



2015

U.S. AIR FORCE

GUARD & RESERVE
PERSONNEL FACT SHEETS

AIR RESERVE PERSONNEL CENTER
BUCKLEY AIR FORCE BASE, COLO.



ARPC

Mission Vision Motto Focus Areas

Deliver Exceptional Personnel Services.

*Accessible, Reliable & Personal Care ...
Building Trust, One Airman at a Time.*

Serving Generations of Airmen.

Airmen, Readiness, Processes and Connectivity

This Guard and Reserve Personnel Fact Sheets book is published annually as a desk-top reference for personnel issues affecting all Air Reserve Component Airmen.

Due to the annual nature of this publication, 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.

Other information sources include the My Personnel Services website, <https://mypers.af.mil>.

Customer service counselors in the Total Force Service Center are available 7 a.m. to 4 p.m. Monday through Friday and the first three Saturdays of each month. Customers are encouraged to use the numbers below.

Contact TFSC

TOTAL FORCE SERVICE CENTER

| | |
|-------------|--------------|
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The 2015 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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Deliver Exceptional Personnel Services

vPC Dashboard

vPC allows Air National Guard and Air Force Reserve Airmen access to view and request information about their records. Access to the dashboard is available on [myPers](#). The vPC interface enables ARC Airmen access to many services 24 hours a day, 7 days a week, 365 days a year.

It is imperative Citizen Airmen establish a [myPers](#) account to ensure timely flow of secure transactions from the initiator to supervisor and commander. Not only does the vPC dashboard give Airmen the ability to initiate actions online, it helps them become accustomed to requesting personnel services online and taking responsibility for their own careers -- two vital aspects of Personnel Services Delivery Transformation. To access online career processes and the vPC dashboard, Airmen must log onto [myPers](#) 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. Applications to provide additional instructions, guidelines and reference materials for these services can be found on [myPers](#) in the form of knowledge articles. These knowledge articles provide ANG and AFR Airmen extensive fact sheets, frequently asked questions, tutorials and hot links for more information.

Total Force Service Center

If you still need assistance, please call one of our customer service representatives at TFSC.

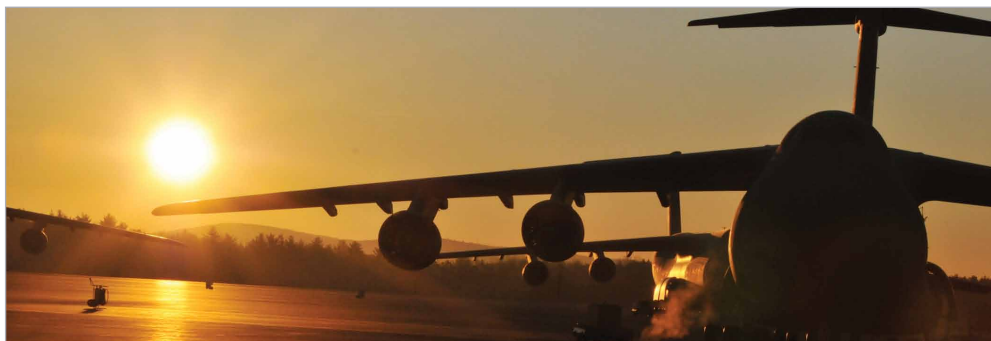


Applications and Services

| | |
|---|---|
| 20-Year Letter Copy | (ANG/AFR) |
| 20-Year Letter Electing RCSBP Copy..... | (ANG/AFR) |
| Awards and Decorations Nominations* | (Airmen assigned to ANG/AFR units) |
| Board of Correction of Military Records..... | (ANG) |
| Current Awards and Decorations Copy..... | (ANG/AFR) |
| Current Retirement Points Access | (ANG/AFR) |
| DD Form 214 Record Copy..... | (ANG/AFR) |
| Document Requests | (ANG/AFR) |
| Duty History Correct/Change | (ANG/AFR) |
| Electronic Officer Selection Records (EOSR) | (ANG/AFR) |
| Evaluations Appeals..... | (ANG/AFR) |
| Evaluation Notices | (ANG/AFR) |
| Military Service Dates Correct/Change | (ANG/AFR) |
| Mortgage Letter Request..... | (ANG/AFR) |
| NGB Form 22/22A Record Copy | (ANG) |
| Notice of Reserve Survivor Benefit Plan (RCSBP) Election..... | (ANG/AFR) |
| Officer or Enlisted Performance Report Copy..... | (ANG/AFR) |
| Participate for Points (Non-Pay Request) Application | (ANG) |
| Personnel Data Update..... | (AFR) |
| Promotion Acceleration (Officer)..... | (AFR) |
| Promotion Board Counseling (Officer) | (ANG/AFR) |
| Promotion Board Letter (Officer)..... | (ANG/AFR) |
| Reduced Retired Pay Age | (AFR) |
| Reserve Development Plan (R-DP) | (AFR) |
| Reserve School Selection Board (RSSB) | (AFR) |
| Retirement Application..... | (AFR - Not applicable to AFR HQ AGRs) |
| | (ANG - Not applicable to ANG Stat Tour) |
| Retirement Points History Change..... | (ANG/AFR) |
| Retirement Points Current..... | (ANG/AFR) |
| Retired Pay Assistance | (ANG/AFR) |
| Secure Web Application Request..... | (AFR) |
| TRICARE Reserve Select (TRS) Information..... | (ANG/AFR) |
| Unique Involuntary Separation..... | (ANG) |
| VA Home Loan Letter | (ANG/AFR) |
| Voluntary Separation | (ANG) |

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

<https://mypers.af.mil>



Reserve Force Development

ARPC is the execution agent for force development within the AFR. 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.

The Reserve Development Plan is the vehicle that allows Reserve Airmen to communicate their career goals to senior leaders within their career field. In the R-DP, Airmen 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. Airmen receive notice before each Development Team instructing them to review/update their military record.

To complete an R-DP, visit [myPers](#). Click on the vPC dashboard link, then find the "Action Requests" tab and click on R-DP. Each Development Team reviews the R-DP and the vectors (recommendations on assignments, DE, and other leadership opportunities) are sent to the individual via email, uploaded to their development plan and stored until the next visit to update their R-DP. Airmen should discuss their vectors with their leadership and contact their career fields assignment facilitator to discuss opportunities.

To view the DT schedule for 2015, visit [myPers](#) and type "DT schedule 2015" in the search box. Besides development team events, ARPC also executes special boards, school selection boards (to include in-residence Intermediate Developmental Education and Senior Developmental Education), 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. Similarly, the Enlisted Development Education Board is the means by which enlisted Airmen compete 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. The 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 to recognize the career-long accumulation of joint knowledge, skills and abilities. Officers through colonel may self-nominate experiences and request award of "joint experience points" by going to <http://www.dmdc.osd.mil/appj/jmis/JQSIindex.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 selects) should contact their General Officer Matters office for details on how to self-nominate.

For more details, visit [myPers](#) or [contact TFSC](#).

Career Field Management

The Force Development execution phase responsibility is ever evolving. Currently, we have officer assignment facilitators who work closely with the DT, career field managers and other senior leaders to ensure we properly develop our future leaders.

Career field assignment facilitators are the “front line” in experiential development. The facilitator’s main job is to put the right person in the right place at the right time in their career.

Assignment facilitators 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.

Assignment facilitators 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 assignment facilitator or your CFM.

Officer Promotions

Each year about 7,000 Guard and Reserve officers are considered for promotion by central selection boards held at ARPC.

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 such factors as an officer’s demonstrated performance, breadth of experience, job responsibility, professional qualities, job knowledge, specific achievements, and leadership.

A board member’s assessment of potential is based solely on information documented in the officer selection record. [AFI 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, training reports, citations and orders for approved decorations, a computer-generated officer selection brief, promotion recommendation forms (for lieutenant colonel/colonel promotion boards, all position vacancy boards and major promotion boards when there is a do-not-promote recommendation), and letters to the board president if submitted.

All courts-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 issuing authority.



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 promotion quota for each grade. Members of the ANG and AFR 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 com-

mand, 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.

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

Invest Time in Your Career

Preparation for promotion should begin today rather than just before the board convenes. It is the member's responsibility to ensure their Electronic Officer Selection Record is accurate and up to date.

Officers meeting a promotion selection board must meet eligibility requirements based on date of rank/time in grade. Please note, certain categories of the Individual Ready Reserve will meet mandatory promotion boards. For more information please visit [myPers](#).

Officers are encouraged to get a copy of their officer pre-selection brief by contacting their MPS.

Personnel Records Display Application contains

the electronic versions of documents extracted from the Automated Records Management System, the official system for record.

Officers can view their documents contained in ARMS by accessing PRDA on the Air Force Portal, <https://www.my.af.mil/faf/FAF/fafHome.jsp>.

The eOSR application will document discrepancies found between the Military Personnel Data System and ARMS, however officers have the best insight and understanding of what their records should reflect.

Officers should review their eOSR in **myPers** and PRDA on a regular basis. Here is where officers can see their OPRs, training reports, and decorations that will meet the promotion board.

If information is missing or is in error, officers must ensure the required changes are made prior to the board convening date and if appropriate, officers should write a meaningful one-page letter to the board president.

Errors left uncorrected could have a negative effect on promotion opportunity.

