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Personnel

**ACTIVE DUTY SERVICE
COMMITMENTS (ADSC)**

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This instruction tells how to compute active duty service commitments (ADSCs) for Air Force military personnel. It applies to all active duty members including officers with a Reserve commission and enlisted members of the Reserves serving on active duty and administered by the active component. Otherwise, it does not apply to Air National Guard or US Air Force Reserve units and members. Major commands or subordinate units do not have the authority to supplement this instruction. It implements Air Force Policy Directive 36-21, 1 April 1998; Department of Defense Instruction (DoDI) 6000.13., *Medical Manpower and Personnel*, 30 June 1997; DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997; and DoDD 1322.10., *Policies on Graduate Education for Military Officers*, 31 August 1990.

This instruction directs the collection of information protected by the Privacy Act of 1974. The authorities to collect the prescribed records in this instruction are Title 10, U.S.C., Section 8013, and Executive Order 9397. The Privacy Act Statement appears on the forms. System of Records Notices F036 AF PC Q, *Personnel Data Systems*, and F036 AF PC C, *Military Personnel Records System*, apply. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

This version of AFI 36-2107 applies to members who accept an ADSC on or after 1 June 2000.

SUMMARY OF REVISIONS

This change incorporates interim Change (IC) 2001-1 ([Attachment 3](#)). The majority of changes are administrative in nature and in line with the spirit and intent of the SECAF-approved ADSC guidelines of fair and equitable application, which were established by the AF Integrated Process Team early last year. [Table 1.1](#) and 1.2 have been combined to create one table and exceptions to PCS commitments have been included. The instruction clarifies PCS ADSC rules for FLEP/ELP personnel. AFIT responsibilities have been redefined. The time line for forwarding AF Form 1227 (Authority for Tuition Assistance) has been changed from 5 days to 30 days and an attachment listing all previous ADSC reason codes has been

added. The only new item is the establishment of the fact that AFIT attendance on a part-time basis will incur no ADSC. See the last attachment of the publication, IC-2001-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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Chapter 1

PROGRAM ELEMENTS

1.1. ADSCs (General). ADSCs fulfill two very important functions. They assure the Air Force and the taxpayers receive an appropriate return for their investment in training and education. This includes training not provided by the Air Force. Law establishes some ADSCs; policy establishes others. ADSCs also communicate to Air Force members the periods of obligated service they must complete before becoming eligible to separate or retire from active duty.

1.1.1. The Air Force establishes ADSCs for all active duty members who participate in ADSC-incurring events. As such, it is imperative that ADSCs and associated policies in this instruction be clearly communicated by responsible officials and fully understood by Air Force members.

1.1.2. Officers in the grades of colonel and below and all enlisted personnel incur ADSCs when they complete all or a portion of ADSC-incurring events.

1.1.3. Members usually serve new ADSCs concurrently with existing ADSCs. However, members serve ADSCs for Funded Legal Education Program or legal education in Excess Leave Program (FLEP/ELP) and health professions officer education/training after fulfilling all previously existing ADSCs.

1.1.4. An ADSC does not establish a date of separation.

1.1.4.1. Enlisted personnel serve on active duty in accordance with their enlistment contracts.

1.1.4.2. Officers usually serve indefinite active duty tours by appointment of the President and must request release or discharge from their appointment from the Secretary of the Air Force. Needs of the Air Force may require continued service beyond an ADSC.

1.1.5. Time spent in an excess leave status does not count toward fulfilling ADSCs.

1.1.6. An ADSC is not affected by a change in member's duty AFSC.

1.2. ADSC-Incurring events. [Table 1.1.](#) identifies ADSC-incurring events.

Table 1.1. Officer and Enlisted ADSCs.

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|--|---|--------------------------|---------------------------|
| 1 | EAD from a service academy | 5 years (see note 2) | 29 | 10 U.S.C. 9348 |
| 2 | EAD for all other commissioning sources | 4 years for Line and JAG officers (see notes 2 and 8) 3 years for Chaplains | 31 | AF Policy |
| 3 | EAD from AFROTC | 4 Years (see notes 2 and 8) | 31 | AF Policy |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|---|--|--------------------------|-----------------------------|
| 4 | EAD for recall to active duty | Equal to DOS on EAD orders | 31 | AF Form 24 or 125 |
| 5 | Direct Accession/Minimum Term of Service | 3 years (see notes 10, 11, and 12) | 31 | AF Policy |
| 6 | PCS (CONUS to CONUS) | 2 years (see note 5) | 11 | DoDD 1315.7 |
| 7 | PCS (Overseas to CONUS) | 1 year | 11 | DoDD 1315.7 |
| 8 | PCS (CONUS to Overseas or Overseas to Overseas) | Equal to initial DEROS or subsequent changes to DEROS | 11 | DoDD 1315.7 |
| 9 | Promotions | Enlisted: 2 years for promotion to E-7, E-8, and E-9. Commissioned officers: No ADSC required. Federal law requires O-4s to serve 6 months and O-5s and O-6s to serve 3 years to retire in grade. | 10 | AF Policy |
| 10 | Specialized Undergraduate Pilot Training (SUPT) and Joint SUPT (JSUPT). (Only those who started training on or after 1 Oct 99.) | 10 years (see notes 1 and 2) | 80 | 10 U.S.C. 653(a), AF Policy |
| 11 | SUPT and JSUPT (Prior 1 Oct 99) | 8 years (see notes 1 and 2) | 04 | 10 U.S.C. 653(a) |
| 12 | Specialized Undergraduate Navigator Training (SUNT) and Joint SUNT (JSUNT) | 6 years (see notes 1 and 2) | 04 | 10 U.S.C. 653(b) |
| 13 | Air Battle Manager (ABM) Undergraduate Training | 6 years (see notes 1, 2 and 14) | 04 | AF Policy |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|---|---|--------------------------|---|
| 14 | <p>Advanced Flying Training (AFT): Applicable AFT courses in the following categories must be listed as ADSC-incurring in the Education and Training Course Announcement at (https://etca.keesler.af.mil)</p> <ul style="list-style-type: none"> - Initial qualification (any fixed or rotary wing aircraft) - Requalification (any fixed or rotary wing aircraft) - AETC Pilot Instructor Trng (PIT) (<i>Note:</i> Pilots who crossflow without a break in flying between AETC non-Major Weapons System aircraft, after completing initial training do not incur any additional commitment.) - Test Pilot School (for Pilots, Navs, and Engineers) - All Career Enlisted Aviators and Non-rated Enlisted Aircrew Members attending Advanced Flying Training | 3 years (see notes 1 and 2) | 05 | AF Policy |
| 15 | USAF Weapons Instructor Course (WIC) (all AFSCs) | 3 years (see notes 1 and 2) | 76 | AF Policy |
| 16 | Flying Instructor Qualification courses. Only those courses listed as ADSC-incurring in the Education and Training Course announcement at (https://etca.keesler.af.mil) | 2 years (see notes 1 and 2) | 77 | AF Policy |
| 17 | Educational programs lasting 20 weeks (140 calendar days) or longer including, but not limited to, all AFIT graduate programs, in-residence PME, Education with Industry, AF Intern Program, technical training, and federally-sponsored fellowships | (see notes 2, 6, 9, 15, and 16) 3 years (5 years for Doctoral programs) | 78 | DoDD 1322.10 DoDD 1322.6 AF Policy |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|--|--|--------------------------|-----------------------------|
| 18 | Fellowships, scholarships, and grants sponsored by a corporation, fund, foundation, or educational institution | 3 times the length of training (see notes 2 and 7) | 32 | 10 U.S.C. 2603 |
| 19 | Tuition Assistance of any length or cost (commissioned officers only) | 2 years | 09 | 10 U.S.C. 2007 |
| 20 | Legal Education--Funded Legal Education Program (FLEP) and Excess Leave Program (ELP) | (see notes 3 and 4) FLEP: 2 years for each year of education; ELP: 4 years; FLEP/ELP combined: minimum of 5 years | 79 | 10 U.S.C. 2004 AF Policy |
| 21 | Operation Bootstrap | 3 times the length of training | 08 | AF Policy |
| 22 | Assignment to a Critical Acquisition Position (CAP) under the Acquisition Professional Development Program (APDP) | 3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager | 72/73 | 10 U.S.C. 1734 |
| 23 | Uniformed Services University of the Health Sciences (USUHS) Doctor of Medicine (MD) and Clinical Psychology (Ph.D.) degree awarding programs only | 7 years (see notes 10, 11, 12, and 13) | 53 | 10 U.S.C. 2114 |
| 24 | Armed Forces Health Professions Scholarship Program (AFHPSP) | 1 yr for each yr, min 2 years (see notes 10, 11, 12, and 13) | 52 | 10 U.S.C. 2123 |
| 25 | PG1 Initial GME or AEGD-1 (C Suffix) | 2 years (see notes 10, 11, and 13) | 45 | DoDI 6000.13 |
| 26 | GME/GDE Residency (training in a military facility) includes AEGD-1 (B Suffix) | 1 year for each year, min 2 years (see notes 10, 11, and 13) | 45 | DoDI 6000.13 |
| 27 | GME/GDE Residency (AFIT sponsored) | 1 year for each year, min 2 years (see notes 10, 11, 12, and 13) | 45 | DoDI 6000.13 |
| 28 | GME/GDE Residency (deferred/re-deferred) | Existing ADSC, min 2 years (see notes 10, 11, and 13) | 31 | DoDI 6000.13 |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|--|--|--------------------------|---------------------------|
| 29 | Financial Assistance Program Residency (AFIT sponsored) | 2 years for 1 st year (or portion thereof), then 6 months for each 6 month increment thereafter (or portion thereof) (see notes 10, 11, and 13) | 45 | DoDI 6000.13 |
| 30 | Fellowship (training in military program) Clinical | 1 year for each year, min 2 years (see notes 10, 11, and 13) | 32 | DoDI 6000.13 |
| 31 | Fellowship (AFIT sponsored) Clinical | 1 year for each year, min 2 years (see notes 10, 11, 12, and 13) | 32 | DoDI 6000.13 |
| 32 | Military Fellowship Non-clinical or Education with Industry (EWI) | 3 years (see notes 10, 11, 12, and 13) | 32 | DoDI 6000.13 |
| 33 | Military Physician Assistant Training | 4 years (see notes 10, 11, 12, and 13) | 31 | DoDD 1322.10 |
| 34 | Health profession officers full-time Masters program AFIT Sponsorship | 3 years for 1 st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 10, 11, 12, and 13) | 02 | DoDI 6000.13 |
| 35 | Health profession officers full-time Ph.D. program AFIT Sponsorship | 3 years for 1 st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 10, 11, 12, and 13) | 02 | DoDI 6000.13 |

NOTES:

1. The following provisions apply:
 - a. The ADSC for Specialized Undergraduate Pilot Training (SUPT) or Joint Specialized Undergraduate Pilot Training (JSUPT) will be 10-years effective for those entering SUPT or JSUPT on or after 1 October 1999. The ADSC will be served upon graduation and will run concurrently with any other ADSC. The Air Force Academy classes of 1998 and 1999, and Air Force Reserve Officer Training Corps (AFROTC) cadets commissioned in Fiscal Year (FY) 1998 and 1999, will incur an ADSC of 8 years (versus 10 years) upon completion of SUPT or JSUPT.

