

2006
GUARD AND RESERVE
PERSONNEL
FACT SHEETS





AIR RESERVE PERSONNEL CENTER

2006 Reserve pay for one drill

EFFECTIVE 1 JANUARY 2006

PAY GRADE	YEARS OF SERVICE														
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
COMMISSIONED OFFICERS															
O-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	445.50	447.68	456.99	473.21
O-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389.65	395.25	403.37	417.52
O-8	275.70	284.73	290.72	292.40	299.87	312.37	315.27	327.14	330.54	340.76	355.54	369.18	378.29	378.29	378.29
O-7	229.09	239.73	244.66	248.57	255.66	262.65	270.75	278.83	286.93	312.37	333.86	333.86	333.86	333.86	335.55
O-6	169.80	186.54	198.78	198.78	199.53	208.09	209.22	209.22	221.11	242.13	254.47	266.80	273.82	280.92	294.71
O-5	141.55	159.45	170.50	172.57	179.45	183.58	192.64	199.29	207.87	221.02	227.27	233.46	240.48	240.48	240.48
O-4	122.13	141.38	150.81	152.92	161.67	171.06	182.74	191.86	198.18	201.81	203.92	203.92	203.92	203.92	203.92
O-3	107.38	121.73	131.39	143.25	150.10	157.63	162.51	170.53	174.69	174.69	174.69	174.69	174.69	174.69	174.69
O-2	92.77	105.67	121.70	125.81	128.40	128.40	128.40	128.40	128.40	128.40	128.40	128.40	128.40	128.40	128.40
O-1	80.54	83.82	101.32	101.32	101.32	101.32	101.32	101.32	101.32	101.32	101.32	101.32	101.32	101.32	101.32
COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER															
O-3E	0.00	0.00	0.00	143.25	150.1	157.63	162.51	170.53	177.28	181.15	186.43	186.43	186.43	186.43	186.43
O-2E	0.00	0.00	0.00	125.81	128.40	132.49	139.38	144.72	148.69	148.69	148.69	148.69	148.69	148.69	148.69
O-1E	0.00	0.00	0.00	101.32	108.21	112.2	116.29	120.31	125.81	125.81	125.81	125.81	125.81	125.81	125.81
ENLISTED MEMBERS															
E-9	0.00	0.00	0.00	0.00	0.00	0.00	134.07	137.11	140.94	145.45	149.98	157.26	163.41	169.90	179.80
E-8	0.00	0.00	0.00	0.00	0.00	109.75	114.61	117.61	121.21	125.11	132.15	135.72	141.79	145.16	153.45
E-7	76.29	83.27	86.46	90.69	93.98	99.65	102.83	106.01	111.68	114.52	117.21	118.86	124.42	128.02	137.12
E-6	65.99	72.60	75.81	78.92	82.17	89.50	92.35	95.51	98.29	99.27	99.95	99.95	99.95	99.95	99.95
E-5	60.47	64.51	67.62	70.82	75.79	80.07	83.22	84.22	84.22	84.22	84.22	84.22	84.22	84.22	84.22
E-4	55.43	58.27	61.42	64.53	67.28	67.28	67.28	67.28	67.28	67.28	67.28	67.28	67.28	67.28	67.28
E-3	50.04	53.19	56.40	56.40	56.40	56.40	56.40	56.40	56.40	56.40	56.40	56.40	56.40	56.40	56.40
E-2	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58	47.58
E-1 >4	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45	42.45
E-1 <4	39.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE--BASIC PAY FOR O7-O10 IS LIMITED TO \$414.44
 LEVEL III OF THE EXECUTIVE SCHEDULE
 NOTE--BASIC PAY FOR O6 AND BELOW IS LIMITED TO \$365.00
 LEVEL V OF THE EXECUTIVE SCHEDULE

3.1%, 2006 Increase as established under § 1009 of US Code Title 37.
 An adjustment under this section shall have the force and effect of law - Released October 11, 2005.
 1.9% Increase for Level III and Level V for year 2006.

USD (PERSONNEL AND READINESS)

OFFICIAL

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ARPC's Web site is at <http://arpc.afrc.af.mil>

**AIR RESERVE PERSONNEL CENTER**

Officer promotions

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

There is no secret to success that ensures selection. In fact, officers have control over the factors that contribute to selection or non-selection. 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.

The promotion selection board

A selection board identifies officers who have demonstrated the potential to serve successfully in the next higher grade. To determine an officer's potential, the board is instructed to evaluate each of the eligible officers using the whole-person concept. The whole-person concept considers an officer's demonstrated performance, breadth of experience, job responsibility, professional competence or job knowledge, specific achievements, developmental education, leadership, and Guard/Reserve participation.

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

Board members evaluate officer performance reports and training reports, citations and/or orders for approved decorations, point summaries, a computer-generated selection brief, the Promotion Recommendation Forms (for lieutenant colonel and colonel promotion boards and all position vacancy boards), and a letter to the board president if one is 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 officer's commander. Not-qualified-for-promotion recommendations will also be reviewed by the board if submitted by the MAJCOM commander.

Process demands high standards

There should be no doubt that 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. However, only the best qualified officers are selected for promotion.

The Secretary of the Air Force sets a quota for each grade. Members of the Air National Guard and Air Force Reserve compete in separate categories with separate quotas. The quotas are based on the needs of the ANG and USAFR and

cannot be exceeded. This limits the number of officers that can be promoted.

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

Proven performers in demand

The importance of a strong, consistent pattern of performance, appropriately documented in the selection folder, cannot be overemphasized. The proven performer is in demand for the most responsible jobs, and breadth of experience is enhanced by the jobs held. Rating officials, and those in the chain of command, must document the officer's efforts and recognize successes and/or 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. DE is available to increase knowledge and understanding of the Air Force and its role in world affairs.

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

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

Invest time in your career

Officers should know when they are eligible to meet their next promotion board. Officers meeting the Central Promotion Selection Boards must meet eligibility requirements to include date of rank and years of service. This information is available at <http://arpc.afrc.af.mil/promotions/default.asp>.

Officers should carefully review their record and officer pre-selection brief by contacting ARPC Selection Board Secretariat via the Contact Center at (800) 525-0102.

If information is missing or is in error, officers should ensure the required changes are made.

Next, if appropriate, they should write a meaningful one-page letter to the board president. To electronically submit a letter to the board, visit <https://arpc.afrc.af.mil/support/boardletter.asp>.

Members who would like to know what factors the boards reviewed and how they stacked up for the most recent selection boards, can visit the ARPC Web site at <http://arpc.afrc.af.mil/promotions/default.asp>. Once there, simply select the rank and fact sheet.

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



AIR RESERVE PERSONNEL CENTER

Officer performance reports

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

About 60 days before the closeout date, the servicing military personnel flight notifies the officer's rater that an OPR is due. Officers should contact their rater to ensure he or she is accomplishing the OPR and to provide input if requested. Once the report is completed and filed in the Unit Personnel Record Group, unit reservists, Air National Guard and Active Guard and Reserve officers may request a copy of their report from their servicing MPF. IMAs and participating individual ready Reservists, or PIRRs, may request a copy of their report from ARPC at (800) 525-0102 or e-mail arpc.dpbbdl@arpc.denver.af.mil.

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 before the board convenes.

OPRs should be filed in the officer selection record within 90 days after the closeout date. If an OPR is not received within 18 months of the report closeout date, the record is "gapped." This simply means that an Air Force Form 77, *Supplemental Evaluation Sheet*, is filed in the record in place of the missing or overdue OPR. HQ ARPC notifies members before placing the AF Form 77 in their record. A gap in a record means no record of performance for that period is available for promotion or selection board review. This form becomes a matter of record and is not removed unless approved through proper administrative channels.

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

Any questions regarding a rater or the status of a report should be directed to the member's servicing MPF.

Category	Minimum requirements		
	Annual	Change of rating official (CRO)	Headquarters Air Force or commander directed
IMAs/PIRRs	12 points	12 points	None
Unit reservists	16 points and 180 days of supervision	16 points and 180 days of supervision	None
Air National Guard	120 days of supervision	120 days of supervision	None
Active Guard/Reserve	180 days of supervision	120 days of supervision	None



AIR RESERVE PERSONNEL CENTER

Enlisted promotions

Air Force Instruction 36-2502, *Airman Promotion System, Chapter 4*, applies to Reserve Airmen. Please refer to AFI 36-2502 for the most recent guidance or check the ARPC Web site at arpc.afrc.af.mil for late breaking news. The information below applies to individual mobilization augmentees and participating individual ready reservists. Air National Guard members and unit reservists should check with their military personnel flight.

There are three enlisted promotion opportunities:

- Unit vacancy (IMAs);
- Extended Promotion Program — promotion to technical sergeant for IMAs and PIRR members (IMA staff sergeants in staff sergeant positions and PIRR staff sergeants who are not in an authorized position who have 16 years of satisfactory years toward retirement); and
- Promotion Enhancement Program — to grades technical sergeant through chief master sergeant through board process with quotas received from AF/RE.