To learn how to electronically submit a letter to the board, visit **myPers** under the "Officer Promotion" heading on the right side of the screen. To submit the letter electronically, follow the instructions "Writing Letters to a Promotion Selection Board."

Officers who would like to know what factors the boards considered and how their record compared to the most recent selection boards can visit **myPers**.

Once there, select "officer promotion." The "recent board statistics" are listed for each rank below the calendar year for the board. They are published approximately one month after public release.

Once selected for promotion, officers can retrieve a copy of their promotion orders using PRDA or by submitting a new request through **myPers**.

Accelerated Promotions

An accelerated promotion process applies to Reserve of the Air Force officers. An officer on a promotion list as a result of selection for promotion by a ResAF mandatory promotion board (I/APZ) or active duty selection (**10 U.S.C.** Chapter 36), SB or SSB, may be promoted to fill a vacant position (**10 U.S.C.** Section 14308).

Promotions under this program maintain a balanced force by giving commanders the means to nominate exceptionally well-qualified candidates to pin-on in an accelerated manner (**AFI 36-2504**, chap 6, para 6.5). Some of the key eligibility criteria are as follows:

- Selected for promotion to major, lieutenant colonel, or colonel by an I/APZ promotion board
- Have an outstanding record, with at least 50 participation points as of the most recent R/R year posted to the officer's retirement account
- Nominated by member's commander and endorsed by the senior rater in the rating chain
- Senior rater can request acceleration to take place at public release, SecDef approval or Senate confirmation, whichever is later, as the pin-on-date, or any date prior to projected pin on
- Meets the eligibility criteria outlined by the Position Vacancy program (**AFI 36-2504**, ch 2)
 - Nominee must be the sole occupant of a valid, funded, higher graded position
 - If selected by a Position Vacancy Board, accelerated promotion is not permitted
- To submit an accelerated promotion, please refer to the published ARPCM board release message for specific instructions. For ANG specific acceleration requests, please contact NGB/A1POP.

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 section, 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 the **myPers** evaluation application, unit reservists, individual reservists, ANG and Active Guard/Reserve officers may review their documents by accessing the Personnel Records Display Application, available through the Air Force Portal, <https://www.my.af.mil/faf/fafHome.jsp>.

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 pre-selection brief and take action to ensure their current OPR is in their officer selection record at HQ ARPC before the board convenes.

Completed OPRs are due to HQ ARPC no later than 45 days after close out, so it can be placed in the records no later than 60 days after the closeout date. AFI 36-2406 para 1.4.2.3.2.

For additional information or to check the status of a report, Airmen should first contact their servicing military personnel section.

For additional assistance outside the scope of the MPS roles/responsibilities, **call the TFSC**.



| Category | MINIMUM REQUIREMENTS | | |
|--------------------|---------------------------------------|---------------------------------------|----------|
| | Annual | Change of Rater | Directed |
| IMAs/PIRRs | 16 points | 16 points | None |
| Unit Reservists | 16 points and 180 days of supervision | 16 points and 120 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 | 120 days of supervision | 120 days of supervision | None |

Enlisted Promotions

AFI 36-2502, *Airman Enlisted Promotion/Demotion Programs*, Chapter 8, applies to Reserve Airmen. The information below applies to individual mobilization augmentees and participating individual ready reservists.

Unit assigned reservists should check with their MPS. AGRs should check with AFRC/A1. ANG members should check with their MPS. IRs should check with their program manager.

There are three enlisted promotion opportunities:

Unit vacancy. Airmen in grades staff sergeant and above must be the incumbent in a higher graded position and

Stripes for Exceptional Performers I (STEP I). Promotion to technical sergeant for IMAs and PIRR members (IMA staff sergeants in staff sergeant positions and PIRR staff sergeants who are not in a funded position who have 16 years of satisfactory years toward retirement).

Stripes for Exceptional Performers II (STEP II). Promotion to grades technical sergeant through chief master sergeant through a board process with quotas received from HQ AFRC/A1.



Important Factors

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

eligible for promotion to staff sergeant, technical sergeant, master sergeant, senior master sergeant and chief master sergeant must complete professional military education and time in grade 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 STEP 1 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 and program manager.

PIRR members do not have authorized positions but are authorized promotion under this promotion opportunity.

STEP II promotions are for outstanding performers who are blocked for promotion under the unit vacancy program.

Supervisors should complete a submission package and submit it through their program manager to the Headquarters Readiness Integration Organization for IRs and through the Wing of the serving MPS for all TRs. Refer to calendar year STEP II guidance for current information.

STEP II quotas are received from HQ AFRC/A1 in the Spring of each year with the boards being held in the summer. The promotion effective date is Oct. 1 of each year. The guidelines for submitting packages can be found on the STEP II Guide located on the STEP II web page in [myPers](#). To be considered for promotion, members must be eligible as outlined in the STEP II Guide.

Members in a non-pay program are only eligible up to technical sergeant through the STEP I or may be submitted for a STEP II 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. Promotion rosters are produced monthly identifying members for potential promotion. Commanders rein approval authority and sign monthly rosters.

IMA/PIRR Promotion Procedures

HQ ARPC sends the promotion eligibility roster to the HQ RIO Detachments, who then verify eligibility and send the roster to the member's active duty unit.

The unit commander then reviews the roster and, with supervisor input, recommends or non-recommends promotion of their members.

For each non-recommendation, the commander must indicate the reason for the non-recommendation.

Only the recommending commander or the detachment commander may remove an Airman from promotion consideration.

The active duty unit sends the commander-

signed roster (and all promotion package contents) back to the HQ RIO detachment for final eligibility verification.

The detachment then uploads the promotion package to the HQ RIO Integration Cell no later than the 17th day the month.

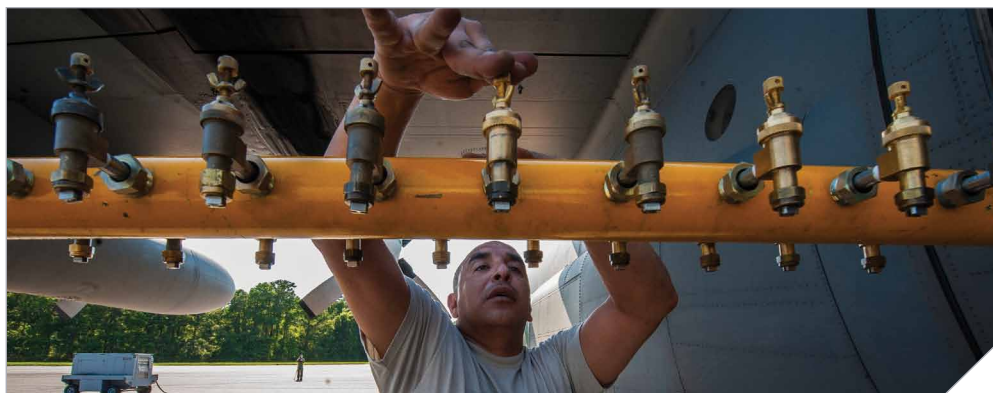
If eligible Airmen do not show up on the eligibility roster or become eligible after the eligibility roster is published, the unit commander, with input from the Airman's supervisor, may send a request to the detachment commander to add that Airman for the next promotion cycle.

Any applicable source documents showing completion of eligibility criteria must accompany the request.

Source documents must also be provided for Airmen being re-promoted to a grade after taking a voluntary demotion, so that a date-of-rank adjustment may be computed.

HQ RIO sends the commander-signed promotion eligibility rosters to HQ ARPC and promotion orders will be published no later than the 20th of the month.

The promotion order is then uploaded to the





Enlisted Performance Reports

Enlisted performance reports are due biennially 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 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

section or commander's support staff notifies the Airman's rater a report is due.

Ratees should contact their rater to ensure they are accomplishing an EPR and to provide information if requested. EPRs are filed in the Automated Records Management System 60 days after the closeout date.

EPRs can be viewed in PRDA at <https://www.my.af.mil/faf/FAF/fafHome.jsp>.

For additional information or to check the status of a report, Airmen should first contact their servicing military personnel section. For additional assistance outside the scope of the MPS roles/responsibilities, **contact the TFSC**.

| 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 | 16 Points and 120 days of supervision | 16 Points and 120 days of supervision |

Reserve Assignments

ARPC's 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, MPA, RPA) 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 are 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.

Individual Mobilization Augmentee Program Category B

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

IDT periods for pay and points are usually performed during the week. 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.

Participating Individual Ready Reserve Category E

The PIRR, points-only program, can keep a career going while Airmen look for a funded 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 334-493-5229.

Chaplain Service program: This program is available for Reserve Airmen, both officers and enlisted (AFSC 52RX and 5ROXX). They may earn non-pay points for retirement by performing non-pay 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. Non-pay points for retirement may be earned by performing non-pay IDTs or completing ECI courses.

Medical Program: This program is available to medical officers and enlisted reservists. Airmen may earn non-pay points performing IDTs and are attached to an active duty medical treatment

facility where their grade and AFSC can be used. Supplementary non-pay 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 RRPS 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 / Active Duty Training (ADT) / Active Duty for Special Work (ADSW) / Military Personnel Appropriations (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. The AF Reserve AGR Program (10 U.S.C) is managed by HQ ARPC/DPAA. The National Guard Bureau manages assignments for the ANG AGRs.