- b. All pilots, navigators, and air battle managers who began aviation service after 30 September 1997 will not incur any additional Advanced Flying Training (AFT)/Instructor Qualification ADSCs which extend beyond 10 years of continuous or cumulative rated service. Rated service begins at the completion of training and awarding of wings for the rated specialty. They will still incur Permanent Change of Station (PCS), Professional Military Education (PME), and other non-flying training related ADSCs. If a pilot signs an AF Form 63 for the 10-year UPT commitment, that officer is still required to sign additional AF Forms 63 for AFT/Instructor Qualification if the ADSC runs concurrent with the 10-year SUPT/JSUPT ADSC and does not extend beyond.
 - c. Rated officers who retrain into another rated career field (e.g., air battle manager who retrains as a navigator or pilot) will incur the full ADSC for that training even if that ADSC extends beyond the officer's 10th year of rated service.
2. Upon formal withdrawal or elimination from the program, members incur an ADSC of 2 years or the ADSC for completion of the program, whichever is less. **(EXCEPTION:** AFROTC cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2011, *Air Force Reserve Officer Training Corps*. USAFA cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2020, *Disenrollment of USAFA Cadets*. OTS cadets who withdraw or eliminate incur no ADSC IAW AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Program.
 3. FLEP/ELP ADSC begins upon completion of any other unfulfilled ADSC, (e.g., EAD). Additionally, no portion of the education period (including legal internship) may satisfy any existing ADSC. **EXCEPTION:** The ADSC for initial PCS to Law School is fulfilled during the education period.
 4. FLEP students who withdraw or eliminate must serve 1 year for each year, or part thereof, of participation in the program. ELP students who withdraw or eliminate must serve 1 month for each month of participation in the program.
 5. Excludes "low-cost" and "no-cost" PCS. **EXCEPTION:** Permissive and Humanitarian PCS still incur an ADSC. See [Attachment 1](#) for terms and further Humanitarian PCS ADSC guidance. Airmen who retrain in conjunction with a CONUS-to-CONUS assignment incur a 1-year ADSC.
 6. Examples of federally-sponsored fellowships include, but are not limited to, Secretary of Defense Corporate Fellowships, National Defense Fellowships, RAND Research Fellowships, White House Fellowships, Legislative Fellowships, Council on Foreign Relations Fellowships, and National Security Fellowships.
 7. Upon approval by AFIT/CI, members may accept fellowships, scholarships, and grants sponsored by a corporation, fund, foundation, or educational institution (as prescribed by Title 10 U.S.C. 2603) if it will qualify them to fill a potential Air Force requirement. Education in this category includes, but is not limited to, Olmsted Scholarships Rhodes Scholarships, Lincoln Lab Grants, Draper Fellowships, and National Science Foundation Research Fellowships. Participants in the Olmsted Scholarship Program incur an ADSC equal to three times length of training spent in graduate study in a foreign country, effective upon completion of this assignment. The Olmsted Advanced Degree Program (ADP) is separate and distinct from the Olmsted Scholarship Program; participants in the ADP incur a separate ADSC equal to three times the length of the master's degree program at a university located in United States, effective upon completion of the program.

8. ROTC students who accept extended scholarship entitlements serve an additional ADSC for EAD equivalent to the length of the entitlement extension, per DoDI 1215.8.
9. AFIT students who are attending AFIT on a part-time basis will not incur an ADSC for completion of AFIT courses.
10. Members who withdraw or eliminate incur an educational or training ADSC of 2 years or the length of time in training, whichever is greater, not to exceed the educational or training ADSC for program completion. Applies to health profession officers only.
11. Do not use any part of the educational or training program period to satisfy any existing educational or training ADSC. Applies to health profession officers only.
12. Members serve this educational or training ADSC after fulfilling all previously existing educational or training ADSCs. Applies to health profession officers only.
13. Applies to Health Profession members only.
14. ADSC is awarded upon completion of W-MCE-13B1D course at Tyndall AFB.
15. For AFIT students attending civilian institutions, this ADSC will normally begin upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC.
16. Health professions officers (AFSC of 4XXX) attending AFIT-sponsored programs are governed by rules 24, 26, 28, 31, and 32.

Table 1.2. Health Professions Officer ADSCs.

| R U L E | If the ADSC incurring event is for | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citations |
|----------------------------|---|---|----------------------|------------------------|
| 1 | EAD from a service academy | 5 years (see notes 1 and 2) | 29 | 10 U.S.C. 9348 |
| 2 | Direct Accession / Minimum Term of Service | 3 years (see notes 1 and 2) | 31 | AF Policy |
| 3 | EAD from AF ROTC | 4 years (see notes 1 and 2) | 31 | AF Policy |
| 4 | Uniformed Services University of the Health Sciences (USUHS) Doctor of Medicine (MD) degree awarding program only | 7 years (see notes 1, 2 and 3) | 53 | 10 U.S.C. 2114 |
| 5 | Armed Forces Health Professions Scholarship Program (AFHPSP) | 1 year for each year, min 2 years (see notes 1, 2 and 3) | 52 | 10 U.S.C. 2123 |
| 6 | GME PG1 or AEGD-1 Program | 2 years (see notes 1, 2 and 3) | 45 | DoDI 6000.13. |
| 7 | GME/GDE Residency (training in a military program) | 1 year for each year, min 2 years (see notes 1 and 2) | 45 | DoDI 6000.13. |

| R U L E | If the ADSC incurring event is for | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citations |
|----------------------------|---|--|----------------------|------------------------|
| 8 | GME/GDE Residency (AFIT sponsored) | 1 year for each year, min 2 years (see notes 1,2 and 3) | 45 | DoDI 6000.13. |
| 9 | GME/GDE Residency (deferred/re-deferred) | Existing ADSC, min 2 years (see notes 1 and 2) | 31 | DoDI 6000.13. |
| 10 | Financial Assistance Program Residency (AFIT sponsored) | 2 years for 1st year (or portion thereof), then 6 months for each 6 month increment thereafter (or portion thereof) (see notes 1 and 2) | 45 | DoDD 1322.10. |
| 11 | Fellowship (training in military program) Clinical | 1 year for each year, min 2 years (see notes 1 and 2) | 32 | DoDI 6000.13. |
| 12 | Fellowship (AFIT sponsored) Clinical (note 3) | 1 year for each year, min 2 years (see notes 1, 2 and 3) | 32 | DoDI 6000.13. |
| 13 | Military Fellowship Non-clinical or Education with Industry (EWI) | 3 years (see notes 1, 2 and 3) | 32 | DoDI 6000.13. |
| 14 | Military Physician Assistant Training | 4 years (see notes 1, 2 and 3) | 31 | DoDD 1322.10. |
| 15 | Health profession officers full-time Masters program AFIT Sponsorship | 3 years for 1st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 1, 2 and 3) | 02 | DoDI 6000.13. |
| 16 | Health profession officers full-time Ph.D. program AFIT Sponsorship | 3 years for 1st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 1, 2 and 3) | 02 | DoDI 6000.13. |

NOTES:

1. Members who withdraw or eliminate incur an ADSC of 2 years or the length of time in training, whichever is greater, not to exceed the ADSC for program completion.
2. Do not use any part of the educational or training program period to satisfy any existing ADSC.
3. Members serve this ADSC after fulfilling all previously existing ADSCs.

1.3. Advising Members of ADSCs. The Mission Support Squadron (MSS) (or delegated authority) advises members of ADSC commitments and documents acceptance of ADSCs (see paragraphs [2.3.](#) and [2.4.](#) for health professions officers and judge advocates).

- 1.3.1. The AF Form 63, **Officer and Airman Active Duty Service Commitment (ADSC) Acknowledgment Statement**, formally documents the member's knowledge and acceptance of the ADSC. For some ADSC-incurring events, a different form of documentation may be **prescribed**.

(see paragraph 1.3.2.). **Failure to complete an AF Form 63 (or other prescribed documentation) does not relieve the member of the ADSC.**

1.3.2. The following ADSC-incurring events require documentation other than the AF Form 63:

1.3.2.1. Entry on Extended Active Duty (EAD) (AFROTC cadets see AFI 36-2011, paragraph 3.2.1.7; USAFA cadets, see AFI 36-2019, paragraph 3.12.).

1.3.2.2. Permanent Change of Station (PCS) (see AFI 36-2110, paragraph 2.28). **EXCEPTION:** AF Form 63 is required only for members - officer and enlisted - moving CONUS-to-CONUS and then only if they are or will become eligible for retirement before completing the associated ADSC. In these cases, the AF Form 63 is not to be used as the official assignment notification but should be signed by member within 7 calendar days of official notification.