Important factors

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

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

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

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

PEP promotions are for outstanding performers who are blocked for promotion under the unit vacancy program and must be for no more than one grade over the position authorized grade. Supervisors should complete a submission package and submit them through their program manager to HQ ARPC/DPBPP. Quotas are received from AF/RE in January of each year with boards held in March and September.

Promotion effective dates are April 1 and Oct. 1 of each year. The guidelines for submission of the packages can be found on the ARPC enlisted promotions Web page.

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

Members in a non-pay program are only eligible for promotion to technical sergeant through the EPP or may be submitted for a PEP promotion and must accrue at least 50

points during their retention/retirement year.

Promotion cycle

Throughout the Reserve, enlisted promotions are made on the first day of January, March, May, July, September and November. New rosters are generated after the orders for each cycle are run identifying eligibles for the next cycle.

IMA/PIRR promotion procedures

HQ ARPC/DPBPP sends the promotion eligibility roster to the member's promotion program manager. Program managers verify eligibility and send the roster to the applicable MPF. The MPF forwards the roster to the unit commander. The unit commander reviews the roster with supervisors' input and lines through the names of individuals not recommended for promotion. For members attached to a different unit, the commander contacts the commander of the unit of attachment or element for a recommendation. Only the recommending commander or the program manager may remove a member from promotion consideration, not those providing input. The annotated roster is returned to the MPF who sends the roster back to the program manager before the 10th day of the month prior to the promotion month. The promotion authority considers the commander's recommendation and makes a final determination for approval. The roster is then sent to HQ ARPC/DPBPP prior to the 20th of the month prior to the promotion month to be processed.

If eligible members do not show up on the eligibility roster or become eligible after the eligibility roster is run, the unit commander, with input from the member's supervisor, may send a request to the program manager to add that member 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 members being re-promoted to a grade after taking a voluntary demotion so that a date of rank adjustment may be computed.

HQ ARPC/DPBPP verifies eligibility for all recommendations received from the program managers and updates the promotions in MilPDS. Orders are run after the first of the promotion month when all projections are reflected in Military Personnel Data System and the Personnel System Manager orders system. HQ ARPC/DPBPP then sends the orders to each program manager with promotions for that cycle.

The program managers, in turn, send copies of the orders to the members, their units, and the BIMAAAs. Promotions are effective on the first day of the promotion month. Promotion lists are posted on the ARPC Web site no later than the 10th day of each promotion month.

Notification of promotion selection or non-selection is the responsibility of the unit commander and/or program manager.



AIR RESERVE PERSONNEL CENTER

Enlisted performance reports

Enlisted performance reports are due biennially for IMAs, participating individual ready reservists and unit assigned reservists, staff sergeant and above.

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

Reports may be required when there is a change of reporting official as long as the member meets the points and supervision requirements. The table below shows when reports are required.

Category	Minimum requirements		
	Annual	Biennial	Change of rating official
IMAs/PIRRs	N/A	16 points	16 points
Unit reservists	N/A	16 points	16 points
AGR (ANG/USAFR)	120 days of supervision	N/A	120 days of supervision
ANG members	N/A	N/A	N/A

About 90 days before the closeout date, the servicing military personnel flight notifies the member's rater that a report is due.

Ratees should contact their rater to ensure that he or she is accomplishing an EPR and to provide information if requested.

EPRs are filed in the Unit Personnel Record Group at the servicing MPF 60 days after the closeout date. Once the report is completed and filed in the UPRG, unit reservists and AGR members may request a copy of their report from their servicing MPF.

IMAs/PIRRs may request a copy of their report from HQ ARPC Customer Service Branch at (800) 525-0102 or e-mail arpc.psd3dl@arpc.denver.af.mil.

If an EPR is not submitted within 18 months of the closeout date the record is "gapped." This simply means an Air Force Form 77, *Supplemental Evaluation Sheet*, is filed in the record in place of the missing report.

The AF Form 77 becomes a matter of record and is not removed, unless approved through proper administrative channels.

Any questions regarding a rater or the status of a report should be directed to the member's servicing MPF or commander's support staff.

**AIR RESERVE PERSONNEL CENTER****Reserve assignments**

The Air Reserve Personnel Center Career Opportunities Branch is in the customer service business of providing members and organizations with assignment information.

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

Participants should realize there is not a magic formula for successfully completing a career in the Guard or Reserve and attaining retirement benefits. The responsibility for success lies with the individual. At ARPC, every effort is made to provide the individual with the knowledge and information necessary to plan and succeed in their career.

The elements of success are participation, performance, professional military education, academic education and career planning. The individual 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 members is the traditional unit program. This program requires one weekend of inactive duty training every month, referred to as unit training assembly, and two weeks active duty (annual training) both for pay and points each fiscal year. Unit members who complete all required UTAs receive 48 points (one point per four-hour training period) and one point for each day of active duty training and 15 membership points.

IMA program - Category B

The individual mobilization augmentee program consists of individual reservists assigned to major commands, field operating agencies, joint organizations, direct reporting units and outside agencies. They train for pay and points primarily with active duty units. Some commands allow training attachments which allow the member to perform IDTs at a unit in their local area, but this decision is made on a case-by-case basis by the unit commander or Program Manager.

Inactive duty training, or IDT, periods for pay and points are usually performed during the week, one or two days a month, each 8-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 12-14 day paid active duty training tour is required annually with one point awarded for each day. IMAs also receive 15 membership points annually.

AGR program

An Active Guard and Reserve Tour consists of members of a Reserve component to serve 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 tour purpose is organizing, administering, recruiting, instructing, or training the Reserve components. This program is managed by the AGR Management office,

HQ USAF/REAMO.

Points-only programs - Category E

Points-only programs can help keep a career going while members look for a paid Guard or Reserve position. In Category E, points earned toward retirement are accumulated in the same manner as in categories A and B. These programs are especially helpful for recently-promoted lieutenant colonels or above who cannot find a Selected Reserve position and must serve satisfactorily in the higher grade for three years to retire at that grade.

Air Force admissions liaison officer: This program is for line officers only. 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 USAF Academy.

Civil Air Patrol Reserve Assistance Program: Provides training opportunities for both line officer and enlisted members who serve as advisors to CAP units. Guard and Reserve members 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.

Chaplain Service program: This program is available for Reserve members (AFSC 52RX and 5R0XX). They may earn non-pay points for retirement by performing non-pay IDT, 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). Members 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 IDT or completing ECI courses.

Medical program: This program is available to medical commissioned and enlisted reservists. Members may earn non-pay points performing IDT, and they 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 Ready Reinforcement Personnel Section must have an approved training attachment (active duty, Guard or Reserve unit, or DOD agency). Members 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 a minimum of 35 non-paid points per year, 16 of which must be IDT or annual tour. They can earn additional points via additional IDTs, approved correspondence courses and 15 membership points.



AIR RESERVE PERSONNEL CENTER

Reserve categories

Reservists are categorized by type of assignment, Reserve status, military service obligation and laws or directives governing their administration.

The Ready Reserve is made up of about 236,000 trained members subject to recall to active duty to augment the active components in time of war or national emergency.

Of these reservists, about 177,000 are Selected Reserve members in the Air Force Reserve and Air National Guard who train regularly and are paid for their training in unit or individual programs.

In addition, about 58,000 are in the Individual Ready Reserve. Most IRR members are not required to train regularly but are subject to mobilization.

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, or MPA, 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 270 days.

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) eligible for retired pay at age 60.

They may only be recalled to active duty under the authority of Title 10, U. S. C., Sections 12301(a) (full mobilization) and 12307 for the duration of the operation plus six months.

Most of the 14,550 members in the Standby Reserve do not train and are not assigned to units. They are members who, for a variety of administrative reasons, are not eligible to remain in a Selected Reserve status but are required or choose to remain affiliated with the Air Force Reserve.

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

Categories and training requirements

Category A:

- ◆ All Guard units
- ◆ Reserve Combat/Combat Sustaining Units

Category B:

- ◆ Individual mobilization augmentees in Reserve Sections MA, MB, ME and MR*
- ◆ IMAs in Reserve section MC**

*IDTs required: 48; pay: yes; points: yes; annual training required: 12-14 days

**IDTs required: 24; pay: yes; annual training required: 12-14 days

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

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



AIR RESERVE PERSONNEL CENTER

Finding new assignments

Finding new assignments

Assignment and job information is available from a variety of sources.

Internet

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

Unit and individual mobilization augmentee vacancy information, Active Guard and Reserve tour positions and Air Reserve Technician listings are available through links on the ARPC Web site at <http://arpc.afrc.af.mil> under "Assignments."

Recruiters

Air Force Reserve recruiters can help find positions and

facilitate the transfer for individuals who are currently civilian, Active Duty, Air National Guard, Inactive, or a member of another branch of service.

The nearest Reserve recruiter may be reached at (800) 257-1212, e-mail at <http://www.afreserve.com/contact.asp>, or contact the IMA Recruiting Liaison Office at 6760 E. Irvington Pl. #9500, Denver, CO 80280-9500, (800) 525-0102.