Finding New Assignments

AFR AGR positions:

https://afrc.eim.us.af.mil/sites/ARPC_N3/dpa/dpaa/agrassignments/Lists/AFR%20AGR%20Vacancies/AFR%20AGR%20Vacancies.aspx

TR and IMA positions:

<https://w20.afpc.randolph.af.mil/RMVSNet20/SelectVacancies.aspx>

ART positions (via USA Jobs):

www.usajobs.gov

ANG AGR positions:

www.ang.af.mil/careers/mva/index.asp

Recruiters

Air Force Reserve recruiters can help find positions and facilitate the transfer for people who are currently civilian, active duty, ANG, inactive or a member of another branch of service.

The nearest Reserve recruiter may be reached at 800-257-1212 or via www.afreserve.com/contact.asp.

You can also write to the IMA Recruiting Liaison Office, 18420 E. Silver Creek Ave, Bldg. 390, Buckley AFB, CO 80011 or **contact the TFSC**.

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 detachment commanders and unit commanders provide endorsement for release and gaining program managers and commanders provide assignment information. Then the form is forwarded to the 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 within the fiscal year. 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)(1).

Nonqualifying Service

- Active Guard Reserve (AGR) (**Title 10, U.S.C.**, Sect. 12310)
- Annual Tour (**Title 10, U.S.C.**, Sect. 12301(b))
- Captive status (**Title 10, U.S.C.**, Sect. 12301(g))
- Call to active duty (**Title 10, U.S.C.**, Sect. 688)
- As an Airmen not assigned to or

participating satisfactorily in units (**Title 10, U.S.C.**, 12303)

- Under active duty agreement (**Title 10, U.S.C.**, Sect. 12311)
- Disciplinary/courts martial (**Title 10, U.S.C.**, Sect. 12315)
- Muster duty (**Title 10, U.S.C.**, Sect. 12319)

Verifying Documentation

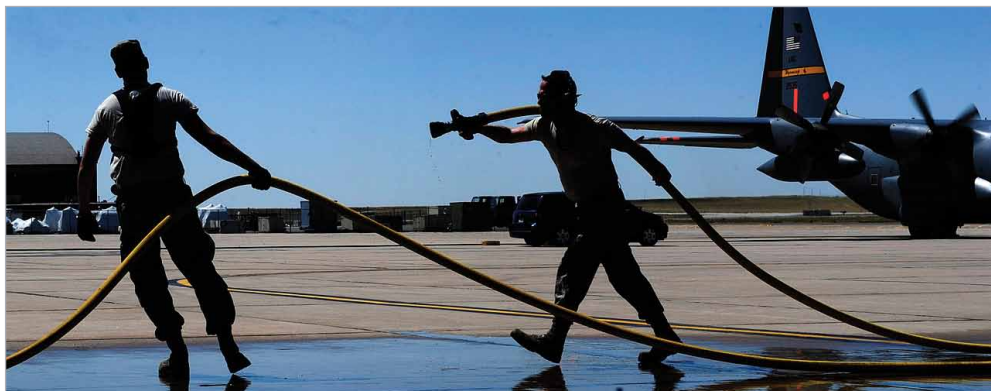
Orders citing the applicable section of law are required documents. Airmen should maintain copies of their active duty orders and provide them for the Reduced Retired Pay Age Application.

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, 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 FOR FOUR DRILLS

Effective Jan. 1, 2015

Cumulative Years of Service

| Pay Grade | <2 | 2 | 3 | 4 | 6 | 8 | 10 | 12 | 14 | 16 |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| O-7 | 1,101.92 | 1,153.12 | 1,176.80 | 1,195.64 | 1,229.72 | 1,263.44 | 1,302.36 | 1,341.20 | 1,380.16 | 1,502.56 |
| O-6 | 824.88 | 906.24 | 965.72 | 965.72 | 969.40 | 1,010.96 | 1,016.44 | 1,016.44 | 1,074.20 | 1,176.32 |
| O-5 | 687.68 | 774.68 | 828.28 | 838.40 | 871.88 | 891.88 | 935.88 | 968.20 | 1,009.96 | 1,073.84 |
| O-4 | 593.32 | 686.04 | 732.68 | 742.88 | 785.40 | 831.04 | 887.88 | 932.08 | 962.80 | 980.48 |
| O-3 | 521.68 | 591.36 | 638.28 | 695.92 | 729.28 | 765.88 | 789.48 | 828.40 | 848.72 | 848.72 |
| O-2 | 450.76 | 513.36 | 591.24 | 611.20 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 |
| O-1 | 391.24 | 407.24 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 |
| O-3E | | | | 695.92 | 729.28 | 765.88 | 789.48 | 828.40 | 861.24 | 880.12 |
| O-2E | | | | 611.20 | 623.80 | 643.68 | 677.20 | 703.08 | 722.40 | 722.40 |
| O-1E | | | | 492.28 | 525.64 | 545.12 | 564.96 | 584.48 | 611.20 | 611.20 |
| E-9 | | | | | | | 651.36 | 666.12 | 684.72 | 706.56 |
| E-8 | | | | | | 533.20 | 556.76 | 571.36 | 588.88 | 607.84 |
| E-7 | 370.68 | 404.56 | 420.04 | 440.56 | 456.60 | 484.12 | 499.60 | 527.12 | 550.00 | 565.64 |
| E-6 | 320.60 | 352.76 | 368.32 | 383.48 | 399.28 | 434.80 | 448.64 | 475.44 | 483.64 | 489.60 |
| E-5 | 293.72 | 313.44 | 328.60 | 344.08 | 368.24 | 393.52 | 414.28 | 416.76 | 416.76 | 416.76 |
| E-4 | 269.28 | 283.04 | 298.40 | 313.52 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 |
| E-3 | 243.12 | 258.40 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 |
| E-2 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 |
| E-1 | 190.72 | | | | | | | | | |



| RESERVE DRILL PAY FOR FOUR DRILLS | | | | | | Effective Jan. 1, 2015 | | | | |
|-----------------------------------|----------|----------|----------|----------|----------|------------------------|----------|----------|----------|----------|
| Cumulative Years of Service | | | | | | | | | | |
| Pay Grade | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 | 34/36 | 38/40 |
| O-7 | 1,605.84 | 1,605.84 | 1,605.84 | 1,605.84 | 1,614.08 | 1,614.08 | 1,646.36 | 1,646.36 | 1,646.36 | 1,646.36 |
| O-6 | 1,236.28 | 1,296.20 | 1,330.28 | 1,364.80 | 1,431.76 | 1,431.76 | 1,460.32 | 1,460.32 | 1,460.32 | 1,460.32 |
| O-5 | 1,104.16 | 1,134.20 | 1,168.32 | 1,168.32 | 1,168.32 | 1,168.32 | 1,168.32 | 1,168.32 | 1,168.32 | 1,168.32 |
| O-4 | 990.68 | 990.68 | 990.68 | 990.68 | 990.68 | 990.68 | 990.68 | 990.68 | 990.68 | 990.68 |
| O-3 | 848.72 | 848.72 | 848.72 | 848.72 | 848.72 | 848.72 | 848.72 | 848.72 | 848.72 | 848.72 |
| O-2 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 | 623.80 |
| O-1 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 | 492.28 |
| O-3E | 905.76 | 905.76 | 905.76 | 905.76 | 905.76 | 905.76 | 905.76 | 905.76 | 905.76 | 905.76 |
| O-2E | 722.40 | 722.40 | 722.40 | 722.40 | 722.40 | 722.40 | 722.40 | 722.40 | 722.40 | 722.40 |
| O-1E | 611.20 | 611.20 | 611.20 | 611.20 | 611.20 | 611.20 | 611.20 | 611.20 | 611.20 | 611.20 |
| E-9 | 728.68 | 764.04 | 793.96 | 825.40 | 873.56 | 873.56 | 917.20 | 917.20 | 963.08 | 1,011.28 |
| E-8 | 642.04 | 659.36 | 688.88 | 705.24 | 745.52 | 745.52 | 760.48 | 760.48 | 760.48 | 760.48 |
| E-7 | 582.28 | 588.72 | 610.36 | 621.96 | 666.16 | 666.16 | 666.16 | 666.16 | 666.16 | 666.16 |
| E-6 | 496.56 | 496.56 | 496.56 | 496.56 | 496.56 | 496.56 | 496.56 | 496.56 | 496.56 | 496.56 |
| E-5 | 416.76 | 416.76 | 416.76 | 416.76 | 416.76 | 416.76 | 416.76 | 416.76 | 416.76 | 416.76 |
| E-4 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 | 326.88 |
| E-3 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 | 274.04 |
| E-2 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 | 231.20 |

