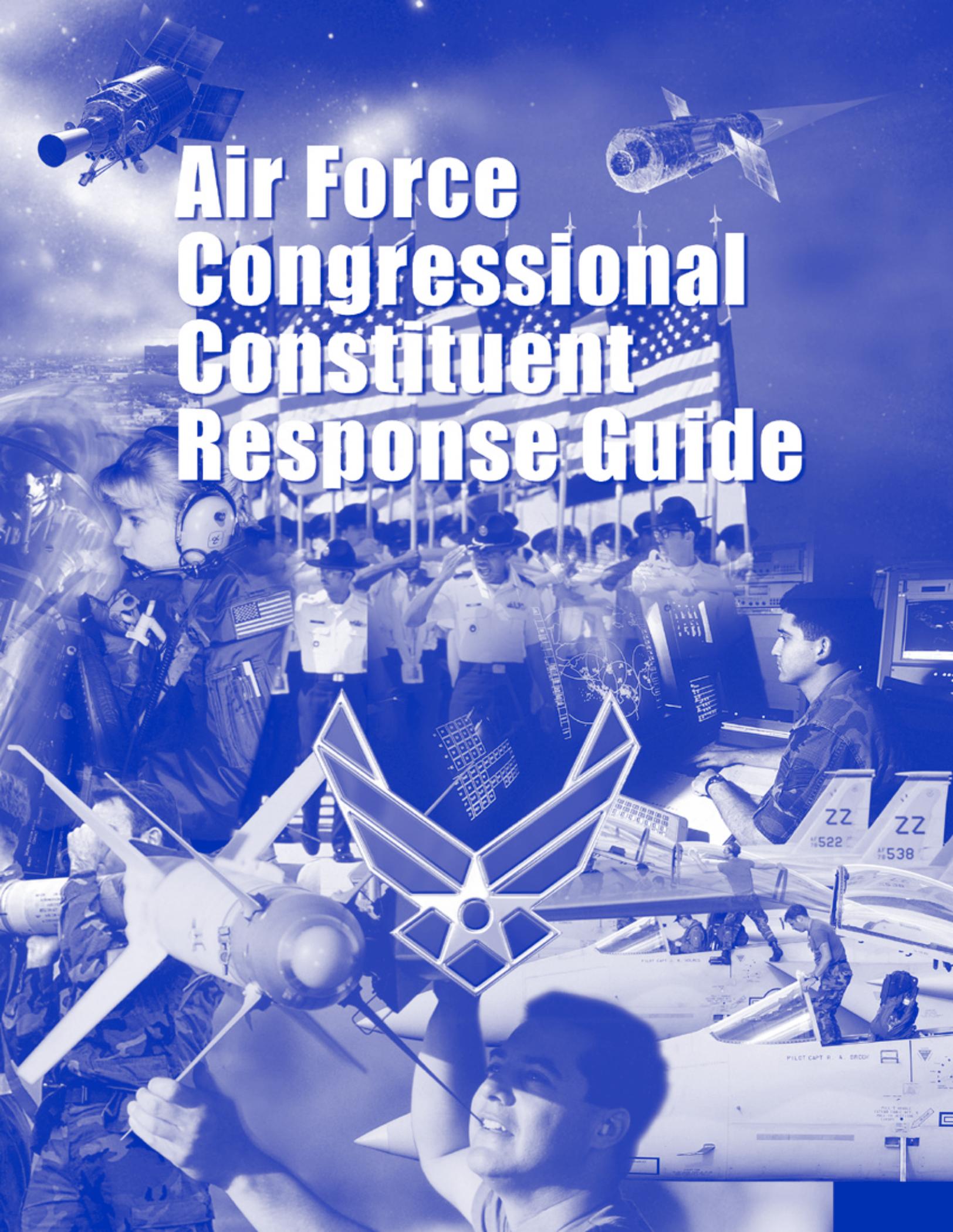


Air Force Congressional Constituent Response Guide



Constituent Response Guide

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Introduction

We developed this guide to help you get quick answers on Air Force matters for your constituents. Many of the Air Force functional experts who compiled this guide have additional helpful information available to you (and the public) on the Internet. In these cases, the Internet address will appear at the end of the section. There is also a list of useful homepages at the end of this guide. This will ensure you get up-to-the-minute information.

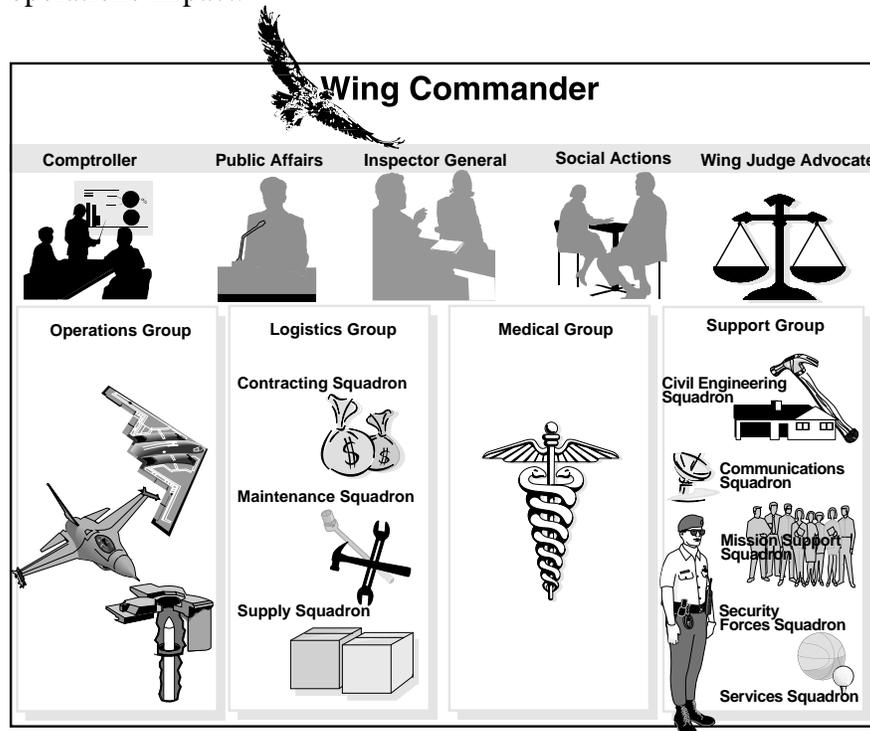
As with any endeavor to compile data from several different sources, we made every effort to cover only the most commonly asked questions. The information in our guide is general in nature and may not cover complex questions or unique situations your constituents may have. Feel free to contact our action officers at (703) 695-7364 with any question you may have.

How to use this Guide

The Air Force Community

Air Force bases are small communities, with the entire infrastructure and social support common to any American town. The difference is the Air Force organizes its bases along command lines that start with “squadrons” and build to “groups” and up to a “wing.” Each squadron, group and wing has a “commander” who is responsible for the military mission *and* the health and well being of all of the unit’s members. The commander’s concern extends to the families of the military members as well as to the civilian employees. The wing commander is also concerned with those retirees and their families who live in the nearby communities. Finally, all commanders are responsible for positive relations with the nearby civilian communities, the private citizens who live near us, and whose lives our operations impact.

Notional Air Force Wing



We included the illustration of the “Notional Wing” to illustrate the structure of each base’s organization and to introduce you to each of the functional missions. The commander of each functional area is responsible for caring for the squadron’s people and mission. Each squadron also has a “first sergeant” who is the focal point for helping the squadron’s members receive the support they need from base agencies. Below is a list of the key “help givers” on a base. To help your constituents get speedy assistance, we recommend asking them if they have spoken to these base agencies. Chances are good your constituent will get the help they need without going through your office.

Mission Support Squadron: Includes military and civilian personnel flights (MPF and CPF), responsible for processing request for transfers, corrections to military records, dependent identification cards and the like.

Civil Engineering Squadron: Handles all civil engineering activities on a base. These include any issues relating to maintenance of base housing and work facilities.

Services Squadron: Provides combat support, community services, and family programs to include fitness, food service, lodging, libraries, child development and youth programs, recreation, officer and enlisted clubs, golf, and bowling. Also manages the base mortuary affairs and military funeral honors programs.

Medical Group: Responsible for the medical mission of the wing. The Air Force designates a medical group as a small or large group depending on the size of the military medical treatment facility (MTF). In each medical group, there is a TRICARE Flight and Patient Advocate to address almost any concern your constituents may have.

Military Equal Opportunity: This office exists to address equal treatment issues for military members and complaints against military members by either civilian or military employees.

Inspector General: This office investigates issues of unlawful orders or abuse of power. It is also the base focal point for fraud, waste, and abuse (of resources) issues.

Judge Advocate: The legal advisor to Wing Commander. It also provides routine legal services for the base community (e.g. powers of attorney, wills, and notary service). The Wing Commander acts as the prosecutor in courts-martial and this office advises accordingly. There may or may not be an Area Defense Counsel (ADC) on a base; however, the Wing Commander does not have any authority over the ADC. The ADC is only associated with a base in a tenant capacity.

The Inquiry Process

Inquiry Process Flow

Inquiry Process Flow

Our job is to work with you to provide the information or assistance requested by your constituents. **We do not deal directly with constituents.** As mentioned earlier, there are a number of agencies available to help Air Force members and their families with their problems. Our job, however, is to serve as the liaison between the Air Force and members of Congress and their staffs.

The quickest way to get an answer to your inquiry is send it to our Pentagon address:

**Director, Legislative Liaison
SAF/LL
1160 Air Force Pentagon
Washington DC 20330-1160**

This will reduce our response time by at least a business day over sending it to our offices on the Hill and two to three days over sending it to the Secretary of Defense or the Secretary of the Air Force.

Also, please include a Privacy Act release (unless the military member is deceased)—we are bound by the military member’s right to privacy under the Privacy Act of 1974. Please list a staff member’s name, telephone number and district office address on all correspondence.

We have included a “Checklist for Processing Air Force Constituent Cases” (see p. 7) to aid you in gathering the information that will enable us to generate a prompt reply.

Urgent Inquiries

Urgent Inquiries

For inquiries that are time-sensitive, please call us at (703) 695-7364, and follow-up your call with a fax of any important written information. Our fax number is (703) 693-6340. Remember to include the staff member’s name, telephone number, and district office address on the faxes. We will still need a Privacy Act release before we can release the information to your office, but your call will get us started.

The Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA)

Air Force policy is to conduct its activities in as open a manner as possible

and provide the public with a maximum amount of information concerning its activities, consistent with the legitimate public and private interests of the American people.

The Air Force FOIA web page offers links to current policy, the annual report to Congress, major command offices and frequently asked questions, including a handbook explaining the process. You can visit the web page at <http://www.foia.af.mil>.

We will honor requests by members of Congress in their personal capacities or on behalf of constituents for Air Force records, unless exempt from mandatory public disclosure under the Act or if release will cause an identifiable harm. Requests for Air Force records should go to the organization maintaining the records, if known. If the organization is unknown, send requests to **OL-P, 11 CS/SCSR (FOIA), 11th Wing, 1000 Air Force Pentagon, Washington, DC 20330-1000**.

The Air Force may provide information exempt from release under the FOIA to Congressional committees or subcommittees if the information relates to matters within their jurisdiction and the committee or subcommittee chairperson formally requests it.

There may be fees required of FOIA requesters for search and reproduction costs. In addition, commercial requesters may incur review costs. The Air Force, however, usually waives fees less than \$15.

Privacy Act

Public Law 93-579, The Privacy Act of 1974, became effective on September 27, 1975, and requires the Department of the Air Force to protect personal information maintained in records systems. Accordingly, the Air Force generally cannot release this information without express written consent by the subject of the record.

Air Force policy protects the right of any member to communicate with government officials without fear of retaliatory action. To this end, Air Force regulations provide that we cannot code, annotate or otherwise mark a person's record to indicate that Congressional, Executive or other high-level interest is, or was ever, generated by or expressed for any individual.

The Privacy Act allows release of information of a nonsensitive personal nature. Such items of information include: military unit of assignment

Privacy Act

(except overseas addresses or assignments to sensitive or routinely deployable units); rank; date of rank; base pay; special pay and all allowances (except basic allowance for quarters and variable housing allowance); past duty assignments; future assignments that are officially established (except overseas or assignments to sensitive or routinely deployable units); office or duty telephone numbers; source of commission; promotion sequence number; awards and decorations; attendance at professional military schools; and duty status. Nonconsensual disclosure of this information will normally not violate the Privacy Act.

The Air Force may release personal information to chairpersons of Congressional committees or subcommittees if the information relates to matters within the committee's jurisdiction and the committee or subcommittee formally requests the information.

Checklist for Processing Air Force Constituent Cases

- ___ Constituent information: name, address, relation to Air Force member, member's rank and social security number and duty station
- ___ Congressional information: member's name, staff member's name, location, phone number and the address to send response
- ___ Privacy Release statement signed by the military member
- ___ Brief description of constituent's inquiry, including action/response requested
- ___ Additional background questions to ask the constituent, as appropriate:
 - ___ Have you contacted the commander or first sergeant?
 - ___ Have you contacted the local personnel office?
 - ___ Have you contacted the local Inspector General's office?
 - ___ Have you contacted other Congressional offices?
 - ___ Have you contacted senior Air Force leadership?
 - ___ Have you received the advice of military and/or civilian legal counsel?
- ___ Routine inquiry, forward by mail to SAF/LLI, 1160 Air Force Pentagon, Washington, DC 20330-1160
- ___ Emergency, time-sensitive inquiry, call SAF/LLI (703) 695-7364, after hours (703) 697-6103

Enlistment

Enlistment Qualifications

Enlistment Qualifications

Enlistment qualifications are the same for both men and women. The age requirement is from 17 to 27 years. Individuals may not enlist once they reach their 28th birthday. The Air Force requires a high school diploma or higher to enlist. Currently, a valid home-school education qualifies as a high school diploma. We allow one percent of recruits to enlist with a GED. The minimum score on the Armed Services Vocational Aptitude Battery (ASVAB) is 40 on the Air Force Qualification Test (AFQT) portion of the ASVAB for those with high school diplomas or higher. For GED-holding applicants, the minimum AFQT score is 65. The Air Force does not accept single parents with physical or legal custody of minor dependents. Enlistment in the Air Force can be for a specific guaranteed job or in one of four aptitude index areas: mechanical, administrative, general or electronics.

Guaranteed Training Enlistment Program

Guaranteed Training Enlistment Program

Under the Guaranteed Training Enlistment Program, the applicant enlists for training in a specific Air Force Specialty Code (AFSC). The AFSC assigned depends on the individual's aptitude scores, physical condition, and, in some instances, previous education and experience. Provided the airman is not disqualified or eliminated from training in a specific job, the Air Force guarantees training and assignment to perform duty in that job on the AF Form 3007, *USAF Enlistment Agreement*. Airmen may not request a change to another skill unless they are unqualified for training or continuation in training as originally scheduled, or they volunteer for and receive a special assignment.

Moral Character

Moral Character

Prior Civilian Convictions: Air Force enlistment directives stipulate that applicants with records or convictions of certain civil or juvenile offenses are not eligible for enlistment unless the applicant receives a waiver. In evaluating a waiver, we consider the nature of the offense(s), date(s) of the offense(s) and the applicant's record after release from any sentence assessed. The Air Force will not enlist applicants who admit involvement with law enforcement agencies until completion of a thorough investigation of the circumstances.

Prior Drug Use: Air Force policy on illicit drug use precludes enlisting an individual with a history of drug abuse. Under our current policy, appli-

Enlistment

cants are ineligible for enlistment if they have ever been arrested by the police for usage or possession of marijuana, narcotics or dangerous drugs; used LSD (no waiver authorized); illegally used narcotics/dangerous drugs; or illegally been a supplier of any drugs. Additionally, testing positive on the drug and alcohol test while processing for enlistment at the Military Entrance Processing Station permanently disqualifies an individual from enlistment.

Reenlistment Eligibility (RE) Codes

When enlisted personnel separate from the service, the losing service assigns them RE codes that determine eligibility for further military service. The RE codes assist in making personnel management decisions. The codes are in numeric/alpha format: the number indicates whether or not the individual is eligible for further service; the letter indicates the exact reason for (in)eligibility, as outlined below:

- 1 Eligible for immediate reenlistment.
- 2 Ineligible for reenlistment.
- 2B Involuntarily discharged with a less than honorable characterization of service.
- 2C Involuntarily discharged with an honorable discharge or entry level separation without characterization of service.
- 2G Entered into (or failed to complete) drug rehabilitation.
- 2H Entered into (or failed to complete) alcohol rehabilitation.
- 2I Non-U.S. citizen; enlisted on or after November 1, 1982, and failed to attain U.S. citizenship during initial enlistment.
- 2M Ineligible due to court-martial.
- 2P (Prior to January 14, 1983) Discharged for marginal performance or erroneous enlistment.
(January 14, 1983 to April 26, 1984) Not used.
(Present) AWOL; deserter or dropped from rolls
- 2Q Medically retired or discharged.
- 2X (Prior to April 27, 1984) Not selected for quality reasons or first-term airman who has been denied non-commissioned officer (NCO) status or had NCO status vacated.
(Present) Not selected for quality reasons.
- 2Y (Prior to April 27, 1984) Second term or career airman who has been denied NCO status or had NCO status vacated.
(April 27, 1984 to May 1, 1991) NCO status denied or vacated.
(May 2, 1991 to Present). Not in use.
- 3 & 4 Ineligible for reenlistment (some codes may be waived by commanders), but eligible for prior service enlistment with a waiver.

Reenlistment Eligibility (RE) Codes

Reenlistment for Prior Service Members

Only the Air Force Board for Correction of Military Records can change an RE code beginning with 2. The Board must change the RE code before an individual can enlist under a prior service enlistment. Recruiting Service officials of any service may waive RE codes beginning with 3 and 4, or the AFBCMR may change them before enlistment of prior service members.

Reenlistment for Prior Service Members

The Air Force opens and closes the prior service program based on its personnel needs. When available, the prior service program allows prior service members from all branches to enlist, provided they meet all qualifications. Prior service members from branches other than the Air Force who have a skill that converts to a matching and required Air Force skill are eligible to apply for enlistment in that skill. If their skill does not match or is not on the requirement list, they are eligible for a select few cross training opportunities. Recruiting authorities handle these applications on a case-by-case basis with the needs of the Air Force prevailing. All prior service members, regardless of branch of service, must meet all qualifications including: a qualifying reenlistment eligibility code (i.e., 1x), a break in service not longer than 6 years and no more than 12 years of total active federal military service. Whenever possible, recruiting authorities entertain waivers and exceptions to policy.

Enlisting with Dependents

Enlisting with Dependents

It is essential that the Air Force enlist only those persons who are capable of responding to worldwide duty requirements and who are available for immediate unrestricted duty. At some point, the Air Force may require an enlistee with minor dependents to serve at locations to which dependants may not accompany the member. Should these enlistees seek preferential treatment because they cannot or will not find means to leave their children properly attended, the Air Force would face several unwanted alternatives, including immediate hardship discharge or offering the member special treatment by excusing or deferring the member from assignment obligations. These situations may result in less eligible individuals receiving short assignment notifications or adverse effects on the gaining organizations.

For these and other reasons, Air Force enlistment policy precludes the enlistment of applicants with no prior military service who have: (a) one or more minor dependents under age 18 and either a common-law spouse

Enlistment

or no spouse in the household; (b) a military spouse and one or more minor dependents; or (c) a nonmilitary spouse and more than one minor dependent.

Junior Reserve Officer Training Corps (ROTC) Program

The purpose of the Air Force Junior ROTC Program is to build better and more productive citizens. It is not a recruiting activity for the Air Force, but historically 45% of Air Force Junior ROTC participants continue beyond high school in a military atmosphere (SROTC, USAFA, Reserve/ANG). The program explores the historic and scientific aspects of aerospace technology, and teaches high school students self-reliance, self-discipline and characteristics found in good leaders. Students who participate in the program do not incur any obligation to the Air Force. The Air Force Junior ROTC program is open to all young people who are at least in the 9th grade, physically fit, and citizens of the United States.

Junior Reserve Officer Training Corps (ROTC) Program

Officer Accessions

USAF Academy

USAF Academy

Each applicant for a nomination must meet the following eligibility requirements, as of July 1 of the year of admission to a service academy:

- a. be at least 17 years old, but not have passed the 23rd birthday on the day he/she enters the Academy;
- b. be a United States citizen; and
- c. be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

Before nominating an applicant, members of Congress should carefully evaluate each applicant's overall qualifications, including the legal domicile to confirm the applicant lives within the boundaries of the Representative's Congressional district. The three academies consider evidence of character, scholarship, leadership, physical aptitude, medical fitness, goals and motivation in each nominee's "whole-person" evaluation.

Each United States Senator and Representative may have a maximum of five cadets or midshipmen at each service academy at one time. During the summer, the service academies report the number of vacancies available for the coming admissions cycle to each member of Congress. New members of Congress receive vacancy status reports from each academy shortly after they assume office. Throughout the year, the Academy notifies members whenever additional vacancies become available due to resignations, academic failures or other reasons. **All members of Congress may nominate up to ten candidates for each vacancy.** In order not to close out the ability to nominate to each academy each year, **the member should verify vacancy availability for the next year before filling more than one vacancy.**

The Nomination and Appointment Process

The Nomination and Appointment Process

An applicant must have a nomination before a service academy can consider them for admission. Title 10, United States Code, establishes two nomination categories: Congressional and Military Service-Connected. Applicants meeting eligibility requirements may apply for and receive nominations in both categories.

Members of the United States Senate and House of Representatives may nominate applicants who meet the eligibility requirements established by law. Senators nominate from applicants in their entire state. Representatives nominate from applicants domiciled in their Congressional districts (as constituted at the time of their elections). Applicants may apply for and receive nominations from both of their United States Senators and their Representative. Applicants may also apply to the Vice President of the United States who can nominate applicants at large.

Nomination Methods

There are three methods of nomination: Competitive; Principal with Competing Alternates; and Principal with Numbered Alternates. Members of Congress may use any of these methods at their discretion. Regardless of the nominating method and means of evaluation, we **strongly encourage that members of Congress submit a full slate of ten nominations for each vacancy**. It benefits the Air Force because the higher the number of nominees, the better the likelihood of a high-quality incoming class.

For further information, contact the US Air Force Academy Group at (703) 695-4005.

Air Force Reserve Officer Training Corps (AFROTC)

The Air Force ROTC college scholarship program is intended for high school seniors or graduates who have not enrolled as full-time college students. The Air Force targets the majority of its ROTC scholarships to students pursuing technical degrees, but there are many opportunities for those pursuing non-technical degrees as well. The Air Force awards ROTC scholarships based on individual merit, not on financial need. Air Force ROTC offers 4- and 3-year scholarships. Some scholarships, depending on the academic major, are eligible for lengthening later, up to an additional year, if warranted. Air Force ROTC activates the 4-year scholarship in the fall of the freshman year and the 3-year scholarship in the fall of the sophomore year.

There are great opportunities for AFROTC scholarships after entering college. In fact, college sophomores and juniors activate more 2- and 3-year AFROTC scholarships each year than college freshmen and sophomores who received 3- and 4- year offers as high school seniors. The Air Force awards ROTC in-college scholarships in all majors. To become eligible for these scholarships, individuals should enroll in Air Force ROTC

Nomination Methods

Air Force Reserve Officer Training Corps (AFROTC)

and apply to the Professor of Aerospace Studies during their freshman or sophomore year.