1.3.2.3. DELETED .

1.3.2.4. Accepting special and incentive pays (Medical, see AFI 41-109, paragraph 3.6., or Aviator Continuation Pay, see AFI 36-3004, paragraph 2.2.2.).

1.3.2.5. Changing competitive categories (see AFI 36-2106, Attachment 2).

1.3.2.6. Tuition Assistance (see AFI 36-2107, paragraph 2.7.).

1.3.2.7. Participating in education or training programs listed in **Table 1.1.** (see AFI 41-117, paragraph 31.1.15).

1.3.2.8. ADSC-incurring events affecting enlisted personnel. AF Form 63 is required **only if** the member is or will become eligible for retirement before completing the ADSC (see AFI 36-2606, paragraph 4.1.1.).

1.4. Retainability. Members who accept an ADSC-incurring event must have or obtain Retainability to serve the ADSC required for the event.

1.4.1. Enlisted members who lack the necessary Retainability must obtain it, if eligible, through reenlistment or extension. When an enlisted member cannot obtain the Retainability for an ADSC-incurring event, the Military Personnel Flight (MPF) or Education Service and Human Resource Flight (DPH) must notify the selection authority and the member may apply for a waiver of Retainability or Controlled Duty Assignment requirements (AFI 36-2110, paragraphs 2.29. and 2.43.). Enlisted members who decline to obtain Retainability must document that decision on AF Form 964, **PCS, TDY, or Training Declination Statement** (AFI 36-2110, paragraphs 2.29. and 2.42.).

1.4.2. Any non-line officer who has not applied for separation or retirement, and does not have sufficient retainability for the ADSC-incurring event, must initiate a Specified Period Of Time Contract (SPTC) to obtain necessary retainability within 7 calendar days following acceptance of the ADSC-incurring event and before beginning the ADSC-incurring event (see AFI 36-2133, *Specified Period of Time Contracts*).

Chapter 2

ADMINISTRATION

Section 2A—Responsibilities

2.1. HQ AFPC/DPSFO:

- 2.1.1. As Office of Primary Responsibility (OPR) for the ADSC Program, determines all ADSCs, except for health professions and judge advocate officers.
- 2.1.2. Prepares AF Form 63 when required (see paragraph 1.3.2.) for all such members selected for ADSC-incurring events and forwards it to the servicing MSS to obtain signatures.
- 2.1.3. Is the only office authorized to update ADSCs listed in AETC's Education and Training Course Announcement (ETCA).
- 2.1.4. Issues Category One processing discrepancies to the responsible MPF who allows a member to depart and/or enter into an ADSC-incurring event without proper ADSC documentation.

2.2. HQ AFPC/DPA: When selecting someone for a PCS (functional category L only) or with AFT enroute:

- 2.2.1. Notifies HQ AFPC/DPSFO of the selection through written or electronic means with all available course information only when member is notified by means outside of the Personnel Data System (PDS).
- 2.2.2. Provides course identification (AFT only) to HQ AFPC/DPSFO when Air Force Training Management System (AFTMS) quotas are not available.

2.3. HQ AFPC/DPAM:

- 2.3.1. Calculates and updates ADSCs for health professions officers.
- 2.3.2. Ensures member completes AF Form 63 or other required ADSC acknowledgment and maintains original.

2.4. HQ USAF/JAX:

- 2.4.1. Calculates and updates ADSCs for FLEP/ELP selectees.
- 2.4.2. Ensures member completes AF Form 63 or other required ADSC acknowledgment and forwards signed original to HQ AFPC/DPSFO.

2.5. AFIT/CI:

- 2.5.1. Categorizes AFIT students as scholarship or non-scholarship.
- 2.5.2. Ensures HQ AFPC/DPSFO receives copies of AFIT Form 9.
- 2.5.3. Informs HQ AFPC/DPSFO of any change to AFIT class dates or elimination/removal of any Line, Chaplain or JAG officer from the AFIT program.

2.6. MSS/CC (authority may be delegated to the appropriate agency under MSS/CC's command):

- 2.6.1. Ensures that all TDY and PCS orders reflect the ADSC associated with the event.
- 2.6.2. Ensures that members (officers and enlisted) have either sufficient retainability to complete the commitment associated with the ADSC-incurring event or a retainability waiver.
- 2.6.3. Thoroughly reviews all incoming UPRGs to ensure they contain the appropriate ADSC counseling statements for unexpired or projected ADSC dates.
- 2.6.4. Establishes coordination procedures among all MPF/DPH workcenters and base units, and maintains an active liaison with those units to ensure effective ADSC management.
- 2.6.5. Ensures Education Services Officers, all serviced unit commanders and CSSs understand their responsibilities.
- 2.6.6. At bases conducting any Flying Training (Undergraduate or Advanced) and all other in-residence education **or** training lasting 20 weeks or longer, ensures all individuals attending such training have a completed AF Form 63 on the first day of training. Also ensures enlisted members have sufficient retainability to fulfill the ADSC associated with the education or training.
- 2.6.7. Does not allow members to proceed to education or training contained in **Table 1.1.** without a completed AF Form 63 or other ADSC acknowledgment when required. Does not allow enlisted members without sufficient retainability to proceed to education or training. This includes members departing PCS or TDY for the purpose of entering training, education or a Critical Acquisition Position (CAP), which incurs an ADSC.
- 2.6.8. Contacts HQ AFPC/DPSFO for any Active Duty Service Commitment Date (ADSCD) adjustments to include excess leave adjustments (see paragraph **2.11.3.**).
- 2.6.9. Verifies the ADSCD on receipt of a notice of establishment or change of ADSCD Report of Individual Person (RIP) (see paragraph **2.12.**).
- 2.6.10. Processes requests for formal ADSC reviews (see paragraph **2.18.**).

2.7. The Education Services Officer (ESO): Forwards a copy of the AF Form 1227, **Authority for Tuition Assistance – Education Services Program**, to HQ AFPC/DPSFO within 30 calendar days of signature.

2.8. Unit Commander/CSS: Ensures members who are directed to attend an education or formal training course, whether via PCS, TDY, or Permanent Change of Assignment (PCA), process through the MPF for ADSC counseling and completion of the AF Form 63 or other required ADSC acknowledgment before entering an ADSC-incurring event.

2.9. HQ AETC/DOO: Notifies HQ AFPC/DPSFO when new courses are added to the ETCA.

Section 2B—Procedures**2.10. Completing an AF Form 63 (OPR: MSS).**

- 2.10.1. Counsel the member on the ADSC using AF Form 63 provided by HQ AFPC/DPSFO.

2.10.1.1. If a member is selected for an ADSC-incurring event and an AF Form 63 is not received within 72 hours from HQ AFPC/DPSFO, the MPF must request an AF Form 63 from HQ AFPC/DPSFO via email to <mailto:adsc.operations@afpc.randolph.af.mil>.

2.10.1.2. To decline the ADSC, the MPF suspends all processing for the ADSC-incurring event and completes the following actions.

2.10.1.2.1. The MPF contacts HQ AFPC/DPSFO immediately.

2.10.1.2.2. The MPF Commander briefs member on 7-day option, using the statement for ADSC declination (see paragraph 2.14.). The MPF Commander then signs Section III and includes the statement in the remarks section. The MPF will establish a suspense for members to submit a separation or retirement application within 7 calendar days of assignment notification (IAW AFI 36-2110).

2.10.1.2.3. The MPF updates the assignment availability code for enlisted members to reflect mandatory separation or retirement at the end of the current enlistment contract (see AFCSM 36-699, Volume I, *Personnel Data Systems* and AFI 36-2110, table 2.1). **EXCEPTION:** If the member is declining PCS only and signs an AF Form 964 **PCS, TDY or Training Declination Statement**, an AF Form 63 is not required.

2.10.2. The MPF distributes copies of the AF Form 63:

2.10.2.1. Forwards a signed AF Form 63 to HQ AFPC/DPSFO; faxed copies will be accepted and are encouraged. These copies replace the need for the original to be mailed; therefore the original can be filed in the members Unit Personnel Record Group (UPRG).

2.10.2.2. Files a copy in the UPRG.

2.10.2.3. Gives the member a copy.

2.11. Updating the ADSCD and ADSC Reason (RSN) Code (OPR: HQ AFPC/DPSFO and MPF).

2.11.1. HQ AFPC/DPSFO updates the Personnel Data System (PDS) with ADSCD and ADSC Reason Code for all members (except health professions and judge advocate officers) upon receipt of completed AF Form 63 or other ADSC documentation. **EXCEPTION:** HQ AFPC/DPSFO will update ADSCD for the Air Force Intern Program (AFIP) or PME regardless of competitive category. Also, HQ AFPC/DPSFO will update AFIT ADSCD for judge advocate officers. ADSCD begins upon graduation or completion date of training or education, unless otherwise stated. ADSCD for CAP positions begin upon duty effective date.

2.11.2. If course graduation date changes or the member does not complete the training, the MPF will contact HQ AFPC/DPSFO to adjust ADSCD.

2.11.3. When adjusting a person's service dates to account for lost time (e.g., confinement), HQ AFPC/DPSFO will adjust the ADSCD upon receipt of AF Form 2098 from HQ AFPC/DPP, by adding one day for each lost day. HQ AFPC/DPSFO will also adjust ADSCDs by adding one day for each day of excess leave.

2.11.4. OPR for ADSC PDS updates involving:

2.11.4.1. Judge advocate officers is HQ USAF/JAX.

2.11.4.2. Health professions officers is HQ AFPC/DPAM.

2.12. Verifying the ADSCD on receipt of a notice of establishment or change of ADSCD Report on Individual Person (RIP) (OPR: MSS or CSS).