BASIC PAY EFFECTIVE

Effective Jan. 1, 2015

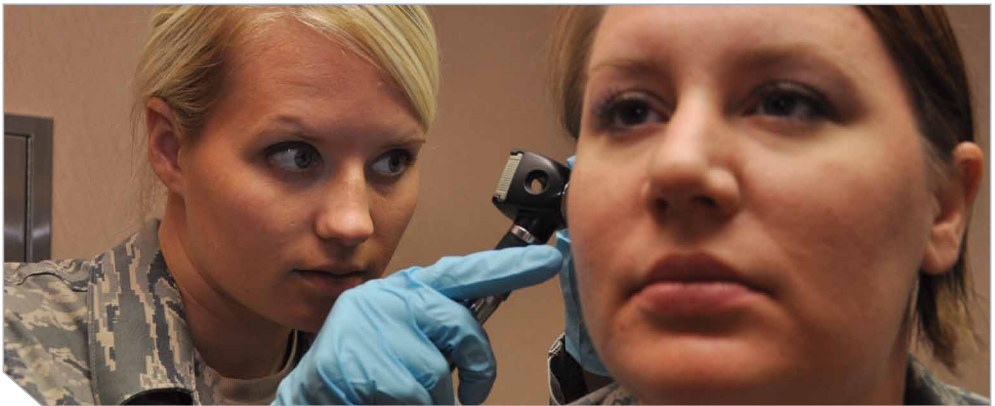
| Pay Grade | <2 | 2 | 3 | 4 | 6 | 8 | 10 | 12 | 14 | 16 |
|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| O-9 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| O-8 | 9,946.20 | 10,272.00 | 10,488.30 | 10,548.60 | 10,818.60 | 11,269.20 | 11,373.90 | 11,802.00 | 11,924.70 | 12,293.40 |
| O-7 | 8,264.40 | 8,648.40 | 8,826.00 | 8,967.30 | 9,222.90 | 9,475.80 | 9,767.70 | 10,059.00 | 10,351.20 | 11,269.20 |
| O-6 | 6,186.60 | 6,796.80 | 7,242.90 | 7,242.90 | 7,270.50 | 7,582.20 | 7,623.30 | 7,623.30 | 8,056.50 | 8,822.40 |
| O-5 | 5,157.60 | 5,810.10 | 6,212.10 | 6,288.00 | 6,539.10 | 6,689.10 | 7,019.10 | 7,261.50 | 7,574.70 | 8,053.80 |
| O-4 | 4,449.90 | 5,151.30 | 5,495.10 | 5,571.60 | 5,890.50 | 6,232.80 | 6,659.10 | 6,990.60 | 7,221.00 | 7,353.60 |
| O-3 | 3,912.60 | 4,435.20 | 4,787.10 | 5,219.40 | 5,469.60 | 5,744.10 | 5,921.10 | 6,213.00 | 6,365.40 | 6,365.40 |
| O-2 | 3,380.70 | 3,850.20 | 4,434.30 | 4,584.00 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 |
| O-1 | 2,934.30 | 3,054.30 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 |
| O-3E | -- | -- | -- | 5,219.40 | 5,469.60 | 5,744.10 | 5,921.10 | 6,213.00 | 6,459.30 | 6,600.90 |
| O-2E | -- | -- | -- | 4,584.00 | 4,678.50 | 4,827.60 | 5,079.00 | 5,273.10 | 5,418.00 | 5,418.00 |
| O-1E | -- | -- | -- | 3,692.10 | 3,942.30 | 4,088.40 | 4,237.20 | 4,383.60 | 4,584.00 | 4,584.00 |
| E-9 | -- | -- | -- | -- | -- | -- | 4,885.20 | 4,995.90 | 5,135.40 | 5,299.20 |
| E-8 | -- | -- | -- | -- | -- | 3,999.00 | 4,175.70 | 4,285.20 | 4,416.60 | 4,558.80 |
| E-7 | 2,780.10 | 3,034.20 | 3,150.30 | 3,304.20 | 3,424.50 | 3,630.90 | 3,747.00 | 3,953.40 | 4,125.00 | 4,242.30 |
| E-6 | 2,404.50 | 2,645.70 | 2,762.40 | 2,876.10 | 2,994.60 | 3,261.00 | 3,364.80 | 3,565.80 | 3,627.30 | 3,672.00 |
| E-5 | 2,202.90 | 2,350.80 | 2,464.50 | 2,580.60 | 2,761.80 | 2,951.40 | 3,107.10 | 3,125.70 | 3,125.70 | 3,125.70 |
| E-4 | 2,019.60 | 2,122.80 | 2,238.00 | 2,351.40 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 |
| E-3 | 1,823.40 | 1,938.00 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 |
| E-2 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 |
| E-1 | 1,546.80 | -- | -- | -- | -- | -- | -- | -- | -- | -- |



BASIC PAY

Effective Jan. 1, 2015

| Pay Grade | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 | 34/36 | 38/40 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| O-9 | -- | 14,056.80 | 14,259.90 | 14,552.10 | 15,062.40 | 15,062.40 | 15,816.00 | 15,816.00 | 16,606.80 | 17,436.90 |
| O-8 | 12,827.10 | 13,319.10 | 13,647.30 | 13,647.30 | 13,647.30 | 13,647.30 | 13,989.00 | 13,989.00 | 14,338.50 | 14,338.50 |
| O-7 | 12,043.80 | 12,043.80 | 12,043.80 | 12,043.80 | 12,105.60 | 12,105.60 | 12,347.70 | 12,347.70 | 12,347.70 | 12,347.70 |
| O-6 | 9,272.10 | 9,721.50 | 9,977.10 | 10,236.00 | 10,738.20 | 10,738.20 | 10,952.40 | 10,952.40 | 10,952.40 | 10,952.40 |
| O-5 | 8,281.20 | 8,506.50 | 8,762.40 | 8,762.40 | 8,762.40 | 8,762.40 | 8,762.40 | 8,762.40 | 8,762.40 | 8,762.40 |
| O-4 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 | 7,430.10 |
| O-3 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 | 6,365.40 |
| O-2 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 | 4,678.50 |
| O-1 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 | 3,692.10 |
| O-3E | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 | 6,793.20 |
| O-2E | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 | 5,418.00 |
| O-1E | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 | 4,584.00 |
| E-9 | 5,465.10 | 5,730.30 | 5,954.70 | 6,190.50 | 6,551.70 | 6,551.70 | 6,879.00 | 6,879.00 | 7,223.10 | 7,584.60 |
| E-8 | 4,815.30 | 4,945.20 | 5,166.60 | 5,289.30 | 5,591.40 | 5,591.40 | 5,703.60 | 5,703.60 | 5,703.60 | 5,703.60 |
| E-7 | 4,367.10 | 4,415.40 | 4,577.70 | 4,664.70 | 4,996.20 | 4,996.20 | 4,996.20 | 4,996.20 | 4,996.20 | 4,996.20 |
| E-6 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 | 3,724.20 |
| E-5 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 | 3,125.70 |
| E-4 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 | 2,451.60 |
| E-3 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 | 2,055.30 |
| E-2 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 | 1,734.00 |



Activation of Reserve Members

Availability

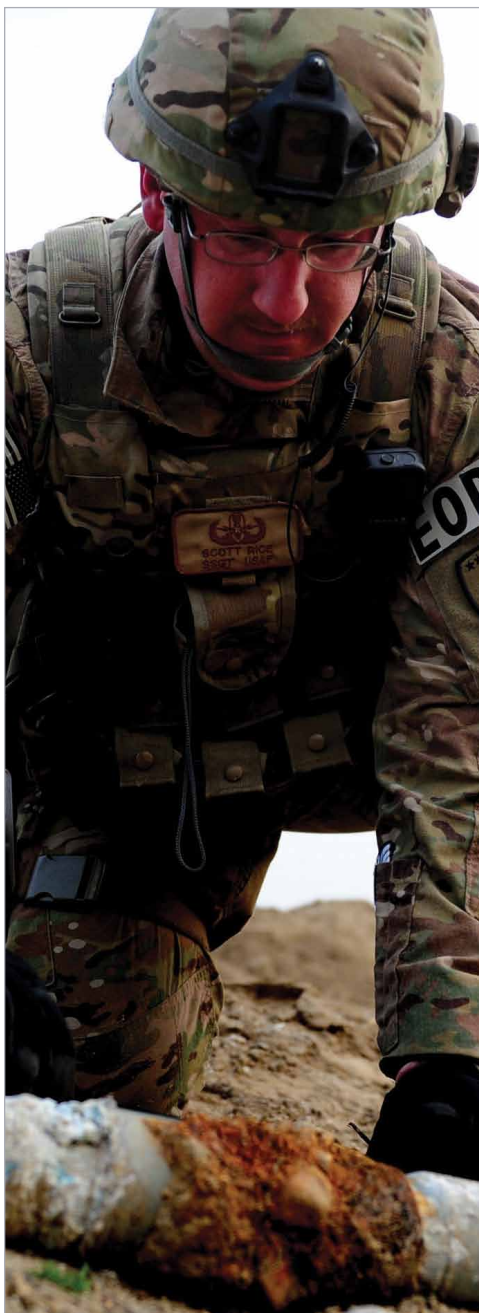
There are two ways reservists can be recalled to active duty -- either voluntarily or involuntarily.

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.

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 regular Air Force members) are given seven days.

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

| ACTIVATION AUTHORITIES | | | |
|------------------------|-------------|-------------|-----------|
| Title 10 USC | Type | Numbers | Authority |
| 12301(d) | Volunteer | Unspecified | SECAF |
| 12304 (a) | Involuntary | Unspecified | SECAF |
| 12304 (b) | Involuntary | Unspecified | SECAF |
| 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 HQ RIO detachment commander.
- Orders mailed (first class, return receipt requested, overnight, special delivery).
- Announcement by a government official.

Reservists are given a report-no-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 HQ RIO detachment commander, 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.