While Air Force ROTC scholarships attract students, many high quality cadets participate in Air Force ROTC without scholarships. Air Force ROTC textbooks and uniforms are provided for non-scholarship cadets. In addition, cadets receive a nontaxable monthly allowance during their junior and senior years, plus a salary while attending summer Field Training following their sophomore year.

Each applicant for AFROTC must be a US citizen before scholarship activation, and be a high school graduate or have an equivalent certificate. Candidates must be 17 years of age before scholarship activation; they must be under 27 years of age as of June 30 before commissioning. Candidates may obtain a waiver of the age limit if they have prior active-duty military experience. Prior to the fall academic term, an individual cannot be enrolled full-time at a college or university, except for the joint high school/college program. Single parents may not participate in AFROTC. Constituents may contact the nearest AFROTC unit for the latest criteria. For more information, please visit the AFROTC homepage at <http://www.afoats.af.mil>.

Officer Training School (OTS)

Officer Training School (OTS)

Qualification for OTS requires a minimum of a bachelors degree or higher from an accredited college or university. Positions are normally available in flying and non-flying jobs. Applicants for pilot or navigator positions must complete OTS and begin flying prior to age 30. Civilians and active-duty Air Force members may apply. An Officer Selection Board, comprised of senior officers, at Randolph AFB, Texas, reviews all applications based on the whole-person concept. Applicants selected for OTS must attend a 13-week course at Maxwell AFB in Montgomery, Alabama.

Health Professions

Health Professions

The Air Force recruits almost all types of health professionals. The professions include medical doctors—both allopathic (M.D.) and osteopathic (D.O.), dentists, nurses, health care administrators, optometrists, podiatrists, physical therapists and other medical specialties. The requirements for different specialties change throughout the year. The Air Force also offers a Health Professions Scholarship Program for individuals accepted to medical school and a Dental Health Professions Scholarship

Officer Accessions

Program for individuals accepted to dental school. If selected, the Air Force pays the tuition and fees and provides a monthly stipend. For more information, check our homepage at <http://www.afoats.af.mil>.

Judge Advocate General Corps (JAG)

Attorneys and third-year law students who are citizens of the United States may apply for a direct appointment as a judge advocate. To be eligible, an attorney must be a graduate of a law school approved by the American Bar Association and be admitted to practice law before a federal court or the highest court of any state. Third-year law student applicants are selected contingent upon graduation from a law school approved by the American Bar Association and admission to the practice of law. All applicants must successfully complete an Air Force commissioning physical and be rated medically qualified by the Surgeon General of the Air Force before commissioning. Applicants without prior commissioned service must meet all requirements and receive their commission before their 35th birthday (Title 10, USC, Section 532). The Air Force cannot waive these requirements. Interested persons may obtain applications from our homepage, <http://hqja.jag.af.mil>, or they may write to HQ USAF/JAX, 1420 Air Force Pentagon, Washington, D.C. 20330-1420, or call 1-800-JAG-USAF.

Judge Advocate General Corps (JAG)

Assignments

Enlisted Assignments Process

Enlisted Assignments Process

The Air Force assignment selection process ensures fair and impartial treatment to our members. For overseas duty, we consider eligible airmen based on their grade (rank), Air Force specialty, previous overseas assignment history, tour length involved and volunteer status. For long-tour areas, we choose volunteers based on length of time at their current stations. We select non-volunteers based on overseas time compared with peers in the same grade and Air Force specialty code (AFSC). For short-tour areas, we select airmen with no overseas service first, then those with the least number of short tours. When previous short-tour overseas service is equal, we select airmen with the earliest short-tour return dates first. In all cases, we select eligible volunteers ahead of non-volunteers. In addition, all airmen may volunteer for upcoming assignments on the Enlisted Quarterly Assignments Listing (EQUAL) provided by all military personnel flights (MPF).

Enlisted Quarterly Assignment Listing (EQUAL)

Enlisted Quarterly Assignment Listing (EQUAL)

Procedures under the personnel data system permit airmen returning from overseas to review the Enlisted Quarterly Assignment Listing (EQUAL) for available requirements in their grade/AFSC and indicate eight continental United States (CONUS) assignment preferences. Personnel officials match airmen sequentially within established priorities, considering Air Force specialty, security clearance and special experience identifiers, by the first through the eighth CONUS preference until we find a match or deem a match not possible. Where no match is possible, we assign an airman against valid CONUS requirements for the Air Force specialty on the most cost-effective basis. Many members may not receive their assignment preferences because the needs of the service are paramount. Factors such as the number of overseas returnees, Air Force versus personal requirements and excessive numbers of applications for assignments to “most preferred” locations all affect our capability to satisfy all assignment preferences.

Follow-On Program

Follow-On Program

When airmen apply for a follow-on assignment, they must sign the following statement:

If my request for follow-on assignment is approved, in conjunction with my overseas and follow-on assignments, I agree not to move my dependents at government expense except to the follow-on location, but I may

move them at personal expense, and I agree not to ship HHGs at government expense, except to the follow-on location, but I may ship HHGs at personal expense and I agree not to store HHGs in nontemporary storage at government expense, but I may store them at personal expense, during my unaccompanied overseas short tour assignments, and I may ship my privately owned vehicle (POV) at government expense to the overseas location, unless shipment of POV is prohibited to a particular location, or I am ineligible based on my rank. Once selected to participate in the follow-on program and if denied continued occupancy of on-base quarters, I may move my dependents and household goods within the same city, town, or metropolitan area as prescribed by the Joint Federal Travel Regulation (JFTR), volume I. If I take action contrary to the above agreements without prior approval of a request for exception from HQ AFPC/DPAIP1, my follow-on will be canceled.

Single members, single-member parents and military couples who will serve concurrent, unaccompanied short tours can store household goods at government expense by the most cost-effective means, as determined by the local Traffic Management Office, and relocate their dependents to a designated location at their own expense without cancellation of a home-basing or follow-on assignment.

Home Basing Program

When airmen apply for home-basing assignments, they must sign the following statement:

If my request for home-basing assignment is approved, in conjunction with my overseas and return assignments, I agree not to move my dependents at government expense, but I may move them at personal expense and I agree not to ship household goods (HHGs) at government expense, but I may ship HHGs at personal expense, and I agree not to store HHGs in nontemporary storage at government expense, but I may store them at personal expense, during my unaccompanied overseas short tour assignment and I may ship my privately owned vehicle (POV) at government expense to the overseas location, unless shipment of POV is prohibited to a particular location, or I am ineligible based on my rank. Once selected to participate in the home-basing program and if denied continued occupancy of on-base quarters, I may move my dependents and household goods within the same city, town, or metropolitan area as prescribed by the Joint Federal Travel Regulation (JFTR), volume I. If I take action contrary to the above agreements without prior approval of a request for exception from HQ AFPC/DPAIPI, my home-basing will be canceled.

Single members, single-member parents and military couples who will serve concurrent, unaccompanied short tours can store household goods at government expense by the most cost-effective means, as determined by

Home Basing Program

Humanitarian Reassignments

the local Traffic Management Office, and relocate their dependents to a designated location at their own expense without cancellation of a home-basing or follow-on assignment.

Humanitarian Reassignments

The Humanitarian Reassignments Office at the Air Force Personnel Center may authorize reassignment for humanitarian reasons when a severe, substantiated hardship exists within the Air Force member's family. The airman must clearly establish that the problem can be resolved only by reassignment and within a reasonable length of time, normally 18 months or less. In this regard, we do not consider applications favorably if based on a problem that would restrict further assignment for an extended period or necessitate relocation to a base or area where the Air Force cannot effectively use the member's skills and training.

The Air Force may defer an airman from reassignment for humanitarian reasons if the request substantiates that the airman's presence is essential to alleviate a temporary hardship experienced by the family. Since indefinitely restricting assignment to one base or area would be prejudicial to other airmen, and not in the best interest of the service, a deferment may be authorized only when it meets established criteria and resolution of the problem can be expected within a reasonable length of time.

Exceptional Family Member Program (EFMP)

Exceptional Family Member Program (EFMP)

The Air Force Exceptional Family Member Program (EFMP) provides advisory support, referral service and information regarding financial assistance to Air Force families who have medically-challenged family members. When substantiated by evidence submitted with their request, members may be reassigned or deferred from reassignment to start or continue a medical/special educational program for their medically or educationally-challenged family members under the EFMP. Retention at a particular location or reassignment, however, will depend upon both Air Force manning requirements and availability of medical/special educational facilities. We must emphasize that members with medically-challenged family members will not be exempt from serving overseas assignments. One purpose of the program is to locate the family members so the military member can serve an equitable share of overseas service.

Assignments

Join Spouse Program

Current Air Force policy provides that, military requirements permitting, we may assign members with military spouses to the same or adjacent locations. Within established parameters, this policy gives military couples every practical opportunity to establish a common household and minimize their family separation. At times, duty commitments, mission requirements and equitable assignment considerations limit our ability to co-locate a military couple. Further, such couples must share the responsibility for minimizing their family separation by judicious decisions relating to further service, career development and family planning. Military couples should not base their decisions in these areas on an assumption that they will always have a joint assignment. Manning requirements are paramount in determining assignments. Accordingly, the Air Force cannot guarantee that we will always be able to assign military couples together. Approval of a join spouse application depends on the availability of a suitable requirement at the requested location.

Active Duty Service Commitment

The Air Force routinely assigns active duty service commitments (ADSC) to officers for completed training. This not only provides better projections of future manning, but also ensures American taxpayers receive a fair return for the investment they make in training Air Force officers. Air Force policy is that officers receive these ADSCs voluntarily. If they are unwilling to accept the ADSCs, they must elect separation from the Air Force in lieu of the training.

Normal procedures are for officers' units of assignment to advise them of these ADSCs and for the officers to acknowledge their understanding and acceptance of the ADSCs before the training. Occasionally, this procedure is not followed exactly and, in those cases, the Air Force still awards the ADSC since the vast majority are incurred with the officer's full understanding and willing acceptance. We recognize that officers sometimes attend training they would not otherwise have accepted, had they been fully aware they would incur an ADSC for that training. In those cases, officers may state their case through appeals to the Air Force Board for Correction of Military Records (AFBCMR).

Join Spouse Program

Active Duty Service Commitment

Education

The Montgomery GI Bill

The Montgomery GI Bill

On October 19, 1984, Congress enacted the most recent version of what we know as the Montgomery GI Bill (MGIB). As of July 1, 1985, the Air Force automatically enrolls individuals under the MGIB unless they disenroll during Basic Military Training. Once enrolled, active duty members receive a nonrefundable pay reduction of \$100 for the first twelve full months of active duty. To receive full post-service benefits as veterans, members must: serve at least three years of active duty after June 30, 1985; receive a high school diploma or equivalent prior to completion of their initial tours of active duty; and separate from the service with an honorable discharge.

Air Force members can begin using in-service benefits after two years of active duty. Benefits expire ten years after the last discharge or release from service. The program pays a total benefit of \$23,400 for three years of service, at the rate of \$650 a month, for up to 36 months. The program pays a three-quarter-time student at the rate of \$487.50 a month, and a half-time student at a rate of \$325 a month. Increases occur based on an adjustment to the consumer price index.

The program pays for studies at post-secondary institutions approved by the Department of Veterans Affairs. Certain apprenticeships and other on-the-job training, cooperative, farm cooperative, correspondence training and flight training programs also qualify for payment. Work-study, tutorial assistance and education loan programs do not qualify.

Graduates of Service Academies and ROTC scholarship recipients are not eligible for MGIB benefits unless they earned the benefit on previous enlistments.

The Montgomery GI Bill for Selected Reserve (MGIB-SR)

The Montgomery GI Bill for Selected Reserve (MGIB-SR)

The Montgomery GI Bill-Selected Reserve (Title 10, USC, Chapter 1606) is an education program enacted by Congress to attract high-quality men and women into the Reserve branches of the Armed Forces. This program is for members of the Selected Reserve of the Army, Navy, Air Force, Marine Corps, Coast Guard, and the Army and Air National Guard.

Chapter 1606 assists eligible persons in furthering their education after high school. It provides education assistance for people enrolled in approved programs of education or training. It is the first such program that

Education

does not require service in the active Armed Forces in order to qualify.

Eligibility Requirements for Chapter 1606 (MGIB-SR) Benefits

To participate, the individual must accept a six-year obligation to serve in the Selected Reserve. An officer must agree to serve six years in addition to any current obligation.

The individual must also meet the requirements to receive a high school diploma or equivalency certificate before completion of initial active duty for training (IADT) and must have completed IADT.

The individual must also serve in a drilling Selective Reserve unit and remain in good standing (i.e., participate regularly). As of October 1, 1990, a member of the Selected Reserve with a bachelor's degree can become eligible by signing a new contract that will result in a six-year obligation. As of November 30, 1993, a member of the Selected Reserve can become eligible for graduate degree training without signing a new six-year contract.

Other Benefits

Eligible members may be entitled to receive up to 36 months of education benefits. Eligible members may receive a maximum of 48 months of benefits under more than one Department of Veterans Affairs education program. For example, a member who uses 30 months of Dependents Educational Assistance (Chapter 35, Title 38, USC) and is eligible for Chapter 1606 (MGIB-SR) may have a maximum of 18 months of entitlement remaining.

Congressional action determines the amount of education assistance each year. These are the rates effective October 1, 2000:

Training time	Monthly Rate*
Full	\$650.00
Three-Quarter	\$487.50
One-half	\$325.00

*These rates change effective October 1 of each fiscal year.

Eligibility Requirements for Chapter 1606 (MGIB-SR) Benefits

Other Benefits

Eligibility Limits

Eligibility Limits

Eligibility ends 10 years from initial eligibility for members who remain in the Selected Reserve. The Veterans Administration can extend the 10-year period if the member cannot train due to a disability caused by Selected Reserve service.

A person who leaves the Selected Reserve before the end of the six-year commitment can still use the full 10 years of eligibility if the separation was under any of the following conditions:

1. Misconduct of the member was not the cause of the disability, or
2. The Air Force deactivated the unit during the period October 1, 1991, through September 20, 1999, or
3. The Air Force Reserve involuntarily separated the member under Section 286(b), Title 10, USC, during the period from October 1, 1991, through September 30, 1999.

In all other cases, if a member leaves the Selected Reserve before completing the six-year obligation, Chapter 1606 benefits will stop.

Determination of Active Duty Service of Civilians

Determination of Active Duty Service of Civilians

Under the provisions of Section 106, Title 38, USC, civilians who served in the Armed Forces of the United States during a period of armed conflict may apply to have this period of employment considered as “active duty” for the purposes of all laws administered by the Department of Veterans Affairs (DVA). The Air Force is responsible for expressing Department of Defense (DoD) views on this matter.

The law establishes the DoD Civilian/Military Service Review Board (C/MSRB) to consider the application of any group that requests consideration of its service as active military service. The Board reviews group applications only, not individual applications. The Board judges groups on the extent to which they were under the control of US Armed Forces while rendering support. DoD Directive 1000.20, *Determinations of Active Military Service and Discharge: Civilian or Contractual Personnel*, describes criteria the C/MSRB uses to assess the extent of this military control.

Education

Potential applicants should realize that since these applications are essentially claims against the government, the burden of proof rests with them. In addition, it is not possible to accept a group application for review unless the group seeking recognition has a clearly defined membership. This statute does not cover persons formerly in singularly unique employment circumstances (i.e., not part of a definable group).

After approval of a group application, members of the group may submit a DD Form 2168, *Application for Discharge of Member or Survivor of Member of Group Certified To Have Performed Active Duty with the Armed Forces of the United States*, to the appropriate Service, with evidence verifying their membership in the group, and thereby receive discharge documents. Federal Register notices and Public Affairs releases follow group approvals and outline these application instructions. After the Service verifies an individual's membership in a group, the Service will issue a discharge certificate which the individual, in turn, may present to their local DVA office for determination of benefits.

Individuals or representatives of interested organizations may write to the Secretary of the Air Force Personnel Council, 1535 Command Drive, EE Wing, 3rd Floor, Andrews AFB, Maryland 20762-7002, for a copy of DoD Directive 1000.20, which provides instructions for submitting a group application, or to request the status of group applications previously submitted.

The Top-Up Program

The Tuition Assistance Top-Up provision of Public Law 106-398 became effective October 30, 2000. This program allows the VA to pay the student the remaining tuition cost amount after the 75% AF tuition. It is available to all Chapter 30 participants. *Note:* Individuals must have served two years on active duty and VEAP convertees must have paid \$2700 to qualify for Top-Up.

The benefit is retroactive for courses starting on or after 30 Oct 00. Students may receive 36 months of Top-Up payments. For example, payment for one or more eight-week courses in the same timeframe will cost two months of Top-Up, while a 16 week course will cost 4 months of Top-Up.

Top-Up Payments do not affect eligibility for GI Bill benefits or shorten the 36 months of training time allowed for Chapter 30 benefits. However, the Top-Up payment is money "borrowed" against future GI Bill benefits.

The Top-Up Program

For example, a student claims 24 months of Top-Up while on active duty. The student later separates, enters school, claims GI Bill benefits and receives a letter of eligibility from the VA for 36 months of GI Bill benefits (the maximum training time). The VA will reduce future monthly GI Bill benefits by the amount of Top-Up dollars claimed divided by 36.

For more information on this program, visit the VA's homepage at <http://www.gibill.va.gov/>.

Tuition Assistance

Tuition Assistance

Tuition assistance (TA) provides 75 percent of the cost of tuition and related instruction fees for active duty members attending on-base and off-base, accredited degree programs. We instituted a per-course cost cap in 1991. TA costs have escalated from \$46M in FY92 to an estimated \$58M in FY00.

Current regulations authorize up to \$187.50 (government cost) per semester hour, which totals \$562.50 per three-credit course. Effective October 1, 1998, each member has a \$3500 annual cap on TA benefits, which brings the Services' cost in-line with that of a public college or university.

Tuition Assistance (TA) for Off Duty Education

Tuition Assistance (TA) for Off Duty Education

Section 2007, Title 10, USC, establishes payment of tuition for military members and reads, "[t]he Secretary of the military departments may not pay more than 75 percent of the charges of an [educational] institution for tuition and expenses of a member of the armed forces enrolled in such institution for education or training during his off duty periods."

Services implement policy to support public law. Air Force policy establishes a per credit cap to stay within allocated resources. The current cap is not more than 75 percent of \$250 per credit from the institution. There is no tuition assistance for a second masters degree or a doctorate degree. A member must reimburse the Air Force portion if the member does not complete the course or receives a failing grade; additional TA is not allowed until reimbursement.

For more information about education programs, please visit the Air Force Education Homepage: <http://www.afpc.randolph.af.mil/edu/>.

Education

Involuntary Separation

The Air Force may involuntarily separate airmen for a number of reasons, including: medical conditions which existed prior to service, fraudulent entry, alcohol or drug abuse rehabilitation failure, ineffective or unsatisfactory performance, misconduct or conviction in a civil court after entry on active duty. Additionally, commanders may deny airmen the privilege of reenlisting when they fail to meet required standards such as trainability, fitness or weight criteria.

When involuntarily separated, the Air Force may characterize the airman's separation as honorable, general, under other than honorable conditions or as an entry-level separation. Separation of Air Force personnel prior to completion of their service obligations is of considerable concern at all levels of command. Our investment in recruiting, training and equipping both officers and airmen is costly. Early separations waste funds and lead to more accessions. Therefore, the Air Force thoroughly evaluates each separation case to ensure compliance with established policy and procedures before making a final decision.

Commanders notify airmen recommended for discharge, in writing, of the proposed discharge action and provide copies of all supporting documents. Airmen also have the right to legal counsel and to submit statements in rebuttal. In some cases, the individual may also be entitled to appear before an administrative discharge board. A senior commander with court-martial jurisdiction makes a final decision after the judge advocate reviews the findings and recommendations for legal sufficiency. The Air Force will not discharge any individual until a judge advocate (staff legal advisor) declares the case legally sufficient to warrant such action. These procedures safeguard the rights of individuals recommended for discharge and ensure that the commander judges each recommendation solely on its own merit.

Medical Disability Processing

Air Force members must be able to function in a normal military environment without adverse effect on their health or the health of others, and without the need for an excessive amount of medical care. Chapter 61, Title 10, USC, governs the disability separation or retirement of Armed Forces members. The disability evaluation system ensures fair and impartial treatment for all members placed in these channels. Each of the boards and councils in the system is composed of well-qualified senior

Medical Disability Processing

officers who have extensive experience in evaluating the physical qualifications of Air Force members. The Office of the Secretary of the Air Force makes the final disposition in all PEB cases.

Chapter 61, Title 10, specifies that eligibility to receive benefits requires a determination that the member incurred the condition rendering him or her physically unfit to perform military duties in the line of duty while entitled to basic pay. When the Secretary of the Air Force determines a member's disability resulted from the member's own misconduct or the member incurred it because of gross negligence, the Air Force must separate the member without disability benefits. In this regard, the fact that an individual has a disability does not mean the Air Force cannot separate the individual under other provisions of law. Once the Office of the Secretary of the Air Force directs a member's discharge under Title 10, USC, Section 1207, the percentage of disability is no longer a factor in the case and the member becomes ineligible for disability retirement under the law.

Medical personnel recommend individuals for separation when a medical condition disqualifies them for continued military duty. The first step in processing a case is referral to a medical evaluation board (MEB). The MEB may (1) return the member to duty; (2) refer the member for further medical evaluation; (3) refer the case to a physical evaluation board (PEB) for a determination of fitness for continued active duty; or (4) in the case of a basic trainee, recommend discharge under Air Education and Training Command Regulation 39-6, *Discharge of a First-Term Airman Who is not Medically Qualified for Enlistment*. This directive provides for involuntary discharge of airmen in basic military or initial technical training with physical conditions which (1) existed prior to entry into service (EPTS), (2) were not aggravated by military training and, (3) are disqualifying for enlistment. The member's commander examines the member's entire military record, including the MEB findings and recommendation, and recommends either approval or waiver of the discharge to the discharge authority.

If the member is referred to a PEB, the PEB will presume the member is fit for duty if he or she has been able to perform their duties satisfactorily in the 12 months prior to a scheduled retirement or normal separation date. This presumption applies whether or not the member's referral to a PEB was because of non-disability retirement or separation processing. As outlined in DoD Instruction 1332.38, *Physical Disability Evaluation*, one overcomes this presumption only when (a) within the presumptive period an acute, grave illness or injury occurs that would prevent the member

Involuntary Separation

from performing further duty if he or she were not retiring; or (b) within the presumptive period a serious deterioration of a previously diagnosed condition, to include a chronic condition, occurs and the deterioration would preclude further duty if the member were not retiring; or (c) the condition for which the member is referred is a chronic condition and a preponderance of the evidence establishes that the member was not performing duties befitting either his or her experience in the office, grade, rank, or rating before entering the presumptive period. When there has been no serious deterioration within the presumptive period, the ability to perform duty in the future shall not be a consideration.

There are five steps in the PEB process: informal PEB; formal PEB (if members nonconcur with the informal PEB and request a formal hearing of their case); submission of rebuttal (if the member disagrees with the formal PEB findings); Secretary of the Air Force Personnel Council review; and final disposition within the Office of the Secretary of the Air Force. This process ensures Air Force members receive every consideration to which they are legally entitled. The disability evaluation system ensures fair and impartial treatment for all members placed in these channels.

