through July 1, 1955; or served in a campaign or expedition for which a campaign badge has been authorized.

Line 29 -- **State Benefits** -- Check with state Veterans Affairs Office or local veterans organizations such as American Legion, Veterans of Foreign Wars or Disabled American Veterans.

Line 30 -- **Air Force Village -- Officers** -- Surviving spouse must have dependent ID card with full privileges, be age 62, and meet other requirements. For more information write to Director of Admissions-AFV, 4917 Ravenswood Drive, San Antonio TX 78227.

Line 31 -- **Air Force Enlisted Widows Home Foundation** -- Surviving spouse must have dependent ID card with full privileges, be age 55, and meet other requirements. For more information write to AF EWHF, 571 Mooney Road, Fort Walton Beach FL 32548-1859.

Spread the Word

ARC Field Orientation at ARPC

ARC Field Orientations for Guard and Reserve Military Personnel Flight personnel are held periodically at ARPC on Buckley Air Force Base, Colo.

We provide training on processes such as:

- Reserve and AGR Retirements
- Promotion Eligibility, OPRs, PRFs, Selective Continuation, MSD
- PCARS (Point Credit)
- Entitlements, RCSBP
- DD Forms 214
- Online Services, vPC-GR Dashboard and more

To register for the orientation go to our website under Quick Links at: http://www.arpc.afrc.af.mil or call DSN 847-3022 or (720) 847-3022.

Classes for 2012:
Feb. 15-16
May 16-17
Aug. 15-16
Nov. 7-8

Personnel Briefs for your unit

Consider having ARPC provide briefings and training at your conference or drill weekend.

Personnel are available to provide presentations on the following subjects:

- Hot Topics, to include Legislation
- Entitlements, (RCSBP, SGLI, TRICARE, VA Benefits, USERRA, SSRA)
- Reserve and AGR Retirements
- Officer Career Progression, (Feedback, OPRs, PRFs, DE, Promotion Eligibility, Board Results, Selective Continuation, MSD)

Our ARPC Briefing Team can provide interactive presentations and one-on-one question sessions at your unit.

To request ARPC briefing support, please complete the checklist located on our website at http://www.arpc.afrc.af.mil/library/guardandreservebriefings/index.asp, or call DSN 847-3022 or (720) 847-3022.

Find it on the Web

ADLS ..... https://golearn.csd.disa.mil
Air Force Knowledge Now ....https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO
Air Force Personnel Center (Public)..... www.afpc.af.mil
Air Force Personnel Center (Secure) https://w20.afpc.randolph.af.mil/afpcsecurenet20
Air Force Reserve Command .....www.afrc.af.mil
Air Reserve Personnel Center .....www.arpc.afrc.af.mil
Air National Guard .....www.ang.af.mil
Air Force Link .....www.af.mil
Air Force Portal ..... www.my.af.mil
ARMS https://w20.afpc.randolph.af.mil/afpcsecurenet20
AROWS-R .....http://arowsr.afrc.af.mil/arows-r
Calculators ..... http://arpc.afrc.af.mil/vPC-GR/tools
Delta Dental ..... www.ddpdelta.org
DTS ..... www.defensetravel.osd.mil
e-Publishing ..... www.e-publishing.af.mil
Family SGLI .....www.insurance.va.gov/sgliSite/FSGLI/sglifam.htm
Joint Officer Management .....https://www.arpc.afrc.af.mil/library/de/index.asp
myPay ..... http://mypay.dfas.mil
My Personnel Services (myPers) website ..... https://mypers.af.mil
Reserve Management Group.....http://www.afrc.af.mil/library/rmg/index.asp
Reserve Recruiting .....www.afreserve.com
ARCNet .....https://www.my.af.mil/reservenetprod/resnet/vrs/
TRICARE Reserve Select .....www.tricare.mil/mybenefit/home/overview/Plans/ReserveSelect
Thrift Savings Plan .....www.tsp.gov
Veterans Affairs Forms .....www.va.gov/vaforms
vMPF http://w11.afpc.randolph.af.mil/vs/
vPC-GR ..... https://gum-crm.csd.disa.mil/