Responsibilities Upon Involuntary Activation

- **TRAVEL:** Be prepared to travel and report according to either the verbal or written instructions provided. Dependents are not authorized to travel with you under any circumstance.
- **IN PROCESS:** In-process through your base MPF personnel readiness unit.
- **WORK:** Be prepared to begin work immediately.
- **SUSTAINMENT:** Have enough money to sustain you and your family until you receive military pay (about three to five weeks).
- **CARRY:** Hand carry certification/accreditation documentation for professional skills and training records.



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.

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 and members are subject to discharge.

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

ARPC administers requests for individual reservists assigned to the participating and nonparticipating individual ready reserve, standby reserve, **Retired Reserve** and RegAF.

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

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

- | | |
|-------------------------|--|
| • Marriage Certificate | Certified copy |
| • Birth Certificates | Certified copies for Airman and authorized family members |
| • Court Orders/Decrees | Certified copies pertaining to family members |
| • CDC Form 731 | International Certificate of Vaccination and Prophylaxis |
| • Orders to Active Duty | Copy of actual order or mailgram |
| • AF Form 2293 | U.S. Air Force Motor Vehicle Operator Identification Card |
| • DD Form 2 | Military 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 |

Airmen Living Outside U.S.

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.

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.

Also, they should keep the most current copy of their civilian medical/dental history (including a record of past illness or injuries not recorded in the military medical record), as well as 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 exam (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 their latest Leave and Earnings statement, Airmen must have a myPay ac-





count. 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 reserve pay office 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 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, 2015. The RPO 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
- Those who have met all requirements for retired pay except for attainment of retired pay age. Certain active duty orders since January 2008 qualify members to receive retired pay before age 60. Airmen who believe they have qualifying active duty time should submit orders through the Reduced Retired Pay Age Application (located on vPC-GR).

Point Valuation for Retirement Benefits (2015) Reservists, Guard Members

The point valuation charts on pages 31 and 32 allow 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://arpc.afrc.af.mil/vPC-GR/tools/default.asp>.

Eligibility

To attain eligibility for retired pay under **Title 10, U.S.C.**, 12731, normally at age 60, reservists must

complete at least 20 years of satisfactory service. Airmen in the Selected Reserve who have been found physically unfit for continued service and have completed at least 15 years, but less than

20 years, of satisfactory service are eligible for transfer to the Retired Reserve under **Title 10, U.S.C., 12731b**. 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**.

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

First, upon receipt of the notification letter, they are enrolled in the **RCSBP**. 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. 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 ARPC 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. (**SGLI for Family Members**)

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 on their MSD/HYTD unless the Airman applies to be discharged.

Voluntary Retirement: Reservist and ANG members must apply for transfer to the Retired Reserve using the vPC dashboard found within **myPers**. 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 also apply by using the vPC dashboard found within **myPers**.

Example

Retired pay formula: points X point value = monthly pay

Retired pay formula for members who first joined any military service on Sept. 7, 1980 or before: retirement points X point value = monthly pay

A master sergeant with more than 26 years of service would use the factor .34352.

Assuming the Airman had accrued 3,250 retirement points during the tenure of service and had attained retired pay age (normally age 60), the monthly retired pay would be computed by multiplying 3,250 by .34352 for about \$1,116.44.

Similarly, a lieutenant colonel with 3,000 retirement points and more than 26 years of service would use the factor .60248. The monthly retired pay would be computed by multiplying 3,000 by .60248 for about \$1,807.44.

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. 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, U.S.C.**, 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.

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

** **2015 figures** available on pages 31-32.

| 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 | $(\text{years of service}) \times (2.5\%) \times (\text{Basic pay in effect when retired pay starts}^{**}) =$ Monthly Retired Pay | Annual change in Consumer Price Index (CPI) |
| ON or AFTER Sept. 8, 1980, retired under 10 USC 12731, 8911, 8914 | $(\text{years of service}) \times (2.5\%) \times (\text{average of highest 36 months of basic pay}) =$ 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 USC 8911, 8914* | $(\text{years of service}) \times (2.5\%) [\text{Reduced 1\% per year short of 30; restored permanently at age 62}] \times (\text{average of highest 36 months of basic pay}) =$ 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 |

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.

Guard/Reserve Point Valuation for Retirement Benefits (2015)

| Basic Military Pay Effective Jan. 1, 2015 | | | | | Base Pay (BP) / Point Value (PV) | | | | | |
|---|-------------|---------|-------------|---------|----------------------------------|---------|-------------|---------|-------------|---------|
| Highest Grade Held | > 20 | | > 22 | | > 24 | | > 26 | | > 28 | |
| | BP | PV | BP | PV | BP | PV | BP | PV | BP | PV |
| O-10 | \$16,072.20 | 1.11613 | \$16,150.50 | 1.12156 | \$16,486.80 | 1.14492 | \$17,071.50 | 1.18552 | \$17,071.50 | 1.18552 |
| O-9 | \$14,056.80 | .97617 | \$14,259.90 | .99027 | \$14,552.10 | 1.01056 | \$15,062.40 | 1.04600 | \$15,062.40 | 1.04600 |
| O-8 | \$13,319.10 | .92494 | \$13,647.30 | .94773 | \$13,647.30 | .94773 | \$13,647.30 | .94773 | \$13,647.30 | .94773 |
| O-7 | \$12,043.80 | .83638 | \$12,043.80 | .83638 | \$12,043.80 | .83638 | \$12,105.60 | .84067 | \$12,105.60 | .84067 |
| O-6 | \$9,721.50 | .67510 | \$9,977.10 | .69285 | \$10,236.00 | .71083 | \$10,738.20 | .74571 | \$10,738.20 | .74571 |
| O-5 | \$8,506.50 | .59073 | \$8,762.40 | .60850 | \$8,762.40 | .60850 | \$8,762.40 | .60850 | \$8,762.40 | .60850 |
| O-4 | \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 |
| O-3 | \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 |
| O-2 | \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 |
| O-1 | \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 |
| O-3E* | \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 |
| O-2E* | \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 |
| O-1E* | \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 |
| E-9 | \$5,730.30 | .39794 | \$5,954.70 | .41352 | \$6,190.50 | .42990 | \$6,551.70 | .45498 | \$6,551.70 | .45498 |
| E-8 | \$4,945.20 | .34342 | \$5,166.60 | .35879 | \$5,289.30 | .36731 | \$5,591.40 | .38829 | \$5,591.40 | .38829 |
| E-7 | \$4,415.40 | .30663 | \$4,577.70 | .31790 | \$4,664.70 | .32394 | \$4,996.20 | .34696 | \$4,996.20 | .34696 |
| E-6 | \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 |
| E-5 | \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 |
| E-4 | \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 |
| E-3 | \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 |
| E-2 | \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 |



| > 30 | | > 32 | | > 34 | | > 36 | | > 38 | | > 40 | |
|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|
| BP | PV | BP | PV | BP | PV | BP | PV | BP | PV | BP | PV |
| \$17,925.30 | 1.24481 | \$17,925.30 | 1.24481 | \$18,821.10 | 1.30702 | \$18,821.10 | 1.30702 | \$19,762.50 | 1.37240 | \$19,762.50 | 1.37240 |
| \$15,816.00 | 1.09833 | \$15,816.00 | 1.09833 | \$16,606.80 | 1.15325 | \$16,606.80 | 1.15325 | \$17,436.90 | 1.21090 | \$17,436.90 | 1.21090 |
| \$13,989.00 | .97146 | \$13,989.00 | .97146 | \$14,338.50 | .99573 | \$14,338.50 | .99573 | \$14,338.50 | .99573 | \$14,338.50 | .99573 |
| \$12,347.70 | .85748 | \$12,347.70 | .85748 | \$12,347.70 | .85748 | \$12,347.70 | .85748 | \$12,347.70 | .85748 | \$12,347.70 | .85748 |
| \$10,952.40 | .76058 | \$10,952.40 | .76058 | \$10,952.40 | .76058 | \$10,952.40 | .76058 | \$10,952.40 | .76058 | \$10,952.40 | .76058 |
| \$8,762.40 | .60850 | \$8,762.40 | .60850 | \$8,762.40 | .60850 | \$8,762.40 | .60850 | \$8,762.40 | .60850 | \$8,762.40 | .60850 |
| \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 | \$7,430.10 | .51598 |
| \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 | \$6,365.40 | .44204 |
| \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 | \$4,678.50 | .32490 |
| \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 | \$3,692.10 | .25640 |
| \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 | \$6,793.20 | .47175 |
| \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 | \$5,418.00 | .37625 |
| \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 | \$4,584.00 | .31833 |
| \$6,879.00 | .47771 | \$6,879.00 | .47771 | \$7,223.10 | .50160 | \$7,223.10 | .50160 | \$7,584.60 | .52671 | \$7,584.60 | .52671 |
| \$5,703.60 | .39608 | \$5,703.60 | .39608 | \$5,703.60 | .39608 | \$5,703.60 | .39608 | \$5,703.60 | .39608 | \$5,703.60 | .39608 |
| \$4,996.20 | .34696 | \$4,996.20 | .34696 | \$4,996.20 | .34696 | \$4,996.20 | .34696 | \$4,996.20 | .34696 | \$4,996.20 | .34696 |
| \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 | \$3,724.20 | .25863 |
| \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 | \$3,125.70 | .21706 |
| \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 | \$2,451.60 | .17025 |
| \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 | \$2,055.30 | .14273 |
| \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 | \$1,734.00 | .12042 |



Individual Reserve Management

The Headquarters Individual Reservist Readiness and Integration Organization, which is located within HQ Air Reserve Personnel Center, standardizes the processes for support of members in the Individual Reserve program. Additionally, seven RIO detachments are located around the globe to directly manage IR Airmen.