The findings of the PEB are recommendations to the Office of the Secretary of the Air Force. These findings are not final, and are subject to further review and possible revision by the Air Force Personnel Council. The Air Force Personnel Council may disagree with the recommended findings of a PEB and revise those findings when, based on accepted medical principles, such disagreement is appropriate.

Temporary Disability Retired List

Air Force members may be placed on the Temporary Disability Retired List (TDRL) when their conditions have not stabilized (i.e., may improve or become more severe). The TDRL protects both the member and the government. It protects the individual from being permanently retired with a condition that may develop into a more serious one. It also provides a safeguard for the government against permanently retiring members who may be expected to recover, or nearly so, from the physical disability which caused them to be found unfit.

Section 1210, Title 10, USC, requires the Air Force to reexamine TDRL members at least once every 18 months to determine whether there has been a change in the condition for which they were retired. Following reexamination, we may retain members on the TDRL for a period of

Temporary Disability Retired List

further observation, or remove them from the TDRL if their conditions have stabilized. If the Air Force does not remove members' names sooner, the disability retirement pay of TDRL members terminates upon the expiration of five years after the date of their original placement on the TDRL. Upon removal from the list, the Air Force may return the member to duty, permanently retire the member or discharge the member, depending upon the circumstances in each individual case. The Air Force is required by law to rate members' disabilities on their condition at the time of their latest evaluation.

Involuntary Separation

Voluntary Separation

Airmen may voluntarily separate from the Air Force by declining their option to reenlist, or they may apply for separation for a number of reasons including: entering an officer training program, sole surviving son or daughter, accepting public office, conscientious objection and pregnancy. The following paragraphs detail the most commonly used reasons for voluntary separation.

PALACE CHASE Program

The objective of PALACE CHASE is to release volunteers from active duty to fill vacancies in Air National Guard and Air Force Reserve units in support of Total Force procurement. Air Force Personnel Center officials evaluate each application on a case-by-case basis. The prime criteria authorities use in making this evaluation are manning conditions, retainability of the applicant, and vacancies in Guard and Reserve units. At the time of application, the applicant's duty station must be within the continental United States or, if serving overseas, the applicant must be within six months of their date eligible for return from overseas. Airmen must have served at least two years of a four-year enlistment or three years of a six-year enlistment. Officers must have served at least two-thirds of their initial active duty service commitment. Final decision on each application depends upon the needs of the Total Force.

Hardship

An undue hardship exists when the family of an airman must endure adverse conditions beyond those normally encountered by other service members and their families. An airman may be authorized a hardship discharge when the evidence submitted establishes that undue and unforeseeable circumstances have arisen during the current enlistment and a discharge will contribute materially to the care or support of the airman's family.

Officials at any base personnel office will assist the member in completing an application and advise him or her of the documents required to support the request. The Air Force has delegated authority to approve applications to base discharge authorities (normally wing commanders) because they are in the best position to evaluate the merits of such cases.

Miscellaneous Reasons

Airmen who are not eligible for separation consideration under other provisions may request separation under a "miscellaneous reasons" provi-

PALACE CHASE Program

Hardship

Miscellaneous Reasons

sion. Base discharge authorities review the reasons presented and evaluate other factors such as time in service, time since completion of training, time since the airman's last permanent change of station, personnel shortages, if any, within the individual's specialty, and any pending assignment actions. Base discharge authorities may disapprove requests not in the best interests of the Air Force, and may approve requests for airmen assigned in the CONUS when the requested date of separation (DOS) is within twelve months of the normal DOS. When a request has merit, and the requested DOS is more than 12 months before the normal DOS, the base discharge authority recommends approval and sends it to AFPC for a decision. AFPC is the decision-making authority on all requests for approval from overseas units. The needs of the Air Force are paramount and are the controlling consideration in decisions reached by AFPC.

Early Release to Attend School

Early Release to Attend School

The Air Force has a program which permits the base discharge authority to approve the early release of airmen who wish to enter or return to school for full-time courses of instruction. An airman must be able to document unconditional acceptance by the school, and must show that the latest registration date will fall within the remaining 90 days of service. The discharge authority normally approves an application to permit separation up to 90 days before an enlistment expires when the individual's services are not essential to the mission of the organization. Usually, the date of separation should not be more than 10 days before the class-start date.

Voluntary Separation Incentive (VSI)

Voluntary Separation Incentive (VSI)

Public Law 102-190, December 5, 1991, established the Voluntary Separation Incentive (VSI) program. The VSI program is a special separation benefit program offered to certain mid-career service members of the Armed Forces in overstrength inventories.

The service member may designate beneficiaries to receive VSI installments that remain unpaid after the member's death. Members designate beneficiaries on the VSI Beneficiary Designation Form, DFAS-CL 1900/2. The member may designate different percentages for multiple recipients. In the event the member does not make a percentage election, the payments will be divided equally among the designated beneficiaries. Notification of a service member's death is sent to DFAS-CL/FRCBC, 1240 EAST 9TH Street, Cleveland, OH 44199, the death certificate can be FAXed to (216) 522-6082. Upon receipt of proper notification and proof

Voluntary Separation

of death, DFAS-CL closes out the member's active VSI account and transfers it to DFAS-DE/FRB, 6760 E. Irvington Place, Denver, CO 80279-6000 for beneficiary payment.

DFAS-DE will notify the beneficiaries of their entitlement to the member's future VSI payments. DFAS-DE/FRB must receive a claim from the beneficiaries before the beneficiaries can receive payments. DFAS will make beneficiary payments in annual installments to the designated beneficiaries. If the member did not make a valid designation, DFAS will distribute payments in accordance with the order of precedence contained in Section 2771, Title 10, USC.

Beneficiaries will receive payments on the anniversary date of the member's separation for the remainder of the member's VSI entitlement period. A beneficiary who dies after the member's date of death will have their portion of the VSI annual payment distributed to the beneficiary's estate. DFAS will make such payments in accordance with the laws governing the beneficiary's state of legal residence.

DFAS will send a Report of Existence (ROE) to each beneficiary annually to ensure the existence of all beneficiary recipients. The beneficiary must promptly return the ROE to DFAS-DE/FRB, 6760 E. Irvington Place, Denver, CO 80279-6000 to ensure continued payment.

Voluntary Separation Incentive (VSI) beneficiary payments are not subject to garnishment.

Voluntary Separation Incentive (VSI) beneficiary payments are not subject to offset.

In conjunction with the Debt Collection Act of 1996, Public Law 104-134, dated April 26, 1996, The Defense Finance and Accounting Service - Denver Center (DFAS-DE) strongly urges all annuitants and Voluntary Separation Incentive (VSI) beneficiaries living in the United States to participate in the Electronic Funds Transfer (EFT) program for their annuity or beneficiary payments. Direct deposit of payments through EFT is safer, more secure, and, for most recipients, more convenient than receiving hard copy checks. The FASTSTART Form FMS 2231, Direct Deposit Authorization Form DD 2762, or the Direct Deposit Standard Form SF 1199A, make the direct deposit application process very easy. Annuitants and VSI beneficiaries provide their name, address and account information on the form and attach a voided check. They can obtain these

DFAS Role

Voluntary Separation

forms from financial institutions or by writing or calling DFAS-DE/FRB. Annuitants and VSI beneficiaries can request a form twenty-four hours a day, seven days a week, by requesting it from the Integrated Voice Response System (IVRS). If an annuitant or VSI beneficiary needs assistance in completing the form, our customer service representatives can assist them at 1-800-435-3396 (toll free) or commercial (303) 676-6552 during business hours, 6:30 a.m. to 4:30 p.m. mountain standard time.

When the annuitant or beneficiary dies, the next of kin should notify DFAS-DE by calling toll free 1-800-435-3396 or writing to DFAS-DE/FRB, 6760 E. Irvington Place, Denver CO 80279-6000. When reporting the death by telephone, please have available the social security numbers of the deceased annuitant or VSI beneficiary and deceased member, the annuitant's or the beneficiary's date of death, and the name, address, and telephone number of the next of kin or other contact; also indicate who will be sending a death certificate. The annuity ceases at the end of the month before the month of death. Therefore, to avoid indebtedness the beneficiary must return any annuitant payments received the month of death and after. Immediate notification will help to alleviate this problem. For checks sent to a bank by direct deposit, the Defense Finance and Accounting Service-Denver Center will contact the bank directly to return the funds. Please ensure the annuitant's or the VSI beneficiary's and the member's social security numbers are on all correspondence sent to this agency. Customer Service representatives at our toll-free number will help with any questions you may have.

Voluntary Separation

Retirements

Voluntary Service Retirement

The laws governing voluntary retirement provide that members who have attained minimum retirement eligibility may request retirement. However, the Secretary of the Air Force withholds final action pending resolution of any existing restriction. Completion of 20 years of active service does not entitle a member to retirement at that time. A number of conditions can temporarily restrict the departure of an individual otherwise eligible to retire, for example, active duty service commitments resulting from promotion, training, education or overseas tours.

Mandatory Service Retirement

Mandatory retirement laws are necessary to maintain a vital and vigorous officer force through the orderly attrition of Regular officers. We recognize these laws contribute to the loss of officers with wide military experience, many of whom have made significant contributions to Air Force effectiveness. However, neither the laws governing retirement, nor Air Force policies, deny affected officers their due recognition for dedicated service to the Air Force.

Overseas Retirement

A member on an overseas tour is not eligible to retire until completion of the active duty service commitment associated with the tour. The Air Force waives this restriction only when the member substantiates that a severe personal hardship, uncommon to other Air Force members, would otherwise occur.

Voluntary Service Retirement

Mandatory Service Retirement

Overseas Retirement

Air Force Fitness Program

Cycle Ergometry Test

Cycle Ergometry Test

The Air Force Fitness Program uses the submaximal cycle ergometry assessment to ensure each member is physically fit to provide military readiness. Cycle ergometry was developed to measure aerobic fitness quantitatively. Medical laboratories and the civilian sector have used it for more than 40 years, and the test has been proven to be a valid and reliable predictor of VO₂ max, the maximum amount of oxygen the human body can process in a minute. The basis of this program is to predict an individual's VO₂ max by collecting consecutive heart rates resulting from the increase of resistance over a short period.

Weight Management Program (WMP)

Weight Management Program (WMP)

Department of Defense Directive (DoDD) 1308.1, *Physical Fitness and Weight Control Programs*, requires each military service to provide a weight control program. Air Force Instruction (AFI) 40-502, *The Weight Management Program*, is the governing directive for the Department of the Air Force. The Air Force tailors the program to meet DoD policies and objectives while meeting the specific needs of the Air Force. Control of weight and body fat is linked to self-image and self-esteem. It enhances performance and promotes physical fitness and a positive military appearance for all Air Force members. AFI 40-502 establishes standard and equitable application of program requirements. Air Force members must maintain their body fat percentages within prescribed standards. A medical evaluation, diet counseling(s), 90-day exercise program and monthly measurements constitute rehabilitative support for individuals who exceed weight and body fat standards.

AFI 40-502 provides an accurate method to measure body fat percentage for use in addition to weigh-ins to determine whether an individual is overweight or over body fat standards. The body fat measurement gives commanders another tool for managing their weight management programs, and can also benefit members who convey a professional military appearance, exceed the weight standard, but meet established body fat standards.

Body Fat

DoD directs the military services to determine body fat percentage by using a circumference measurement technique. All military services must use a technique that unit-level personnel can easily perform and is simple to revalidate. Determining body fat percentage requires height measurement, rounded to the nearest half-inch, neck measurement and abdomen

Air Force Fitness Program

measurement for men or waist and hip area measurement for women. We measure different areas of the body for men and women due to physiological differences that determine where the different sexes store body fat. Exercise physiologists developed the charts used to convert the measurements into body fat percentages through years of scientific research. These measurement techniques have proven extremely accurate when compared to hydrostatic weighing, a technique in which the Air Force is a leader in the field. Since we can not use hydrostatic measurement for everyone due to lack of available facilities, we must use a technique that is easily administered and available to all.

Satisfactory progress for a man in the WMP equates to a loss of one percent body fat and/or five pounds per month. For a woman, the Air Force requires a loss of one percent body fat and/or three pounds per month.

Commanders make every effort to assist individuals in maintaining their weight and body fat standards. They may take administrative action against members of their organization after careful consideration of all the facts. Administrative actions include, but are not limited to, verbal counseling, written reprimand, denial or deferment of promotion, demotion and ultimately separation. Many administrative actions must take place before a commander arrives at the final option, administrative discharge for noncompliance with the established standards. It is never an arbitrary decision.

The Air Force constantly evaluates its weight management policy to ensure we have a fit and viable force and to ensure equitable treatment for all active duty Air Force, Air Force Reserve and Air National Guard members. The American public, its elected representatives and foreign nations draw certain conclusions on America's military effectiveness based on the appearance presented by Air Force members. The goals of the Air Force WMP include encouraging an overall healthy lifestyle and improving military appearance and personal readiness.

Commander's Options

Correction Boards

Air Force Board for Correction of Military Records

Air Force Board for Correction of Military Records (AFBCMR)

The Secretary of the Air Force, acting through a board of civilians of the executive part of the Department, has statutory authority to correct any military record when necessary to correct an error or to remove an injustice. The AFBCMR is composed of the most senior employees of the executive part of the department in grades GM-15 through the highest senior executive service levels. These individuals serve at the discretion of the Secretary of the Air Force and as an additional duty to their regular positions.

An applicant must exhaust all available administrative remedies before applying to the AFBCMR. In addition, the burden of proof of either an error or an injustice rests with the individual applicant who must establish, to the satisfaction of the AFBCMR, that the Board should grant the relief sought. The applicant may use AFI 36-2603, *The Air Force Board for Correction of Military Records*, and Air Force Pamphlet 36-2607, *Applicant's Guide to the AFBCMR*, as guides in applying for a correction of military records.

DD Form 149 Application for Correction of Military Record

Upon receipt of the DD Form 149, *Application for Correction of Military Record*, with supporting documents (i.e., master personnel records and an advisory opinion from the office of primary responsibility concerning the merits of the request), the Secretary of the Air Force Review Boards Office docket the case into the AFBCMR Secretariat's computer system. In cases where the Air Force recommends denial of the relief sought, AFBCMR furnishes copies of advisory opinions to applicants and gives them 30 days in which to respond or submit additional evidence in support of the request. Upon written request, AFBCMR routinely grants another 30 days in which to respond to the Air Force advisory opinion. Upon receipt of the applicant's comments or expiration of the comment period, AFBCMR assigns the case to an examiner for analysis and presentation to the Board. AFBCMR normally considers applications within 90-120 days after assignment to the examiner, although additional time may be required if the file is not complete. Delays can occur if the records are not complete and/or AFPC has to reconstruct the records. There is no way to determine this until the Board support section at AFPC receives the records. Then AFPC must try to locate the missing records, either through the National Personnel Records Center, the Department of Veterans' Affairs or even from the applicants themselves, which adds to the processing time.

Correction Boards

Process

The examiner prepares a written summary of the case history and provides it to the AFBCMR five to seven days in advance of the date scheduled for consideration. The AFBCMR meets in closed session with only the members and the examiners present. They have the options of denying the application, recommending full or partial relief or, in rare cases, authorizing a formal hearing, if requested. Once it decides the case, AFBCMR returns it to the examiner for preparation of the written rationale for the decision.

AFBCMR routes favorable recommendations to the Secretary of the Air Force or a designated approving official for final decision. That official has the option of approving the recommendation in full, granting partial relief, denying the application or returning it to the board for further consideration. If the official does not approve the recommendation of the board in full, they must provide written rationale to the applicant and/or counsel at the closing of the case.

You will find a copy of the DD Form 149, *Application for Correction of Military Record*, and Air Force Pamphlet 36-2607, *Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)*, in Appendix A. For more information, you may wish to visit the AFPC homepage at <http://www.afpc.af.mil/safmibr>.

Discharge Review

Air Force Discharge Review Board

The Air Force Discharge Review Board (AFDRB) determines whether a member's discharge was proper and equitable. When the board determines that impropriety and inequity exist, it will direct a change, correction or modification of the type of discharge.

Officers and enlisted personnel assigned to the Secretary of the Air Force Personnel Council constitute the members of the AFDRB. These personnel have backgrounds in the medical, legal, social actions and personnel fields; some have command experience; grades range from senior master sergeant to colonel. Regional boards include three members from the Air Force Personnel Council and two augmentees from local Air Force or Reserve resources. Each member of the board casts one vote, with a majority of the votes determining the board's decision.

By law, the AFDRB may only accept those applications submitted within 15 years of the discharge date and from former members not discharged by sentence of a general court-martial. If either of the preceding conditions exists, then the applicant must apply to the AFBCMR for a review. Also, the AFDRB can change the reason for discharge to anything other than medical discharge. If an applicant requests a change in reason for discharge to medical or medical-related issues, the AFBCMR becomes the appropriate review agency.

Using Defense Department (DD) Form 293, *Application for the Review of Discharge or Dismissal from the Armed Forces of the United States*, a former member of the armed forces can request an upgrade of a discharge (e.g., general to honorable) or a change in the reason for discharge (e.g., from conduct to convenience of the government), or both. The AFDRB cannot grant relief beyond these two areas. For other issues, the applicant must appeal to the AFBCMR.

The application forms outline the processing procedures. Processing times vary from case-to-case. At present, nonpersonal appearance cases receive a hearing between 60 and 90 days after receipt of an application. Delays for personal appearance cases average from a low of about two months in Washington, DC, to a high of nine to 18 months at some of the regional hearing sites. Due to monetary constraints, the board makes only one or two trips a year to each hearing site.

DD Form 293

You can find a copy of DD Form 293, *Application for the Review of Discharge or Dismissal from the Armed Forces of the United States* in Appendix A of this guide. For more information, visit the AFDRB homepage at <http://www.afpc.af.mil/safmibr/drb.htm>.

Inspector General (IG) Complaint System

The Inspector General (IG) Act of 1978 directed all services to establish an IG office to act as oversight for its programs and members. In keeping with the law and DoD direction, the Air Force created an IG, with staff, at the Pentagon and major command levels and appointed or designated a senior Air Force officer as the IG at every Air Force base. IGs have numerous responsibilities including overseeing and inspecting mission capability, operational readiness and unit effectiveness. IGs are also responsible for managing the Air Force Complaints Program.

Complaint Program Policy

The Air Force Complaint and Fraud, Waste, and Abuse (FWA) Programs are leadership tools that indicate where commanders need to be more involved to correct systemic, programmatic or procedural weaknesses. These programs ensure prompt and fair resolution of problems affecting the Air Force mission and morale.

Personal complaints and FWA disclosures help commanders discover and correct problems affecting the productivity and satisfaction of assigned personnel. Resolving the underlying cause of a complaint may prevent more severe symptoms or costly effects, such as reduced performance, accidents, poor quality work, poor morale and loss of resources.

AFI 90-301, *Inspector General Complaints*, formalizes the Air Force's commitment to prevent and eliminate fraud, waste and abuse and outlines the complaint process. Air Force members have a duty to report mismanagement, FWA, a violation of any Air Force policy or instruction, an injustice, deficiency or like condition to a superior or commander in their chain of command, to an inspector or IG or within any established grievance channel.

Complainant Procedures

The Air Force has a well-established complaint program that provides for confidentiality and safeguard from reprisal. Air Force members have the right to communicate allegations of violations of law, policy, instruction or procedures without fear of reprisal in accordance with public law and DoD directive. In accordance with established Air Force procedures, IGs advise complainants of the option to file their reprisal complaint with the DoD Inspector General.

Complaint Program Policy

Complainant Procedures

An Air Force member may file an IG complaint at any level without notifying or following the chain of command. Complainants normally do not travel at government expense to present a complaint.

IGs conduct investigations at a command level that prevents self-investigation or the perception of the same. When there is any doubt that base personnel can conduct an impartial investigation, IGs refer the matter to the next level in the chain of command. The investigating officer must be impartial, unbiased, totally objective and at a rank equal to or greater than the Air Force member who is the subject of the complaint.

Individuals may request their names remain confidential or submit complaints anonymously. The identity of individuals are only used by Air Force or DoD officials who establish an official need for the information or as established by law under the Freedom of Information Act (FOIA). In making a disclosure (allegations), an individual is responsible for providing factual, unbiased and specific information. Information contained in a disclosure or complaint is privileged and regulations prohibit the release of records relating to FWA and complaint investigations outside the Air Force, or to a person who does not have an official need-to-know, without the approval of The Inspector General (SAF/IGQ) or his/her designated representative.

To file an IG complaint, an Air Force member should contact the base IG office. Each base also maintains an IG Hotline that accepts complaints.

Presenting Complaints to Appropriate Officials

Presenting Complaints to Appropriate Officials

Air Force members should present complaints to the appropriate officials responsible for their area of complaint. Personnel should not use the IG complaint program for matters normally appealed or redressed through other channels, unless there is evidence that those channels mishandled the complaint (e.g., an individual was denied specific rights or there was a breach of established policy or procedure).

Complaints Normally Not Handled in IG Channels

Complaints Normally Not Handled in IG Channels

The IG exists to provide a means of redress where none already exists, and to investigate concerns when there is evidence of a violation in the procedures established to address the complaint. The IG does not generally handle matters covered under other directives. The following figure

Inspector General (IG) Complaint System

(listed by topic) shows which Air Force offices or agencies are responsible for addressing concerns of Air Force members. When constituents express one of the following concerns, they should not use the IG complaint program but rather use the office or agency indicated. Please note, this figure *does not* list every type of complaint for which there are other redress/appeal channels.

Remember, if a policy directive or Air Force Instruction provides a specific appeal or redress channel, a complainant should exhaust those channels before requesting assistance or investigation by an IG.

Type of Complaint	Whom Should Air Force Member Contact?
Air Force civilians (GS/GM/SES) — Discrimination based on race, color, complaints of conditions of employment, Equal Opportunity Employment (personnel policies, practices, and matters affecting working conditions) and reprisal	Civilian Personnel Office for advice on sex, religion, or national origin, applicable procedures for filing a civilian grievance
Civilians — Nonappropriated Fund Employee Employment issues	Base NAF Personnel Office
Reprisal	IG, DoD
Air Force military members — Discrimination based on race, color, sex, religion, or national origin and/or sexual harassment	Local Military Equal Opportunity Office
Medical Treatment issues	Local Hospital Patient Affairs
Administrative Separations: Active Duty members Reserve members National Guard members	Local Military Personnel Flight Local Military Personnel Flight Local or State NGB Personnel office
Assignments: Active Duty members Reserve members National Guard members	HQ AFPC/DPA Local Military Personnel Flight Local or State NGB Personnel office
Claims against the Government	HQ USAF/JACL
Correction of military records	AF Board for Correction of Military Records (AFBCMR)
Appeal of an Evaluation Report local Military Personnel Flight	AF Evaluation Reports Appeal Board (AFPC/ERAB) via
Support of Dependents	Local Military Personnel Flight
Private indebtedness	Local Military Personnel Flight
Suggestions	Base Suggestion Program Manager
Punishment under Uniform Code of Military Justice (UCMJ)	Area Defense Counsel
Article 138, UCMJ (Complaint of Wrong)	Base Legal Office
Hazardous Working Conditions (unsafe or unhealthy)	Base Safety Office
Elimination From Training	HQ AETC/IG

All IGs reserve the right to refer any complaint or disclosure received which belongs in another channel to the proper authority. IGs will notify complainants (except anonymous complainants) when a different agency is the primary office of responsibility for their complaints.