- 2.12.1. Ensure the ADSCD is correct on the RIP. If incorrect contact HQ AFPC/DPSFO.
- 2.12.2. Ensure supporting documents are in the UPRG. If the documentation is not in the UPRG, the current servicing MPF or CSS should immediately advise member of the ADSC and the requirement to document it (see paragraph 2.13.).
- 2.12.3. Give the RIP to the member if the ADSCD is correct and the documentation is in the UPRG.

2.13. Missing Documentation (OPR: MSS). When a member's UPRG does not contain an AF Form 63 or other required ADSC acknowledgment for a specific ADSC-incurring event in which the member participated, the current servicing MPF takes the following actions.

- 2.13.1. Contact HQ AFPC/DPSFO to determine if HQ AFPC has a copy of the documentation.
- 2.13.2. If no copies of the documentation are found:
 - 2.13.2.1. Advise the member using documentation provided by HQ AFPC/DPSFO.
 - 2.13.2.2. When the member inprocesses PCS or on temporary duty (TDY) without an AF Form 63, contact HQ AFPC/DPSFO to issue a Category One processing discrepancy (see AFI 36-2102, *Base-Level Relocation Procedures*) to the losing MPF. If the gaining MPF allows the member to enter the ADSC-incurring event without requesting an AF Form 63, HQ AFPC/DPSFO will also charge the gaining MPF with a Category One processing discrepancy.

2.14. Declining an ADSC (7-day Option). A member who declines the ADSC for PCS or training must request separation or retirement within 7 calendar days of notification. The MPF commander or DPH commander is the briefing official in Section III of the AF Form 63 and will enter the following statement in the Remarks Section: "I advised this member concerning the ramifications of declining to accept the ADSC and the requirement to submit a separation or retirement request. Member has been advised that if he/she declines but does not establish a DOS or retirement date under the 7-day option provision (see AFI 36-2110, *Assignments*), and attends the ADSC-incurring event, he/she will still incur the associated ADSC." **EXCEPTION:** Officers may decline PME in-residence without establishing a DOS. Do not document officer PME declination on an AF Form 63. (Refer to HQ AFPC/DPAPE annual MPFM for further guidance on proper officer PME declination procedures.)

- 2.14.1. Members who establish a separation or retirement date under the 7-day option policy as an alternative to accepting an ADSC, who subsequently complete the ADSC incurring event based on needs of the Air Force, are not obligated to serve beyond their established DOS or retirement date unless they withdraw their DOS or retirement. Those who decline an ADSC and establish a DOS or retirement date must serve all existing ADSCs before separation or retirement unless an early release is approved (see paragraph 2.16.).

2.15. Refusing to Sign an ADSC Acknowledgment Form or Statement (Upon Selection for an ADSC-Incurring event). Members who are properly advised of an ADSC cannot therefore avoid an ADSC by refusing to sign the AF Form 63 or other acknowledgment statement. Members who do not establish a DOS or retirement date under the 7-day option (see paragraph 2.14.) and attend or enter into the ADSC-incurring event are considered to have constructively accepted the ADSC.

2.16. ADSC Waivers. The Secretary of the Air Force or his/her designee may, in appropriate cases, waive an unfulfilled ADSC when requested by a member in conjunction with applying for separation or retirement (see AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, and AFI 36-3202, *Service Retirements*).

2.17. Failure to Complete the ADSC for Education, 10, U.S.C., 2005.

2.17.1. Members who separate or retire, voluntarily or because of misconduct before completion of an education ADSC, must reimburse the government for a prorated portion of the cost of the education (see AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3202, *Service Retirements*).

2.17.2. Members remaining on active duty do not have the option of reimbursing the government in lieu of fulfilling an ADSC.

2.18. Resolving an ADSC issue (Formal Review Process) (OPR: MSS). It is vital that members and the Air Force quickly resolve ADSC issues surfaced by the member, record reviews, or other means. The MSS does not make the final decision on ADSC issues (see paragraph **2.18.2.**). The MSS should, however, advise members of the information discovered.

2.18.1. MSS ensures that the review of the member's record is as complete as can be accomplished at base level:

2.18.1.1. Reviews base level Personnel Data System (PDS) RIP.

2.18.1.2. Reviews UPRG for source documents related to PDS RIP (AF Form 63, **Training Allocation RIP, Statement of Understanding** or similar document, and PCS Notification RIP).

2.18.1.3. Contacts Flight Management Office (FMO) for record of all flying training the member has completed. Verifies AFT ADSC in PDS is consistent with FMO record of flying training.

2.18.1.4. Contacts ESO to verify all ADSCs for tuition assistance have been properly recorded.

2.18.1.5. Ensures the UPRG contains the appropriate AF Form 63 or other acknowledgment and, if missing, follows the steps in paragraph **2.13.**

2.18.1.6. Sends the results of the audit to HQ AFPC/DPSFO and requests a review under the AF ADSC Verification Program.

2.18.1.7. Upon receipt of HQ AFPC/DPSFO review, the MSS provides a copy to the member, files a copy in member's UPRG, and sends a message/e-mail advising HQ AFPC/DPSFO of the date the MSS gave the HQ AFPC/DPSFO ADSC verification message to member. If the member wishes to dispute the ADSC verification, the MSS assists the member in accomplishing a DD Form 149, **Application for Correction of Military Record**, in accordance with AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Pending final decision of the AFB-CMR, the ADSC is binding.

2.18.2. HQ AFPC/DPSFO: Administers the Air Force ADSC verification program. Upon receipt of formal review request from the MSS, DPSFO:

2.18.2.1. Reviews information provided by the MSS, reviews member's training and duty history, Master Personnel Record, and other historical files as necessary.

2.18.2.2. Determines correct ADSC.

2.18.2.3. Updates missing or incorrect ADSC(s) as necessary.

2.18.2.4. Within 4 weeks, notifies the MSS and member by message of formal review results and member's right to appeal to the AFBCMR.

2.18.2.5. Maintains all documentation related to verification.

2.19. Forms Prescribed. AF Form 63, **Officer/Airman Active Duty Service Commitment (ADSC) Acknowledgment Statement.**

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C., Section 653a, Minimum Service Requirements for Certain Flight Crews Positions - Pilots

Title 10, U.S.C., Section 653b, Minimum Service Requirements for Certain Flight Crew Positions - Navigators and Naval Flight Officers

Title 10, U.S.C., Section 1734, Career Development

Title 10, U.S.C., Section 2004, Detail of Commissioned Officers as Students at Law Schools

Title 10, U.S.C., Section 2005, Advanced Education Assistance

Title 10, U.S.C., Section 2007, Payment of Tuition for Off-duty Training or Education

Title 10, U.S.C., Section 2114, Students: Selection, Status, Obligation

Title 10, U.S.C., Section 2123, Members of the Program: Active Duty Obligation; Failure to Complete Training; Release from Program

Title 10, U.S.C., Section 2603, Acceptance of Fellowships, Scholarships, or Grants

Title 10, U.S.C., Section 8013, Secretary of the Air Force

Title 10, U.S.C., Section 9348, Cadets: Agreement to Serve as Officer

DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

DoDD 1215.8 *Senior Reserve Officers Training Corps (ROTC) Programs*

DoDD 1315.7, *Military Personnel Assignments*

DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997

DoDD 1322.10, *Policies on Graduate Education for Military Officers*, 31 August 1990

F036 AF PC Q, Personnel Data Systems

F036 AF PC B, Military Personnel Records System

AFCSM 36-699, *Volume 1, Personnel Data Systems*

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2019, *Appointment to the United States Air Force Academy*

AFI 36-2020, *Disenrollment of USAFA Cadets*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2106, *Competitive Category Transfers*

AFI 36-2110, *Assignments*

AFI 36-2133, *Specified Period of Time Contracts*

AFI 36-2205, *Applying for Flying and Astronaut Training Programs*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-3004, *Aviator Continuation Pay (ACP) Program*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFI 41-109, *Special Pay for Health Professionals*

AFI 41-117, *Medical Service Officer Education*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

ADSCD—Active Duty Service Commitment Date

AEGD-1—One Year Advanced Education in General Dentistry

AETC—Air Education and Training Command

AFB—Air Force Base

AFIP—Air Force Intern Program

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

APDP—Acquisition Professional Development Program

CAP—Critical Acquisition Position

CONUS—Continental United States

CSS—Commander's Support Staff

DEROS—Date Eligible for Return from Overseas

DoD—Department of Defense

DOS—Date of Separation

DPH—Education Service and Human Resource Flight

EAD—Extended Active Duty

ELP—Excess Leave Program

ESO—Education Services Officer

ETCA—Education and Training Course Announcement
EWI—Education with Industry
FLEP—Funded Legal Education Program
GDE—Graduate Dental Education
GME—Graduate Medical Education
GSP—Graduate School Program
JSUNT—Joint Specialized Undergraduate Navigator Training
JSUPT—Joint Specialized Undergraduate Pilot Training
MPF—Military Personnel Flight
MSS—Mission Support Squadron
PCS—Permanent Change of Station
PDS—Personnel Data System
PG1—Post Graduate Year 1
Ph.D—.--Doctor of Philosophy
PME—Professional Military Education
RIP—Report on Individual Person
RNLTD—Report Not Later Than Date
ROTC—Reserve Officer Training Corps
RSN—Reason
SUNT—Specialized Undergraduate Navigator Training
SUPT—Specialized Undergraduate Pilot Training
TDY—Temporary Duty
TMS—Training Management System
UFT—Undergraduate Flying Training
UPRG—Unit Personnel Record Group
USAF—United States Air Force
USAFA—United States Air Force Academy
U.S.C.—United States Code

Terms

Active Duty—Full-time duty in the active military service of the United States.

Active Duty Service Commitment (ADSC)—A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

Active Duty Service Commitment Date (ADSCD)—The date the ADSC expires.

ADSC-Incurring Event—Any event for which a member incurs an ADSC.

Aviation Service Date—The date the member first reports, on competent orders, to the aviation activity that has aircraft in which he/she will receive flight training leading to an aeronautical rating.