Air Force Instructions and Manuals

Number	Title
AFCSM 36-699 Vol I	Military Personnel Flight Management and Military Personnel Data System User Guidelines
AFI 36-2905	Fitness Program
AFI 10-402, Vol I	Mobilization Planning and Personnel Readiness
AFH 10-416	Personnel Readiness and Mobilization
AFI 36-2002	Regular Air Force and Special Category Accessions
AFI 36-2004	Interservice Transfer of Officers to the United States Air Force and the United States Air Force Reserve
AFI 36-2005	Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force
AFI 36-2008	Voluntary Extended Active Duty for Air Reserve Commissioned Officers
AFI 36-2101	Classifying Military Personnel (Officers and Enlisted)
AFI 36-2115	Assignments within the Reserve Components
AFI 36-2116	Extended Active Duty for Reserve Component Officers
AFI 36-2131	Administration of Sanctuary in the Air Reserve Components
AFI 36-2132	Full-Time Support Active Guard Reserve Program
AFI 36-2201	Air Force Training Program
AFI 36-2254, Vol I	Reserve Personnel Participation
AFI 36-2254, Vol II	Reserve Personnel Training
AFI 36-2254, Vol III	Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines
AFI 36-2406	Officer and Enlisted Evaluation Systems
AFI 36-2501	Officer Promotions and Selective Continuation
AFI 36-2502	Airman Promotion Program
AFI 36-2503	Administrative Demotion of Airmen
AFI 36-2504	Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force
AFI 36-2604	Service Dates and Dates of Rank
AFI 36-2608	Military Personnel Records System
AFI 36-2612	United States Air Force Reserve Reenlistment and Retention Program

Air Force Instructions and Manuals Cont.

AFI 36-2619	Military Personnel Appropriations Man-Day Program
AFI 36-2629	Individual Mobilization Augmentee Management
AFI 36-2633	The Air Force Reserve Pretrained Individual Manpower Programs - Management And Utilization
AFI 36-2638	Air Force Reserve Enlisted Incentives
AFI 36-2640	Executing Total Force Development
AFI 36-2803	The Air Force Awards and Decorations Program
AFI 36-2808	Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)
AFI 36-2903	Dress and Personal Appearance of Air Force Personnel
AFI 36-2907	Unfavorable Information File Program
AFI 36-2908	Family Care Plans
AFI 36-2909	Professional and Unprofessional Relationships
AFI 36-2910	Line of Duty (Misconduct) Determination
AFI 36-3009	Airman and Family Readiness Centers
AFI 36-3026(I)	Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel
AFI 36-3203	Service Requirements
AFI 36-3205	Applying for the Palace Chase and Palace Front Programs
AFI 36-3209	Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members

Number	Title
AFI 38-204	Programming USAF Manpower
AFI 48-123	Medical Examinations and Standards (Volume 1-4)
AFPAM 36-2607	Applicant's Guide to the Air Force Board for Correction of Military Records
AFRCMD 1124	Organizations and Functions of the Headquarters Air Force Reserve Command
AFRCMD 1155	Air Reserve Personnel Center
AFI 36-2640	Executing Total Force Development

Air Force Instructions are available online at the Air Force Publishing site at www.e-publishing.af.mil

THE AIRMAN'S CREED

I AM AN AMERICAN AIRMEN
I AM A WARRIOR
I HAVE ANSWERED MY NATION'S CALL.

I AM AN AMERICAN AIRMAN.
MY MISSION IS TO FLY, FIGHT AND WIN.
I AM FAITHFUL TO A PROUD HERITAGE
A TRADITION OF HONOR,
AND A LEGACY OF VALOR.

I AM AN AMERICAN AIRMAN,
GUARDIAN OF FREEDOM AND JUSTICE,
MY NATION'S SWORD AND SHIELD,
ITS SENTRY AND AVENGER.
I DEFEND MY COUNTRY WITH MY LIFE.

I AM AN AMERICAN AIRMAN:
WINGMAN, LEADER, WARRIOR.
I WILL NEVER LEAVE AN AIRMAN BEHIND,
I WILL NEVER FALTER,

AND I WILL NOT FAIL.