Fraud, Waste, and Abuse (FWA)

The Inspector General (SAF/IG) is the focal point for preventing FWA in the Air Force. Detection and prosecution serve to deter fraudulent, wasteful or abusive practices, however, the essential element of the program is preventing the loss of resources. Anyone may report fraud, waste and abuse complaints to the Air Force Audit Agency (AFAA), Air Force Office of Special Investigations (AFOSI), security forces or other proper authority. Your constituent should try resolving FWA issues in command channels before elevating them to a higher level as with personal complaints.

Support by both military and civilian members is crucial in preventing and eliminating FWA. Without full support from both military and civilian personnel, the Air Force cannot succeed in the fight against FWA. Any individual who is aware of ineffective controls that could lead to a waste of resources should report the situation to the proper officials. An individual may submit FWA disclosures on an AF Form 102, *Inspector General Personal and Fraud, Waste, and Abuse Complaint Registration Form*, by letter, in person or by FWA hotlines. You will find telephone numbers for the FWA hotlines on the next page.

Fraud, Waste, and Abuse (FWA)

**FWA Hotline
Telephone
Numbers**

Agency	Hotline Numbers
Department of the Air Force	227-1061 (DSN) 1-800-538-8429 703-697-1061
Department of Defense	223-5080 (DSN) 1-800-424-9098 703-693-5080
Department of the Army	225-1578 (DSN) 1-800-752-9747
Department of the Navy	288-6743 (DSN) 1-800-522-3451 202-433-6743
Army and Air Force Exchange	1-800-527-6789 1-800-442-6345 (in Texas)
Department of Veterans Affairs	1-800-488-8244 233-5394 (FTS) 202-233-5394
Environmental Protection Agency	1-800-424-4000 202-382-4977
Department of Justice	1-800-869-4499 202-633-3365
National Aeronautics and Space Administration	1-800-424-9183 202-755-3402
Department of Labor	1-800-347-3756 357-0227 (FTS)
Department of Education	1-800-647-8733 202-755-2770 755-2770 (FTS)

Release of IG Investigations or Information

Individuals making a disclosure (including disclosures through congressional representatives) may request a summary of the results from the office to which they made the disclosure. The individual must make this request at the same time they submit the disclosure. The nature of the allegation(s), finding(s) and any corrective action required will determine what information is releasable. All information released must be in accordance with the Privacy Act of 1974 and FOIA guidelines.

The Air Force investigates and processes anonymous disclosures in the same manner as all other complaints and disclosures. However, we will not provide feedback information to inquiring individuals, including any individual claiming to be the disclosure source unless provided under applicable FOIA guidelines.

The IG will process all other requests for IG investigation reports in accordance with applicable law and the FOIA.

Point of Contact Regarding the IG Complaint and FWA Programs

The Secretary of the Air Force's Directorate of Legislative Liaison (SAF/LLI) processes requests for investigation or information made by members of Congress. SAF/LLI is also the focal point for obtaining information on the status of IG investigations requested by your office and referred to SAF/IG by SAF/LLI.

However, you may address general questions regarding the IG Complaint and FWA Program to SAF/IGQ, Rosslyn, Virginia, at DSN 425-1531 or commercial (703) 588-1531, or by facsimile at DSN 426-2225 or commercial (703) 696-2225. You may also access the SAF/IG homepage at <http://www.ig.hq.af.mil/igq>.

Release of IG Investigations or Information

Point of Contact Regarding the IG Complaint and FWA Programs

Emergency Leave

Red Cross Verification

Emergency leave is for emergencies involving the service member's immediate family or the immediate family of the member's spouse. Immediate family members are: parents (including stepparents), children (including stepchildren and illegitimate children), brothers, sisters, persons who served in the parental role (loco parentis) and sole surviving blood relative.

The unit commander must ensure an emergency exists and that only the member's presence will alleviate the emergency. We normally require American Red Cross (ARC) verification, however, commanders can independently determine that the situation warrants emergency leave based on knowledge of the circumstances and immediacy of the situation. Persons acting in behalf of the family should request emergency leave for the member through the ARC.

The period of emergency leave is usually 30 days. However, if the service member has, or will have, a negative leave balance, the commander approves only that leave which is absolutely necessary for the emergency situation. The unit commander or first sergeant, except when an individual reaches a negative leave balance of 30 days, can grant extensions to emergency leave. When the member has a negative leave balance, the approval authority is the Air Force Personnel Center (AFPC), Randolph Air Force Base (AFB), Texas.

Requests based on the following situations are normally approved: (1) the service member's presence will contribute to the welfare of a terminally-ill member of his/her or spouse's immediate family; (2) death in member's or spouse's immediate family; (3) life-threatening situation involving accident, illness or surgery involving member of his/her or spouse's immediate family imposes responsibilities on the service member which requires his/her presence; or (4) the service member is personally affected by national disaster where failure to return home would cause hardship.

Requests based on the following situations are normally not approved as emergency leave: (1) pregnancy of spouse and childbirth; (2) care for children during spouse's illness or surgery; (3) to resolve marital problems or threatened divorce; (4) to attend court hearings; (5) to resolve financial problems; (6) to assist in harvest or manage business; (7) to settle estate; (8) psychoneurosis based on family separation; or (9) situations involving grandparent, aunt, uncle, cousin, niece, nephew, friend, fiancée or fiancé. In these cases, it may be possible to grant ordinary leave.

Emergency Leave

Service members stationed overseas and their dependents may travel to the continental United States (CONUS) and return, and within and between overseas areas, on government or government-procured aircraft on a space-required basis. Travel from the CONUS port of entry to the site of the emergency is at the member's expense. Travel within the CONUS on government or government-procured aircraft is limited to active duty members only and is on a space-available basis.

Members may obtain financial assistance with the expenses of emergency leave through the American Red Cross or Air Force Aid Society. These agencies evaluate requests on a case-by-case basis.

Military Justice

Uniform Code of Military Justice

The Uniform Code of Military Justice (UCMJ) is located in Title 10, United States Code (USC), Sections 801 through 946. Congress enacted the UCMJ in 1950 as a major revision of then-existing military criminal law. Congress has amended the UCMJ on a number of occasions since then, with significant changes occurring in 1968 and 1983. The President implements the UCMJ through Executive Orders pursuant to his authority under Article 36, UCMJ (Title 10, USC, Section 836). Those Executive Orders form a comprehensive volume of law known as the Manual for Courts-Martial (MCM).

The Preamble to the MCM explains that the purpose of military law “is to promote justice, to assist in maintaining good order and discipline in the armed forces, to promote efficiency and effectiveness in the military establishment, and thereby to strengthen the national security of the United States.” In the opinion of many legal scholars, the UCMJ has not only kept pace with innovations in civilian criminal jurisprudence, but has actually led the way in establishing more safeguards to protect the rights of those accused of criminal offenses. For instance, the military had its own, broader version of the “Miranda rights” fifteen years before the US Supreme Court recognized that right for civilian suspects. In addition, an accused facing the potential of a general court-martial (the most serious level of courts-martial) has far greater rights during a pretrial Article 32 investigation than does a civilian suspect before a grand jury, the civilian counterpart.

Defense Counsel

Defense Counsel

Military defense counsel are assigned to all Air Force members facing nonjudicial punishment under Article 15, UCMJ, or a court-martial to represent them at no cost. Air Force defense counsel are fully qualified attorneys whose duty is to represent their clients’ legal interests. The Air Force promotes zealous advocacy of an accused’s rights. Air Force defense counsel are part of an independent judiciary separate and apart from the command lines of accusers, convening authorities and their respective staff judge advocates. The performance rating system for Air Force defense counsel is within this independent judiciary. Moreover, to ensure independence, defense counsel have their own office facilities and logistical support.

Service members may also retain civilian counsel, at their own expense, to represent them during any adverse action.

Military Justice

Nonjudicial Punishment (Article 15)

The UCMJ generally permits commanders to take disciplinary action for minor offenses via “nonjudicial punishment” under Article 15 (Title 10, USC, Section 815). Part V of the MCM and Air Force Instruction 51-202 supplement Article 15. This procedure permits commanders to dispose of certain minor offenses without trial by court-martial unless the service member objects. Commanders must first notify members of the nature of the charged offense, the evidence supporting the offense and of the commander’s intent to impose nonjudicial punishment. The service member may then consult with a defense counsel to determine whether to accept nonjudicial punishment proceedings or demand trial by court-martial. Accepting the proceedings is simply a choice of forum; it is not an admission of guilt. A member accepting nonjudicial punishment proceedings may have a hearing with the commander. The member may have a spokesperson at the hearing, may request witnesses appear and testify and may present evidence. The commander must consider any information offered during that hearing and must find by reliable evidence that the member committed the offense before imposing punishment. Members who wish to contest their commander’s determination or the severity of the punishment imposed may appeal to the next higher commander. The appeal authority may set aside the punishment, decrease its severity or deny the appeal.

Nonjudicial punishment does not constitute a criminal conviction. Article 15 and its implementing regulations authorize various punishments, with the most serious being reduction in rank (for enlisted personnel), forfeiture of pay and extra duties. There are maximum limits for each category of punishment.

Courts-Martial

There are three types of courts-martial: summary, special and general. Trial by summary court-martial provides a simple procedure for resolution of charges involving minor incidents of misconduct. The summary court-martial consists of one individual, typically a judge advocate. The accused must consent to trial by summary court-martial before the court can commence, and the maximum punishment a summary court-martial may impose is considerably less than a special or general court-martial. A summary court-martial may not impose a sentence of discharge.

A special court-martial is the intermediate level of courts. A special court-martial may sentence the individual to no more than six months confine-

Nonjudicial Punishment (Article 15)

Courts-Martial

ment (or a lesser amount if the offense has a lower maximum), forfeiture of two-thirds pay per month for six months, a bad conduct discharge (for enlisted personnel) and certain lesser punishments.

In a general court-martial, the maximum punishment is that set for each offense under the UCMJ, and may include death (for certain offenses), confinement, a dishonorable or bad conduct discharge for enlisted personnel, dismissal for officers, forfeitures, reduction in rank (for enlisted personnel) or a number of other punishments. Before a case goes to a general court-martial, an investigating officer appointed by the special court-martial convening authority must conduct a pretrial investigation under Article 32.

The Appeal Process

The Appeal Process

There are procedures for post-trial review in every case, although the extent of those appellate rights depends upon the punishment imposed by the court and approved by the convening authority.

The court-martial convening authority acts with respect to the findings and the sentence after a completed trial. The convening authority's action may not increase any sentence or change a finding of not guilty to one of guilty. The convening authority may, based on the matters submitted or on other grounds, reduce the sentence, disapprove the entire sentence or disapprove any or all of the findings of guilty.

Air Force Court of Criminal Appeals

The Air Force Court of Criminal Appeals is an appellate court that reviews convictions adjudged by general and special courts-martial. The Court is statutorily required to review each case in which the court-martial sentence, as approved, extends to (1) death, (2) a punitive discharge or (3) confinement for one year or longer. Except for an approved sentence including the death penalty, a defendant, or "accused," may waive appellate consideration in their case. In addition to the four situations above, The Judge Advocate General may refer other court-martial cases to the Court.

The Air Force Court of Criminal Appeals may act only with respect to the findings and sentence as approved by the convening authority. It can correct any legal error it may find and it can reduce a sentence. The Court also has the power to take other actions (e.g., to order a new review and action by the same or a different convening authority) or to order a rehearing.

Military Justice

The Air Force Court of Criminal Appeals is composed of several panels of judges. Normally the Court has at least three panels with each panel having three appellate military judges. The Judge Advocate General assigns the judges to the Court. One of the panels reviews each court-martial case. In some situations, the entire Court will consider a case or reconsider a decision of a panel.

The Air Force assigns each accused airmen an Air Force appellate defense counsel to represent them at no cost before the Court. This counsel is an experienced lawyer of the Appellate Defense Division. Counsel will contact accused airmen, determine their wishes and keep them informed of the course of the case. In addition, accused airmen may retain civilian counsel at their own expense. If the accused hires civilian counsel, the military counsel will act as associate counsel if the accused wishes. A military lawyer from the Government Trial and Appellate Counsel Division represents the government.

Counsel for both sides present their arguments to the Court in writing. The Court may also grant oral argument. With limited exceptions, the Court does not permit new evidence at these hearings and considers the case based on the trial record.

The length of time a case is before the Court will depend largely on the length of the record and the complexity of the issues. Counsel for the defense has 30 days to present its position and counsel for the government has 30 days to respond. The Court frequently extends these periods. The Court prepares its decision only after the presentations and arguments of counsel are finished. The Court decides many cases within 90 days of completion of briefing and argument, but unusual factors may require a considerably longer period. If the initial decision of the Court requires further action by the convening authority, the Court will not reach a final decision until this is completed.

The Director of the USAF Judiciary or the staff judge advocate of the commander exercising general court-martial jurisdiction notifies the accused of the decision of the Court. If an accused is not satisfied with the decision of the Air Force Court of Criminal Appeals, they can petition the United States Court of Appeals for the Armed Forces for further review. That Court consists of five civilian judges and can correct any legal error it may find. If a member petitions the Court of Appeals, Air Force appellate defense counsel will represent them at no charge. Again, the accused may retain civilian counsel at no cost to the government.

Assignment of Counsel

Court Decisions

Clemency and Parole

Decisions of the United States Court of Appeals for the Armed Forces are subject to review by the United States Supreme Court by writ of certiorari. You can find additional information concerning Military Justice on the JAG homepage at <http://jaglink.jag.af.mil>.

Clemency and Parole

The Secretary of the Air Force established a system of clemency and parole under Sections 952 and 953, Title 10, USC, for consideration of inmates with sentences to confinement of a year or more. These inmates first meet a disposition board convened at their confinement facility after serving a determinate amount of time. The disposition board makes recommendations concerning parole, when eligible, (one generally is first eligible after serving one-third of a sentence, or six months, whichever is greater), clemency (e.g., reduction in sentence to confinement) and restoration to duty. The complete case files then go forward to the Air Force Clemency and Parole Board, Andrews Air Force Base, Maryland for review and action. After the initial review, cases undergo review on an annual basis or more often if so directed by the commander of the confinement facility or the Clemency and Parole Board.

Drugs

Drugs

An Air Force member may voluntarily disclose evidence of personal drug use or possession to the unit commander, first sergeant, substance abuse evaluator or a military medical professional. Commanders are required to grant limited protection for Air Force members who reveal this information with the intention of entering treatment. Commanders may not use voluntary disclosure against a member in an action under the Uniform Code of Military Justice (UCMJ) or when weighing characterization of service in a separation. Self-referral provides limited protection in instances of drug abuse, but does not prevent the Air Force from separating the individual under an administrative discharge. Disclosure is not voluntary if the Air Force member has previously been apprehended for drug involvement, placed under investigation for drug abuse, ordered to give a urine sample as part of the drug-testing program, advised of a recommendation for administrative separation for drug abuse or entered into treatment for drug abuse.

Once the Air Force recognizes a member as a drug user and identifies him or her for separation, we provide the individual with transitional counseling and refer him or her to the Veterans Administration for further evaluation and treatment.

Military Justice

Civilian Legal Issues

Serving Process for Divorce Overseas

There are no federal statutes providing for service by military personnel of process issued by state court authorities. Consistent with the Posse Comitatus Act (Title 18, USC, Section 1385), which prohibits the unauthorized use of federal troops to execute the domestic laws of the United States, it is neither a function nor a responsibility of the military establishment or its personnel in their military capacity to perform service of process. Therefore, the law precludes Air Force personnel from effecting such service.

Although the Air Force may not serve civil process, Air Force policy specifically requires cooperation in the serving of process. Such cooperation entails allowing the civilian serving official access to the installation and making the member available to receive process. However, the Air Force does not have authority to order a member to accept the service of process. Furthermore, if the process server is not a law enforcement official, the Air Force does not have authority to order the member to even meet with the process server.

In the event that the service member elects not to accept service of process, the spouse should be able to effect service through other means. The most common way to serve process overseas is through The Hague Convention on the Service Abroad of Judicial and Extra-Judicial Documents in Civil or Commercial Matters (hereinafter referred to as the "Hague Convention"). It is in force in Japan as well as in most NATO countries (among others). The Hague Convention provides for service of process by a central authority (the Department of Justice in the United States) pursuant to a formal request. The form for making such a request is available at the office of any United States Marshal. The text of the treaty, which is self-explanatory, appears in the current Martindale-Hubble Law Directory (Selected International Conventions). Your constituents may want to refer their attorneys to this Directory for further information on effecting service of process using the Hague Convention.

Unfortunately, the Air Force is not in a position to help your constituent further with service of process since this is a private, civil matter in which the Air Force has no jurisdiction. We suggest your constituents seek competent counsel who can best advise them on an appropriate course of action.

Soldiers' and Sailors' Civil Relief Act (SSCRA)

The Soldiers' and Sailors' Civil Relief Act of 1940 (SSCRA), Title 50, USC, Appendix Section 501, postpones or suspends some of the civil obligations of military personnel to allow them to give full attention to

Serving Process for Divorce Overseas

Soldiers' and Sailors' Civil Relief Act (SSCRA)

their military duties. A portion of the Act provides protection to active duty military members in the form of a stay of legal proceedings when, in the discretion of a court, the members' military service materially affects their ability to protect their interests in the proceedings. This protection does not provide them an unlimited period to avoid legal action, but rather prevents a court from acting in the members' absence until they can appear in their own defense. In other words, a court can proceed with a case against a military member once the judge determines that military service is not affecting the member's ability to conduct a defense in the litigation. On the other hand, if a judge believes that military service is limiting the member's participation, the judge must stay the action until the member can participate.

The Air Force will remain strictly impartial in private litigation in which the United States does not have an interest. (See AFPD 51-3, para 5). Air Force members may not interfere with a military member's rights in connection with civil litigation and, therefore, cannot assist either party in influencing a court's actions. However, any constituent can work with their attorney to attempt to persuade a court that a stay under the SSCRA is not appropriate.

Money Issues

Pay Issues

In January 1991, the Air Force Accounting and Finance Center (AFAFC), located in Denver, Colorado, became part of a new defense agency, the Defense Finance and Accounting Service. You should direct any questions regarding pay of active duty members or survivor benefit plan (SBP) pay or entitlement to:

DFAS-DE/PCC
6760 E Irvington Place
Denver, Colorado 80279-8000
(303) 676-7903

DFAS-Cleveland has responsibility for all Air Force retiree pay. You should refer all inquiries pertaining to Air Force retirees' pay, garnishment actions against active-duty, retired or civilian members and Former Spouse Protection Act cases to:

DFAS-CL
ATTN: Code PC
1240 E. 9th Street
Cleveland, Ohio 44199-2055
(216) 522-5757

Indebtedness

The Air Force expects its members to pay their just financial obligations in a proper and timely manner. A just financial obligation is a legal obligation, acknowledged by the member, in which there is no reasonable dispute as to the facts or law, or one reduced to judgment. The judgment must conform to the Soldiers' and Sailors' Civil Relief Act (Title 50, USC, Appendix 501), if applicable.

The Air Force does not arbitrate disputed cases, admit or deny validity of the complaint or confirm the liability of its members. The Air Force has no legal authority to require members to pay a financial obligation; nor can it divert any part of their pay for its satisfaction, even though reduced to final judgment by court order. Enforcement is a matter for civil authorities.

The Air Force does not tolerate irresponsibility, neglect, dishonesty or evasiveness. Failure to act responsibly and within the law in the manage-

Pay Issues

Indebtedness

Garnishments from Federal Civilian Employees

ment of personal financial affairs may lead to disciplinary or administrative action. The purpose of such action is to maintain discipline and prescribed standards of conduct within the military organization.

Garnishments from Federal Civilian Employees

Federal law authorizes legal process against the pay of Federal civilian employees for commercial obligations in accordance with state law. In this discussion, the term “commercial” obligations and garnishments do not include those for child support or alimony. Civilian employees are subject to garnishment for child support and alimony obligations under Title 42, U.S.C Sections 659, 661 and 662.

The Hatch Act Amendments of 1993, enacted October 6, 1993, require the United States to honor garnishment orders or similar legal processes issued for the enforcement of commercial legal obligations of Federal civilian employees. The Act is currently located at Section 5520a, Title 5, USC, and became effective on February 3, 1994. The enabling regulation is 5 CFR 582.

As the paying agency for most of the civilian employees of the Department of Defense, the DFAS is responsible for processing the majority of these commercial garnishments.

Federal Regulations require that the person seeking garnishment have legal process served on the designated agent. The DFAS-Cleveland Center is the designated agent for service of process for the Department of Defense. Creditors may accomplish service of legal process by mail, fax or personal service. Only service of legal process on DFAS at the following address constitutes valid service:

Defense Finance and Accounting Service
Cleveland Center, Code L
PO Box 998002
Cleveland, Ohio 44199-8002
(216) 522-5301 (Customer Service)
(216) 522-5394 (Fax No.)

The garnishment order or accompanying documents must provide sufficient identifying information in order to enable processing by DFAS. Parties seeking garnishment actions must provide the following information concerning the employee: (1) full name; (2) social security number

Money Issues

and (3) the component of the agency for which the employee works, if known. Creditors should also provide, if available, the employee's official duty station or worksite and home address. If the information submitted is insufficient to identify the employee, DFAS will return the documents with an explanation of the deficiency.

As soon as possible, but not later than 15 calendar days after the date of valid service of the legal process, DFAS will send to the employee, at the employee's duty station or last known home address, a written notice that such process has been served and a copy of the legal process.

The Office of Personnel Management published an *Application for Federal Employee Commercial Garnishment*, Optional Form 311, designed to be used by creditors to facilitate the federal government's compliance with commercial garnishment orders as required by Section 5520a, Title 5, USC. This is a voluntary form and does not replace the garnishment procedures required by state or local law. However, by providing information in a uniform manner, the form simplifies the actions which federal agencies must take in order to comply with a commercial garnishment order.

Include a return address on any correspondence as well as the mailing envelope. Constituents may direct questions concerning the commercial garnishment process and specific procedures to DFAS at (216) 522-5301 or visit the DFAS homepage at <http://www.dfas.mil/money/garnish/comfact.htm>.

Involuntary Allotments from Military Personnel for Commercial Debt

By enacting Public Law 103-94, the "Hatch Act Reform Amendments of 1993," (codified at Section 5520a, Title 5, USC), Congress authorized the garnishment of federal civilian employees' pay to satisfy commercial debts. In that same law, Congress authorized "involuntary allotments" against the pay of active duty and reserve (on active duty for a period more than 180 days pursuant to Title 10) military members to satisfy commercial debts. The portion of the law concerning involuntary allotments against the pay of military members became effective January 1, 1995. The implementing regulation is *Indebtedness of Military Personnel*, 32 CFR Parts 112 & 113 (1995). It establishes the administrative procedures for evaluating applications and implementing involuntary allotments. Garnishments or wage withholding orders are not necessary to start an involuntary allotment and DFAS will not accept them. Because

Involuntary Allotments from Military Personnel for Commercial Debt

applicants may be unfamiliar with the administrative procedures involved in applying for an involuntary allotment, the Defense Finance and Accounting Service-Cleveland Center advises that any creditor wishing to utilize this procedure review a copy of the regulation prior to filing an application.

Policy

The Department of Defense expects military members to pay their financial obligations in a proper and timely manner. Creditors whose efforts to collect a debt have failed, and who have obtained a civil judgment against a military member, may seek enforcement of the judgment by applying for an involuntary allotment from the member's military pay. If approved, the allotment can pay up to a maximum of 25 percent of the member's disposable pay per monthly pay period. Not all pay that a military member receives is subject to involuntary allotment. A complete listing of pay subject to involuntary allotment and pay excluded from involuntary allotment is contained in the regulation.