Career Enlisted Aviator—Any 1AXXX enlisted aircrew member assigned to an authorized aircrew position.

Career Officer—A Regular officer; an Air Force Reserve officer currently serving in Indefinite Reserve Status; or an officer serving under Conditional Reserve Status program.

Concurrent—To be served at the same time, together, simultaneously.

Consecutive—To proceed from one to another and be served in sequential order.

Continental United States (CONUS)—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico; does not include Hawaii or Alaska.

Date Eligible for Return From Overseas (DEROS)—Date established for a member to complete his or her overseas tour and be eligible to return from overseas.

Date of Separation (DOS)—Date established by law or policy for the termination of active duty.

Excess Leave—Leave granted that exceeds earned and advance leave and for which the service member is not entitled to pay and allowances.

Extended Active Duty (EAD) Date—Date a member started active duty career.

Health Professions Officer—Includes Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), and Biomedical Sciences Corps (BSC) officers, and applicants selected for or undergoing training or schooling to qualify them for service in the MC, DC, MSC, NC or BSC.

Humanitarian PCS—A permanent change of duty station to satisfy an Air Force requirement wherein an individual receives consideration because of severe personal problems. For ADSC purposes, CONUS-to-CONUS humanitarian moves incur a 6-month ADSC, whereas overseas humanitarian returnees receive a 1-year ADSC.

Instructor Qualification—A course of instruction that qualifies any rated officer to be an instructor, or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

Judge Advocate Officer—Includes officers designated as judge advocates in accordance with AFI 51-103 and serving in the Judge Advocate General's Department, and applicants selected for or undergoing training or schooling to qualify them for such designation and service.

Lost Time—Time during which a member is AWOL, in confinement, or incapacitated due to alcohol, drugs or disease or injury resulting from the member's misconduct (10 U.S.C. 972).

Low-Cost PCS—PCS between duty locations when it is determined in advance of approval of the PCS that the expected cost will not exceed \$500 of PCS entitlements. The new duty location must also be within commuting distance of the member's current residence.

Misconduct—As a basis for separation or retirement, includes substandard duty performance within a member's control, unacceptable conduct, moral or professional dereliction, interests of national security, court-martial conviction, and conduct rendering a member eligible for separation or retirement in lieu of

court-martial.

No-Cost PCS (No Entitlement)—A PCS in which no entitlements accrue to the person. This is a PCS to a new duty station within the corporate limits of the same city or town. When the person must move their household goods because of the move, use local O&M funds as outlined in the JFTR. Do not use an AAN, unless you use the PCS ID Code “M.” Do not use PCS orders unless you include the statement that the person has no PCS entitlements.

Non-rated Aircrew Member—An enlisted member qualified for aviation service, who has an AFSC with a K, Q, or X prefix, and is assigned to an approved aircrew position.

Part-time AFIT Student—An Air Force Officer who is working in a producing (non-student) job for half/more-than-half the duty day and carrying a class load of 6 hours (or less) graduate level credit in a semester/term.

Permanent Change of Station (PCS)—For ADSC purposes, a move between permanent duty stations that are not in the same corporate city limits or town.

Permissive Permanent Change of Duty Station (PCS)—A PCS request initiated by a person, approved in limited circumstances, authorizing the person to proceed on a PCS at their own expense. For permissive PCS, the member pays all expenses involved or associated with PCS. An ADSC will be received.

Rated Service—The time an officer serves in the rated force, from award of an aeronautical rating to separation, promotion to colonel, grounding or retirement.

Report Not Later Than Date (RNLTD)—Date by which a member must report to a new duty station.

Requalification Training—Training in an aircraft in which the member has been previously qualified.

Retainability—Time remaining to serve on active duty in the Air Force.

Attachment 2**PREVIOUS AND CURRENT ACTIVE DUTY SERVICE COMMITMENT REASON CODES
WITH CLEAR TEXT TITLES**

| | |
|----|---|
| 01 | Air Force Institute of Technology (Education with Industry) |
| 02 | Air Force Institute of Technology |
| 03 | Technical Training |
| 04 | Undergraduate Flying Training |
| 05 | Advanced Flying Training |
| 06 | Thunderbirds |
| 07 | Professional Military Education |
| 08 | Bootstrap Program |
| 09 | Tuition Assistance |
| 10 | Promotion |
| 11 | Permanent Change of Station |
| 12 | Military Training Instructor |
| 13 | Selective Continuation |
| 14 | 1 st Manned Space-flight Control Squadron |
| 15 | FBI Academy |
| 16 | Air Force Intern Program |
| 17 | Airborne Warning and Control System Course (AWACS) |
| 18 | Missile Qualification |
| 19 | Air Traffic Control Upgrade Training Officer Program |
| 20 | Junior Officer Cryptologic Career Program |
| 21 | Air Force Office of Special Investigation (AFOSI) Senior Investigation Course |
| 22 | White House Fellowship Program |
| 23 | Funded Legal Education Program |
| 24 | Excess Leave program |
| 25 | AFMC Scientist and Engineering Exchange Program |
| 26 | Research Associate Program |
| 27 | ACC Intern Architect Development Program |
| 28 | Indefinite Reserve Status |
| 29 | USAF Service Academy |
| 30 | Recalled to Active Duty |
| 31 | Extended Active Duty (ROTC/OTS) |

| | |
|----|---|
| 32 | Fellowship, Scholarship, Grant |
| 33 | Elimination from Training |
| 34 | Educational Leave of Absence |
| 40 | Internship Health Services Officer |
| 41 | Medical, Dental or Veterinarian Student Program |
| 42 | Senior Medical, Dental or Veterinarian Student Program |
| 43 | Post Graduate or Graduate Health Services Professional Education Training |
| 44 | Professional Training for Health Services Officer |
| 45 | Residency Training |
| 46 | Additional Special Pay |
| 47 | Incentive Special Pay |
| 48 | Continuation Pay for Dental Corps who have no ADSC for Training |
| 49 | Continuation Pay for Dental Corps in Training or Payback Status |
| 50 | ROTC Pre-Health |
| 51 | ROTC Education Delay |
| 52 | Health Professions Scholarship |
| 53 | Uniformed Services University of the Health Sciences |
| 60 | Engineering or Scientific Career Continuation Pay |
| 61 | MSE Space Transportation System (STS) Mission |
| 62 | Laboratory Services |
| 63 | Minute Man Education Program |
| 64 | Defense Advanced Language Area Studies Program |
| 65 | Special Agreement with Specified Period of Time Contracts |
| 66 | Medical Unique Situations |
| 67 | Medical Personnel Over 60 |
| 68 | Intelligence Program |
| 70 | Pilot Bonus |
| 71 | Pilot Bonus Transition |
| 72 | Critical Acquisition Position |
| 73 | Critical Acquisition Position Program Manager |
| 74 | Nurse Accession Bonus |
| 76 | USAF Weapons Instructor Course (WIC) |
| 77 | Instructor Qualification (Other than PIT) |
| 78 | All In-residence Education, including all AFIT Programs |
| 79 | Funded Legal Education Program (FLEP) and Excess Leave Program (ELP) |
| 80 | Joint Specialized Undergraduate Pilot Training (JSUPT) |

90 Specialty Pay Legal Officers

99 Unknown

Addresses

HQ AFPC/DPSFO
550 C Street West Suite 37
Randolph AFB TX 78150-4737

HQ AFPC/DPAM
550 C Street West Suite 25
Randolph AFB TX 78150-4723

HQ USAF/JAX
1420 Air Force Pentagon
Washington DC 20330-1420

HQ USAF/SG
170 Luke Avenue Suite 400
Bolling AFB DC 20332-5113

Attachment 3

IC 2001-1 TO AFI 36-2107, ACTIVE DUTY SERVICE COMMITMENTS

15 OCTOBER 2001

SUMMARY OF REVISIONS

This change incorporates interim Change (IC) 2001-1 ([Attachment 3](#)). The majority of changes are administrative in nature and in line with the spirit and intent of the SECAF-approved ADSC guidelines of fair and equitable application, which were established by the AF Integrated Process Team early last year. [Table 1.1.](#) and 1.2 have been combined to create one table and exceptions to PCS commitments have been included. The instruction clarifies PCS ADSC rules for FLEP/ELP personnel. AFIT responsibilities have been redefined. The time line for forwarding AF Form 1227 (Authority for Tuition Assistance) has been changed from 5 days to 30 days and an attachment listing all previous ADSC reason codes has been added. The only new item is the establishment of the fact that AFIT attendance on a part-time basis will incur no ADSC. See the last attachment of the publication, IC-2001-1, for the complete IC. A bar (/) indicates revision from the previous edition.

1.1.3. Members usually serve new ADSCs concurrently with existing ADSCs. However, members serve ADSCs for Funded Legal Education Program or legal education in Excess Leave Program (FLEP/ELP) and health professions officer education/training after fulfilling all previously existing ADSCs.

1.1.6. An ADSC is not affected by a change in member_s duty AFSC.

1.2. ADSC-Incurring events. [Table 1.1.](#) identifies ADSC-incurring events.

Table 1.1. Officer and Enlisted ADSCs.