Transferring assignment positions

For current members of a participating status of the Air Force Reserve, once you have located and secured a new assignment position, you may initiate transfer by completing an AF Form 1288, Application for Ready Reserve Assignment.

Your current program manager/commander provides endorsement for release and your gaining program manager/commander provides assignment information then sends to ARPC Assignments for processing.



AIR RESERVE PERSONNEL CENTER

Activation of individual reservists

Availability

There are two ways individual reservists can be recalled to active duty -- voluntary and involuntary activation.

Voluntary activation - Members' availability to support a contingency is considered as part of the selection criteria. Their commander or commander's representative may call and ask if they are available and willing to be activated. Reservists may also call the Air Reserve Personnel Center Personnel Readiness Division, ARPC/XPC at (800) 525-0102, to let them know of their availability, which is then tracked in a database and disseminated upon request to supporting commands.

Involuntary activation - Members of the Selected Reserve (individual mobilization augmentees and unit reservists) must be available to report within 24 hours of notification. All other categories of reservists (Standby, IRR, Retired Reserve and active duty retirees) have five days to report after notification.

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

Activation authorities

<i>Title 10 USC</i>	<i>Type</i>	<i>Numbers</i>	<i>Authority</i>
12301(d)	Volunteer	Unspecified	SECAF
12304	PRC	200,000	President
12302	Partial	1,000,000	President
12301(a)	Full	Unlimited	Congress

Notification of activation

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

- Telephone call from their commander, commander's representative, major command or central program manager;
- Orders mailed (first class, return receipt requested, overnight, special delivery); or
- Announcement by a government official.

Reservists are given a report-not-later-than date. If they do not receive written orders before the departure date, they are authorized to travel without them. When written orders are received, they confirm the verbal order received over the phone.

Copies of written orders are sent to the member's owning program manager, initial duty location, servicing military personnel flight and the home of record. Reservists must ensure they arrive within the guidelines set forth in the reporting instructions.

Members may travel by private auto, but will only be reimbursed for the price of a one-way airline Commercial air travel must be arranged through the local Traffic Management Office.

When traveling, members are considered on active duty and are entitled to active duty benefits and privileges. They are also subject to the Uniform Code of Military Justice.

Responsibilities upon involuntary activation

Reservists should:

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

In-process through the base MPF personnel readiness unit.

Be prepared to begin work immediately.

Have enough money to sustain them and their family until they receive military pay (approximately four weeks).

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

For Reservists living outside the United States

Members who live overseas and report to the continental United States or another overseas location present unique problems.

They may be alerted to initiation of activation through the local news media. Members should contact the nearest military installation for confirmation and assistance in arranging travel.

Request for delay or exemption in reporting

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

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

ARPC Separations Division, ARPC/DPPS, administers requests for IMAs assigned to the chaplain, medical, legal career fields; Air Force Element IMAs; and individual reservists assigned to the Individual Ready Reserve, Standby Reserve, retired Reserve and retired active duty.

All requests must meet the requirements established in Air Force Handbook 10-416, *Personnel Readiness and Mobilization*.

Any member whose situation requires a permanent exemption is reassigned to a nonparticipating status or discharged. Members with a disqualifying medical condition are recommended for discharge.

Mobilization readiness folder

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

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

_____ *Activation continued next page*



AIR RESERVE PERSONNEL CENTER

Activation of individual reservists (cont.)

- Certified copy of their marriage certificate;
- Certified copies of birth certificates for the member and authorized family members;
- Certified copies of court orders or decrees pertaining to their family members;
- Immunization record: Public Health Service Form 731, *International Certificate of Vaccination*;
- Copy of order or mailgram ordering them to active duty;
- AF Form 2293, *U.S. Air Force Motor Vehicle Operator*;
- 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*;
- Recent AF Form 526, *Point summary*;
- AF Form 165, *General Power of Attorney*, or AF Form 831, *Special Power of Attorney*, if applicable;
- AF Form 357, *Dependent Care Certification*; and
- Most current copy of their civilian medical history (to include a record of past illness or injuries not recorded in the military medical record). Also maintain a copy of the latest military physical examination.

Members should also bring:

- Eye glass prescription (if applicable);
- Two pairs of eye glasses (if applicable);
- Last dental examination (military or civilian);
- A 30-day supply of all medications (if applicable);
- Personal clothing;
- Servicible military uniform and accessories to include boots and duffel bag;
- DD 214, Certificate of Release or Discharge from Active Duty; and
- Two dog tags.

Actions to take before activation**Reservists should:**

- Ensure all legal, business and personal matters are arranged to be carried out 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*, through Virtual MPF;
- Arrange eligible family member care;
- Prepare a will;
- Prepare power of attorney;
- Familiarize family members with insurance policies;
- Have serviceable military uniforms; and
- Have a current military ID card;

Military pay

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

To view the latest Leave and Earnings statement, members must have a myPay account. To sign up for a myPay account, visit <https://mypay.dfas.mil/mypay.aspx>.

To start direct deposit, members 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, members may be entitled to a partial payment (pay and allowances). Contact the accounting and finance office (FSO) at the reporting location for assistance.

Member's pay and allowances start on the first authorized travel day. Members should bring:

- Their Government Travel Card (if authorized);
- Necessary cash to defray expenses until their pay record is established; and
- 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. Members accrue 2.5 days of leave per month of active duty for tours of 30 or more consecutive days.

Leave is used by completing an AF Form 988, *Leave Request/Authorization*, and having their supervisor mail Part I of AF Form 988 to the RPO to obtain the leave control number. After leave is taken, members complete Part III and mail to the RPO. Part II is for the member's records.

Upon request, the member 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 members involuntarily recalled to active duty).

Members may carry forward days accrued on a military personnel appropriation, or MPA, tour into a mobilization tour.

Leave earned while on a mobilization tour does not count toward the 60 day limit for carryover. The Reserve pay office maintains the AF Form 1934, *Leave Record for AF Reserve*.

The member has three options for leave earned before mobilization:

- Request payment for leave earned before the mobilization tour starts.
- Take leave earned before mobilization while mobilized.
- Wait until the end of the mobilization tour and request payment for all unused leave.



AIR RESERVE PERSONNEL CENTER

Retired Reserve

The Retired Reserve consists of two categories:

- Those receiving retired pay (Retired Reserve Section ZB) and
- Those who have met all requirements for retired pay except for attainment of age 60 (Retired Reserve Section ZA).

Eligibility

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

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

First, upon receipt of the notification letter, they may elect to participate in the RCSBP (see details on Pages 19-20). This plan allows members 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 member starts receiving Reserve retired pay at age 60.

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 also authorized full access to a base exchange and commissary.

Third, full-time coverage under the Veterans' Group Life Insurance program is also available (see details on Page 22).

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 applications to apply for retired pay approximately four months before attaining age 60. The person completes the application forms and returns them to HQ ARPC/DPPR at least 45 days prior to the retired pay effective date for processing.

Upon receipt of retired pay at age 60, persons receive the same benefits that accrue for retired members of the active Air Force (see Page 15).

Effective July 1, 2002, if qualified members meet the conditions of maximum age, maximum service, or are twice deferred for promotion, they will automatically be transferred into the Retired Reserve unless the member applies to be discharged.

For voluntary transfer to the Retired Reserve if qualified, member must submit the AF Form 131, *Application for Transfer to the Retired Reserve*. Unit assigned reservists submit the AF Form 131 through their military personnel flight.

Nonparticipating members apply directly to HQ ARPC/DPPR. IMAs and participating IRR members must submit the AF Form 131 through their program manager for coordination to HQ ARPC/DPPR.

Guard and Reserve members 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). Members apply by submitting an AF Form 1160, "Military Retirement Actions," through their military personnel flight, to HQ ARPC/DPPR. The branch can be reached at (800) 525-0102.

Point valuation for retirement benefits (2006)

Reservists and Guard members

This point valuation chart allows reservists to determine what their approximate gross monthly retired pay may be.

The exact amount they receive is determined when they apply for retired pay and is computed on the base pay in effect when retired pay is granted.

Service for base pay is the total years of military service

(both active and inactive).

Members can also calculate their retired pay by using the retirement benefits calculator located on the ARPC Web site at arpc.afrc.af.mil.