Processing

A creditor may initiate this process against a military member by submitting an *Involuntary Allotment Application* (DD Form 2653) and a certified copy of a final judgment issued by a civil court. DFAS requires an original and three copies of both the form and the judgment. In addition, the application must contain the member's full name and social security number for positive identification. The creditor should send the completed package to the following address:

Defense Finance and Accounting Service
Cleveland Center, Code L
PO Box 998002
Cleveland, Ohio 44199-8002
(216) 522-5301 (Customer Service)
(216) 522-5394 (Fax No.)

DFAS Role

Interested persons may obtain a copy of DD Form 2653 by writing the address above or by calling (216) 522-5301. Creditors should expect payments to begin 90 to 120 days after DFAS-Cleveland Center has received their completed application. Please be sure to include a return address on any correspondence, not just on the mailing envelope.

Defense Finance and Accounting Service-Cleveland Center, is the only authorized agent for service of these applications for all branches of the military. DFAS will return applications sent to any other address without action.

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Upon receipt of a properly completed application package, DFAS will perform an initial legal review. This initial review will consist of an examination of the application form to ensure the creditor has filled it out properly and it is consistent with the information contained in the accompanying judgment. The judgment must award a certain amount and specify that a specific individual is to pay the amount. The regulation allows payment of post-judgment interest provided the judgment awards it. Applicants who submit judgments from jurisdictions where post judgment interest is statutory should submit copies of the statute authorizing the interest along with their application.

Additionally, during the initial review, DFAS will determine whether the court complied with the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (Title 50, USC, Appendix Sections 501-591). Of specific concern are those provisions contained in Title 50, USC, Appendix Section 520, which deal with procedures to be followed in default judgment cases. DFAS will reject applications containing judgments that are determined to not comply with these provisions with an accompanying explanation.

DFAS will forward applications that pass the initial legal review along with a DD Form 2654, *Commander's Notification and Member Response*, to the member's commander. The member must then return the application to DFAS 90 days from the date DFAS mails it to the commander. If the member does not respond by the due date, DFAS will process the case for payment on the 15th calendar day after the response was due.

The commander has the responsibility, within five days of receiving the package from DFAS, to notify the member of the action and to inform the member of the right to either consent or contest the involuntary allotment. The member then has 15 days to provide a response to the commander. However, the commander may extend the member's time to respond for good cause. Under normal circumstances, these extensions will not exceed 30 days. However, during times of deployment, war, national emergency, assignment outside the United States, hospitalization or other similar situations which prevent the member from obtaining necessary evidence or from responding in a timely manner, the commander may grant extensions exceeding 30 days.

If the member consents to the involuntary allotment, the member will complete the DD Form 2654 and return it to the DFAS. Payments will begin within 30 days of DFAS' receipt of the packet. A member who elects to contest the involuntary allotment may do so for a number of

Commander Actions

Contesting an Involuntary Allotment

reasons. Regardless of the reason for contesting, the member must provide evidence of the basis for the contention to the commander. In all but one instance, the commander will forward the evidence to DFAS for a final determination of whether or not the allotment will be established. If the member contests the allotment on the basis of "Exigencies of Military Duty," the commander has the responsibility to make the determination of whether such exigencies (as defined in 32 CFR Part 112.3(d)) caused the "absence" of the member from appearance in the judicial proceeding that forms the basis for the judgment upon which the application is based. See 32 CFR Part 6(b)(2)(D)(iii)(D)(2). The commander's decision on this issue is binding on DFAS. If the commander finds exigencies of military duty to be a valid defense, the commander will note such on the application and return it to DFAS. DFAS will return the application to the applicant without action. An applicant may appeal this decision to the appellate authority, which he or she may find on the returned DD Form 2654, within 60 days of DFAS mailing the notification.

Once the commander returns the completed DD Form 2654 to DFAS, DFAS will make a final review of the packet to determine if the member has made a valid defense to the establishment of the involuntary allotment. For those cases where DFAS determines the member has not raised a valid defense, the allotment will begin within 30 days of DFAS' receipt of the packet from the commander. In cases where DFAS determines the member raised a valid defense, DFAS will notify the applicant of its decision not to establish the allotment.

You may direct questions concerning the involuntary allotments process to (216) 522-5301. You may also obtain further information from the DFAS homepage at <http://www.dfas.mil/money/garnish/mcdafact.htm>.

Medical and Health Care

TRICARE

TRICARE is the Department of Defense's managed health care program. DoD designed TRICARE to improve beneficiary access to quality care at an affordable cost. There are three health care options available to beneficiaries under TRICARE. TRICARE Prime is a Health Maintenance Organization (HMO)-like benefit. Active duty members are automatically enrolled in TRICARE Prime. Dependents and retirees must enroll in the plan. There is no charge for family members of active duty personnel. There is, however, a small enrollment fee for retirees and their dependents. Enrollment in TRICARE Prime assures access to network providers with no deductible and a lower cost-share than the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). TRICARE Extra is a Preferred Provider Organization (PPO)-like benefit. Patients can use the TRICARE Prime network providers without enrolling and take advantage of lower cost-shares. However, they must pay a deductible. TRICARE Standard is the former CHAMPUS benefit. There are no restrictions on provider choice, but beneficiaries must pay a deductible and the standard cost-share.

When Congress enacted Medicare legislation over 30 years ago, the law excluded most military beneficiaries age 65 and older from CHAMPUS. The assumption was that Medicare, coupled with ample space-available care in military medical treatment facilities (MTFs), would be sufficient to provide comprehensive care for retirees. However, continued military downsizing decreased the availability of space-available MTF care. When Congress initiated TRICARE, the law restricted expenditure of TRICARE funds to those individuals eligible for CHAMPUS. Extending TRICARE to Medicare-eligible beneficiaries required a change in public law, which Congress included in the Fiscal Year 2001 National Defense Authorization Act. Beginning on October 1, 2001, TRICARE becomes a secondary payer to Medicare for retirees and their spouses age 65 and over; and as such, it will cover many of the costs not covered by Medicare. In addition, where capacity exists, our senior beneficiaries may again enroll in military MTFs for their health care needs.

The new law also provides a second benefit—a new prescription drug benefit for our senior patient population. Beginning April 1, 2001, all beneficiaries will have access to the National Mail Order Pharmacy Program (NMOP) and the retail network pharmacy, in addition to access to MTF pharmacies. Beneficiaries may reach the NMOP at 1-800-903-4680.

TRICARE

To participate in most of the new programs, however, retirees must enroll in Medicare Part B and their personal information in the Defense Eligibility Enrollment Reporting System (DEERS) must be accurate. For beneficiaries who turned age 65 on or before April 1, 2001, the requirement to enroll in Medicare Part B does not apply in order to use the NMOP and network pharmacies.

You should direct constituent inquiries regarding TRICARE to the TRICARE Legislative Liaison Office at:

TRICARE Management Activities
Office of the Assistant Secretary of Defense for Health Affairs
Skyline 5, Suite 810
5111 Leesburg Pike
Falls Church, Virginia 22041
(703) 681-1730
(703) 681-3665 (Fax)

Dental Care

Dental Care

Active duty service members receive dental care through the uniformed services. Two separate, voluntary dental programs exist to provide dental services for family members of active duty personnel, Selected Reservists and their family members, Inactive Ready Reservists and their family members, and military retirees and their family members.

The TRICARE Dental Program is available to eligible family members of active duty personnel of the seven Uniformed Services, Selected and Inactive Ready Reservists, and their eligible family members. TDP is available in both CONUS and OCONUS locations. Information concerning the TDP can be obtained through the contractor's homepage (United Concordia Companies, Inc.) at <http://www.ucci.com> or by calling United Concordia at 1-800-866-8499 (CONUS) or 1-888-418-0466 (OCONUS).

The TRICARE Retiree Dental Program (TDRP) is available to all retired members of the Uniformed Services who are eligible for retired pay, members of the Retired Reserve under the age of 60, spouses and eligible children of enrolled members, unremarried surviving spouses and eligible children of retired members or members who died while on active duty. Services are available in the fifty United States, the District of Columbia, Canada, Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa and the Commonwealth of the Northern Mariana Islands. Information concerning the TRDP

Medical and Health Care

can be obtained from the contractor's homepage (Delta Dental of California) at <http://www.ddpdelta.org> or by calling 1-888-838-8737.

Gulf War Illness

A small number of the 700,000 Americans who served in the Persian Gulf War suffer from health problems that are medically unexplained. To speed efforts to help these veterans, President Clinton designated the Department of Veterans Affairs (VA) as the lead agency for all federally funded research into the health effects of the Gulf War. The VA is actively studying the many different health concerns of Persian Gulf veterans and their families.

Individuals who (1) served on active duty in the US Armed Forces in the Persian Gulf theater during the Persian Gulf War; (2) served for at least two years or the period for which they were called to active duty; and (3) were discharged under other than dishonorable conditions, have basic eligibility for medical care within the VA system. Basic eligibility includes such services as inpatient hospital care, outpatient medical treatment, pharmacy services, nursing home care and associated ancillary services. A one-time dental examination and treatment may also be available on an outpatient basis if the dental condition can be shown to have existed at the time of discharge or release from active duty.

Veterans who served in the Persian Gulf theater during the Persian Gulf War are eligible for a Persian Gulf Registry examination. This free examination is a complete medical examination, including base-line laboratory tests and other diagnostic tests based upon the veteran's particular condition to determine his or her current health status.

Medical personnel make every effort to identify any medical condition existing at the time of the Persian Gulf Registry examination or any other VA examination process. Any condition that the VA examining physician determines may be related to the veteran's service in the Persian Gulf theater will be treated cost free. The VA enters data collected from these examinations into a special computerized database system, *The Persian Gulf Registry*. Researchers analyze Registry data to aid in the scientific investigations. We encourage veterans, who have not already done so, to apply for the examination by contacting the nearest VA health care facility.

Public Law 103-446 authorizes the VA to compensate any Persian Gulf veteran suffering from a chronic disability resulting from an undiagnosed

Gulf War Illness

Entitlement of Medical Care

Compensation

Gulf Veterans Hot Line

illness or combination of undiagnosed illnesses that became manifest either during active duty in the Southwest Asia theater of operations during the Persian Gulf War or, to a degree of 10 percent or more, within a presumptive period following such service, as determined by the Secretary of Veterans Affairs.

The Department of Defense remains concerned for the health of the veterans who served in the Persian Gulf region. Although the causes for symptoms and illnesses known collectively as Gulf War Illness are still unknown, DoD and the Department of Veterans Affairs (VA) are actively searching for causes.

One of the best ways for health officials to discover the cause of the syndrome is to establish commonalities among those who are ill. Therefore, DoD established the Persian Gulf Illness database. The Military Public Health (MPH) Office at any Air Force medical facility will be able to provide further information to constituents regarding this program. Also, DoD set up the Pentagon Persian Gulf Veterans' Hot Line to answer any questions individuals may have. The toll-free number is 1-800-796-9699.

DoD and VA have established internet sources to assist veterans and others with questions about or interest in these issues: the DoD site is the Gulf Link-<http://www.gulflink.osd.mil/> and the VA site is <http://www.va.gov/nchp/gulf/>.

Air Force Urinalysis Drug Screening Program

Air Force Urinalysis Drug Screening Program

The Air Force routinely implements its urinalysis drug-screening program through random sampling, individual sampling (command directed/probable cause) and unit sweeps. Each base within the Air Force must conduct random urinalysis testing of its uniformed members a minimum of eight times per month. A base commander equipped with intelligence/drug threat assessment from the Air Force Office of Special Investigation (OSI) and Security Forces can conduct sweeps or individual tests on populations that are at greatest risk of abusing/using drugs. The commander also has the authority to modify testing procedures in response to changes in the drug threat environment. This may include increased weekend testing, after-hours testing, gate checks after hours, increased frequency of testing or increasing the testing rate. In a random sampling program, individuals are chosen through a combination of methods, such

Medical and Health Care

as computer random number selectors and randomly selecting members as they enter or exit a base. The Air Force screens all personnel applying for entrance during accessions processing at the Military Entrance Processing Station (MEPS). Upon arrival at Basic Military Training School (BMTS), Consolidated Officer Training School (COTS), Basic Officer Training School (BOTS), and the Academy, all new accessions submit a sample within 48 hours of initial arrival.

The ultimate deterrent in the Air Force Drug Testing program is the threat to the individual's career and the certainty of legal or administrative action. The Air Force views drug abuse as incompatible with military service. All Air Force personnel, regardless of pay grade, who proper investigation identifies as involved in drug abuse are subject to criminal prosecution. The member faces possible confinement, reduction in rank, forfeiture of pay and/or dishonorable discharge. The base Alcohol and Drug Abuse Prevention and Treatment (ADAPT) office evaluates all persons identified as abusing drugs.

Air Force Policy on the Management of Human Immunodeficiency Virus (HIV) Infection

Department of the Air Force medical, manpower and personnel policies reflect current knowledge of the infection, the risks to the infected individual incident to military service, the risk of transmission of the disease to noninfected personnel, the effect of infected personnel on Air Force units, and the safety of military blood supplies. To this end the following policies exist:

HIV positive applicants are not eligible for entry into Air Force service.

Medical personnel normally test applicants for active and reserve enlisted service at Military Entrance Processing Stations.

Medical personnel test officer candidates (either regular or reserve) during the preliminary physical examination.

HIV is prevented through education and training. Our personnel routinely integrate HIV into the Preventive Health Assessment (PHA), Put Prevention Into Practice (PPIP), and Health and Wellness Center (HAWC) services; pertinent clinical encounters; and threat briefings (i.e. pre/during/post deployment).

Air Force Policy on the Management of Human Immunodeficiency Virus (HIV) Infection

A health surveillance program exists for active duty and Reserve component members to determine if HIV infection is present. The Air Force conducts HIV tests on family members of military personnel on a voluntary basis.

Active duty members who are HIV positive, but who demonstrate no evidence of immunologic deficiency, neurologic involvement or decreased capacity to respond to infection and with no clinical indication of disease associated with HIV are retained in Air Force service.

HIV positive active duty members who demonstrate evidence of such conditions, including personnel diagnosed with Acquired Immune Deficiency Syndrome and AIDS Related Complex, are processed through the Disability Evaluation System.

Reserve component members with laboratory evidence of HIV infection are ineligible for extended active duty for a period of more than 30 days. Members who are not on extended active Guard and Reserve tours, and who show serologic evidence of HIV infection, may be transferred involuntarily to the Standby Reserve only if they cannot be utilized in the Selected Reserve in a nonmobility position.

A member who is HIV positive on active duty may request voluntary separation within 90 days after initial medical evaluation. The Air Force does not allow those electing separation to reenter.

The Air Force may not use information obtained from a service member during an epidemiologic assessment interview against the service member in a court-martial, nonjudicial punishment, involuntary separation (other than medical), administrative or disciplinary reduction in grade, denial of promotion, unfavorable entry in a personnel record, bar to reenlistment or any other action considered by the Secretary of the Air Force to be an adverse personnel action.

Transportation

Shipment of Personal Property and Privately Owned Vehicles (POV)

Chapter Five, Part D of the Joint Federal Travel Regulations (JFTR), Volume 1, derived from Title 37, USC, contains guidance on the entitlement to move household goods (HHG). Authorized weight allowance for permanent-change-of station (PCS) moves for uniformed members is established by grade and based on “with dependents and without dependents” status and is provided in JFTR, paragraph U5310-A.

Military members married to military members are entitled to a combined weight allowance under some circumstances. Additional information is contained in Air Force Supplement - JFTR, Volume I/JTR, Volume II. The *It's Your Move* pamphlet, available at Transportation/Traffic Management Offices, gives a detailed listing by grade of the combined weights.

Allowances apply to the actual net weight of unpacked HHG. We make adjustments for packing materials; in most cases, we subtract 10 percent from the net weight. Professional books, papers and equipment (PBP&E) are not chargeable against weight allowances, but must be required in the performance of a member's duties and be declared before shipment. We will only consider an after-the-fact declaration when the shipment file contains indisputable intent to declare PBP&E. Packers must separately pack, mark, weigh and inventory professional gear, which cannot include any furniture item.

The Air Force restricts the weight allowance to 25 percent of the statutory limit at some overseas areas where government-owned furnishings are available. Japan/Okinawa and Korea are such areas. Members may ship a certain amount of unaccompanied baggage, depending on the member's grade. In addition, a member may include 350 pounds for each dependent 12 or older, and 175 pounds for each dependent under the age of 12 (see the *It's Your Move* Pamphlet). On unaccompanied overseas tours where government furniture and quarters are available, members can choose to ship unaccompanied baggage by air or 10 percent of their full weight allowances by surface (ship). The member may ship the balance of personal property to a designated location in the CONUS or place it in non-temporary storage for the duration of the overseas tour.

If the weight exceeds the allowance, the Air Force computes charges for excess weight based on the least costly shipment. The Air Force Excess Cost Adjudication Function, at the Joint Personal Property Shipping Office - San Antonio, performs this function for Air Force shipments. Movement

Shipment of Personal Property and Privately Owned Vehicles (POV)

Space-Available Transportation

of HHG to/from/between overseas locations is normally by surface transport, with a few exceptions. The Director, Joint Personal Property shipping Office (JPPSO), San Antonio, Texas, approves special circumstances.

Additional information regarding shipment of HHG, privately-owned vehicles (POV) and mobile homes is contained in the following pamphlets: *It's Your Move*, *Shipping Your POV* and *Moving Your Mobile Home*. Local traffic management offices (TMOs) or traffic management flights (TMFs) provide counseling on shipment and storage of HHG, POVs and mobile homes. The Director of Transportation (AF/ILT) manages the Air Force personal property shipment program.

Space-Available Transportation

Title 10, USC, Section 4744 is the legal basis for the Space-Available (Space-A) program, and Chapter 6 of Department of Defense (DoD) 4515.13-R outlines DoD policy. According to this regulation, Space-A travel is a privilege (not an entitlement) which accrues to uniformed services members as an avenue of respite from the rigors of their duty. Retired uniformed services members are given the privilege in recognition of a career of such rigorous duty, and because they are eligible for recall to active duty.

While the Air Force greatly values the contribution of every veteran, retiree and their families, especially those who have sacrificed in the service of their country, we do not support granting the Space-A privilege to new categories of travelers. Repeated questions arise concerning Space-A privileges: 1) DoD policy does not permit unrestricted, unaccompanied dependent travel; 2) Space-A travel is a privilege, and DoD has not authorized retired Reserve members or their dependents to travel overseas until the retired member reaches age 60; 3) aircraft and aircraft support equipment are not designed to accommodate severely disabled travelers; 4) for all categories, mission requirements can divert the aircraft to unexpected destinations, which may leave travelers without assistance.

Individuals frequently seek to use Space-A travel and ask for an expansion of the groups eligible to use Space-A travel, including widows of deceased military retirees, medical retirees, veterans not retired from service and others. All requests have merit in their own right; however, the expansion of the program, would exceed Congressional intent. Expanding the pool of

Transportation

eligible members would diminish the travel opportunity for active duty members — the primary beneficiaries of the program.

Air Transportation

As stated in DoD Directive 4500.9, *Transportation & Traffic Management*, 3.15, “DoD transportation resources may be used to move non-DoD traffic only when the DoD mission shall not be impaired and movement of such traffic is of an emergency, lifesaving nature, specifically authorized by statute, in direct support of the DoD mission, or requested by the Head of an Agency of the Government under Title 31, USC, Sections 1535 and 1536 (reference (hh)). The requesting Agency must provide a determination that the request is in the best interest of the Government, and that commercial transportation is not available or, for reasons that must be specified, is not capable of satisfying the movement requirement.”

If the transportation requested does not fall under any of these criteria, we suggest your constituent contact commercial airlines or surface carriers to determine if they can provide non-reimbursable transport. They may also wish to contact another federal agency for sponsorship or transportation funding assistance.

Humanitarian Airlift

Title 10, USC, Section 2551 authorizes humanitarian airlift. Section 2551 provides DoD the authority to conduct humanitarian assistance operations worldwide, and to transport non-lethal excess DoD property and humanitarian assistance materials donated by non-governmental organizations, international organizations and private voluntary organizations for humanitarian relief. This authority also provides for the actual cost of commercial transportation and the payment of any associated DoD administrative costs incurred. DoD currently administers two programs that arrange transportation for privately donated cargo to foreign countries at no cost to the donor.

The Denton Program allows donors to use space available on U.S. military cargo planes to transport humanitarian goods and equipment to countries in need. The Air Force will only transport the cargo if the destination will coincide with germane Air Force mission objectives. Transportation of the cargo may take several months, depending on the destination and space availability on US military transports. There is a requirement to have a minimum of 2,000 pounds of cargo and the Air Force must transport the

Air Transportation

Humanitarian Airlift

cargo on a non-interference basis. The Department of State (DoS), DoD and the Agency for International Development (AID) jointly administer the Denton Program. AID receives and processes the applications. The AID point of contact may be reached at (202) 712-4795, or by fax at (202) 216-3041. You may access more information on the Denton Amendment at AID's homepage: http://www.info.usaid.gov/hum_response/pvc/denton.html

The DoD Funded Transportation Program is a commodities transportation program. The DoS and the DoD jointly administer the program, with transportation specifically scheduled and funded by DoD to destinations approved by the DoS. The program receives its funding from the DoD appropriation for Overseas Humanitarian, Disaster and Civic Aid; the transportation provided is primarily by truck and ship in whole container loads (1,200 cubic foot minimum). The point of contact for requests under this program is the DoS Bureau of Political-Military Affairs. You may reach that office at (202) 647-4111 or by fax at (202) 647-4055. You may access more information on the Funded Transportation Program at the following homepage: <http://hapi.idss.ida.org>.

Aeromedical Transportation

Aeromedical Transportation

The Secretary of Defense has designated the United States Transportation Command (USTRANSCOM) as movement coordinator for uniformed services members. Assets used for this purpose include specialized, fixed- and rotary-wing aircraft, land transportation, and sea-going vessels, as is appropriate and cost effective. The Global Patient Movement Requirements Center (GPMRC) at Scott AFB, Illinois, is responsible for coordinating all continental United States (CONUS) patient movement. Theater Patient Movement Requirements Centers (TPMRCs) in Europe and the Pacific coordinate overseas patient movement.

The Economy Act, (Title 31, USC, Section 686), provides that any non-DoD United States Government agency may purchase services, including aeromedical transportation, from the Air Force, if funds are available and the service provided is in the best interest of the government. The Air Force may also provide aeromedical transportation services for United States civilians in certain circumstances. Since the system can provide only a limited amount of support, we reserve its use exclusively for the most critically ill, and only when no alternative means of movement is available. The DoD, in complying with Section 1535, Title 31, USC, prohibits competition with the commercial transportation industry. The Air Force may not

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provide aeromedical transportation to move terminally ill patients, to respond to requests based solely on a lack of funds, for personal or family convenience, or for medical experimentation.

Aeromedical repatriation of United States citizens from overseas to the United States under other than lifesaving circumstances may be provided when: 1) the Department of State requests the transportation, certifying it to be in the national interest; 2) commercial transportation is neither available nor suitable for meeting the requirements; 3) the patient is medically validated by the theater surgeon for intra-theater moves and by GPMRC for movement into the CONUS; and 4) the Department of State provides a billing address. The Air Force provides movement of non-DoD eligible patients on a reimbursable basis. Charges are determined based on the circumstances of the movement and the type of aircraft used.