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|---|---|--------------------------|---------------------------|
| 1 | EAD from a service academy | 5 years (see note 2) | 29 | 10 U.S.C. 9348 |
| 2 | EAD for all other commissioning sources | 4 years for Line and JAG officers (see notes 2 and 8) 3 years for Chaplains | 31 | AF Policy |
| 3 | EAD from AFROTC | 4 Years (see notes 2 and 8) | 31 | AF Policy |
| 4 | EAD for recall to active duty | Equal to DOS on EAD orders | 31 | AF Form 24 or 125 |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|---|--|--------------------------|-----------------------------|
| 5 | Direct Accession/Minimum Term of Service | 3 years (see notes 10, 11, and 12) | 31 | AF Policy |
| 6 | PCS (CONUS to CONUS) | 2 years (see note 5) | 11 | DoDD 1315.7 |
| 7 | PCS (Overseas to CONUS) | 1 year | 11 | DoDD 1315.7 |
| 8 | PCS (CONUS to Overseas or Overseas to Overseas) | Equal to initial DEROS or subsequent changes to DEROS | 11 | DoDD 1315.7 |
| 9 | Promotions | Enlisted: 2 years for promotion to E-7, E-8, and E-9. Commissioned officers: No ADSC required. Federal law requires O-4s to serve 6 months and O-5s and O-6s to serve 3 years to retire in grade. | 10 | AF Policy |
| 10 | Specialized Undergraduate Pilot Training (SUPT) and Joint SUPT (JSUPT). (Only those who started training on or after 1 Oct 99.) | 10 years (see notes 1 and 2) | 80 | 10 U.S.C. 653(a), AF Policy |
| 11 | SUPT and JSUPT (Prior 1 Oct 99) | 8 years (see notes 1 and 2) | 04 | 10 U.S.C. 653(a) |
| 12 | Specialized Undergraduate Navigator Training (SUNT) and Joint SUNT (JSUNT) | 6 years (see notes 1 and 2) | 04 | 10 U.S.C. 653(b) |
| 13 | Air Battle Manager (ABM) Undergraduate Training | 6 years (see notes 1, 2 and 14) | 04 | AF Policy |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|---|---|--------------------------|---|
| 14 | <p>Advanced Flying Training (AFT): Applicable AFT courses in the following categories must be listed as ADSC-incurring in the Education and Training Course Announcement at (https://etca.keesler.af.mil)</p> <ul style="list-style-type: none"> - Initial qualification (any fixed or rotary wing aircraft) - Requalification (any fixed or rotary wing aircraft) - AETC Pilot Instructor Trng (PIT) (<i>Note:</i> Pilots who crossflow without a break in flying between AETC non-Major Weapons System aircraft, after completing initial training do not incur any additional commitment.) - Test Pilot School (for Pilots, Navs, and Engineers) - All Career Enlisted Aviators and Non-rated Enlisted Aircrew Members attending Advanced Flying Training | 3 years (see notes 1 and 2) | 05 | AF Policy |
| 15 | USAF Weapons Instructor Course (WIC) (all AFSCs) | 3 years (see notes 1 and 2) | 76 | AF Policy |
| 16 | <p>Flying Instructor Qualification courses. Only those courses listed as ADSC-incurring in the Education and Training Course announcement at (https://etca.keesler.af.mil)</p> | 2 years (see notes 1 and 2) | 77 | AF Policy |
| 17 | Educational programs lasting 20 weeks (140 calendar days) or longer including, but not limited to, all AFIT graduate programs, in-residence PME, Education with Industry, AF Intern Program, technical training, and federally-sponsored fellowships | (see notes 2, 6, 9, 15, and 16) 3 years (5 years for Doctoral programs) | 78 | DoDD 1322.10 DoDD 1322.6 AF Policy |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|--|--|--------------------------|-----------------------------|
| 18 | Fellowships, scholarships, and grants sponsored by a corporation, fund, foundation, or educational institution | 3 times the length of training (see notes 2 and 7) | 32 | 10 U.S.C. 2603 |
| 19 | Tuition Assistance of any length or cost (commissioned officers only) | 2 years | 09 | 10 U.S.C. 2007 |
| 20 | Legal Education--Funded Legal Education Program (FLEP) and Excess Leave Program (ELP) | (see notes 3 and 4) FLEP: 2 years for each year of education; ELP: 4 years; FLEP/ELP combined: minimum of 5 years | 79 | 10 U.S.C. 2004 AF Policy |
| 21 | Operation Bootstrap | 3 times the length of training | 08 | AF Policy |
| 22 | Assignment to a Critical Acquisition Position (CAP) under the Acquisition Professional Development Program (APDP) | 3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager | 72/73 | 10 U.S.C. 1734 |
| 23 | Uniformed Services University of the Health Sciences (USUHS) Doctor of Medicine (MD) and Clinical Psychology (Ph.D.) degree awarding programs only | 7 years (see notes 10, 11, 12, and 13) | 53 | 10 U.S.C. 2114 |
| 24 | Armed Forces Health Professions Scholarship Program (AFHPSP) | 1 yr for each yr, min 2 years (see notes 10, 11, 12, and 13) | 52 | 10 U.S.C. 2123 |
| 25 | PG1 Initial GME or AEGD-1 (C Suffix) | 2 years (see notes 10, 11, and 13) | 45 | DoDI 6000.13 |
| 26 | GME/GDE Residency (training in a military facility) includes AEGD-1 (B Suffix) | 1 year for each year, min 2 years (see notes 10, 11, and 13) | 45 | DoDI 6000.13 |
| 27 | GME/GDE Residency (AFIT sponsored) | 1 year for each year, min 2 years (see notes 10, 11, 12, and 13) | 45 | DoDI 6000.13 |
| 28 | GME/GDE Residency (deferred/re-deferred) | Existing ADSC, min 2 years (see notes 10, 11, and 13) | 31 | DoDI 6000.13 |

| R U L E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated) | ADSC is (applies only to members who accept an ADSC on or after 1 June 2000) | ADSC RSN code | Legal Citation |
|----------------------------|--|--|--------------------------|---------------------------|
| 29 | Financial Assistance Program Residency (AFIT sponsored) | 2 years for 1 st year (or portion thereof), then 6 months for each 6 month increment thereafter (or portion thereof) (see notes 10, 11, and 13) | 45 | DoDI 6000.13 |
| 30 | Fellowship (training in military program) Clinical | 1 year for each year, min 2 years (see notes 10, 11, and 13) | 32 | DoDI 6000.13 |
| 31 | Fellowship (AFIT sponsored) Clinical | 1 year for each year, min 2 years (see notes 10, 11, 12, and 13) | 32 | DoDI 6000.13 |
| 32 | Military Fellowship Non-clinical or Education with Industry (EWI) | 3 years (see notes 10, 11, 12, and 13) | 32 | DoDI 6000.13 |
| 33 | Military Physician Assistant Training | 4 years (see notes 10, 11, 12, and 13) | 31 | DoDD 1322.10 |
| 34 | Health profession officers full-time Masters program AFIT Sponsorship | 3 years for 1 st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 10, 11, 12, and 13) | 02 | DoDI 6000.13 |
| 35 | Health profession officers full-time Ph.D. program AFIT Sponsorship | 3 years for 1 st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 10, 11, 12, and 13) | 02 | DoDI 6000.13 |

NOTES:

1. The following provisions apply:

a. The ADSC for Specialized Undergraduate Pilot Training (SUPT) or Joint Specialized Undergraduate Pilot Training (JSUPT) will be 10-years effective for those entering SUPT or JSUPT on or after 1 October 1999. The ADSC will be served upon graduation and will run concurrently with any other ADSC. The Air Force Academy classes of 1998 and 1999, and Air Force Reserve Officer Training Corps (AFROTC) cadets commissioned in Fiscal Year (FY) 1998 and 1999, will incur an ADSC of 8 years (versus 10 years) upon completion of SUPT or JSUPT.

b. All pilots, navigators, and air battle managers who began aviation service after 30 September 1997 will not incur any additional Advanced Flying Training (AFT)/Instructor Qualification ADSCs which extend beyond 10 years of continuous or cumulative rated service. Rated service begins at the completion of

training and awarding of wings for the rated specialty. They will still incur Permanent Change of Station (PCS), Professional Military Education (PME), and other non-flying training related ADSCs. If a pilot signs an AF Form 63 for the 10-year UPT commitment, that officer is still required to sign additional AF Forms 63 for AFT/Instructor Qualification if the ADSC runs concurrent with the 10-year SUPT/JSUPT ADSC and does not extend beyond.

c. Rated officers who retrain into another rated career field (e.g., air battle manager who retrains as a navigator or pilot) will incur the full ADSC for that training even if that ADSC extends beyond the officer's 10th year of rated service.

2. Upon formal withdrawal or elimination from the program, members incur an ADSC of 2 years or the ADSC for completion of the program, whichever is less. (**EXCEPTION:** AFROTC cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2011, *Air Force Reserve Officer Training Corps*. USAFA cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2020, *Disenrollment of USAFA Cadets*. OTS cadets who withdraw or eliminate incur no ADSC IAW AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Program.

3. FLEP/ELP ADSC begins upon completion of any other unfulfilled ADSC, (e.g., EAD). Additionally, no portion of the education period (including legal internship) may satisfy any existing ADSC. **EXCEPTION:** The ADSC for initial PCS to Law School is fulfilled during the education period.

4. FLEP students who withdraw or eliminate must serve 1 year for each year, or part thereof, of participation in the program. ELP students who withdraw or eliminate must serve 1 month for each month of participation in the program.

5. Excludes "low-cost" and "no-cost" PCS. **EXCEPTION:** Permissive and Humanitarian PCS still incur an ADSC. See [Attachment 1](#) for terms and further Humanitarian PCS ADSC guidance. Airmen who retrain in conjunction with a CONUS-to-CONUS assignment incur a 1-year ADSC.

6. Examples of federally-sponsored fellowships include, but are not limited to, Secretary of Defense Corporate Fellowships, National Defense Fellowships, RAND Research Fellowships, White House Fellowships, Legislative Fellowships, Council on Foreign Relations Fellowships, and National Security Fellowships.

7. Upon approval by AFIT/CI, members may accept fellowships, scholarships, and grants sponsored by a corporation, fund, foundation, or educational institution (as prescribed by Title 10 U.S.C. 2603) if it will qualify them to fill a potential Air Force requirement. Education in this category includes, but is not limited to, Olmsted Scholarships Rhodes Scholarships, Lincoln Lab Grants, Draper Fellowships, and National Science Foundation Research Fellowships. Participants in the Olmsted Scholarship Program incur an ADSC equal to three times length of training spent in graduate study in a foreign country, effective upon completion of this assignment. The Olmsted Advanced Degree Program (ADP) is separate and distinct from the Olmsted Scholarship Program; participants in the ADP incur a separate ADSC equal to three times the length of the master's degree program at a university located in United States, effective upon completion of the program.