————— *Activation continued next page*



AIR RESERVE PERSONNEL CENTER

Point Valuation for Retirement Benefits (2006) Reservist and Guardmembers

Military Pay Rates Effective 1 January 2006

Highest Grade Held	Over 20 years service		Over 22 years service		Over 24 years service		Over 26 years service	
	Base Pay	Point Value						
General	\$13,365.00	.92813	\$13,430.40	.93267	\$13,709.70	.95206	\$14,196.30	.98585
Lt Gen	\$11,689.50	.81177	\$11,857.50	.82344	\$12,101.10	.84035	\$12,525.60	.86983
Maj Gen	\$11,075.40	.76913	\$11,348.70	.78810	\$11,348.70	.78810	\$11,348.70	.78810
Brig Gen	\$10,015.80	.69554	\$10,015.80	.69554	\$10,015.80	.69554	\$10,066.50	.69906
Colonel	\$8,004.00	.55583	\$8,214.60	.57046	\$8,427.60	.58525	\$8,841.30	.61398
Lt Col	\$7,003.80	.48638	\$7,214.40	.50100	\$7,214.40	.50100	\$7,214.40	.50100
Major	\$6,117.60	.42483	\$6,117.60	.42483	\$6,117.60	.42483	\$6,117.60	.42483
Captain	\$5,240.70	.36394	\$5,240.70	.36394	\$5,240.70	.36394	\$5,240.70	.36394
1st Lt	\$3,852.00	.26750	\$3,852.00	.26750	\$3,852.00	.26750	\$3,852.00	.26750
2nd Lt	\$3,039.60	.21108	\$3,039.60	.21108	\$3,039.60	.21108	\$3,039.60	.21108
O-3E*	\$5,592.90	.38840	\$5,592.90	.38840	\$5,592.90	.38840	\$5,592.90	.38840
O-2E*	\$4,460.70	.30977	\$4,460.70	.30977	\$4,460.70	.30977	\$4,460.70	.30977
O-1E*	\$3,774.30	.26210	\$3,774.30	.26210	\$3,774.30	.26210	\$3,774.30	.26210
WO (W-5)								
WO (W-5)	\$5,720.10	.39723	\$5,916.30	.41085	\$6,113.10	.42452	\$6,311.10	.43827
WO (W-4)								
WO (W-4)	\$5,276.10	.36640	\$5,454.90	.37881	\$5,631.00	.39104	\$5,811.00	.40354
WO (W-3)								
WO (W-3)	\$4,649.10	.32285	\$4,720.80	.32783	\$4,876.80	.33867	\$5,032.50	.34948
WO (W-2)								
WO (W-2)	\$4,100.70	.28477	\$4,239.00	.29438	\$4,379.10	.30410	\$4,379.10	.30410
WO (W-1)								
WO (W-1)	\$3,773.10	.26202	\$3,773.10	.26202	\$3,773.10	.26202	\$3,773.10	.26202
CMSgt								
CMSgt	\$4,717.80	.32763	\$4,902.30	.34044	\$5,097.00	.35396	\$5,394.00	.37458
SMSgt								
SMSgt	\$4,071.60	.28275	\$4,253.70	.29540	\$4,354.80	.30242	\$4,603.50	.31969
MSgt								
MSgt	\$3,565.80	.24763	\$3,732.60	.25921	\$3,840.60	.26671	\$4,113.60	.28567
TSgt								
TSgt	\$2,998.50	.20823	\$2,998.50	.20823	\$2,998.50	.20823	\$2,998.50	.20823
SSgt								
SSgt	\$2,526.60	.17546	\$2,526.60	.17546	\$2,526.60	.17546	\$2,526.60	.17546
SRA								
SRA	\$2,018.40	.14017	\$2,018.40	.14017	\$2,018.40	.14017	\$2,018.40	.14017
AIC								
AIC	\$1,692.00	.11750	\$1,692.00	.11750	\$1,692.00	.11750	\$1,692.00	.11750
AMN								
AMN	\$1,427.40	.09913	\$1,427.40	.09913	\$1,427.40	.09913	\$1,427.40	.09913
AB								
AB	\$1,273.50	.08844	\$1,273.50	.08844	\$1,273.50	.08844	\$1,273.50	.08844

**With more than four years of active enlisted service.*

Example

Retired pay formula: points X point value = monthly pay

A master sergeant, for example, with more than 26 years of service would use the factor .28567.

Assuming someone had accrued 3,250 points during the tenure of service and had attained age 60, the monthly retired pay would be computed by multiplying 3,250 by .28567 or approximately \$928.43.

Similarly, a lieutenant colonel with more than 26 years of

service would use the factor .501. After accruing 3,000 points and attaining age 60, the monthly retired pay is computed by multiplying 3,000 by .501 or approximately \$1,503.00.

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



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Regular, Guard and Reserve retired pay formula

Retired pay for members 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 members retiring under 10 U.S.C., Sections 12731 (Reserve), 8911 (active duty officer) and 8914 (active duty enlisted).

Retired pay for members 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 member's grade and years of service, before the effective date of retired pay (normally the 60th birthday). Total the military base pay for the 36 months before receiving retired pay and divide by 36. This figure can then be calculated into a point value

figure to be used when computing retired pay for members retiring under 10 U.S.C. 12731.

Total retirement points will still be used to compute retired pay for members retiring under 10 U.S.C. 12731. This formula applies to members retiring under 10 U.S.C., Sections 12731, 8911 and 8914.

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

The one percent reduction is removed and retired pay permanently restored at age 62. This formula only applies to members retiring under 10 U.S.C. 8911 and 8914.

IF YOU FIRST JOINED ANY MILITARY COMPONENT:	MONTHLY RETIRED PAY BASED ON:	ANNUALLY INCREASED BY COLA EQUAL TO
BEFORE SEPT. 8, 1980 RETIRE UNDER 10 USC 12731, 8911, 8914	$\left(\text{YEARS OF SERVICE} \right) \times \left(2.5\% \right) \left[\text{UP TO MAX 75\%} \right] \times \left(\text{BASIC PAY IN EFFECT WHEN RETIRED PAY STARTS} \right) = \text{MONTHLY RETIRED PAY}$	ANNUAL CHANGE IN CONSUMER PRICE INDEX (CPI)
ON OR AFTER SEPT. 8, 1980 RETIRE UNDER 10 USC 12731, 8911, 8914	$\left(\text{YEARS OF SERVICE} \right) \times \left(2.5\% \right) \left[\text{UP TO MAX 75\%} \right] \times \left(\text{AVERAGE OF HIGHEST 36 MONTHS OF BASIC PAY} \right) = \text{MONTHLY RETIRED PAY}$ <p>(NOTE) Guard/Reserve who separate before age 60 have High 36 pegged at time of separation Guard/Reserve who transfer to retired Reserve until age 60 have High 36 computed at age 60</p>	ANNUAL CHANGE IN CPI
AUG 1, 1986 AND AFTER RETIRE UNDER 10 USC 8911, 8914 *	$\left(\text{YEARS OF SERVICE} \right) \times \left(2.5\% \right) \left[\text{MAX 75\% INITIALLY REDUCED 1\% PER YEAR SHORT OF 30; RESTORED PERMANENTLY AT AGE 62} \right] \times \left(\text{AVERAGE OF HIGHEST 36 MONTHS OF BASIC PAY} \right) = \text{MONTHLY RETIRED PAY}$	ANNUAL CHANGE IN CPI LESS ONE PERCENTAGE POINT WITH ONE TIME CATCH UP ADJUSTMENT AT AGE 62
<p style="text-align: center;"> RETIRE UNDER 10 U.S.C. 12731 < Guard & Reserve > $\frac{\text{RETIREMENT POINTS}}{360} = \text{YEARS OF SERVICE}$ </p>		

* Applies only to members accepting 15-year career status bonus.

★ 2006 figures available on Page 13.

NOTE:

10 U.S.C. 12731 - Guard AND Reserve AGE 60 RETIREMENT ANNUITY DELAYED UNTIL AGE 60

10 U.S.C. 8911 - ACTIVE DUTY RETIREMENT (OFFICERS - REGULAR, Guard, Reserve)

10 U.S.C. 8914 - ACTIVE DUTY RETIREMENT (ENLISTED - REGULAR, Guard, Reserve)

> IMMEDIATE ANNUITY



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Age 60 retirement benefits

There are additional benefits awaiting members eligible for retired pay at age 60. (See "Eligibility" on the Retired Reserve fact sheet, Page 12.)

Probably the most important benefit for a retired reservist is retired pay. Monthly checks are dated the first day of the month following the month earned.

The Air Force uses direct deposit to pay retired military members. Therefore it is important members return the Standard Form 1199A, *Direct Deposit Sign-up Form*, with their pay forms. The pay application forms should be returned to HQ ARPC/DPPR at least 45 days prior to 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 members' 60th birthday. Eligible family members of reservists are eligible to receive a DD Form 1173, *Uniformed Services Identification and Privilege Card*.

Many benefits await blue ID card holders including unlimited visits to commissaries and exchanges.

TRICARE medical

The DOD's regional managed health care program for service families is in operation throughout the United States, with a uniform benefit and cost structure. Persons eligible for TRICARE benefits have three options: TRICARE Prime, TRICARE Extra and TRICARE Standard (the same as standard CHAMPUS). (See more details about TRICARE on Page 24.)

Delta Select USA/**TRICARE retiree dental program**

Members of the uniformed services entitled to retired pay and members of the Retired Reserve entitled to retired pay but under age 60 are eligible for the TRICARE retiree dental program.

Also included are spouses of eligible members who enroll in the program, eligible children and not remarried surviving spouses and children of deceased members 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, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, the 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 member isn't drawing retired pay, by direct monthly billing.

Enrollment is handled by DDP Delta. Retirees must enroll for at least 24 months. The 24-month commitment is determined by each enrollee's enrollment date. After the 24-month commitment, an enrollee may choose to remain enrolled month by month. For enrollment, changes to enrollment, and enrollment inquiries, contact:

DDP Delta TRICARE Retiree Dental Program

P.O. Box 537008

Sacramento, CA 95853-7008

1-888-838-8737

or visit their Web site at www.ddpdelta.org.