In every case of citizen repatriation from overseas, the State Department's Citizens Emergency Services function (202) 647-5225 is the primary point of contact. The Air Force may provide aeromedical support only after the State Department has completed its actions and requested aeromedical support from the Air Force.

USTRANSCOM participates in aeromedical support for catastrophes and local disasters within the United States not qualifying for national disaster relief. These are catastrophes or disasters causing numerous casualties which require specialized medical care, or which saturate medical facilities in the immediate vicinity, and require emergency aeromedical transportation to save lives. The Federal Emergency Management Agency (FEMA) shall initiate requests for air evacuation during disasters in CONUS.

Birth Certificates

Overseas Births

Overseas Births

The Air Force does not provide birth certificates for children born to American parents outside the United States. There are, however, two possible avenues to obtain a birth certificate for a child born overseas.

Applicants can obtain a Certificate of Citizenship by completing a Form N-0600, available from any US Immigration and Naturalization Service office. Applicants must submit copies of the parents' marriage certificate and birth certificates, along with the child's foreign birth certificate (including translation, if in a foreign language). Do not send original documents in case the documents are lost during processing.

Applicants can also obtain a Certification of Birth from the Authentication Officer, Department of State, Washington, DC 20520, telephone number (202) 647-2163/5226, provided that the child's birth was recorded at an American consular office. These requests must include the full name of the child, date and place of birth, full name of both parents, location of consular office that recorded the birth, and the date that the consular office recorded the birth. Normally, at the time of birth, Air Force parents receive assistance in preparing the documentation for submission to the consular offices.

When local law in overseas areas requires birth registration, Air Force medical facilities report births to local authorities on the forms that they prescribe. Medical personnel file these reports in addition to the reports required by US consular offices.

Domestic Births

Domestic Births

The Air Force does not provide birth certificates. That function belongs to the states in which Air Force bases exist. For children born at Air Force bases in the United States, contact the Department of Health for the particular state to obtain copies of birth certificates.

Dependent Care

Dependent Care Policy

The Air Force expects all of its personnel to provide regular and adequate dependent support based on the dependent's needs and the ability of the member to pay. Assumption of additional responsibilities, family, remarriage and pending court actions do not remove support obligations.

The Air Force, on its own, cannot deduct money from a member's pay to ensure dependent support without the individual's permission. However, the Air Force complies with valid garnishment actions for the enforcement of child support and alimony payments. An active duty member's pay and allowances are also subject to a mandatory allotment to satisfy child and spousal support obligations where payments are in arrears for at least two months.

Dependent Care Provisions

Air Force members are required to arrange to care for their dependents should they be called away for duty. Advance planning is the key to family care arrangements, with plans covering all possible short- and long-term situations. Members must ensure the plans are sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to another individual during the absence of the military sponsor. Another military member cannot assume designated responsibility because that member must also be available for worldwide duty (includes Guard and Reserve members). Commanders, first sergeants and supervisors assist members in developing family care plans. Members may also contact the staff judge advocate, the military personnel flight customer service, the chaplain and the family support center for assistance.

Commanders or first sergeants counsel all personnel with family members on Air Force Instruction (AFI) 36-2908, *Family Care Plans*, when they arrive at a new base. During this counseling, commanders and first sergeants stress the importance of, and confirm the need for, family care certification via completion of AF Form 357, *Family Care Certification*. The unit personnel office at the commander's location maintains a file copy of the Form 357. At least annually, commanders or first sergeants brief all military members in their organizations on this policy. They also individually counsel members required to complete an AF Form 357 to determine the actual feasibility of the family care plan. The supervisor's feedback on specific actions or behavior that could cast doubt on the member's reliability and sense of responsibility helps with this determination.

Dependent Care Policy

Dependent Care Provisions

Members who are not required to fill out an AF Form 357, when briefed by the commander, must understand that even though they do not need to document family care arrangements, they are not relieved of their responsibilities to maintain adequate arrangements. There are situations in which commanders may find it necessary for members with civilian spouses to document family care arrangements on AF Form 357. Some examples include: a spouse has limited English language skills, a spouse has an illness, disability, or handicap, or a spouse does not reside in the local area, to include marital separation. Divorced members whose children temporarily reside with them for an extended period may need to certify family care.

Other times when personnel may need to certify family care arrangements are during reenlistment, extensions and permanent change of station (PCS) notification (whether it be a stateside, overseas or family-restricted assignment). Personnel may also need to certify family care arrangements upon confirmation of a pregnancy of a military member who is unmarried, or married to another military member, and upon placing a child in the home of an unmarried military member or married military couple as a part of formal adoption proceedings.

Court-Ordered Support/ Garnishment

Court-Ordered Support/Garnishment

The Air Force expects its personnel to comply with the financial support provisions of a court order or written support agreement. Federal law authorizes DoD to garnish the pay of active, reserve and retired members of the military and the pay of civilian employees of the federal government for the payment of child and/or spousal support when such action is supported by a court order or written agreement. The law is found at Section 659, Title 42, USC, and the implementing regulations are found at 5 CFR Part 581. Failure of a member to comply with Air Force policy can lead to administrative or disciplinary action. The Air Force takes such action to maintain discipline and prescribed standards of conduct, but the action cannot lead to a pay deduction without a court order.

Those entitled to child support and/or alimony may seek collection of unpaid obligations through civil authorities by legal process of garnishment or statutory allotment pursuant to federal law. In order to implement a garnishment or wage attachment against any member of the military or any civilian employee of the Department of Defense, an income withholding order, or similar process, must be served on DFAS at the following address:

Dependent Care

Defense Finance and Accounting Service
Cleveland Center, Code L
PO Box 998002
Cleveland, Ohio 44199-8002
(216) 522-5301 (Customer Service)
(216) 522-5394 (Fax No.)

The order cannot be the divorce decree or other order that directs the individual (debtor) to make the payment. Rather, the order must direct the government, as the employer, to withhold moneys and remit payments to satisfy the support obligation. The withholding order need not name the specific government office which employees the obligor. The order must provide the appropriate information about the person to receive payment.

In order for a withholding order to be processed, it must include the debtor's full legal name and social security number. Other identifying information concerning the debtor, such as a home or work address, would expedite the processing of the order. Also, include a return address on any correspondence, not only on the mailing envelope.

You may direct questions concerning child support and the alimony process to DFAS at (216) 522-5301. You can also find more information on the DFAS homepage at <http://www.dfas.mil/money/garnish/suppfact.htm>.

Survivor Benefit Plan

The Survivor Benefit Plan (SBP) provides a monthly income to the survivors of military retirees who choose to participate and to the surviving spouse (and in some cases, children) of retirement-eligible members who die while on active duty. Members of the Reserve components may enroll in the Reserve Component SBP (RCSBP) as soon as they receive notification that they will qualify for retired pay at age 60 or they may defer their SBP elections until age 60. The survivors of retired members who elect not to participate in SBP or the RCSBP receive no monthly payments from the respective services upon the death of the retired member. According to Public Law 99-145, effective March 1, 1986, a spouse's written concurrence is required to validate the elections of retiring married members who decline SBP, elect reduced coverage, or elect to cover a child, but not the spouse.

Survivor Benefit Plan

SBP participants accept reduced retired pay to provide financial protection for their named beneficiaries. The government does not subject the premiums deducted from retired pay to the federal income tax. DFAS suspends premium deductions during any period that there is not an eligible beneficiary. Members who waive retired pay remit their SBP premiums directly to the Defense Finance and Accounting Service-Cleveland Center (DFAS-CL). It is the retiree's responsibility to notify DFAS-CL of any changes in beneficiary status.

Possible beneficiary designations and periods of eligibility are as follows:

- a. Spouse/Former Spouse - Eligible for life, but payments suspended if remarriage occurs before age 55. The spouse may have the SBP reinstated if the remarriage terminates.
- b. Spouse/Former Spouse and Dependent Children of Spouse/Former Spouse - Paid as long as eligible; annuity follows to eligible children in the event the spouse/former spouse remarries before age 55 or dies.
- c. Children Only - Eligible until age 18 or age 22, if unmarried and in school full-time. Semester/quarterly certification of full-time student status is required. SBP pays benefits to unmarried children disabled before age 18, or age 22 while in school full-time, as long as the disability renders them incapable of self-support.
- d. Insurable interest (natural interest person) - Applicable only if member is unmarried and has only one dependent child at retirement. Person can be close relative (proof of insurability not required if more closely related than cousin), business partner or others with a financial interest in the member. Eligible for life, but the retiree may terminate coverage at any point.

When a spouse annuitant reaches age 62 and becomes eligible for Social Security benefits, DFAS reduces the SBP payment to 35 percent of the base amount. However, there are two exceptions to this rule: (1) the payments to disabled "children" who attain age 62 will not be reduced; (2) at age 62, the spouse beneficiaries of **members retired or retirement eligible on or before October 1, 1985**, will receive the greater of:

- a. Thirty-five percent of the base amount, or

Dependent Care

b. Fifty-five percent of the base amount reduced by the Social Security benefit to which the annuitant would be entitled based solely on the military service performed by the member after 1956. The annuitant may defer the SBP reduction if he or she continues working at age 62 or older, or it **may be less if** the deceased retiree received Social Security nondisability benefits before age 65.

There is no age 62 reduction to SBP payments to insurable interest beneficiaries.

A new option **Supplemental SBP (SSBP)** implemented April 1, 1992, increases the 35 percent SBP payments to 62 and over spouses and former spouses by 5, 10, 15 or 20 percent of retired pay. The program permits SSBP election only when the member has maximum SBP coverage. SSBP premiums, which are additive to SBP premiums, are based on the member's age at the time of election and are not subsidized by the government.

Although **DFAS deducts cost for coverage from participants' retired pay before computing their tax liability**, SBP and SSBP annuities are subject to federal income taxation. In some cases, annuities may be subject to state income tax and/or federal estate tax. **Pursuant to the Internal Revenue Code, DFAS withholds tax at a flat rate of 30 percent on nonresident aliens if they reside in a country without a tax treaty with the USA.** Annuitants should contact the Internal Revenue Service with regard to the taxability of their SBP annuities.

SBP and SSBP base amounts, annuities and premiums are subject to the cost-of-living adjustments applied to military retired pay.

Uniformed Services Former Spouses' Protection Act

The Uniformed Services Former Spouses' Protection Act, Section 1408, Title 10, USC, recognizes the right of state courts to distribute military retired pay to a spouse or former spouse (hereafter, the former spouse) and provides a method of enforcing these orders through the Department of Defense. The Act itself does not provide a former spouse with an automatic entitlement to a portion of the member's retired pay. A court must have awarded a portion of a member's military retired pay as property in their final decree of divorce, dissolution, annulment or legal separation (the court order). The Act also provides a method of enforcing current child support and/or arrears and current alimony awarded in the court order.

Dependent Care

In all cases where the member is on active duty at the time of the divorce, the member's rights under the Soldiers' and Sailors' Civil Relief Act of 1940 (SSCRA) must have been observed during the state court proceeding. In addition, for orders dividing retired pay as property to be enforced under the Act, a member and former spouse must have been married to each other for at least 10 years during which the member performed at least 10 years of creditable military service (the 10/10 rule). Also, to enforce orders dividing retired pay as property, the state court must have had jurisdiction over the member by reason of (1) the member's residence in the territorial jurisdiction of the court (other than because of his military assignment), (2) the member's domicile in the territorial jurisdiction of the court, or (3) the member's consent to the jurisdiction of the court. The 10/10 rule and the jurisdictional requirement do not apply to enforcement of child support or alimony awards under the Act.

A former spouse may receive a maximum of 50% of a member's disposable retired pay (gross retired pay less allowable deductions). Under the Act, if a court awards a former spouse a percentage of the member's retired pay, e.g. 25%, the spouse is entitled to 25% of the member's disposable retired pay, not 25% of the member's total retired pay. In cases where there are payments both under the Act and pursuant to a garnishment for child support or alimony under Section 659, Title 42, USC, the total amount payable cannot exceed 65% of the member's disposable retired pay. The right to payments under the Act terminates upon the death of the member or former spouse, unless the applicable court order provides that the payments terminate earlier.

In order to apply for payments under the Act, a former spouse must submit a completed application form (DD Form 2293) signed by the former spouse and a certified copy of the applicable court order certified by the clerk of court within 90 days immediately preceding its service on this Center. The spouse should have the documents served either personally, by facsimile or by mail, upon the:

Defense Finance and Accounting Service
Cleveland Center, Code L
PO Box 998002
Cleveland, Ohio 44199-8002
(216) 522-5301 (Customer Service)
(216) 522-5394 (Fax No.)

Dependent Care

Court orders awarding a portion of military retired pay as property that were issued before June 26, 1981, can be honored if the requirements of the Act are met. However, amendments issued after June 25, 1981, to court orders issued prior to June 26, 1981, which were silent as to providing for a division of retired pay as property, cannot be enforced under the Act. Also, for court orders issued prior to November 14, 1986, if any portion of a member's military retired pay is based on disability retired pay, the orders are unenforceable under the Act.

Section 1408(h) of the Act provides benefits to former spouses who are victims of abuse by members who, as a result of the abuse of a spouse or dependent child, lose the right to retired pay after becoming retirement eligible. A former spouse may only enforce an order dividing retired pay as property under this Section if all of the other requirements of the Act are satisfied. The right to payments under this Section terminates upon the remarriage of the former spouse or upon the death of either party.

A member may elect "former spouse" SBP coverage for a former spouse who was originally a "spouse" beneficiary under SBP, provided that the parties were divorced after the member became eligible to receive retired pay. In addition, a former spouse may initiate SBP coverage on his or her own behalf ("deemed election"), if the former spouse makes this election within one year of the issuance of the court order requiring SBP coverage. Retired members and spouses should send all correspondence regarding SBP coverage directly to the Retired Pay office:

Defense Finance and Accounting Service
Cleveland Center [Attn: Code FRB (for retired members) or
Attn: Code FRABA (for active duty members and reservists)]
PO Box 99191
Cleveland, Ohio 44199-1126

For more information or specific procedures, call toll free 1-800-321-1080 or visit the DFAS website at <http://www.dfas.mil/money/garnish/fsfact.htm>

Spouse/Dependent Privileges 20/20/15 and 20/20/20 Rules

20/20/15: To qualify for certain entitlements and a military identification (ID) card under the Uniformed Services Former Spouses' Protection Act, at the time of divorce, dissolution or annulment of marriage, the former spouse must meet **all three** of the following eligibility requirements:

Spouse/Dependent Privileges

1. Unremarried former spouse must have been married to a military member for at least 20 years,
2. The military member must have performed at least 20 years of service that is creditable in determining eligibility for retired pay, and
3. There must have been at least a 15-year overlap of marriage and the former spouse's creditable service. The amount overlap determines the benefits to which the former spouse is entitled.

20/20/20: To qualify for all benefits (medical, commissary, base exchange and theater privileges under Moral, Welfare, and Recreation (MWR)), an unremarried former spouse, at the time of divorce, dissolution or annulment of marriage, must meet **both** of the following eligibility requirements:

1. They must have been married for at least 20 years to the military member who performed at least 20 years of service creditable in determining eligibility for retired pay, and
2. There must have been a 20-year overlap of marriage and military service

NOTE: *If a former spouse participates in an employer-sponsored health plan, the Act does not authorize medical care. When the former spouse no longer participates in an employer-sponsored health plan, he or she may have medical care benefits reinstated.*

A former spouse who qualified under the 20/20/20 criteria, but who lost eligibility because of remarriage, and who subsequently becomes unmarried through divorce or death of spouse, is entitled to reinstatement of commissary, base exchange and theater privileges only. **THE ACT DOES NOT AUTHORIZE REINSTATEMENT OF MEDICAL CARE.**

Former spouses of military sponsors who are on active duty and have 20 years or more creditable service in determining eligibility toward retired pay are eligible to apply for an ID card. The military sponsor does not have to be in retired status.

To qualify for a 4-year renewable ID card reflecting medical benefits only,

Dependent Care

an unremarried former spouse at the time of divorce, dissolution or annulment must meet the following requirements:

1. the individual must have been married, for at least 20 years, to a military member who performed at least 20 years of service creditable in determining eligibility for retired pay,
2. there must have been at least a 15-year overlap of marriage and military service (20/20/15), and
3. the divorce must have occurred **before April 1, 1985**.

NOTE: *If a former spouse participates in an employer-sponsored health plan, the Act does not authorize an ID card. When the former spouse is no longer in an employer-sponsored health plan, he or she may have medical benefits reinstated.*

An unremarried former spouse who meets the 20/20/15 requirements, but whose **divorce occurred on or after April 1, 1985, but prior to September 29, 1988**, is no longer eligible for an ID card. The law authorized an ID card for this category of former spouse for 2 years from date of divorce or December 31, 1988, whichever was later.

An unremarried former spouse who meets the 20/20/15 requirements, but whose divorce occurs on or after September 29, 1988, qualifies for medical benefits only, limited to one year from date of divorce. If a former spouse participates in an employer-sponsored health plan, **the Act does not authorize an ID card**.

Note: *When the former spouse no longer participates in an employer-sponsored health plan, the spouse may have medical benefits reinstated and have an ID card issued with medical benefits only, not to exceed the one-year period of coverage from date of divorce.*

A former spouse who qualified for benefits and privileges under the 20/20/20 provision of the USFSPA, who subsequently remarries and that marriage ends by an **annulment**, may be eligible to have benefits and privileges restored.

Complaint Process for Civilian Personnel

Pay

Pay

You should refer all cases regarding civilian personnel pay to the Defense Finance and Accounting Service (DFAS), Civilian Personnel Branch:

DFAS-HQ/FMP
1931 Jefferson-Davis Hwy
Arlington, Virginia 22240-5291
(703) 607-5189/5026

Avenues of Redress

Avenues of Redress

Grievance. Civilian personnel may file a grievance to request personal relief in any matter of concern or dissatisfaction relating to their employment, subject to the control of Air Force management. The first line supervisor, as well as staff members of the local Civilian Personnel Office, may provide guidance on this procedure.

Administrative Procedure. This procedure is available to civilian employees who receive their pay from appropriated funds, and who are either nonbargaining-unit or bargaining-unit employees in a unit where no collective bargaining agreement exists or where the negotiated procedure excludes the matter at issue. The first-line supervisor, as well as staff members of the local Civilian Personnel Office, may provide guidance on this procedure.

Negotiated Procedure. Negotiated procedures are available to civilian employees whose positions are part of the local bargaining unit, where the collective bargaining agreement provides for a procedure to address the matter at issue. The first line supervisor, as well as staff members of the local Civilian Personnel Office, may provide guidance on this procedure.

Appeal to the Merit Systems Protection Board. The Merit Systems Protection Board (MSPB) is an independent government agency that adjudicates Federal employees' appeals of certain agency personnel actions which will promote the efficiency of the service, e.g., removal from Federal service, suspensions for more than 14 days for cause. The supervisor provides the employee with information on the filing of an appeal to the MSPB when he issues the final decision to take adverse action. The employee may also obtain this information from the local Civilian Personnel Office.

Dependent Care

Equal Employment Opportunity Complaint Process. An aggrieved person who believes he has been discriminated against on the basis of race, color, religion, sex, national origin, age or disability, or has been sexually harassed, may contact an Equal Employment Opportunity (EEO) counselor on the local installation. The counselor will advise individuals in writing of their rights and responsibilities.

Classification Appeals. This is the resolution process for employee disputes involving the proper classification of their position descriptions. The first line supervisor, as well as staff members of the local Civilian Personnel Office, may provide guidance on this procedure.

NAF Civilian Employees

The Air Force Nonappropriated Fund (NAF) Personnel Program supports vital community service and combat support activities through the employment of approximately 27,000 employees worldwide. The salaries for NAF employees are self-generated through installation business activities, similar to private sector enterprises. While the Secretary of Defense has overall policy oversight of personnel programs, the services have been delegated authority to tailor their policies to their specific needs.

Appointments. While the appropriated fund Civil Service rules and regulations are primarily statute-driven, the NAF program is highly flexible. There are only two employment categories, flexible and regular. Flexible positions entail temporary or sporadic duties that can range from 0-40 hours per week with no employee benefits. Regular employees, however, are assigned duties of a continuous nature and are guaranteed anywhere from 20-40 hours of work per week. Currently, flexible employees comprise approximately 54 percent of the Air Force NAF workforce.

Employee Appeals and Grievances. NAF employees have normal AF appeal and grievance entitlements. The exceptions to this process are any procedures negotiated in local labor-management relations contracts or equal employment opportunity (EEO) complaints, which follow the same procedures as the appropriated fund EEO program.

NAF Civilian Employees

Air Force Veterans and Retirees

Retiree Access to Privileges Overseas

Retiree Access to Privileges Overseas

Status of Forces Agreements (SOFAs), which provide active duty military members with various exemptions from host nation law, seldom grant similar privileges to retired military members for access to exchanges, commissaries, banks, post offices and other US military facilities overseas. Every country, including the US, carefully guards its right to control the flow of persons, goods, currency and mail into its territory, and to levy and collect taxes and customs duties. Fortunately, since the end of World War II, the US successfully negotiated and concluded more than 96 permanent SOFAs with allied and friendly countries. These agreements grant members of the US military forces and their dependents stationed in a particular host country certain privileges. Some examples are transportation of their household goods and privately-owned motor vehicles without the payment of customs duties, the right to purchase goods through US exchanges and commissaries without the payment of local taxes, and the right to use US military postal facilities and banks.

These concessions are not for personal reasons, but because the military members and their dependents are stationed temporarily in the foreign country for mutual defense. We convinced the host nations that these persons should not be subject to the additional burden of local customs duties and taxes, and the US should not be subject to increased defense cost through higher overseas cost-of-living allowances (COLAs). Moreover, in many places, customs, duties and taxes run extremely high. This could make it economically impracticable, even if the US Government absorbed part of the cost through COLAs or otherwise, to import household goods or private automobiles or to purchase US-made goods locally from exchanges or commissaries.

SOFAs may grant partial relief from host nation laws. Consequently, host countries are sensitive to SOFA privileges, because they provide exemptions, not enjoyed by citizens of the host country, to members of the US Forces and their dependents from local laws. In addition to tax and customs provisions, which include permitting US control of the distribution of tax-free goods sold in US exchanges and commissaries, SOFAs also contain other provisions of seminal importance, such as those concerning entry and exit formalities, criminal jurisdiction and claims. In a larger context, SOFAs frequently form part of an agreement on military base rights or access providing for US military presence in the host country.

Retirees living or traveling overseas are fully subject to host nation law.

Most SOFAs do not address retirees, and most host nations view retirees as present in their country for personal reasons, having only an incidental and remote connection with the visiting force. Accordingly, Department of Defense and Service directives recognize that host nations may limit retirees' privileges and these directives align eligibility to patronize overseas exchanges, commissaries, banks and post offices within the provisions of applicable SOFAs.

The Air Force deeply appreciates the devoted service of its retired members and will continue to work on their behalf. On the other hand, we must conduct our operations overseas in full compliance with our international agreements with our friends and allies who permit us to operate in their countries.

Military Honors for Interment

Family members should request honors through their funeral director, who has access to a toll-free telephone number that will connect them to the nearest Air Force installation honor guard. When the nearest active duty Air Force installation cannot support the request, the commander will offer assistance in obtaining the support from another Air Force activity, e.g., Reserve, National Guard or Reserve Officer Training Corps (ROTC) unit, before requesting support from another branch of service.