The IR force is comprised of Individual Mobilization Augmentees, who are attached to an active duty unit, and Participating Individual Ready Reservists, who are attached to an active duty unit and participate for points towards retirement.

Both IMAs and PIRRs augment active-component and government agency missions and are rated by active-duty or government agency supervisors.

There are more than 2,700 enlisted members and more than 4,500 officers in the IR. IMAs and PIRRs support 53 separate major commands, combatant commanders and government agencies. To be fully ready for mobilization, Reservists must meet annual medical and dental requirements, have a current security clearance, and be fully-qualified in their Air Force specialty.

AT A GLANCE

- Total IRs: 7,200
- Officer: 4,500
- Enlisted: 2,700
- HQ RIO is located within HQ Air Reserve Personnel Center, Buckley AFB, CO.
- RIO is comprised of seven detachments and eight geographically-separated operating locations

Mission

RIO

Seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

Vision

HQ

Individual capability, leveraged worldwide.



Age 60 Retirement Benefits

There are additional benefits awaiting Airmen eligible for retired pay, normally at age 60 (See “Eligibility” under **Retired Reserve**). Probably the most important benefit for a retired reservist is retired pay. Monthly checks are normally dated the first day of the month following the month earned. The Defense Finance and Accounting Service uses direct deposit to pay retired Airmen.

The pay application forms should be returned to ARPC 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.

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: **TRICARE Prime**, **TRICARE Extra** and **TRICARE Standard** (the same as standard CHAMPUS). **Note:** Retirees receiving retired pay before age 60 do not receive medical coverage until age 60. (**Reduced Retirement Age**)

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 non-remarried surviving spouses and children of deceased Airmen who were covered.

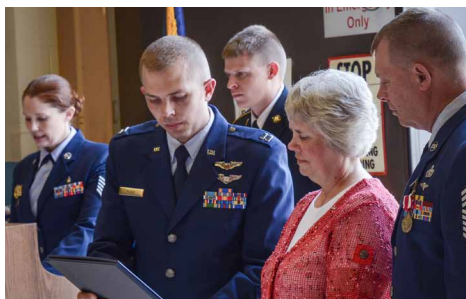
This voluntary dental plan is administered by the DDP Delta division of the Delta Dental Plan of California. Services are provided in the United States, District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, Commonwealth of the Northern Mariana Islands and Canada. Enrollees pay 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.tricare.mil/trdp or
www.trdp.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 35).





Space-A Travel

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

Airmen who have received official notification of eligibility for retired pay, normally 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 retired pay age.

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 entitlement.
- ANG, 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 com-



mercial contract, chartered, aircraft, regardless of duty status or destination, have the option to wear civilian clothing that is neat, clean, warm enough for in-flight 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. To view the AMC Travel website visit <http://www.amc>.



Veterans Benefits

There are certain **U.S. Department of Veterans Affairs** benefits for which reservists and their family members are eligible 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 benefit.

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

- Married to a service member 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: the 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 man-days 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.

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 portion 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 was 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, members 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 available in increments from \$10,000 to a maximum of \$400,000, premium rates are based on the Veteran's age. 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**.

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 of a reservist who died on AT, AD, ADT, ADS, IDT or MPA mandays, or after release, as a result of service-connected causes, who has not remarried, 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.

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.

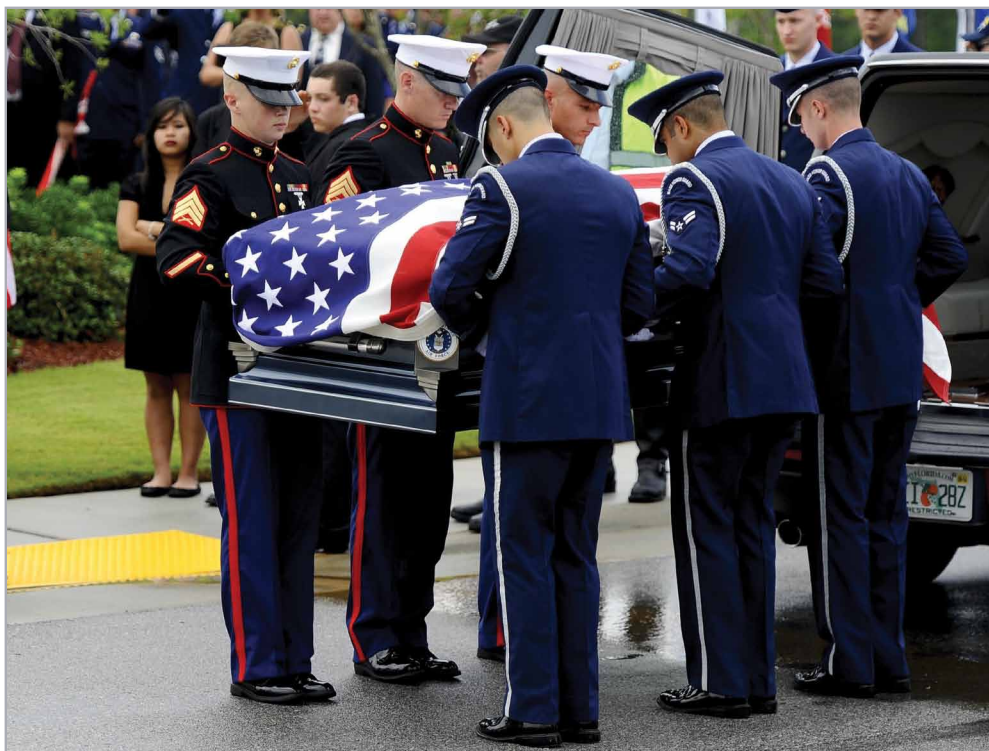
The following persons are eligible for CHAMP-VA, provided they are not eligible for **TRICARE**, CHAMPUS or Medicare:

- 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 Certificate 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. Requests cannot be submitted via email.

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 their 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 TFSC** for casualty assistance.

Commissary and Exchange

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 title 10 or other force-shaping authority 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.

The **RCSBP** is the only program to provide eligible survivors 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.

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

There were four open seasons allowing eligible members to enroll or increase existing coverage 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.

NOTE

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

Eligibility

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

A notification letter is sent to members with instructions on how to download the “Reserve Component Survivor Benefit Plan Information” packet from the vPC-GR dashboard found within **myPers**. This packet contains complete information on RCSBP. Members may also download a copy of their 20-year letter.

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. 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.

Options

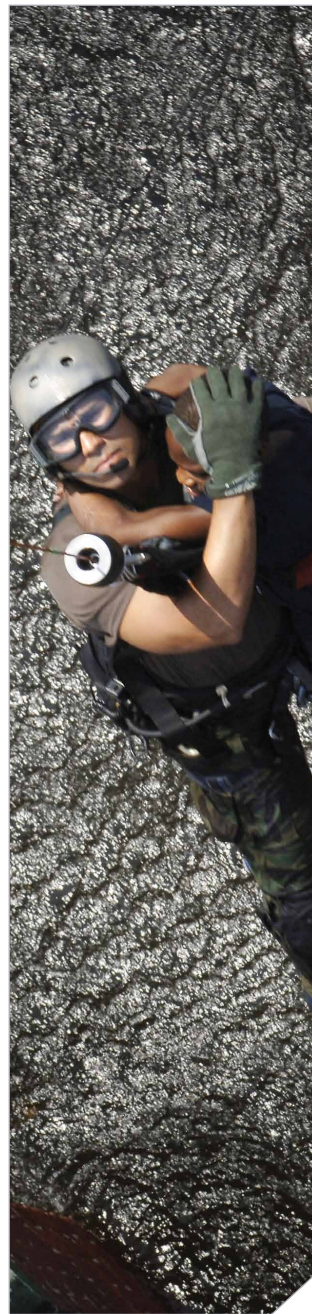
Airmen have three **RCSBP** options:

- 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.
- **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, they 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 Reservist 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 AD, ADT, or IDT will have the annuity reduced by an amount equal to the Dependency and Indemnity Compensation, 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 irrevocable 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 is 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** -- Effective May 1, 2008, Airmen who elect anything less than full coverage or selecting "Child Only Coverage" under **RCSBP** are 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 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 latest and most current information visit **myPers** and search for **RCSBP**.

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 or reduce 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, Servicemember's Group Life Insurance Election & Certificate**.

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. 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 \$29 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.

| 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 |



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 by filling out an **SGLV 8286A, Family Coverage Election**, to keep from incurring the premiums.



The appropriate paperwork to decline the coverage is available via military personnel sections 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 for less than \$100,000 must complete the appropriate paperwork at their customer service section.

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 service member.

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 FSGLI 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 <http://www.insurance.va.gov/sgliSite/FSGLI/proceduralGuide/guidePart1.htm>.



Veterans Group Life Insurance

This program provides five-year renewable term life insurance.

Guard and Reserve Airmen may convert their **Servicemembers Group Life Insurance** coverage into Veterans Group Life Insurance if they meet one of the following conditions:

- They are released from active duty or active duty for training under an order to duty that specifies a period of 31 days or more.
- They separate from the Guard or Participating Reserve.
- They are assigned to the Retired Reserve.