8. ROTC students who accept extended scholarship entitlements serve an additional ADSC for EAD equivalent to the length of the entitlement extension, per DoDI 1215.8.
 9. AFIT students who are attending AFIT on a part-time basis will not incur an ADSC for completion of AFIT courses.
 10. Members who withdraw or eliminate incur an educational or training ADSC of 2 years or the length of time in training, whichever is greater, not to exceed the educational or training ADSC for program completion. Applies to health profession officers only.
 11. Do not use any part of the educational or training program period to satisfy any existing educational or training ADSC. Applies to health profession officers only.
 12. Members serve this educational or training ADSC after fulfilling all previously existing educational or training ADSCs. Applies to health profession officers only.
 13. Applies to Health Profession members only.
 14. ADSC is awarded upon completion of W-MCE-13B1D course at Tyndall AFB.
 15. For AFIT students attending civilian institutions, this ADSC will normally begin upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC.
 16. Health professions officers (AFSC of 4XXX) attending AFIT-sponsored programs are governed by rules 24, 26, 28, 31, and 32.
- 1.3.2.2. Permanent Change of Station (PCS) (see AFI 36-2110, paragraph 2.28). **EXCEPTION:** AF Form 63 is required only for members - officer and enlisted - moving CONUS-to-CONUS and then only if they are or will become eligible for retirement before completing the associated ADSC. In these cases, the AF Form 63 is not to be used as the official assignment notification but should be signed by member within 7 calendar days of official notification.
- 1.3.2.3. **DELETED.**
- 1.3.2.7. Participating in education or training programs listed in [Table 1.1](#). (see AFI 41-117, paragraph 31.1.15).
- 1.4.2. Any non-line officer who has not applied for separation or retirement, and does not have sufficient retainability for the ADSC-incurring event, must initiate a Specified Period Of Time Contract (SPTC) to obtain necessary retainability within 7 calendar days following acceptance of the ADSC-incurring event and before beginning the ADSC-incurring event (see AFI 36-2133, *Specified Period of Time Contracts*).
- 2.1.4. Issues Category One processing discrepancies to the responsible MPF who allows a member to depart and/or enter into an ADSC-incurring event without proper ADSC documentation.

2.5. AFIT/CI:

2.5.1. Categorizes AFIT students as scholarship or non-scholarship.

2.5.2. Ensures HQ AFPC/DPSFO receives copies of AFIT Form 9.

2.5.3. Informs HQ AFPC/DPSFO of any change to AFIT class dates or elimination/removal of any Line, Chaplain or JAG officer from the AFIT program.

2.6.1. Ensures that all TDY and PCS orders reflect the ADSC associated with the event.

2.6.2. Ensures that members (officers and enlisted) have either sufficient retainability to complete the commitment associated with the ADSC-incurring event or a retainability waiver.

2.6.3. Thoroughly reviews all incoming UPRGs to ensure they contain the appropriate ADSC counseling statements for unexpired or projected ADSC dates.

2.6.5. Ensures Education Services Officers, all serviced unit commanders and CSSs understand their responsibilities.

2.6.6. At bases conducting any Flying Training (Undergraduate or Advanced) and all other in-residence education **or** training lasting 20 weeks or longer, ensures all individuals attending such training have a completed AF Form 63 on the first day of training. Also ensures enlisted members have sufficient retainability to fulfill the ADSC associated with the education or training.

2.6.7. Does not allow members to proceed to education or training contained in **Table 1.1** without a completed AF Form 63 or other ADSC acknowledgment when required. Does not allow enlisted members without sufficient retainability to proceed to education or training. This includes members departing PCS or TDY for the purpose of entering training, education or a Critical Acquisition Position (CAP), which incurs an ADSC.

2.7. The Education Services Officer (ESO): Forwards a copy of the AF Form 1227, **Authority for Tuition Assistance – Education Services Program**, to HQ AFPC/DPSFO within 30 calendar days of signature.

2.9. HQ AETC/DOO: Notifies HQ AFPC/DPSFO when new courses are added to the ETCA.

2.10.1.1. If a member is selected for an ADSC-incurring event and an AF Form 63 is not received within 72 hours from HQ AFPC/DPSFO, the MPF must request an AF Form 63 from HQ AFPC/DPSFO via email to <mailto:adsc.operations@afpc.randolph.af.mil>.

2.10.1.2.2. The MPF Commander briefs member on 7-day option, using the statement for ADSC declination (see paragraph **2.14**). The MPF Commander then signs Section III and includes the statement in the remarks section. The MPF will establish a suspense for members to submit a separation or retirement application within 7 calendar days of assignment notification (IAW AFI 36-2110).

2.10.1.2.3. The MPF updates the assignment availability code for enlisted members to reflect mandatory separation or retirement at the end of the current enlistment contract (see AFCSM 36-699, Volume I, *Personnel Data Systems* and AFI 36-2110, table 2.1). **EXCEPTION:** If the member is declining PCS only and signs an AF Form 964 **PCS, TDY or Training Declination Statement**, an AF Form 63 is not required.

2.10.2.1. Forwards a signed AF Form 63 to HQ AFPC/DPSFO; faxed copies will be accepted and are encouraged. These copies replace the need for the original to be mailed; therefore the original can be filed in the members Unit Personnel Record Group (UPRG).

2.10.2.2. Files a copy in the UPRG.

2.11.1. HQ AFPC/DPSFO updates the Personnel Data System (PDS) with ADSCD and ADSC Reason Code for all members (except health professions and judge advocate officers) upon receipt of completed AF Form 63 or other ADSC documentation. **EXCEPTION:** HQ AFPC/DPSFO will update ADSCD for the Air Force Intern Program (AFIP) or PME regardless of competitive category. Also, HQ AFPC/DPSFO will update AFIT ADSCD for judge advocate officers. ADSCD begins upon graduation or completion date of training or education, unless otherwise stated. ADSCD for CAP positions begin upon duty effective date.

2.13.2.2. When the member inprocesses PCS or on temporary duty (TDY) without an AF Form 63, contact HQ AFPC/DPSFO to issue a Category One processing discrepancy (see AFI 36-2102, *Base-Level Relocation Procedures*) to the losing MPF. If the gaining MPF allows the member to enter the ADSC-incurring event without requesting an AF Form 63, HQ AFPC/DPSFO will also charge the gaining MPF with a Category One processing discrepancy.

2.14. **Declining an ADSC (7-day Option).** A member who declines the ADSC for PCS or training must request separation or retirement within 7 calendar days of notification. The MPF commander or DPH commander is the briefing official in Section III of the AF Form 63 and will enter the following statement in the Remarks Section: "I advised this member concerning the ramifications of declining to accept the ADSC and the requirement to submit a separation or retirement request. Member has been advised that if he/she declines but does not establish a DOS or retirement date under the 7-day option provision (see AFI 36-2110, *Assignments*), and attends the ADSC-incurring event, he/she will still incur the associated ADSC." **EXCEPTION:** Officers may decline PME in-residence without establishing a DOS. Do not document officer PME declination on an AF Form 63. (Refer to HQ AFPC/DPAPE annual MPFM for further guidance on proper officer PME declination procedures.)

2.15. Refusing to Sign an ADSC Acknowledgment Form or Statement (Upon Selection for an ADSC-Incurring event). Members who are properly advised of an ADSC cannot therefore avoid an ADSC by refusing to sign the AF Form 63 or other acknowledgment statement. Members who do not establish a DOS or retirement date under the 7-day option (see paragraph 2.14.) and attend or enter into the ADSC-incurring event are considered to have constructively accepted the ADSC.

2.17.2. Members remaining on active duty do not have the option of reimbursing the government in lieu of fulfilling an ADSC.

2.18.1.6. Sends the results of the audit to HQ AFPC/DPSFO and requests a review under the AF ADSC Verification Program.

2.18.2.4. Within 4 weeks, notifies the MSS and member by message of formal review results and member's right to appeal to the AFBCMR.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, U.S.C., Section 653a, Minimum Service Requirements for Certain Flight Crews Positions - Pilots

Title 10, U.S.C., Section 653b, Minimum Service Requirements for Certain Flight Crew Positions - Navigators and Naval Flight Officers

Title 10, U.S.C., Section 1734, Career Development

Title 10, U.S.C., Section 2004, Detail of Commissioned Officers as Students at Law Schools

Title 10, U.S.C., Section 2005, Advanced Education Assistance

Title 10, U.S.C., Section 2007, Payment of Tuition for Off-duty Training or Education

Title 10, U.S.C., Section 2114, Students: Selection, Status, Obligation

Title 10, U.S.C., Section 2123, Members of the Program: Active Duty Obligation; Failure to Complete Training; Release from Program

Title 10, U.S.C., Section 2603, Acceptance of Fellowships, Scholarships, or Grants

Title 10, U.S.C., Section 8013, Secretary of the Air Force

Title 10, U.S.C., Section 9348, Cadets: Agreement to Serve as Officer

DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

DoDD 1215.8 *Senior Reserve Officers Training Corps (ROTC) Programs*

DoDD 1315.7, *Military Personnel Assignments*

DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997

DoDD 1322.10, *Policies on Graduate Education for Military Officers*, 31 August 1990

F036 AF PC Q, Personnel Data Systems

F036 AF PC B, Military Personnel Records System

AFCSM 36-699, *Volume 1, Personnel Data Systems*

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2019, *Appointment to the United States Air Force Academy*

AFI 36-2020, *Disenrollment of USAFA Cadets*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2106, *Competitive Category Transfers*

AFI 36-2110, *Assignments*

AFI 36-2133, *Specified Period of Time Contracts*

AFI 36-2205, *Applying for Flying and Astronaut Training Programs*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-3004, *Aviator Continuation Pay (ACP) Program*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFI 41-109, *Special Pay for Health Professionals*