Requests for honors at Arlington National Cemetery must be made through the Interment Office. That office will review the request and the information provided to determine what honors the Air Force ceremonial guard is able to provide for that particular day. The Interment Office will give this information to the caller and will schedule the funeral service accordingly. The office is open from 7:30 a.m. to 4 p.m., Monday through Friday and from 9 a.m. to 12:30 p.m. on Saturday (Telephone (703) 695-3250/3255 or 697-9486).

Arlington National Cemetery

Arlington National Cemetery offers two interment options: ground burial or inurnment of cremated remains in Arlington's Columbarium. The funeral director or person(s) making the arrangements should contact the Interment Office, Arlington National Cemetery. The caller must supply the name of the deceased; service, social security, and, if existent, VA claim number(s); dates of enlistment and separation; last rank held; branch of service; dates of birth and death; and any awards received to qualify the veteran for ground burial. Except in the case of active-duty personnel and

Military Honors for Interment

Arlington National Cemetery

veterans retired from active duty, officials will require a copy of the last discharge document at the time of the request. The family may fax the discharge document to the Interment Office at (703) 614-6339.

The Secretary of the Army, in accordance with law and the approval of the Secretary of Defense, issues regulations naming the categories of persons eligible for burial in Arlington National Cemetery. Because space is limited, burial at Arlington is restricted to a limited number of categories of those who served honorably in the Armed Forces. The categories are:

- a. Those who died on active duty.
- b. Those retired for disability or retired from active military service.
- c. Those retired from the Reserves upon meeting the following criteria:
 - (1) Reached age 60 and drawing retired pay.
 - (2) Served a period of active duty (other than for training).
- d. Veterans rated 30 percent or greater disabled on the day of discharge (or the following day) and the discharge was prior to October 1, 1949.
- e. Certain former POW's who died on or after November 30, 1993.
- f. Holders of the nation's highest military decorations (Medal of Honor, Distinguished Service Cross, Air Force Cross or Navy Cross, Distinguished Service Medal and Silver Star) or the Purple Heart.
- g. The spouse or unmarried minor (under 21) child of any of the above or of any person already buried in Arlington. An unmarried dependent student qualifies up to age 23.
- h. An unmarried adult child with a physical or mental disability acquired before age 21.
- i. The parents of an unmarried dependent child already buried in Arlington Cemetery.

j. Provided the deceased meets certain special requirements, an honorably discharged veteran who is the parent, brother, sister or child of an eligible person already interred.

As in the case of ground interment, the Secretary of the Army issues regulations naming the categories of persons entitled to inurnment. The Columbarium is open to all persons who meet the criteria for ground burial. In addition, the following are eligible:

- a. Any former member of the Armed Forces whose last service terminated honorably.
- b. Certain Reservists/National Guard and Reserve Officer Training Corps (ROTC) members who die while on active duty, while training or on authorized travel or while hospitalized as the result of active duty, training or authorized travel.
- c. United States citizens who served honorably as a member of an Allied force during periods of war.
- d. Certain commissioned officers of the United States Coast Guard and Geodetic Survey, National Oceanic and Atmospheric Administration or of the United States Public Health Service.
- e. The spouse or unmarried minor (21 or under) or permanently dependent child of any of the above or of any person already inurned in the Columbarium. An unmarried dependent student qualifies up to age 23.
- f. Individuals who possess a discharge document (DD Form 214) issued under Public Law 95-202.

The cemetery staff at Arlington National Cemetery will coordinate the military honors for services scheduled in Arlington.

Burial in National Cemeteries or VA Cemeteries

Burial in National Cemeteries or VA Cemeteries

Burial benefits in a VA national cemetery include the gravesite, a headstone or marker, opening and closing of the grave and perpetual care. Many national cemeteries have columbarium or gravesites for cremated remains.

Veterans, service members and dependents are eligible for burial in a VA national cemetery. An eligible veteran must have been discharged or separated from active duty (characterization of discharge cannot be 'Dishonorable') and have completed the required period of service. Persons entitled to retired pay as a result of 20 years creditable service with a reserve component are eligible. A United States citizen who served in the armed forces of a government allied with the United States in a war may also be eligible. A 1997 law bars the VA from allowing the burial or memorialization of any veteran convicted of a federal or state capital crime in one of the VA national cemeteries or in Arlington National Cemetery.

Burial in a national cemetery is also available to spouses and minor children of eligible veterans and service members. If a surviving spouse of an eligible veteran marries a non-veteran, and death or divorce of the non-veteran terminated remarriage, the spouse is eligible for burial in a national cemetery.

Gravesites in national cemeteries may not be reserved. Funeral directors or others making burial arrangements must apply at the time of death. The VA honors reservations made under previous programs. Cemeteries do not provide military honors, but may refer to military units or volunteer groups. The National Cemetery System normally does not conduct burials on weekends. The VA will direct a weekend caller to one of three VA cemetery offices that remain open during weekends to schedule burials at the cemetery of the caller's choice during the following week.

Air Force Participation in Public Events

Policy

You will receive inquiries from your constituents requesting assistance in obtaining military equipment, units, bands, displays, flyovers and demonstrations for parades, celebrations, fairs, football games and a host of other local activities. To assist you in handling these requests, the following information should be helpful.

While we are pleased to process any request we receive, we recommend, when time permits, you provide the requester with a copy of either the Department of Defense (DD) Form 2535, *Request for Military Aerial Support* or DD Form 2536 *Request for Armed Forces Participation in Public Events (Non-Aviation)*. Both of these forms are available at Appendix A of this guide. These forms are also available in fillable Adobe Acrobat format via the internet at <http://web1.whs.osd.mil/icdhome/DD2500-.htm>. You may request additional forms from the Air Force Public Affairs Public Communication Division, (703) 693-2558. If you prefer to write for the forms, the address is: SAF/PAN, 1690 Air Force Pentagon, Washington, DC 20330-1690. The constituent should fill in the required information and return it to the Air Force at the address on the form. Air Force participation in public events must meet eligibility requirements as outlined on the respective request forms.

It is impossible to support every request, because there are only a finite number of bands, so many flights scheduled and a limited number of displays. This means, even if an event meets the DOD approval criteria and Air Force Public Affairs approves the event, insufficient operational resources may exist to support the event. Memorial Day, Independence Day and Veterans' Day are three patriotic holidays for which demand exceeds supply. We cannot make any promises of support, but early requests would receive wider dissemination and a greater potential for possible support.

Thunderbirds

The Air Force Thunderbirds, the Navy Blue Angels and the Army's Golden Knights are the official aerial demonstration teams of the DoD. These teams finalize their schedules by December and January for the succeeding show season. The airshow season is from mid-March through mid-November. Changes or additions are rare, and then, only with DoD approval. Requests for these units should reach the respective service public affairs office points of contact by August 1, the year before the

Policy

Thunderbirds

Airshows, Flyovers and Static Displays

even, using the DoD *Request for Military Aerial Support* form. This means that if an event organizer waits until February or March to request the Thunderbirds for July 4th, there is no chance of getting them because the team completed the schedule for that date, and all other major holidays for the year, the preceding year. Requesters should understand that, as stated on the form, there is a fee for appearances by the jet teams. (See back page of DD Form 2535.) The public can obtain further information on the scheduling of these units from the Air Force Public Affairs National Affairs Division at (703) 693-2558. The Air Force recently developed an online system to help requesters and they can access the system at <http://www.airshows.pa.hq.af.mil>.

Airshows, Flyovers and Static Displays

The requester must thoroughly complete the DD Form 2535 to initiate the request for an Air Force flyover, airshow, static display and/or tactical aircraft or parachute demonstration. The sponsoring organization must complete and sign the form; the “owner” of the event site must certify the form; and the local Federal Aviation Administration (FAA) Flight Standards District Office (FSDO) must approve the event before submission to Air Force public affairs.

FAA coordination is NOT required for aerial events in Canada or for static display ONLY requests. You should be able to find your area FSDO’s address in your local phone directory under Government or via the Federal Aviation Administration homepage at <http://www.faa.gov>.

With the February 23, 1998, transfer of approval authority and responsibility from the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA) to each military service’s public affairs offices, we can only approve events for potential Air Force operational support which adhere to Defense Department policy. The Air Force can only approve aviation support requests for dedicated observational events held within a week of the five patriotic holidays (Veteran’s Day, POW/MIA Day, Armed Forces Day, Independence Day, Memorial Day) or for aviation-related events, such as airshows, airport dedications or fly-ins.

This does not mean, for example, that you can request flyover approval for an event on July 2, justifying approval because it falls within seven days of one of the DoD-approved holidays. The event itself must be one in which an Air Force flyover contributes immeasurable meaning. Any aviation support request that does not meet DoD approval criteria may

Air Force Participation in Public Events

meet the criteria for an exception to policy as a ONE-TIME-ONLY event, provided sufficient rationale exists. The Secretary of the Air Force must approve these requests, through appropriate chain-of-command channels, including SAF/PA. Examples of exceptional events included Superbowl XXXII, the 1996 Atlanta Summer Olympic Games and some major NASCAR racing events.

Please submit your DD Form 2535 **at least 30 days in advance** of the event. Any later requests will make it difficult for requesters to seek and secure operational support if approved. SAF/PA will not consider requests received within 10 business days of the event or incomplete forms. After approval, SAF/PA posts event and sponsor information to the USAF Aerial Events Support homepage at <http://www.airshows.pa.hq.af.mil>. This is the source all active duty Air Force, Air Force Reserve and Air National Guard flying units' aircrews, scheduling coordinators and public affairs offices check to learn of approved events.

We do not schedule specific aircraft or units for specific events. We approve the event itself for potential operational support. It is the requester's responsibility to coordinate the possible participation of Air Force, Air Force Reserve, and Air National Guard flying units once Air Force Public Affairs grants approval. Requesters must recognize that "real-world" contingency and/or training requirements take precedence over public affairs events, and any aircraft assets may be required to perform their assigned tasking and, therefore, subject to non-availability at the last moment. A definitive resource for flying unit locations, aircraft type by unit and installation phone numbers is available at the USAF Aerial Events Support homepage at <http://www.airshows.pa.hq.af.mil>. Requesters are solely responsible for notifying the Air Force Aerial Events Support Officer if and when the event's date changes or cancels so we can update the information provided to system users.

To submit a request for Air Force support, please send only the first 3 pages of the DD Form 2535 directly to:

USAF Aerial Events Officer
SAF/PAN
1690 Air Force Pentagon
Washington, DC 20330-1690

You can also fax a legible DD Form 2535 to (703) 693-9601.

We can only consider events for potential Air Force support. To request Navy support, please call (202) 685-6666, fax (202) 685-6669. For Army requests, contact (703) 697-7291, fax (703) 697-2159. For Marines please call (703) 614-1034, fax (703) 614-2358. Finally, for both Army and Air National Guard requests, contact (703) 695-3454 fax (703) 695-6498.

Funeral Flyovers

Funeral Flyovers

Funeral flyovers are only authorized if the deceased is an active duty, Reserve or Air National Guard rated officer, a non-rated career aviator (e.g., AWACS controller), a non-career aviator (e.g., flight nurse, medical technician) killed in the line of duty while performing in-flight duties, a dignitary of the Armed Forces or Federal Government or active duty or retired 4-star general, regardless of rating. All others fall outside the criteria. Further, the deceased is entitled to only one flyover.

The request for the funeral flyover must come from the next-of-kin (spouse if married; parents or siblings otherwise) through the mortuary affairs office. The local mortuary should be able to help the family or they may contact Air Force Mortuary Affairs at 1-800-531-5803. Mortuary Affairs requires proof of military service (DD 214 or statement of service) and biographical information (especially military information) to provide proper protocol.

Bands, Marching Units, Exhibits and Equipment Displays

Bands, Marching Units, Exhibits and Equipment Displays

You may request bands, marching units, exhibits and equipment displays through DoD or directly from the military services. Again, the requester should be prepared to defray costs as indicated. For exhibits and equipment displays, the Air Force has very limited resources, with the exception of a few displays produced by major air commands and the Air Force Recruiting Service. Constituents should contact the Air Force recruiter in their local area for information on displays. We recommend they submit their requests early because the units complete their display schedule six months in advance. While marching units may be highly sought for parades, in the majority of instances, the most we can provide is a color guard. Persons can request color guards directly from the local installation.

For bands, it is important to plan ahead and submit the request at least 90-120 days before the event or earlier, if possible. However, submitting a request early or late does not guarantee support. Sponsors must submit the DD Form 2536, *Request for Armed Forces Participation in Public Events*

Air Force Participation in Public Events

(Non-Aviation). This form requires specific information about the event to allow proper evaluation and processing of the request. Please remember that bands cannot operate on a “first-come, first-served” basis. The reason is they must schedule all civilian performances around official military events and training, with many of these events not finalized until shortly before they occur. A word of caution: short-notice military requirements take precedence over civilian commitments.

Air Force musical units may perform certain specified musical programs in the public domain. By law, the performance must not place military musicians in competition with professional civilian musicians. Bands cannot perform background, dinner, dance or other social music. The specific programs that bands may perform at include a concert, a parade or a short opening or closing patriotic presentation. In the latter case, musical selections normally consist of a medley of military or patriotic songs, and music to accompany the presentation of colors by a color detail.

Musical units may provide patriotic and military programs at official nonpartisan government and civic functions. Official government functions include those in which senior officials of the Federal Government are involved in the performances of their official duties. Official civic functions include such state, county or municipal events as inaugurals, dedications of public buildings and projects, the convening of legislative bodies, and ceremonies for officially invited government visitors.

Musical units may provide patriotic and military programs at national conventions and meetings of nationally-recognized civic, patriotic and veterans’ organizations.

Bands, drill teams and other units can normally participate at no cost to the sponsor if the event is within the installation’s immediate community relations area (approximately 50-mile radius). The Department of Defense does not normally authorize more than one band or other musical unit for a parade in the civilian domain. This guidance, intended to assure widest possible participation in public events of local interest (particularly on national holidays), does not apply to national conventions of veterans’ groups or other events having national significance.

Air Force units may not participate when:

- a. the event directly or indirectly endorses or selectively benefits or favors (or appears to do so) any private indi-

vidual, commercial venture, sect, fraternal organization or political group, or if it is associated with the solicitation of votes in a political election;

b. admission, seating and other accommodations or facilities are restricted in any manner with regard to race, color, creed, national origin or sex;

c. the sponsoring organization or group excludes any person from its membership or practices any form of discrimination in its functions based on race, color, creed, national origin or sex.

d. an admission charge is levied on the public primarily to see participation by an Air Force unit; or

e. there is fund-raising of any type connected with the event, unless the event sponsor will be donating all proceeds to a charity that is one of the consolidated programs recognized by the Federal Services Fund-Raising Program.

Event sponsors must agree to reimburse the Air Force for transportation and per diem when participation is authorized “at no additional cost to the government.”

All participation in international and national events for Washington, DC-based troop units should be addressed to the 11th Operations Group/CCS, 20 MacDill Boulevard, Suite 100, Bolling AFB, DC 20332-0201. Participation by Air Force units assigned outside the Washington, DC, area is within the authority of local military commanders and requesters should submit their request for participation directly to the Public Affairs Office at the local military installation. For your information, a list of the Air Force Bands in the continental United States follows.

Air Force Bands in the Continental United States (CONUS)

The United States Air Force Band

Bolling AFB, DC

(202) 767-4224

Band of the Rockies

Colorado Springs, CO

(719) 556-9916

Air Force Band of Liberty

Hanscom AFB, MA

(781) 377-2263

Air Force Band of the West

Lackland AFB, TX

(210) 671-3934

Air Force Heritage of America Band

Langley AFB, VA

(757) 764-2931

Air Force Heartland of America Band

Offutt AFB, NE

(402) 294-6046

Band of the Air Force Reserve

Robins AFB, GA

(478) 327-0555

Air Force Band of Mid-America

Scott AFB, IL

(618) 229-8188

Air Force Band of the Golden West

Travis AFB, CA

(937) 424-3197

Air Force Band of Flight

Wright-Patterson AFB, OH

(513) 257-6527

Military Decorations

Process for Award Consideration

Process for Award Consideration

The timeline for submitting decorations is two years from the date of the act or achievement. However, the Fiscal Year 1996 National Defense Authorization Act (NDAA), Section 526, provides an avenue for consideration of awards, or upgrading of a decoration, not submitted in a timely manner. The Act **does not pertain to the Purple Heart**. This Act requires the original or a reconstructed written award recommendation. Anyone with firsthand knowledge of the member's achievements may prepare the recommendation, preferably the commander or supervisor at that time. Members may not recommend themselves. The recommendation must include the name of the decoration, reason for recognition (heroism, achievement or meritorious service), inclusive dates of the act, a signed descriptive justification of the act and a typed, proposed citation (see example). Also, if available, the recommendation package should include any statements from fellow comrades, eyewitness statements attesting to the act, sworn affidavits and any other related documents pertaining to the unit and the act(s) to be recognized (i.e., extracts of unit records, sketches, maps, diagrams, photographs, flight records, report of separation—WD AGO 53-55, DD Form 214, etc).

Requests not previously submitted in a timely manner will be considered under this provision of the NDAA if a member of Congress refers the request to the Secretary of the Air Force through a referral/recommendation letter to either the Secretary or to the Office of Legislative Liaison. Upon receiving and reviewing the recommendation, the Secretary will determine the merits of the request.

In the case of World War II decorations, the Army Air Force Transfer Agreement of 1948 gives the Department of the Army authority to act on and process all recommendations for decorations, except the Distinguished Flying Cross and Air Medal, for acts which occurred prior to July 1, 1948, regardless of whether the individual performed services with the Army, Army Air Corps, Army Air Forces or the United States Air Force.

With the number of years that have passed, constituents may not have immediate access to the required documentation to justify a military decoration. The following agencies may be able to help:

Air Force Historical Research Agency
(Information recorded in unit/group history)
AFHRA/RSA
600 Chennault Circle
Maxwell AFB AL 36112-6678

Air Force Safety Agency
HQ USAF/SE
9700 Avenue G Southeast Suite 240
Kirtland AFB, NM 87117-5670

Washington National Records Center
8601 Adelphi Road
College Park, MD 20740-6001

National Archives & Records Administration
Library and Printed Archives Branch
8th and Pennsylvania Avenue, NW
Washington, DC 20408

National Personnel Records Center
(Morning Reports)
NPRC/NCPMAO
9700 Page Boulevard
St. Louis, MO 63132-5199

AFPC Worldwide Locator
550 C Street West, Suite 50
Randolph AFB, TX 78150-4752

The Air Force Worldwide Locator maintains an address listing of active and retired Air Force members. A person may forward a letter to an active or retired member by placing a letter in a stamped envelope and enclosing that envelope inside another one addressed to the Worldwide Locator address above. There should be a request letter explaining the circumstances to the Locator, which should include the name, present or former grade, and any other pertinent information about the individual(s) the

requester is seeking. There is a \$3.50 research fee for each letter forwarded. A check or money order payable to “DAO-DE” must accompany the request for forwarding service. Officials may waive this fee for military personnel (active duty, reserve and retired) and their immediate families, but the requester must provide military identification to obtain the waiver. Locator personnel will forward the letter(s) or return it if they do not have the forwarding address.

For a complete list of Air Force medals, their establishment dates and other information, please visit the Air Force Personnel Center homepage at: <http://www.afpc.randolph.af.mil>. You will find the information under the ‘Awards & Decs’ link.

Sample Citation

CITATION TO ACCOMPANY THE AWARD OF
THE DISTINGUISHED FLYING CROSS

TO

{*FULL RANK, NAME OF RECIPIENT*} {SSN}

{*Full Rank, Name of recipient*} distinguished himself by exceptionally meritorious conduct in the performance of outstanding services to the United States as a B-24 Aerial Gunner on high-altitude bombing missions on December 4, 1944, and March 2, 1945. During both missions {*Rank, Name of recipient i.e. Sergeant Smith*} risked his life to save the aircraft and crew despite extreme low temperature and heavy enemy anti-aircraft fire. On the first mission, after the bomb run, two armed bombs hung precariously in the bomb bay, precluding closing the doors. {*Rank, Name of recipient*} removed his parachute and oxygen mask, climbed into the open bomb bay and somehow managed to jettison the bombs. On the second mission, the bomb bay doors were jammed open, severely limiting the aircraft's range. Again, {*Rank, Name of recipient*} removed his parachute and oxygen mask, climbed into the open bomb bay and unjammed the doors. These selfless actions prevented the aircraft and crew from performing an emergency landing in enemy territory or ditching. The superior initiative, outstanding leadership and tremendous courage displayed by {*Full Rank, Name of recipient*} reflect great credit upon himself and the United States Army Air Corps.

Air Medal

Air Medal

This decoration, established by Executive Order 9158, 11 May 1942, as amended by Executive Order 9242, 11 September 1942 is awarded to U.S. and civilian personnel for single acts of heroism or meritorious achievements while participating in aerial flight and foreign military personnel in actual combat in support of operations. Required achievement is less than that required for the Distinguished Flying Cross, but must be accomplished with distinction above and beyond that expected of professional airmen. It is not awarded for peace time sustained operational activities and flights. Approval or disapproval authority is delegated to MAJCOM/CC/CV for military and Secretary of the Air Force for civilians and foreign military personnel. MAJCOMs will identify the missions and positions that qualify for this award. HQ USAF/XO must certify MAJCOM criteria.

This decoration is the same for all branches of the Armed Forces of the United States. The medal (pictured below) was designed by Walker K. Hancock, after an open competition, which also carried a cash award of \$1,500 for the winning design.

The medal is a bronze compass rose of sixteen points that is surrounded by a fleur-de-lis design in the top point. On the obverse, in the center, is an American Eagle, swooping downward (attacking) and clutching a lightning bolt in each talon. The reverse has a raised disk on the compass rose, left blank for the recipient's name and rank.

The ribbon has a broad stripe of ultramarine blue in the center flanked on either side by a wide stripe of golden orange, and with a narrow stripe of ultramarine blue at the edge. The original colors of the Army Air Corps.

Distinguished Flying Cross

Distinguished Flying Cross

This medal is awarded to any officer or enlisted man of the Armed Forces of the United States who shall have distinguished himself in actual combat in support of operations by "heroism or extraordinary achievement while participating in an aerial flight, subsequent to November 11, 1918." The decoration may also be given for an act performed prior to November 11, 1918, when the individual has been recommended for, but has not received the Medal of Honor, Distinguished Service Cross, Navy Cross, or Distinguished Service Medal.

Military Decorations

The Distinguished Flying Cross, authorized by an Act of Congress of July 2, 1926 (amended by Executive Order 7786 on January 8, 1938), was awarded first to Captain Charles A. Lindbergh, of the U.S. Army Corps Reserve, for his solo flight of 3600 miles across the Atlantic in 1927, a feat which electrified the world and made “Lindy” one of America’s most popular heroes. The first D.F.C. to be awarded to a Navy man was to Commander Richard E. Byrd, of the U.S. Navy Air Corps, on May 9, 1926, for his exciting flight to and from the North Pole. Both these famous aviators also received the Medal of Honor with the Distinguished Flying Cross. The Aviatrice Amelia Earhart also received the Distinguished Flying Cross. Hers was the only such award, as an executive order on March 1, 1927, ruled that D.F.C. should not be conferred on civilians.

During wartime, members of the Armed Forces of friendly foreign nations serving with the United States are eligible for the D.F.C. It is also given to those who display heroism while working as instructors or students at flying schools.