Concurrent Receipt

The FY2005 Authorization Act also speeds up concurrent receipt payments for retirees rated 100 percent disable. In the past, retirees had their pay docked dollar for dollar by the amount of disability payments the Department of Veterans Affairs paid them.

Last year, Congress authorized a phase-in process that would eliminate the concurrent-receipt prohibition over a decade. Veterans who are 100 percent disabled will now receive their entire retirement pay, effective Jan. 1.

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 about half the cost of an off-base theater.

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

Space-available travel - Retirees can travel on space-available military air to almost anywhere in the world.

Family members with valid ID cards (DD Form 173) can travel CONUS and overseas with the member. (See Page 16 for more information.)



AIR RESERVE PERSONNEL CENTER

Space-A travel

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

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

Active ANG/Reserve members 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 member to be in the assigned overseas area. Dependent travel is not authorized until the member reaches age 60.

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

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

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

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

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

travel, and they must be aware of the following facts:

☐ Official duty passengers have priority over Space-A passengers.

☐ Reservations cannot be made for any portion of the trip.

☐ ANG and Reserve members 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 and family members are traveling to new assignments.

Retired members 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 6 linear inches in size.

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

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

For further information on Space-A travel, visit http://public.af.mil/Library/SPACEA/24_203.htm#Categories or contact the passenger terminal or aerial port at the nearest Air Force installation. Also, base retiree activities offices maintain an aerial port information file.

Space-A Terminals

Andrews Air Force Base, Md.
Charleston International Airport, S.C.*
Dover Air Force Base, Del.
McChord Air Force Base, Wash.
McGuire Air Force Base, N.J.
Norfolk Naval Air Station, Va.
Patrick Air Force Base, Fla.
Scott Air Force Base, AFB, Ill.
Travis Air Force Base, Calif.

Commercial number

(301) 981-1854/3604
(843) 963-3083/3048
(302) 677-4088
(253) 982-7259
(609) 754-5023/2864
(757) 444-4148/4118/3947
(321) 494-5631
(618) 256-2014/3017/4042
(707) 424-1854

DSN number

858-1854/3604
673-3083/3048
445-4088
382-7259
650-5023/2864
564-4118/4148
854-5631
576-2014/3017/4042
837-1854

Fax number

(301) 981-4241
(843) 963-2396
(302) 677-2953
(253) 982-6815
(609) 754-4621
(757) 445-7501
(321) 494-7991
(618) 256-1946
(707) 424-2048

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



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Veterans benefits - Reserve and Guard

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

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

To be eligible, dependents must meet the following requirements:

was 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

was 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

is not currently remarried.

Children must be unmarried and under age 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. There are many agencies to help file claims if there is not a VA office nearby. The personal affairs office, Red Cross, Disabled American Veterans and Veterans of Foreign Wars may assist.

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*.

Disability compensation

If members are disabled by an injury or disease incurred or aggravated on AD, ADS, AT, ADT, or MPA mandays — or an injury incurred or aggravated on IDT — and the injury or disease is determined to be in the line of duty, they should apply to the VA for compensation. If found eligible for disability compensation by the VA, they could receive monthly payments ranging from \$96 for 10 percent disability to \$1,989 for 100 percent. If rated at 30 percent or more, they are entitled to additional allowances for family

members including parents dependent on them for support. These amounts are adjusted annually.

Vocational rehabilitation

Reservists are eligible for vocational rehabilitation if they meet all three of the following conditions:

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; and

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

Veterans Group Life Insurance

Veterans Group Life Insurance is issued in amounts from \$10,000 to \$250,000 in multiples of \$10,000. However, it cannot exceed the maximum amount of Servicemembers Group Life Insurance coverage the member had while in the participating Ready Reserve.

Those who feel they qualify for coverage because of an injury or disability or want to convert SGLI to VGLI can contact the Office of Servicemembers’ Group Life Insurance at (800) 419-1473 or 290 W. Pleasant Ave., Livingston, NJ 07039-2747. They will provide information on how to obtain VGLI. (*See more about VGLI on Page 22.*)

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 one year of VA notification of eligibility. Members are eligible for both VGLI and SDVI.

Dependency and indemnity compensation

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

DIC is payable to a surviving spouse regardless of any

————— *Veterans benefits continued next page*

The fact sheets on Pages 17-31 were prepared by the Air Reserve Personnel Center Entitlements Branch, 6760 E. Irvington Pl. #4000, Denver CO 80280-4000. This information is not meant as a guarantee of entitlement to the listed benefits, as they can change periodically. For the most current information on veteran's benefits, contact the closest VA office at (800) 827-1000 or Web site www.va.gov. Or, contact any veterans' organization, such as the American Legion, Veterans of Foreign Wars, or Disabled American Veterans; or the Red Cross. Members may also contact HQ ARPC/DPSSE at (800) 525-0102.



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Veterans benefits (cont.)

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 member'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 member. Payment to parents does not decrease payment to an eligible spouse or children.

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.

Home loans

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

Civilian health and medical program — VA

This is a medical program through which the VA helps pay for medical services and supplies obtained from civilian sources. The following persons are eligible for CHAMPVA, provided they are not eligible for TRICARE, CHAMPUS or Medicare:

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

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 to drape the casket of most de-

ceased veterans, retirees, reservists entitled to retired pay, and members and 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 2008, *Application for United States Flag for Burial Purposes*, to any of these agencies.

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 in person at any VA regional office or by U.S. mail only. Requests cannot be sent via e-mail.

Burial in national cemetery

Members of Reserve components who die while performing, or as a result of performing AD, ADT, ADS, AT, IDT or MPA mandays, may be eligible for burial in a national cemetery.

Reservists who would have been eligible for retired pay at age 60 are eligible. Burial is also available to an eligible spouse and children.

Death gratuity

The Fiscal Year 2006 National Defense Authorization Act increases the death gratuity paid to survivors when a military member dies on active duty to \$100,000.

Casualty assistance

If a reservist dies as the result of an injury or disease incurred while performing 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 members who died in a non-duty status, assistance may be obtained from the member's servicing military personnel flight.

For retired reservists awaiting pay at age 60, contact HQ ARPC/DPPE for casualty assistance at (800) 525-0102.



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Reserve Component Survivor Benefit Plan

To ensure their family continues to receive a portion of their future retirement income, reservists must apply for the Reserve Component Survivor Benefit Plan within 90 days of receiving the package by certified mail.

The RCSBP is not automatic. It is the only program to provide a surviving spouse a guaranteed lifetime income just as the retiree is guaranteed retired pay during his or her lifetime unless the retiring member 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: Members pay nothing until they begin drawing retired pay at age 60.**

Eligibility

Once reservists are notified that they qualify for retired pay at age 60, they are eligible for RCSBP. They must choose this coverage during the 90-day period beginning the day the "Reserve Component Survivor Benefit Plan Information" packet is signed for, regardless of their military status, age or health.

Complete information on RCSBP is included in the packet sent by certified, return-receipt mail, about 30 days after the "eligibility for retired pay at age 60" letter is mailed.

Note: If a member dies after becoming eligible for retired pay at age 60 but before being notified of their eligibility by HQARPC/DPP, or if he or she dies after receiving the RCSBP packet but before making a choice within the 90-day period, the spouse/children receive an immediate annuity.

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

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

There were three open seasons legislated in 1981, 1992, and 1999, 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 member has to live two years after submitting an election before RCSBP coverage becomes effective. When enrolling at retirement, the cost is less and there is no survival clause.

Options

Reservists have three RCSBP options:

■ Decline to make an RCSBP election until they reach age 60. They remain eligible to elect SBP coverage at age 60. No RCSBP is payable to the beneficiaries if the member dies before age 60.

■ 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.

■ Choose coverage for an annuity to begin immediately upon their death, whether they die before or after age 60.

Designating a beneficiary

Reservists may choose one of the following 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 member's death. Spouses must be married to the reservist for one year or be the parent of a child by that marriage. If members 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 under age 18, or under age 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 and dependent child - Covered child must have resulted from the marriage to the former spouse. This choice prevents payment of an annuity to the member'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 member's life. This option only applies if the member is unmarried and has no dependent children at the time of election.

If the member is not married and has no dependent children, they 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 member 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 member provides proof showing that person benefits in some manner from the member's continued life (for example, a business partner).

Annuities

Base amount for computing annuity - The amount of the annuity is about 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 member may elect is \$300. For a member 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 member's age and the age of the beneficiaries at the time the member makes the election.

RCSBP continued next page



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Reserve Component Survivor Benefit Plan (cont.)

The annuity is also affected by provisions in the law on the date the member became eligible for the RCSBP.

❑ **Amount received by the survivor of a member completing 20 years of qualifying service on or after Oct. 2, 1985** - Under Public Law 95-397, beneficiaries' annuities are computed on a two-tier system. Before age 62, the spouse receives about 55 percent of the base amount of retired pay designated. After age 62, the spouse receives 35 percent.