They may apply for VGLI if:

- They suffer an injury or disability and are rendered uninsurable at standard premium rates while performing AD or ADT under an order specifying a period of less than 31 days.
- They are assigned to the Non-participating Individual Ready Reserve.

The amounts of insurance and beneficiary designations are the same as **SGLI**. The cost is based on the age of the Airman. Airmen must apply for

VGLI within 120 days after separation, assignment to the IRR or transfer to the Retired Reserve to guarantee coverage with no medical questions.

Airmen have an additional year after that to apply but are required to answer medical questions.

To obtain VGLI coverage, an eligible Airman must:

- Obtain a VGLI application from any Veterans Affairs Regional Office, or call the Office of Servicemembers Group Life Insurance at 800-419-1473.
- Submit a completed application, **SGLV Form 8714**, the first months premium and the following documents to OSGLI, 80 Livingston Ave, Roseland, NJ 07068-1733:
 - Copy of separation order and proof of **SGLI** coverage if separated from the Participating Ready Reserve.
 - Copy of assignment order and proof of **SGLI** coverage if reassigned to the Retired Reserve.
 - Copy of unit assignment order if assigned to the IRR.

Thrift Savings Plan

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

Any member of the ANG, 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. 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 \$18,000.

There is also a catch-up contribution allowed

of an additional \$6,000 for those individuals age 50 and older. Therefore, if members turned age 50 or older in 2015, they 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 \$18,000 (\$24,000 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 \$18,000 Elective Deferral Limit (\$24,000 if age 50). However they do count against the 415(c) Annual Additions Limit.

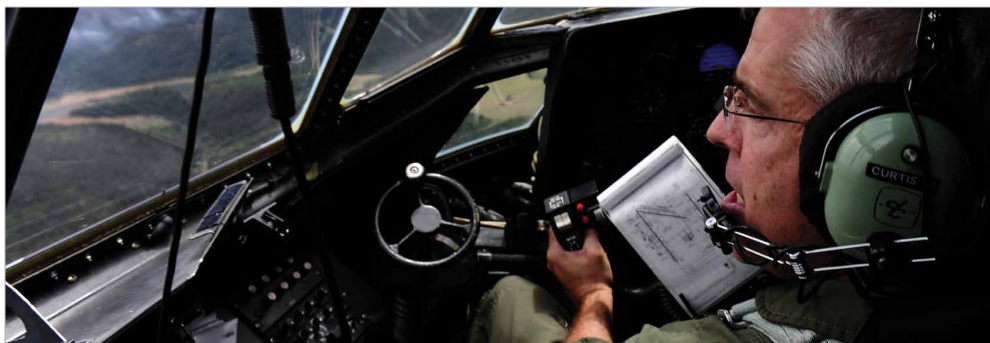
The Annual Additions Limit is set each year by the Internal Revenue Service and affects participants who contribute tax-exempt earnings to the TSP while deployed in a designated combat zone. This limit remains at \$51,000 for 2015. Contributions made from pay attributable to the CZTE are tax exempt, and therefore do not count

toward the Elective Deferral Limit, \$18,000 for 2015.

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 \$6,000, 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 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.

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.

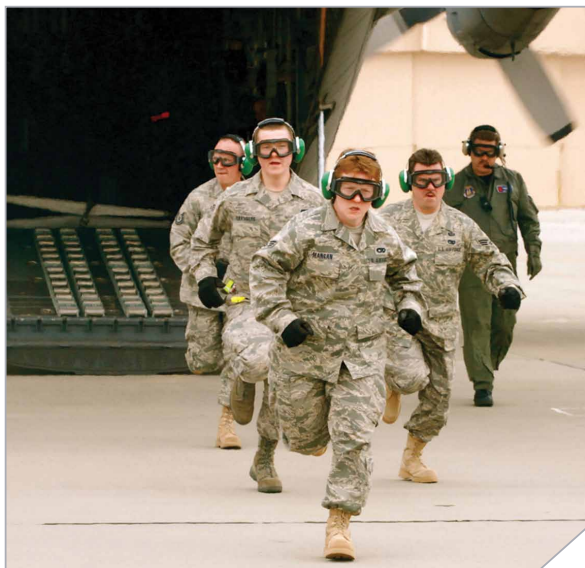


Claims for Service Credit

Title 31, U.S.C., Section 3702 precludes claims, after six years, involving pay, allowances, travel, transportation, payments for unused accrued leave, retired pay and survivor benefits.

AF Forms 40A, *Record of Individual Inactive Duty Training*, claim for service credit may affect several and will affect at least one category, it will be denied if the performance date is older than six years when submitted.

For IMA members, any claim for service credit older than two years when submitted will be routed through their HQ RIO detachment commander who will recommend whether or not the claim is substantiated. ARPC 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. This site also provides eligibility information as well as the most current details on TRICARE entitlements and eligibility.

TRICARE Reserve Select

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 obtain-

ing 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 (doctor's 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

TRICARE RESERVE SELECT

Information

[www.tricare.mil/
reserve/ReserveSelect](http://www.tricare.mil/reserve/ReserveSelect)

2015 Premiums

Member-only
\$50.75 per month

Member and family
\$205.62 per month



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 Retired Reserve (TRR)

TRR is a premium-based health plan that qualified Retired Reserve members and survivors may purchase. TRR offers coverage similar to TRICARE Standard and Extra.

Retired National Guard and Reserve personnel may qualify to purchase TRICARE Retired Reserve coverage if they are:

- members of the Retired Reserve or a Reserve component of the armed forces
- under the age of 60
- not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program

TRR is only available when you are not eligible for any other non-premium-based TRICARE health coverage. Qualified members may purchase Member-Only or Member-and-Family coverage.

| 2015 | Monthly Rates |
|-------------------|---------------|
| Member Only | \$390.89 |
| Member and Family | \$961.35 |

If enrolling through the TRR web portal, log on and follow the prompts for completing the TRR enrollment request. Print the TRR Request, DD Form 2896-1, sign it, and send it to Humana Military along with the first two month's premium payment within the specified deadline to begin coverage. Initial premiums can be paid by check, money order or cashier's check made payable to Humana Military Healthcare Services, or by Visa®/MasterCard®.

If you are dis-enrolled for failure to pay or voluntarily terminate coverage, there is a one-year purchase lock-out. Dis-enrollments for loss of eligibility do not result in lock out and any excess fees paid for periods following the loss of eligibility will be refunded.

There are qualifying life events (QLE) such as a birth, marriage or divorce which allow TRR family members to enroll with an effective date of the QLE as long as the enrollment request is received within 60 days of the event.

When you become eligible for [TRICARE Prime/Standard/Extra](#) at age 60, the TRR coverage is automatically terminated and you must submit a Prime enrollment form in order to enroll in Prime.



Transitioning from TRR to **TRICARE** Prime may result in a break in coverage - the 20th of the month rule applies to the submission of the Prime enrollment form. Once you are enrolled, you have two options for paying your monthly premiums.

- Electronic Fund Transfer (EFT)/Automatic Bank Withdrawal
- Automatic Credit/Debit Card Withdrawal

NOTE: To simplify explanations, active duty status includes annual tour, active duty training, active duty support, military personnel appropriate

ANG/Reservist Entitlements Table

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 | DODI 1330.17-R | Yes | Yes | Yes |
| 3. | Dental services | AFI 41-210* | Yes | Yes | Yes |
| 4. | Education services | AFI 36-2649* | Yes | Yes | Yes |
| 5. | Exchange services | AFI 36-2649/AFI 34-211 (I) | 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 33-590 | Yes | Yes | Yes |
| 9. | Medical services | AFI 41-210 | Yes | Yes | None |
| 10. | AF Services programs | AFI 34-101* | Yes | Yes | Yes |
| 11. | Officer, NCO open mess | AFI 34-239/AFMAN 34-240* | Yes | Yes | Yes |
| 12. | Packaged liquor store | AFI 34-211 (I) | Yes | Yes | Yes |
| 13. | American Red Cross | DODI 1000.15 | Yes | Yes | Yes |
| 14. | Space-available travel | DODI 4515.13R* | Yes | Yes | Yes |
| 15. | Base theater | AFI 34-211 (I) | Yes | Yes | Yes |
| 16. | Transient quarters | AFI 32-6005/AFI 34-135 | Yes | Yes | Yes |
| 17. | Servicemembers' Group Life Insurance | AFI 36-3002 | Yes | Yes | Yes |
| 18. | Air Force Aid Society | AFI 36-3009 | Yes | None | None |
| 19. | Family Support Center | AFI 36-3009 | Yes | Yes | Yes |

"Yes" indicates general entitlements

* - See notes



tions funded active duty tour, reserve personnel appropriations funded active duty tour, extended active duty and active duty. National Guard and Reserve Airmen may need to present an ID card, 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 MetLife Reserve Dental Program, a DOD basic cost-share dental insurance program. For details, Airmen can call 855-638-8371.
- **Line 4 -- Education Services** -- Selected Reserve Airmen are eligible for enrollment in grade and career field appropriate correspondence courses only.
- Developmental Education by correspondence enrollment is accomplished

by self-enrollment through the Air University Student Information System (AUSIS) website located at <https://ausis.maxwell.af.mil/SIS/app>. Information on CDC enrollment for IMA members can be found on **myPers** and click on Training. Guard and unit reserve contact their unit education and training office. Selected Reserve are eligible to participate in the Community College of the Air Force 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.