AFI 41-117, *Medical Service Officer Education*

Abbreviations and Acronyms

ADSC--Active Duty Service Commitment

ADSCD--Active Duty Service Commitment Date

AEGD-1--One Year Advanced Education in General Dentistry

AETC--Air Education and Training Command

AFB--Air Force Base

AFIP--Air Force Intern Program

AFIT--Air Force Institute of Technology

AFPC--Air Force Personnel Center

AFSC--Air Force Specialty Code

APDP--Acquisition Professional Development Program

CAP--Critical Acquisition Position

CONUS--Continental United States

CSS--Commander's Support Staff

DEROS--Date Eligible for Return from Overseas

DoD--Department of Defense

DOS--Date of Separation

DPH--Education Service and Human Resource Flight

EAD--Extended Active Duty

ELP--Excess Leave Program

ESO--Education Services Officer

ETCA--Education and Training Course Announcement

EWI--Education with Industry

FLEP--Funded Legal Education Program

GDE--Graduate Dental Education

GME--Graduate Medical Education

GSP--Graduate School Program

JSUNT - Joint Specialized Undergraduate Navigator Training

JSUPT - Joint Specialized Undergraduate Pilot Training

MPF--Military Personnel Flight

MSS--Mission Support Squadron

PCS--Permanent Change of Station

PDS--Personnel Data System

PG1--Post Graduate Year 1

Ph.D.--Doctor of Philosophy

PME--Professional Military Education

RIP--Report on Individual Person

RNLTD--Report Not Later Than Date

ROTC--Reserve Officer Training Corps

RSN--Reason

SUNT - Specialized Undergraduate Navigator Training

SUPT - Specialized Undergraduate Pilot Training

TDY--Temporary Duty

TMS--Training Management System

UFT--Undergraduate Flying Training

UPRG--Unit Personnel Record Group

USAF--United States Air Force

USAFA--United States Air Force Academy

U.S.C.--United States Code

Terms

Active Duty--Full-time duty in the active military service of the United States.

Active Duty Service Commitment (ADSC)--A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

Active Duty Service Commitment Date (ADSCD)--The date the ADSC expires.

ADSC-Incurring Event--Any event for which a member incurs an ADSC.

Aviation Service Date--The date the member first reports, on competent orders, to the aviation activity that has aircraft in which he/she will receive flight training leading to an aeronautical rating.

Career Enlisted Aviator--Any 1AXXX enlisted aircrew member assigned to an authorized aircrew position.

Career Officer--A Regular officer; an Air Force Reserve officer currently serving in Indefinite Reserve Status; or an officer serving under Conditional Reserve Status program.

Concurrent--To be served at the same time, together, simultaneously.

Consecutive--To proceed from one to another and be served in sequential order.

Continental United States (CONUS)--United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico; does not include Hawaii or Alaska.

Date Eligible for Return From Overseas (DEROS)--Date established for a member to complete his or her overseas tour and be eligible to return from overseas.

Date of Separation (DOS)--Date established by law or policy for the termination of active duty.

Excess Leave--Leave granted that exceeds earned and advance leave and for which the service member is not entitled to pay and allowances.

Extended Active Duty (EAD) Date--Date a member started active duty career.

Health Professions Officer--Includes Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), and Biomedical Sciences Corps (BSC) officers, and applicants selected for or undergoing training or schooling to qualify them for service in the MC, DC, MSC, NC or BSC.

Humanitarian PCS--A permanent change of duty station to satisfy an Air Force requirement wherein an individual receives consideration because of severe personal problems. For ADSC purposes, CONUS-to-CONUS humanitarian moves incur a 6-month ADSC, whereas overseas humanitarian returnees receive a 1-year ADSC.

Instructor Qualification--A course of instruction that qualifies any rated officer to be an instructor, or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

Judge Advocate Officer--Includes officers designated as judge advocates in accordance with AFI 51-103 and serving in the Judge Advocate General's Department, and applicants selected for or undergoing training or schooling to qualify them for such designation and service.

Lost Time--Time during which a member is AWOL, in confinement, or incapacitated due to alcohol, drugs or disease or injury resulting from the member's misconduct (10 U.S.C. 972).

Low-Cost PCS-- PCS between duty locations when it is determined in advance of approval of the PCS that the expected cost will not exceed \$500 of PCS entitlements. The new duty location must also be within commuting distance of the member's current residence.

Misconduct--As a basis for separation or retirement, includes substandard duty performance within a member's control, unacceptable conduct, moral or professional dereliction, interests of national security, court-martial conviction, and conduct rendering a member eligible for separation or retirement in lieu of court-martial.

No-Cost PCS (No Entitlement)--A PCS in which no entitlements accrue to the person. This is a PCS to a new duty station within the corporate limits of the same city or town. When the person must move their household goods because of the move, use local O&M funds as outlined in the JFTR. Do not use an AAN, unless you use the PCS ID Code "M." Do not use PCS orders unless you include the statement that the person has no PCS entitlements.

Non-rated Aircrew Member--An enlisted member qualified for aviation service, who has an AFSC with a K, Q, or X prefix, and is assigned to an approved aircrew position.

Part-time AFIT Student--An Air Force Officer who is working in a producing (non-student) job for half/more-than-half the duty day and carrying a class load of 6 hours (or less) graduate level credit in a semester/term.

Permanent Change of Station (PCS)--For ADSC purposes, a move between permanent duty stations that are not in the same corporate city limits or town.

Permissive Permanent Change of Duty Station (PCS)--A PCS request initiated by a person, approved in limited circumstances, authorizing the person to proceed on a PCS at their own expense. For permissive PCS, the member pays all expenses involved or associated with PCS. An ADSC will be received.

Rated Service--The time an officer serves in the rated force, from award of an aeronautical rating to separation, promotion to colonel, grounding or retirement.

Report Not Later Than Date (RNLTD)--Date by which a member must report to a new duty station.

Requalification Training--Training in an aircraft in which the member has been previously qualified.

Retainability--Time remaining to serve on active duty in the Air Force.

Attachment 2
PREVIOUS AND CURRENT ACTIVE DUTY SERVICE COMMITMENT REASON CODES
WITH CLEAR TEXT TITLES

| | |
|----|---|
| 01 | Air Force Institute of Technology (Education with Industry) |
| 02 | Air Force Institute of Technology |
| 03 | Technical Training |
| 04 | Undergraduate Flying Training |
| 05 | Advanced Flying Training |
| 06 | Thunderbirds |
| 07 | Professional Military Education |
| 08 | Bootstrap Program |
| 09 | Tuition Assistance |
| 10 | Promotion |
| 11 | Permanent Change of Station |
| 12 | Military Training Instructor |
| 13 | Selective Continuation |
| 14 | 1 st Manned Space-flight Control Squadron |
| 15 | FBI Academy |
| 16 | Air Force Intern Program |
| 17 | Airborne Warning and Control System Course (AWACS) |
| 18 | Missile Qualification |
| 19 | Air Traffic Control Upgrade Training Officer Program |
| 20 | Junior Officer Cryptologic Career Program |
| 21 | Air Force Office of Special Investigation (AFOSI) Senior Investigation Course |
| 22 | White House Fellowship Program |
| 23 | Funded Legal Education Program |
| 24 | Excess Leave program |
| 25 | AFMC Scientist and Engineering Exchange Program |
| 26 | Research Associate Program |
| 27 | ACC Intern Architect Development Program |
| 28 | Indefinite Reserve Status |
| 29 | USAF Service Academy |
| 30 | Recalled to Active Duty |
| 31 | Extended Active Duty (ROTC/OTS) |
| 32 | Fellowship, Scholarship, Grant |
| 33 | Elimination from Training |

| | |
|----|---|
| 34 | Educational Leave of Absence |
| 40 | Internship Health Services Officer |
| 41 | Medical, Dental or Veterinarian Student Program |
| 42 | Senior Medical, Dental or Veterinarian Student Program |
| 43 | Post Graduate or Graduate Health Services Professional Education Training |
| 44 | Professional Training for Health Services Officer |
| 45 | Residency Training |
| 46 | Additional Special Pay |
| 47 | Incentive Special Pay |
| 48 | Continuation Pay for Dental Corps who have no ADSC for Training |
| 49 | Continuation Pay for Dental Corps in Training or Payback Status |
| 50 | ROTC Pre-Health |
| 51 | ROTC Education Delay |
| 52 | Health Professions Scholarship |
| 53 | Uniformed Services University of the Health Sciences |
| 60 | Engineering or Scientific Career Continuation Pay |
| 61 | MSE Space Transportation System (STS) Mission |
| 62 | Laboratory Services |
| 63 | Minute Man Education Program |
| 64 | Defense Advanced Language Area Studies Program |
| 65 | Special Agreement with Specified Period of Time Contracts |
| 66 | Medical Unique Situations |
| 67 | Medical Personnel Over 60 |
| 68 | Intelligence Program |
| 70 | Pilot Bonus |
| 71 | Pilot Bonus Transition |
| 72 | Critical Acquisition Position |
| 73 | Critical Acquisition Position Program Manager |
| 74 | Nurse Accession Bonus |
| 76 | USAF Weapons Instructor Course (WIC) |
| 77 | Instructor Qualification (Other than PIT) |
| 78 | All In-residence Education, including all AFIT Programs |
| 79 | Funded Legal Education Program (FLEP) and Excess Leave Program (ELP) |
| 80 | Joint Specialized Undergraduate Pilot Training (JSUPT) |
| 90 | Specialty Pay Legal Officers |
| 99 | Unknown |

Addresses

HQ AFPC/DPSFO
550 C Street West Suite 37
Randolph AFB TX 78150-4737

HQ AFPC/DPAM
550 C Street West Suite 25
Randolph AFB TX 78150-4723

HQ USAF/JAX
1420 Air Force Pentagon
Washington DC 20330-1420

HQ USAF/SG
170 Luke Avenue Suite 400
Bolling AFB DC 20332-5113