❑ **Amount received by the survivor of a member completing 20 years of qualifying service before Oct. 2, 1985** - Before age 62, the spouse receives about 55 percent of the base amount of retired pay designated.

After age 62, the spouse receives either 35 percent of the base amount computed under the two-tier system, or the amount calculated using the Social Security offset method, whichever is greater.

❑ **Survivor Benefit Plan** - Under the old law, a survivor received 55 percent of a military member's retirement pay until age 62, when it drops to 35 percent. The new law eliminates this reduction, but it is phased in over the next 3 1/2 years:

◆ For months after Sept. 2005 and before April 2006: 40 percent

◆ For months after March 2006 and before April 2007: 45 percent

◆ For months after March 2007 and before April 2008: 50 percent

◆ For months after March 2008: 55 percent

❑ **Dependency and indemnity compensation reduction** - The spouse/former spouse of a member who dies of a service-connected cause as a result of serving on active duty, active duty for training, or inactive duty training will have the annuity reduced by an amount equal to the dependency and indemnity compensation, or DIC, being paid.

If the member 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

❑ **Automatic option** - If the completed election form, ARPC Form 123, is not received at ARPC or postmarked within 90 days of receipt of the package, you will be considered to have made an election. If married, that election will be Option C, if not married Option A will be elected for you.

❑ **Spouse's remarriage** - The RCSBP annuity stops 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 member** - There is no cost for RCSBP coverage until members begin collecting retired pay at age 60. The cost is a percentage of the base amount designated, based on the member'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 members 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 members die before reaching age 60, the eligible spouse and children are entitled to medical care beginning on the member'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. Certain exceptions are made for changes in marital or dependency status, or if the election was for a person with insurable interest.

Members now have a one-year period to discontinue participation in the plan. **The one-year window opens on the second anniversary of receipt of retired pay and ends on the third anniversary. This discontinuation carries some penalties.** There are no refund of premiums properly collected, no benefits are paid in conjunction with previous participation, and members may not resume participation for any category of beneficiary.

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

❑ **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.

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



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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 member or beneficiary chooses.

Full-time coverage. Unless they decline the coverage, participating ready reservists assigned to a position requiring them to perform duty creditable for retirement purposes each year — are automatically enrolled in full-time Servicemembers' Group Life Insurance for \$400,000. Full-time coverage is in effect 365 days a year, regardless of duty status, and continues for 120 days after reassignment from a qualifying position. For totally disabled members, full-time coverage may be extended by the SGLI office for as long as the total disability continues, not to exceed one year.

Options. By law, members are covered for \$400,000 unless they elect reduced coverage or decline coverage in writing on an SGLV Form 8286. They may elect SGLI coverage in increments of \$50,000 up to a maximum of \$400,000. An increase, reduction or refusal of automatic coverage may only be done by submitting an SGLV Form 8286. If increasing a

previously less than full coverage election, an SGLV Form 8285 must be submitted.

Beneficiaries. It is preferable to specify beneficiaries by name. If specified "by law," beneficiaries of SGLI payments are paid as established by law: the entire payment is made to the spouse, or if there is no spouse, to the children in equal shares or, if none, to the member'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. Members may designate any beneficiaries for whatever fraction of the total benefit without restrictions. If naming minor children, members may want to seek legal advice. They may designate secondary beneficiaries and may change beneficiaries at any time.

Cost. Full-time \$400,000 coverage premium is \$26.00 per month. For those in a paid assignment, the cost is automatically withheld from their pay check or annual tour pay check. Those in non-paid assignments (training category E) do not pay direct premiums. Premiums will be deducted from the beneficiary settlement.

SGLI coverage for family members

The Survivor Benefits Improvement Act of 2001 became Public Law 107-14, June 5, 2001, providing Servicemembers' Group Life Insurance, or SGLI, coverage to servicemembers' families.

SGLI coverage expanded to include insurable family members; a member's spouse and children. For members covered under SGLI, their spouse and children are automatically covered. Members who do not want the additional coverage must decline the coverage in writing to keep from incurring the premiums.

The appropriate paperwork to decline the coverage is available via military personnel flights or Armed Forces recruiters.

Spouses and children will not be covered if the member is not covered under SGLI.

Members who elect to insure their spouses in an amount less than \$100,000 must complete the appropriate paperwork at their nearest MPF or recruiter. The amount of insurance coverage of a member's spouse may never exceed the amount of insurance coverage of the member.

Eligible children are covered free of charge. A member does not have the option to insure a child for less than \$10,000. Any insurable child may not be insured by the insurance coverage under SGLI by more than one insured member.

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

Spouse's age	Monthly rate/\$1000	Monthly cost/\$100K
Under 35	\$.06	\$6.00
35 - 39	\$.075	\$7.50
40 - 44	\$.10	\$10.00
45 - 49	\$.19	\$19.00
50 - 54	\$.28	\$28.00
55 - 59	\$.42	\$42.00
60 & older	\$.55	\$55.00

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

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

For more information, visit the Department of Veterans Affairs Web site at www.insurance.va.gov/sglivgli/sglifam.htm.



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Veterans' Group Life Insurance

This program provides five-year renewable term life insurance.

Air Guardsmen and reservists 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, or
 - 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, or
 - They are assigned to the nonparticipating Individual Ready Reserve.
- The amounts of insurance and beneficiary designations

are the same as SGLI. The cost is based on member's age. They must apply for VGLI within 120 days after separation, assignment to the IRR or a transfer to the Retired Reserve in order to guarantee coverage with no medical questions.

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

To obtain VGLI coverage, an eligible individual must:

- Obtain a VGLI application from any Veterans' Affairs Regional Office, or call the Office of Servicemembers' Group Life Insurance (OSGLI) at (800) 419-1473.
- Submit a completed application (SGLV Form 8714), the first month's premium and the following to OSGLI, 290 W. Pleasant Ave., Livingston, NJ 07039-2747:
 - A copy of the separation order and proof of SGLI coverage if separated from the Participating Ready Reserve.
 - A copy of the assignment order and proof of SGLI coverage if reassigned to the Retired Reserve.
 - A copy of the 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, or TSP, with the signing of Fiscal Year 2001 National Defense Authorization Act.

Any member of the Air National Guard or Ready Reserve – IMAs, unit reservists and participating members of the Individual Ready Reserve – receiving pay are eligible to participate in the retirement and savings investment plan that has been available to civilian employees of the federal government since 1987. The purpose of TSP is to provide a retirement income. TSP offers participants the same type of savings and tax benefits that many private corporations offer their employees under the "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. Members must sign up with their service to participate. Members contribute to TSP from their own pay on a pre-tax basis, and the amount they contribute and the earnings attributable to their contributions belong to them.

The restrictions of having only two open seasons each year for civilian and military members to sign up for, stop, resume or change their Thrift Savings Plan contributions has ended.

Public Law 108-469 went into effect July 1, eliminating restrictions on contribution elections that have always been tied to TSP open seasons

Enrollment forms are available via the TSP Web site at www.tsp.gov. Reservists submit TSP enrollment forms to their Reserve pay office for processing. For more information, visit www.tsp.gov.



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DEERS

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

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

Reservists on active duty for more than 30 days must go to the customer service section of the military personnel flight to register themselves and eligible family members in DEERS.

MPFs will verify eligibility for DEERS benefits when members apply for the DD Form 1172, *Application for Uniformed Services Identification Card*.

They must present marriage certificate and birth certificates for all children ages 21 and younger (ages 21-22 if handicapped or in college). They must also present tour orders for identification purposes.

Children who are full-time college

students ages 21 and 22 are authorized an active-duty dependent ID card for the length of the tour with the following documentation: A letter from the university's registrar office with the number of credits the student is taking, the degree they are pursuing, and, an estimated graduation date.

To obtain a Reserve dependent ID card for full-time college students, members should take the above documentation to the nearest MPF. Recent changes in issuance procedures authorize base MPF commanders and security police commanders to lower grade requirements for verifying, authenticating and issuing ID cards if mission needs require it.

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

IMAs/PIRRs should mail the yellow completed copy to HQ ARPC/PSDD2, 6760 E. Irvington Pl. #4005, Denver CO 80280-4005. Since DEERS is used to verify TRICARE claims and eligibility

for treatment in military medical facilities, reservists must comply with these procedures or be denied a TRICARE claim or medical treatment.

Retired Reserve

Members awaiting retired pay at age 60 can obtain information to enroll their dependents in DEERS by calling HQ ARPC/PSDC at (800) 525-0102.

Members receiving retire pay

When they reach age 60, retirees should contact the closest military base to obtain a retired (blue) ID card for them (a former member would receive a DD Form 1173, tan card), and ID cards for eligible family members. Follow the instructions above for reservists on active duty tour.

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



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TRICARE

The Defense Department's regionally managed health care program with a uniform benefit and cost structure for service families is operational in the United States. Those eligible for TRICARE benefits can choose from three options:

☐ **TRICARE Prime:** Reservists are eligible if on active duty orders for more than 30 days. Reservist's family members are eligible if the member is on active duty orders for more than 179 days. This is a voluntary "HMO-type" option. Those opting TRICARE Prime enroll for a year at a time, and normally receive care from within the Prime network of civilian and military providers.