ANG/Reservist Retirement Benefits Table

Air Force Reserve Retiree Awaiting Reserve Retired Pay, Normally at 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 | DODI 1330.17-R | Yes | Yes |
| 4. | Tricare Retiree Dental Program* | | # | # |
| 5. | Education services | AFI 36-2649 | 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 34-211 (I) | Yes | Yes |
| 10. | Medical services TRICARE (See health benefits adviser)* | AFI 41-210 | Yes | Yes |
| 11. | AF Services programs | AFI 34-101* | Yes | Yes |
| 12. | Officer, NCO open mess | AFI 34-239/AFMAN 34-240* | Yes | Yes |
| 13. | Packaged liquor store | AFI 34-211 (I) | Yes | Yes |
| 14. | American Red Cross | DODO 1000.15 | Yes | Yes |
| 15. | Veterans' Group Life Insurance | AFI 36-3002 | # | # |
| 16. | Space-available travel | DODI 4515.13R* | Yes | Yes |
| 17. | Base theater | AFI 34-211 (I) | Yes | Yes |
| 18. | Transient quarters | AFI 32-6005/AFI 34-135 | Yes | Yes |
| 19. | Air Force Aid Society | AFI 36-3009 | Yes | None |
| 20. | Family Support Center | AFI 36-3009 | Yes | Yes |

"Yes" indicates general entitlements

* - See notes

- Individual option



Airmen are authorized priority lodging while on orders.

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 receive 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 in order for the former spouse to receive a direct payment from DFAS-Cleveland. 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 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
 - **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 TRICARE medical benefits are available before age 60 for Air Force Retirees. TRICARE Retired Reserve may be purchased for those members under 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.

- **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.**

ANG/Reservist Survivor Benefits Table

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/ 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 700.14 R, Vol 8, Chapter 10 | None | Yes | Yes | None | None |
| 3. | Mortuary Services | AFI 34-242 | Yes | Yes | Yes | None | None |
| 4. | Arrears of Pay | DOD 7000.14R, Vol 7B Chapter 30 | Yes | Yes | Yes | Yes | Yes |
| 5. | Servicemembers' Group Life Insurance | AFI 36-3002 | 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 36-3026VI | Yes | Yes | Yes | Yes | None |
| 9. | Commissary | DODI 1330.17-R | Yes | Yes | Yes | Yes | None |
| 10. | Exchange Service and Theater | AFI 34-211 (I) | 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 34-101 | Yes | Yes | Yes | Yes | None |
| 13. | Officer, NCO and Airmen Open Mess | AFI 34-239/AFMAN 34-240 | Yes | Yes | Yes | Yes | None |
| 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 JFTR Vol 1 | None | Yes | None | None | None |
| 17. | Shipment/Storage of Household Goods | JFTR Vol 1 | None | Yes | Yes | None | None |

ANG/Reservist Survivor Benefits Table

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/ 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)

| | | | | | | | |
|---|---|---------------------------|---------------|------|------|------|------|
| 18. | Claim for Loss/Destruction of personal property | AFI 51-502 | None | Yes | Yes | None | None |
| 19. | Air Force Aid Society | AFI 36-3009* | 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 | | | | | | | |

- **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.

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.

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 on **pgs. 58-59**, 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, **Title 32, U.S.C.**, 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-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 the 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.

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.

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 dis-

ability 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, or 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.

HQ ARPC utilizes ARPC Form 69, Annual Air Force Reserve Screening, otherwise known as "Survey" to continuously screen members of the IRR, as well as to serve as the mechanism for members to notify the Air Force of changes in status to include fit for duty changes as mandated by U.S.C Title 10, Section 10205.

Although not required by U.S.C, it is Air Force policy to also screen members of the Standby Reserve and Retired Reserve/RegAF utilizing the ARPC Form 69. Standby Reserve members are screened annually and retired members are mailed the Form 69 at the 13 and 37 months following their retirement dates. All members of the IRR will be screened by mail during those years in which they are exempt from muster duty.

An IRR member may be ordered to muster duty, with or without their consent, IAW U.S.C Title 10, Section 12319. A member ordered to muster duty will be expected to participate for at least two hours on the day of the scheduled muster event. The period allowed, including round-trip travel, will total not more than one day each calendar year.

Muster duty will be treated as the equivalent of Inactive Duty for Training (and travel directly to and from that training). Muster duty will not be credited in determining entitlement to, or in computing, retired pay as a military service member. Compensation for muster duty is a flat rate as prescribed in U.S.C Title 37, Section 433.

In addition, about 33,000 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 info 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 who remain in the nonparticipating IRR for at least two years, three years for separation pay recipients, will be discharged unless they are qualified and request a transfer to the Retired Reserve.

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/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

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

12301(a) (full mobilization) and 12307 for the duration of the operation plus six months Retired Reserve.

Members of 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.

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.



Air Reserve Component Field Training

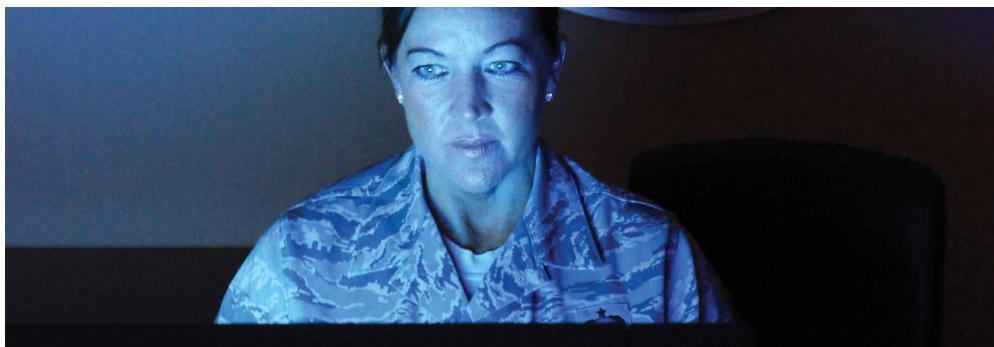
ARC Field Training Classes for Guard and Reserve Military Personnel Flight personnel are held periodically at ARPC on Buckley Air Force Base, Colo.

We provide training on processes such as:

- Reserve and AGR Retirements
- Officer Promotion Eligibility, eOCRs
- PCARS (Point Credit)
- Entitlements, RCSBP
- DD Forms 214
- Post 9-11 GI Bill, Evaluations, Awards and Decorations and more

To register for the class go to our website under Spotlights at: www.arpc.afrc.af.mil.





Find It On The Web

| | |
|---|---|
| ADLS | https://golearn.csd.disa.mil |
| Air Force Knowledge Now | https://acc.dau.mil/CommunityBrowser.aspx?id=19001 |
| 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 |
| ARCNet | https://www.my.af.mil/reservenetprod/resnet/vrs |
| AROWS-R | http://arowsr.afrc.af.mil/arows-r |
| DTS | www.defensetravel.osd.mil |
| e-Benefits | www.ebenefits.va.gov |
| e-Publishing..... | www.e-publishing.af.mil |
| Family SGLI | http://www.benefits.va.gov/insurance/fsgli.asp |
| GI Bill | www.gibill.va.gov |
| HQ RIO | www.arpc.afrc.af.mil/Home/HQRIO/.asp |
| Joint Officer Management..... | http://www.arpc.afrc.af.mil/ServiceCenter.aspx |
| Milconnect | https://www.dmdc.osd.mil/milconnect/myPay |
| MyPay..... | https://mypay.dfas.mil/mypay.aspx |
| MyPers..... | https://mypers.af.mil |
| PRDA..... | https://www.my.af.mil/faf/FAF/fafHome.jsp |
| Reserve Recruiting | www.afreserve.com |
| TRICARE Reserve Select..... | http://www.tricare.mil/TRS |
| Thrift Savings Plan. | https://www.tsp.gov/tsp/login.shtml |
| Tricare Retiree Dental/Delta Dental | www.trdp.org |
| UTAPS | https://utapsweb.afrc.af.mil/utapsweb |
| Veterans Affairs Forms..... | www.va.gov/vaforms |
| Veterans Online Application (VONAPP)..... | http://vabenefits.vba.va.gov/vonapp/main.asp |
| vMPF | http://w11.afpc.randolph.af.mil/vs |
| vPC..... | https://mypers.af.mil |

AIR FORCE INSTRUCTION

| Number | List Name |
|-----------------------------|---|
| 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) |
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| AFI 36-2131 | Administration of Sanctuary in the Air Reserve Components |
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| 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 |
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| AFI 36-2604 | Service Dates and Dates of Rank |
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| AFI 36-2612 | United States Air Force Reserve Reenlistment and Retention Program |
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| AFI 36-2629 | Individual Reservist Management |

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| AFI 36-2633 | The Air Force Reserve Pretrained Individual Manpower Programs - Management And Utilization |
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| AFI 36-2803 | The Air Force Military Awards and Decorations Program |
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| AFI 36-2903 | Dress and Personal Appearance of Air Force Personnel |
| AFI 36-2907 | Unfavorable Information File Program |
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| AFI 36-3009 | Airman and Family Readiness Centers |
| AFI 36-3026 VI IP | Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel |
| AFI 36-3203 | Service Retirements |
| 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 |
| 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 |

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