Covered services are like those of standard CHAMPUS, plus additional preventive and primary care services. For example, periodic physical exams are covered at no charge under TRICARE Prime, but are not covered under TRICARE Extra or TRICARE Standard (CHAMPUS). Prime also covers certain immunizations that are not a benefit under Extra or Standard.

Members have the option of choosing or being assigned a "primary care manager" who furnishes most care and manage all aspects of their case, including referrals to specialists. Active-duty families do not have to pay an annual enrollment fee.

Others will, but there is no annual deductible, and co-payments for services under TRICARE are considerably reduced. Also, members do not have to file claim forms when using network providers.

☐ **TRICARE Extra:** Reservist's family members are eligible if the member is on active duty orders for more than 30 days. In this option, members do not have to enroll or pay an annual fee. On a visit-by-visit basis, they seek care from a provider who is part of the TRICARE Extra network and get a discount on services and reduced cost-shares. Also, they do not have to file any claim forms when using network providers.

Members can get a list of the TRICARE Extra providers by contacting the "health care finders" located in the various TRICARE service centers in your region or by calling the toll-free number established by the TRICARE contractor.

☐ **TRICARE Standard:** Reservist's family members are eligible if the member is on active duty orders for more than 30 days. This option is the same as the regular CHAMPUS program. It pays a share of the cost of covered health care services that members obtain from a non-network civilian health care provider. There is no enrollment in TRICARE Standard. They pay the normal CHAMPUS deductible for outpatient care and their costsharing percentages are the same as regular CHAMPUS.

For more information, visit the TRICARE Web site at www.tricare.osd.mil.

Reserve medical care – Medical benefits for Guardsmen and reservists who are called to active duty change significantly under provisions in this year's authorization act.

Recent changes made Reserve component members and

their families eligible for medical care up to 90 days before a deployment.

A major change in the new act provides for considerably extended coverage after deployment as well.

Activated Reserve-component servicemembers are now eligible for one year of TRICARE Standard coverage for each 90 days of active duty service.

Members pay 28 percent of the cost for care, but must agree to stay in the Selected Reserve for their entire period of coverage.

Previously enacted temporary benefits—including 180 days of transitional health care for activated reservists, waiver of TRICARE deductibles for those called to active duty for more than 30 days, and payment up to 115 percent of TRICARE maximum allowable charges – became permanent under the new act as well.

The act also addresses medical readiness of reservists and Guardsmen. It provides for a review of medical and dental readiness of reservists and Guardsmen called to active duty.

☐ **TRICARE Reserve Select** coverage became available April 26, 2005, for certain members and former members of the National Guard and Reserve and their family members.

To qualify for TRS coverage, National Guard and Reserve members must have served on active duty for 90 days or more in support of a contingency operation on or after Sept. 11, 2001, and executed a service agreement with their Service/Reserve Component to continue serving in the Selected Reserve. Monthly TRS premiums are \$81 for member-only coverage and \$253 for member and family coverage.

Eligible National Guard and Reserve members who separate from active duty on or after April 27, 2005, must enter into a service agreement with their Service/Reserve Component by their last day of active duty service.

A TRS handbook, a list of Reserve Component points of contact and other TRS educational materials are available on the TRICARE Web site at www.tricare.osd.mil/Reserve/ReserveSelect.

Links to TRICARE Reserve Select information:

Am I Eligible?

<http://www.tricare.osd.mil/Reserve/ReserveSelect/TRS-Eligibility.cfm>

Purchasing TRS: Steps to purchase TRS

<http://www.tricare.osd.mil/Reserve/ReserveSelect/TRS-purchasing.cfm>

Reserve Component POC for TRS assistance

<http://www.tricare.osd.mil/Reserve/ReserveSelect/TRS-Poc.cfm>

TRS Portal: To verify your eligibility for TRS

<https://www.dmdc.osd.mil/appj/tsa/index.jsp>



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**Entitlements
Air National Guard/Air Force Reserve**

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

♦IDT - Inactive Duty Training;
AT - Annual Tour; ADT - active duty training;
ADS - active duty support;
MPA - Military Personnel Appropriations.



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Entitlements (cont.) Air National Guard/Air Force Reserve

NOTE: To simplify explanations, active duty status is annual tour, active duty training, active duty support, military personnel appropriations funded active duty tour, extended active duty, or active duty.

Air National Guard and Air Force Reserve members may need to present an ID card and orders, Leave and Earnings Statement, AF Form 40a or letter of authorization, or other documentation when using the services or facilities. Duty status, and, in some cases, length of tour, are primary or limiting factors in determining entitlements.

This listing is not meant to imply that all benefits and entitlements are immediate or total.

Check the regulations and instructions referenced for complete guidance.

The following notes should answer most questions.

❑ **Line 3 - Dental services** - Dictated by space available for other than emergency care. ANG and USAFR members on IDT are only authorized emergency care. Selected Reserve members are eligible to enroll in the United Concordia Reserve Dental Program, a Department of Defense basic cost-share dental insurance program. For further information, members can call them at (800) 866-8499.

❑ **Line 4 - Education services** - ANG and Selected Reserve members are eligible for enrollment in correspondence courses and may also qualify for the Montgomery GI Bill. Extension Course Institute enrollment for individual mobilization augmentees is only through HQARPC/DPRPT. Enlisted ANG and Selected Reserve members may enroll in the Community College of the Air Force.

❑ **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 - AF 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 members are entitled to use all services class "C" facilities on the same basis as active duty.

❑ **Line 11 - Officer and NCO open mess** - ANG and USAFR members are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the support group commander. Contact the local club for details.

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

❑ **Line 14 - Space-available travel** - ANG and USAFR members 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 ANG and USAFR members 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 actually on orders. It is only allowed if the member's commander authorizes the issuance of a DD Form 1610.

❑ **Line 16 - Transient quarters** - Temporary Lodging Facilities and transient quarters are available to all ANG and USAFR members not in a duty status and their family members on a space-available basis.

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



AIR RESERVE PERSONNEL CENTER

Retirement benefits
Air National Guard/Air Force Reserve

Table with 3 columns: Benefit Name, Status (Yes/No/#), and Entitlement (Yes/None/#). Rows include items like Retired pay, Clothing Sales Store, Commissary, TRICARE, Education services, Exchange services, Family Services, Legal assistance, Military Affiliate Radio, Medical services, AF Services programs, Officer mess, Packaged liquor store, Red Cross, Veterans' Group Life Insurance, Space-available travel, Base theater, Transient quarters, Air Force Aid Society, and Family Support Center. Includes a legend at the bottom: 'Yes' indicates general entitlements, *-See notes on next page, # - Individual's option.



AIR RESERVE PERSONNEL CENTER

Retirement benefits (cont.) Air National Guard/Air Force Reserve

NOTE: A Reserve retiree is a member who is entitled to retired pay at age 60. Before age 60, a Reserve retiree may be asked to present a Reserve Retirement Order or "Notification of Eligibility for Retired Pay at Age 60" letter or card to obtain benefits. A former spouse may be entitled to a portion of the member'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 member earned creditable service for retirement.

If a marriage to the member lasted for 20 years and overlapped a period when the member earned 20 years of creditable service for retired pay at age 60, the former spouse may be entitled to an ID card authorizing medical care and exchange privileges on the member'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 10 - **Medical services** - No medical benefits are available before age 60.
- Line 11 - **AF 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 members are entitled to use all services class "C" facilities on the same basis as active duty.

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

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

- Line 16 - **Space available travel** - Reserve retirees before age 60 are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands. At age 60 member 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.



AIR RESERVE PERSONNEL CENTER

Survivor benefits
Air National Guard/Air Force Reserve

Table with 7 columns: Benefit Category, and five columns of entitlement status (Yes/None/+/=). Rows include: 1. Casualty assistance (AFI 36-3002), 2. Death gratuity payment (DoD Pay Manual, Part 8), 3. Mortuary services (AFI 34-242), 4. Arrears of pay (DoD Pay Manual, Part 8), 5. Servicemembers' Group Life Insurance (AFI 36-3008), 6. Survivor Benefit Plan (AFI 36-3006), 7. Reserve Component Survivor Benefit Plan, 8. ID and privilege card (AFI 36-3026), 9. Commissary (DoD 1330.17-R), 10. Exchange service and theater (AFJI 34-210), 11. Medical (AFI 41-115) TRICARE, 12. AF Services programs (AFI 34-262), 13. Officer, NCO and Airmen open mess (AFI 34-239/AFMAN 34-240). Includes a legend for symbols like * and +.



AIR RESERVE PERSONNEL CENTER

Survivor benefits (cont.) Air National Guard/Air Force Reserve

NOTE: All benefits must be applied for or may be lost forever. In addition, they must be applied for within certain time limits. Family members should be advised to contact the member's unit as soon as possible for assistance. The Department of Veterans Affairs at (800) 827-1000 and Social Security Administration at (800) 772-1213 also need to be contacted.

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

To simplify the chart, it only shows the surviving spouse as eligible for benefits.

However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 2 - Death gratuity - Payment is \$12,420. Death gratuity may be paid to the surviving spouse of a member 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 - Members on extended active duty or Air National Guard-Active Guard and Reserve, USC Title 32 doesn't have 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, or DIC, and Social Security.

Line 7 - Reserve Component Survivor Benefit Plan - Should the member die after completing the requirements for retired pay at age 60, but before making an election under RCSBP during the 90-day response period, their survivors would be entitled to an annuity.

Otherwise, benefits depend on election made by member.

Line 11 - Medical care and TRICARE are available when the member would have been age 60.

Line 12 - AF Services programs - Includes arts and crafts, bowling alleys, child care centers, golf courses, services supply, libraries, recreation center and youth activities. The 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 support group commander.



AIR RESERVE PERSONNEL CENTER

Survivor benefits (cont.)

A surviving spouse of a participating ANG/reservist 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/reservist with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also includes retired reservist entitled to retired pay at age 60 (letter of eligibility for retired pay at age 60)

A surviving spouse of an ANG/reservist who died while on unit training assembly or IDT, including travel to and from

A surviving spouse of an ANG/reservist who died on AT, ADS, MPA mandays, active duty regardless of purpose, including travel to and from (orders) or serving on AD (Title 10 USC) or ANG/AGR (Title 32 USC)

A surviving spouse of an Air Force retiree (retired Reserve drawing retired pay) (blue ID card)

14. Legal assistance (AFI 51-504)	Yes	Yes	Yes	Yes	None
15. Family Services Program (AFI 36-3009)	Yes	Yes	Yes	None	None
16. Shipment/storage of household goods (JTR Vol 1 M8350)	None	Yes	None	None	None
17. Dependent travel (AFI 24-101 Vol 1 and JTR Vol 1)	None	Yes	Yes	None	None
18. Claim for loss/destruction of personal property (AFI 51-502)	None	Yes	Yes	None	None
19. Air Force Aid Society (AFI 36-3109) *	Yes	Yes	Yes	None	None
20. Family Support Center (AFI 36-3009)	Yes	Yes	Yes	Yes	Yes
21. Dependency and indemnity compensation (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
22. CHAMPVA (medical) (VA 80-97-1) *	None	None	None	Yes	Yes
23. Survivor's and Dependents' Education and Home Loans (VA 80-97-1)	Yes	Yes	Yes	Yes	Yes
24. Burial benefits (VA 90-97-1) *	Yes	Yes	Yes	Yes	None
25. National cemetery (VA 80-97-1) *	Yes	Yes	Yes	Yes	None
26. Non-service 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. AF 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 next page

+ Benefits depend on RCSBP Election



AIR RESERVE PERSONNEL CENTER

Survivor benefits (cont.)

NOTE: All benefits must be applied for or may be lost forever. In addition, they must be applied for within certain time limits. Family members should be advised to contact the member's unit as soon as possible for assistance. The Department of Veterans Affairs at (800) 827-1000 and Social Security Administration at (800) 772-1213 also need to be contacted. Duty status and, in some cases, length of tour, are primary or limiting factors in determining entitlements.

This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance. To simplify the chart, it only shows the surviving spouse as eligible for benefits. However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 19 - **AFAS** - For financial assistance for the surviving spouse - member 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, or 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 member was entitled to VA pension or compensation at time of death. In addition,

plot or interment allowance may also be payable if member 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/USAFR members who completed 20 satisfactory years of service.

Line 26 - **Non-service-connected death pension** - Payment is based on income of dependents. Member 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 additional information write to Director of Admissions-AFV, 4917 Ravenswood Drive, San Antonio TX 78227.

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

**AIR RESERVE PERSONNEL CENTER****VSI and SSB**

Due to the downsizing of the active duty forces, Congress authorized two voluntary separation incentive programs: the Voluntary Separation Incentive, or VSI, and the Special Separation Benefit, or SSB.

The provisions of SSB and VSI were not extended in the FY02 National Defense Authorization Act. The expiration date of these programs is Dec. 31, 2001. The following information applies to members who were released from active duty under VSI/SSB prior to Dec. 31, 2001.

Special Separation Benefit

Members who elect SSB, receive a single, lump-sum payment upon their 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 due to 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, members sign a written agreement to serve in the Ready Reserve for the duration of their VSI payment period.

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

They become ineligible to continue to serve in the Ready Reserve due to 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 participation requirement

When members 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 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 members are subject to recall to active duty in time of war or a national emergency.

Members 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 individual mobilization augmentee 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 a member is receiving simultaneous VSI payments and retired pay, the member 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 member'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 at or after age 60.

The amount deducted from their monthly Reserve retired pay will be equal to the fraction determined by dividing the total days active service before the VSI/SSB separation by the total points earned (including one point per day for each active duty day before VSI/SSB separation) for Reserve retirement. Convert this fraction to a percentage and this will be the percentage withheld from each monthly retirement check until the VSI/SSB is repaid.

Disability compensation offset

For members 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 a member receives VSI payments and later qualifies for disability compensation under laws administered by the Department of Veterans Affairs, the amount of disability compensation is deducted from the VSI payments. No deductions may be made from the VSI payments for any disability compensation received because of an earlier period of active duty if the VSI is being paid based on a later period of active duty.

————— *VSI and SSB continued next page*

**AIR RESERVE PERSONNEL CENTER****VSI and SSB (cont.)****Benefits information**

Members 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. Those who live in a foreign country may lose their

exchange and commissary privileges due to 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.



AIR RESERVE PERSONNEL CENTER

Essential Air Force Instruction/Manuals applicable to the Reserve

Number	Title
◆ AFI 36-2115	Assignments within the Reserve Components
◆ AFI 36-2131	Administration of Sanctuary in the Air Reserve Components
◆ AFI 36-2406	Officer and Enlisted Evaluation Systems
◆ AFI 36-2501	Officer Promotions and Selective Continuation
◆ AFI 36-2502	Airman Promotion Program
◆ AFI 36-2504	Officer Promotions, Continuation, and Selective Early Removal in the Reserve of the Air Force
◆ AFI 36-2612	United States Air Force Reserve Reenlistment and Retention Program
◆ AFI 36-2619	Military Personnel Appropriations Man-Day Management and Accounting System
◆ AFI 36-2629	Individual Mobilization Augmentee Management
◆ AFI 36-2910	Line of Duty (Misconduct) Determination
◆ AFI 36-3209	Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members
◆ AFM 36-8001	Reserve Personnel Participation and Training Procedures

Should have Air Force Instruction/Manuals applicable to the Reserve

Number	Title
◆ AFI 36-2008	Voluntary Extended Active Duty for Air Reserve Commissioned Officers
◆ AFI 36-2101	Classifying Military Personnel (Officers and Airmen)
◆ AFM 36-2105	Officer Classification
◆ AFM 36-2108	Enlisted Classification
◆ AFI 36-2116	Extended Active Duty for Reserve Component Officers
◆ AFI 36-2132	Full-Time Support Active Guard Reserve Program
◆ AFI 36-2503	Administrative Demotion of Airmen
◆ AFI 36-2604	Service Dates and Dates of Rank
◆ AFPAM 36-2607	Applicant's Guide to the Air Force Board for Correction of Military Records
◆ AFI 36-2638	Air Force Reserve Enlisted Incentives
◆ AFI 36-2633	The AFR Individual Ready Reserve Programs—Management and Mobilization
◆ AFI 36-2803	The Air Force Awards and Decorations Program
◆ AFI 36-2808	Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)
◆ AFI 36-2907	Unfavorable Information File Program
◆ AFI 36-2909	Professional and Unprofessional Relationships
◆ AFI 36-3026(I)	Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel
◆ AFI 36-3203	Service Retirement
◆ AFI 36-8002	Telecommuting Guidelines for Air Force Reservists and Their Supervisors
◆ AFI 10-248/AFRC Sup 1	Fitness Program
◆ AFI 48-123	Medical Examinations and Standards



AIR RESERVE PERSONNEL CENTER

Nice to Have Air Force Instruction/Manuals Applicable to the Reserve

Number	Title
◆ AFI 10-402	USAF Mobilization Planning
◆ AFRCMD 1124	Organizations and Functions of the Headquarters Air Force Reserve Command
◆ AFRCMD 1155	Air Reserve Personnel Center
◆ 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 36-2201	Training Development, Delivery, and Evaluation
◆ AFI 36-2608	Military Personnel Records System
◆ AFI 36-2903	Dress and Personal Appearance of Air Force Personnel
◆ AFI 36-2908	Family Care Plans
◆ AFI 36-3009	Family Support Center Program
◆ AFI 36-3205	Applying for the Palace Chase and Palace Front Programs
◆ AFI 38-204	Programing USAF Manpower
◆ AFCSM 36-699, VOL I	Personnel Data Systems *access from: http://www.afpc.randolph.af.mil/pds/docs/docs.htm

**All Air Force Instructions can be obtained from the
AF Publishing site: <http://www.e-publishing.af.mil/>**