The Distinguished Flying Cross was designed by Elizabeth Will and Arthur E. DuBois. It is a bronze cross pattee, with rays between the arms of the cross. On the obverse is a propeller of four blades, with one blade in each arm of the cross and in the re-entrant angles of the cross are rays which form a square. The cross is suspended by a rectangular-shaped bar and centered on this is a plain shield. The reverse is blank and suitable for engraving the recipient’s name and rank.

The ribbon has a narrow red center stripe, flanked on either side by a thin white stripe, a wide stripe of dark blue, a narrow white stripe and narrow dark blue at the edge of the ribbon.

Subsequent awards of the Distinguished Flying Cross are indicated by oak-leaf clusters for Army and Air Force personnel and by additional award stars for members of the Naval services.

An example of the gallantry for which the Distinguished Flying Cross is awarded took place on the morning of August 31, 1969 in Vietnam. Captain Francis J. Cuddy, USMC, a Helicopter pilot, was assigned the mission of assisting in the extraction of an Army Special Forces reconnaissance team heavily engaged in combat with a large North Vietnamese Army deep in an mountainous area under the enemy’s complete control. Captain Cuddy, undaunted by the heavy volume of hostile fire directed at his

aircraft, directed other helicopters into the area, moved his aircraft into treetop level and delivered repeated rocket and strafing runs on the enemy positions. As a result of his devastating attacks, the hostile fire was suppressed sufficiently to enable the transport helicopters to safely extract the reconnaissance team. The citation for his award went on to say “. . .Captain Cuddy’s courage, superior airmanship, and unwavering devotion to duty in the face of personal danger were instrumental in accomplishing this hazardous mission and were in keeping with the highest traditions of the Marine Corps and of the United States Naval Service.” Captain Cuddy was also awarded the Silver Star, three Distinguished Flying Crosses, Commendation Medal with Combat “V,” the Purple Heart and forty eight Air Medals during his tour of duty in Vietnam.

Air Force Publications

Refer all constituent requests for Air Force administrative publications (manuals, regulations, etc.) to the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161, or call (703) 605-6000/6400 or 1-800-553-6847. The Air Force has an agreement with the National Technical Information Service to manage the sale of Air Force publications to the public. The Air Force must pay the Government Printing Office for its publications; therefore, we do not provide copies to private citizens free of charge.

You may view and download Air Force instructions from the following homepage, provided you have the specified software:

<http://afpubs.hq.af.mil/elec-products>.

UFO Related Inquiries

UFO Inquiries

The Air Force no longer conducts UFO investigations. For 22 years (from 1947 to 1969), the Air Force investigated UFOs under Project Blue Book, at Wright-Patterson Air Force Base, Ohio. Of the 12,618 sightings reported to Project Blue Book, only 701 remained “unidentified.” The Project concluded that:

- a. No UFO reported, investigated and evaluated by the Air Force was ever an indication of threat to our national security.
- b. There was no evidence submitted to or discovered by the Air Force that sightings categorized as “unidentified” represented technological developments or principles beyond the range of modern scientific knowledge.
- c. There was no evidence indicating that sightings categorized as “unidentified” were extraterrestrial vehicles.

Since the termination of Project Blue Book, nothing has occurred to support resuming UFO investigations. Because of steadily decreasing budgets, the Air Force is unlikely to become involved in such a costly project in the foreseeable future.

The Air Force transferred its documentation regarding the project to the National Archives, where it is available for public review and analysis. News media requiring Project Blue Book files should contact the National Archives Public Affairs Office, (301) 713-6000. The public should address inquiries to The National Archives Textual Records Branch, 8601 Adelphi Road, College Park, MD, 20740-6001.

Regarding the “Roswell incident,” since the publication of the report entitled *Roswell Report: Case Closed*, the Air Force no longer responds to inquiries about this issue. The report fully explains the Air Force position on the incident. We cannot provide a copy of the report to constituents because of the prohibitive cost. Constituents who want a copy of the report may contact the Government Printing Office (GPO) at (202) 512-0000, or write the GPO c/o the Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The report is 231 pages long and costs \$18.

There are a number of universities and professional scientific organizations that have considered UFO phenomena during periodic meetings and seminars. “Gale’s Encyclopedia of Associations” lists private organizations interested in aerial phenomena. Interest in and timely review of UFO reporting by private groups ensures the scientific community does not overlook sound evidence. We recommend those wishing to report UFO sightings contact their local law enforcement agencies.

Miscellaneous Issues

Air Force Aid Society

Air Force Aid Society

The Air Force Aid Society is the official charity of the U.S. Air Force incorporated in 1942 as a private, non-profit organization whose mission is to help relieve financial distress of Air Force members and their families and to assist them in financing their higher education goals. For more information, check their website at: <http://www.afas.org> or contact them directly at (703) 607-3064.

Worldwide Locator

Worldwide Locator

The Air Force Worldwide Locator can locate active duty, Air National Guard and Air Force Reserve members. It can also locate members who served in the Air Force during the late 1940s and early 1950s, but only if they remained in the service and retired from the Air Force.

Public law prohibits the Locator from releasing address information on retirees or individuals assigned overseas or to deployable or sensitive units. However, the Locator can forward a letter to the individual upon request. For this service, place the letter in a sealed envelope with a return address, postage affixed and the individual's name in the address portion of the envelope. Place the envelope in another one, along with the request to forward the letter. To establish a positive identification, the Locator requires information such as the member's full name, including middle initial, service number or social security number, date of birth, unit of assignment and when assigned (month and year) to that unit.

If the requester is not active duty military, assigned to the Reserve forces or retired from the military, there is a \$3.50 research fee. The Locator also provides a Certificate of Record of Military Service used to substantiate an individual's service in the Air Force. The fee for this service is \$5.20 per name. Make the check or money order payable to "DAO-DE" and mail it to the Locator with the request.

The Locator address is HQ AFPC/MSIMDL, 550 C Street West Suite 50, Randolph AFB, TX 78150-4752.

Surplus Aircraft

Surplus Aircraft

In accordance with Title 10, U.S.C Section 2572, the Secretary of the Air Force may lend surplus combat aircraft to:

- a. a municipal corporation;

- b. a soldiers' monument association;
- c. a post of the Veterans of Foreign Wars of the United States or of the American Legion or a unit of any other recognized war veterans' association;
- d. a local or national unit of any war veterans' association of a foreign nation which is recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation); or
- e. a post of the Sons of Veterans Reserve.

The United States Air Force Museum (USAFM), located at Wright-Patterson Air Force Base Ohio, implements the provisions of Title 10, USC. Section 2572, including management of all Air Force static display aircraft loans.

Acquisition of a static display aircraft involves two important cost considerations. First, in accordance with provisions of the law, the Department of Defense cannot incur any expenses relating to static display aircraft. Aircraft are made available on an "as is-where is" basis. The borrower is responsible for all costs, charges and expenses incident to the loan, including the cost of preparation, demilitarization, hazardous material removal, disassembly, packing, crating, handling, transportation and all other cost incidental to the aircraft loan and movement to the borrower's location.

Secondly, if approved to receive an Air Force aircraft, borrowers should recognize that they would incur a significant maintenance responsibility including periodic painting, repair of damage, day-to-day care, clean up, etc. In its decision-making process, a potential borrower must consider the ongoing responsibilities it will incur before submitting a static display aircraft loan request. Additionally, borrowers should consider the amount and location of land available for the static display, making sure it is suitable for the aircraft they wish to acquire and the memorial they wish to establish.

If you are interested in more information about the Air Force Static Display Program, please contact:

U.S. Air Force Museum/MUX
1100 Spaatz Street
Wright-Patterson Air Force Base OH 45433-7102
(937) 255-5174 ext. 370

Miscellaneous Issues

Base Public Relations Offices

To request base tours, or assistance for Boy Scouts or Girl Scouts support, contact the base public affairs office.

Altus AFB, OK	580-481-7700
Andersen AFB, Guam	671-366-4202
Andrews AFB, MD	301-981-7367
Arnold AFB, TN	931-454-4204
Aviano AB, Italy	011-39-434-667344
Barksdale AFB, LA	318-456-3065
Beale AFB, CA	530-634-8890
Bolling AFB, DC	202-767-4782
Brooks AFB, TX	210-536-3966
Cannon AFB, NM	505-784-4131
Charleston AFB, SC	843-963-5608
Columbus AFB, MS	601-434-7067
Davis-Monthan AFB, AZ	520-228-5091
Dover AFB, DE	302-677-3372
Dyess AFB, TX	915-696-2861
Edwards AFB, CA	661-277-3510
Eglin AFB, FL	850-882-3931
Eielson AFB, AK	907-377-1089
Ellsworth AFB, SD	605-385-5059
Elmendorf AFB, AK	907-552-8151
Fairchild AFB, WA	509-247-5704
F.E. Warren AFB, WY	307-773-3381
Goodfellow AFB, TX	915-654-3877
Grand Forks AFB, ND	701-747-5019
Gunter Annex, AL	334-416-4319
Hanscom AFB, MA	781-377-5153
Hickam AFB, HI	808-449-9386
Hill AFB, UT	801-777-5201
Holloman AFB, NM	505-572-5406
Hurlburt Field, FL	50-884-7464
Incirlik AB, Turkey	011-90-322-316-3217
Kadena AB, Japan	011-81-6117-34-1509
Keesler AFB, MS	228-377-7329
Kelly AFB, TX	210-925-7951
Kirtland AFB, NM	505-846-5991
Kunsan AB, Korea	011-82-654-470-4705
Lackland AFB, TX	210-671-2907
Lajes Field, Azores	011-351-295-540100-6161
Langley AFB, VA	757-764-2018

Laughlin AFB, TX	830-298-5044
Little Rock AFB, AR	501-987-3601
Los Angeles AFB, CA	310-363-2581
Luke AFB, AZ	623-856-5853
MacDill AFB, FL	813-828-2215
Malmstrom AFB, MT	406-731-4050
Maxwell AFB, AL	334-953-6328
McChord AFB, WA	253-984-5630
McClellan AFB, CA	916-643-1341
McConnell AFB, KS	316-759-3150
McGuire AFB, NJ	609-724-2104
Minot AFB, ND	701-723-3302
Misawa AB, Japan	81-3117-66-3075
Moody AFB, GA	912-257-3395
Mountain Home AFB, ID	208-828-6800
Nellis AFB, NV	402-294-8114
Osan AB, Korea	011-82-333-661-4044
Patrick AFB, FL	407-494-5933
Peterson AFB, CO	719-556-4696
Pope AFB, NC	910-394-4183
RAF Lakenheath, UK	011-44-1638-52-2151
RAF Mildenhall, UK	011-44-1638-54-2654
RAF Molesworth, UK	011-44-1480-842323
Ramstein AB, Germany	011-49-6371-47-9196
Randolph AFB, TX	210-652-3626
Rhein-Main AB, Germany	011-49-699-7804
Robins AFB, GA	912-926-5418
Schriever AFB, CO	719-567-5040
Scott AFB, IL	618-256-4241
Seymour Johnson AFB, NC	919-722-0027
Shaw AFB, SC	803-895-2024
Sheppard AFB, TX	940-676-2732
Spangdahlem AB, Germany	011-49-6565-61-6012
Tinker AFB, OK	405-739-2030
Travis AFB, CA	707-424-0132
Tyndall AFB, FL	850-283-2937
US Air Force Academy, CO	719-333-7648
Vance AFB, OK	580-213-7136
Vandenberg AFB, CA	805-606-5814
Whiteman AFB, MO	660-687-6124
Wright-Patterson AFB, OH	937-255-0776
Yokota, AB Japan	011-3117-74-09

Base Public Relations Offices

Frequently Used Addresses

Air Force Inquiries

Director, Legislative Liaison
SAF/LL
1160 Air Force Pentagon
Washington, DC 20330-1160

Army Inquiries

Chief of Legislative Liaison
Department of the Army
1600 Army Pentagon,
Room 2C631
Washington, DC 20330-1600

Navy and Marine Corps Inquiries

Chief of Legislative Affairs
Department of the Navy,
Room 5C760
1300 Navy Pentagon
Washington, DC 20350-1300

Department of State

Office of Legislative Affairs
2201 C Street, N.W.,
Room 7261
Washington, DC 20520

Office of Personnel Management

Office of Congressional Relations
1900 E Street, N.W., Room 5H30
Washington, DC 20415

Department of Veterans Affairs

Office of Congressional Affairs
810 Vermont Avenue, N.W.
Washington, DC 20420

TRICARE Management Activity

Aurora Field Office
16401 East Centretech Parkway
Aurora, CO 80011-9043

National Personnel Records Center

9700 Page Blvd.
St. Louis, MO 63132-5100

National Committee on Employer Support for Guard & Reserve

111 20th Street, N.W., Suite 414
Washington, DC 20036-3407

HQ U.S. Military Entrance Processing Command

2500 Green Bay Road
North Chicago, IL 60064-3064

Listing of Useful Web Site Addresses

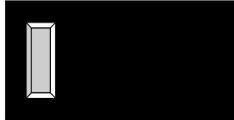
United States Air Force Academy	http://www.usafa.af.mil
Airshow/Flyover Requests	http://www.airshows.pa.hq.af.mil
Air Force Board for Correction of Military Records	http://www.afpc.af.mil
Competitive Sourcing & Privatization (CS&P)	http://www.xp.hq.af.mil/xpm/xpms/xpmshomepage.htm
DOD Travel Regulation	http://www.acq.osd.mil/log/tp/library.htm
Dental Care for Retirees	http://www.ddpdelta.org
Dental Care for Active Duty/Dependents	http://www.ucci.com
Air Force Discharge Review Board	http://www.af.mil/safmibr/drbr.htm
AF Education Homepage	http://www.afpc.af.mil/edu/dppe/afps.htm
Freedom of Information Act (FOIA)	http://www.foia.af.mil
Military Justice - Clemency and Parole	http://jaglink.jag.af.mil
Military Justice - Court Martial Appeal Process	http://jaglink.jag.af.mil
Montgomery G. I. Bill	http://www.afpc.af.mil
National Personnel Records Center	http://www.nara.gov/regional/stlouis.html
Air Force Reserve Officer Training Corps (AFROTC)	http://www.rotc.af.mil
Defense Finance and Accounting Center	http://www.dfas.mil

Air Force Grades and Insignia

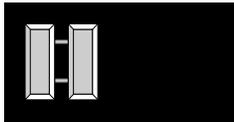
Officer



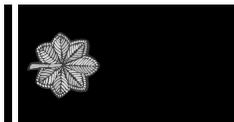
2d Lieutenant **01** (gold)



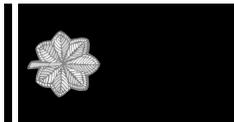
1st Lieutenant **02** (silver)



Captain **03**



Major **04** (gold)



Lieutenant Colonel **05** (silver)



Colonel **06**



Brigadier General **0-7**



Major General **0-8**



Lieutenant General **0-9**



General **0-10**

Enlisted

Airman Basic **E-1**
(has no rank insignia)



Airman First Class **E-2**



Senior Airman **E-3**



Senior Airman **E-4**



Staff Sergeant **E-5**



Technical Sergeant **E-6**



Master Sergeant **E-7**



Senior Master Sergeant
First Sergeant



Senior Master Sergeant **E-8**



Senior Master Sergeant
First Sergeant



Chief Master Sergeant **E-9**



Chief Master Sergeant
First Sergeant



Command
First Sergeant



Chief Master Sergeant
of the Air Force

Appendix A: Forms

APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552 (Please read instructions on reverse side BEFORE completing application.)		Form Approved OMB No. 0704-0003 Expires Aug 31, 2000
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0003), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESSES. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.		
PRIVACY ACT STATEMENT		
AUTHORITY: Title 10 US Code 1552, EO 9397.		ROUTINE USES(S): None.
PRINCIPAL PURPOSE: To initiate an application for correction of military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record.		DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.
1. APPLICANT DATA		
a. BRANCH OF SERVICE (X ONE)		
<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	
b. NAME (Last, First, Middle Initial) (Please print)		e. SSN
c. PRESENT PAY GRADE		d. SERVICE NUMBER (if applicable)
2. TYPE OF DISCHARGE (If by court-martial, state type of court)		4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY
3. PRESENT STATUS, IF ANY, WITH RESPECT TO THE ARMED SERVICES (Active duty, Retired, Reserve etc.)		
5. ORGANIZATION AT TIME OF ALLEGED ERROR IN RECORD		6. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. (No expense to the Government) (X one)
		<input type="checkbox"/> a. Yes <input type="checkbox"/> b. No
7. COUNSEL (if any)		b. ADDRESS (Street, Apartment Number, City, State and ZIP Code)
a. NAME (Last, First, Middle Initial)		
8. I REQUEST THE FOLLOWING CORRECTION OF ERROR OR INJUSTICE:		
9. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST IN THE FOLLOWING PARTICULARS:		
10. IN SUPPORT OF THIS APPLICATION I SUBMIT AS EVIDENCE THE FOLLOWING: (If Veterans Administration records are pertinent to your case, give Regional Office location and Claim Number.)		
11. ALLEGED ERROR OR INJUSTICE		
a. DATE OF DISCOVERY	b. IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THIS APPLICATION.	
12. APPLICANT MUST SIGN IN ITEM 16. IF THE RECORD IN QUESTION IS THAT OF A DECEASED OR INCOMPETENT PERSON, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY APPLICATION. IF APPLICATION IS SIGNED BY OTHER THAN APPLICANT, INDICATE RELATIONSHIP OR STATUS BY MARKING APPROPRIATE BOX.		
<input type="checkbox"/> a. SPOUSE <input type="checkbox"/> b. WIDOW <input type="checkbox"/> c. WIDOWER <input type="checkbox"/> d. NEXT OF KIN <input type="checkbox"/> e. LEGAL REP <input type="checkbox"/> f. OTHER (Specify)		
13. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. (U.S. Code, Title 18, Sec. 287, 1001, provides that an individual shall be fined under this title or imprisoned not more than 5 years or both.)		
14.a. COMPLETE CURRENT ADDRESS, INCLUDING ZIP CODE (Applicant should forward notification of all changes of address.)		DOCUMENT NUMBER (Do not write in this space.)
b. TELEPHONE NUMBER (Include Area Code)		
15. DATE SIGNED	16. SIGNATURE (Applicant must sign here.)	

INSTRUCTIONS

(All data should be typed or printed)

1. For detailed information see: Air Force Instruction 36-2603; Army Regulation 15-185; Coast Guard, Code of Federal Regulations; Title 33, Part 52; or Navy, Code of Federal Regulations; Title 32, Part 723.
2. Submit only original of this form.
3. Complete all items. If the question is not applicable, mark "None."
4. If space is insufficient, use "Remarks" or attach additional sheet.
5. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.
6. List all attachments and enclosures.
7. **ITEMS 6 AND 7.** Personal appearance of you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of applications. Appearances and representations are permitted, at no expense to the Government, when a hearing is authorized.
8. **ITEM 8.** State the specific correction of record desired.
9. **ITEM 9.** In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board, or it must otherwise satisfactorily appear, that the alleged entry or omission in the record was in error or unjust. Evidence may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting application. All evidence not already included in your record must be submitted by you. The responsibility for securing new evidence rests with you.
10. **ITEM 11.** 10 U.S.C. 1552b provides that no correction may be made unless request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.

MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

ARMY	COAST GUARD
(For Active Duty Personnel) Army Board for Correction of Military Records 1941 Jefferson Davis Highway, 2 nd Floor Arlington, VA 22202-4508 (For Other than Active Duty Personnel) Army Review Boards Agency Support Division, St. Louis ATTN: SFMR-RBR-SL 9700 Page Blvd. St. Louis, MO 63132-5200	Chairman Board for Correction of Military Records (C-60) Department of Transportation 400 7 th St., SW Washington, DC 20590
NAVY AND MARINE CORPS	AIR FORCE
Board for Correction of Naval Records 2 Navy Annex Washington, DC 20370-5100	Board for Correction of Air Force Records SAF/MIBR 550-C Street West, Suite 40 Randolph AFB, TX 78150-4742

17. **REMARKS** *(Applicant has exhausted all administrative channels in seeking this correction and has been counseled by a representative of his/her servicing military personnel office. (Applicable only to active duty and reserve personnel.))*

The Air Force Board for Correction of Military Records

Air Force Pamphlet 36-2607

Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)

This pamphlet tells you how to apply to the AFBCMR for correction of your military records. It may not have all the answers you require, but it does give you a basic explanation of the process and tells where to get additional help. It applies to persons with Air Force military records (including persons from the Air National Guard or Air Force Reserve) and their heirs and legal representatives.

1. **Your Right to Apply for Correction of Records.** Any person with Air Force military records, or his or her heirs or legal representative, may apply to the AFBCMR. Title 10, United States Code, Section 1552, is the law governing correction of military records. This statute authorizes the Secretary of the Air Force (SAF) to correct any military record when “necessary to correct an error or injustice.” The purpose of this statute was to relieve the Congress from consideration of private bills to correct errors or injustices in military records. The statute provides for SAF to act through a board of Air Force civilians in considering applications for correction of military records. AFI 36-2603, Air Force Board for Correction of Military Records, implements the statute within the Air Force.

2. **When to Apply to the AFBCMR:**

2.1. You should exhaust other administrative remedies before appealing to the AFBCMR. For example, you should first submit a performance report appeal to the Evaluation Reports Appeal Board (ERAB) under AFI 36-2401, Correcting Officer and Enlisted Evaluation Reports. An appeal requesting upgrade of discharge should normally be submitted to the Discharge Review Board under Air Force Supplement to Department of Defense Directive (DoDD) 1332.28, Discharge Review Board (DRB) Procedures and Standards, August 11, 1992, with changes 1 and 2. The AFBCMR will return your application if you have not first sought relief through the appropriate administrative process. The AFBCMR will consider your case only after you have exhausted other available avenues of appeal.

2.2. You should submit your request within 3 years after you discover, or reasonably could have discovered, the error or injustice. The AFBCMR reviews the merits of untimely applications. If found to be meritorious, the timeliness is waived in the interest of justice. The AFBCMR may waive the 3-year limitation and consider untimely applications in the interest of justice. You should not assume, however, that a waiver will be granted.

3. **How To Apply to the AFBCMR:**

3.1. Application is a simple process. You should use a DD Form 149, Application for Correction of Military Record under the Provisions of Title 10, United States Code, Section 1552. You may get a DD Form 149 from any Air Force Military Personnel Flight or publications distribution office. You may also get the form by writing to SAF/MIBR, 550 C Street West, Suite 40, Randolph AFB TX 78150-4722, or the AFBCMR, 1535 Command Drive, EE Wing 3rd Floor,

Andrews AFB MD 20331-7002. 3.2. You should complete the form very carefully by typing or printing the requested information. Attach copies of statements or records that are relevant to your case. Make sure you sign item 16 of the form. Mail it to the Air Force address provided on the reverse of the form.

4. How To Support Your Request:

4.1. The AFBCMR will correct your military records only if you can prove that you are the victim of error or injustice. You do this by providing evidence, such as signed statements from you and other witnesses or copies of records that support your case. It is not enough to provide the names of witnesses. The AFBCMR will not contact your witnesses to obtain statements. You should contact your witnesses to get their signed statements with your request.

4.2. Your own statement is important. Begin in item 9 of the DD Form 149 and continue in item 17, if necessary. You may also put your statement on plain paper and attach it to the form. Limit your statement to not more than 25 pages. Explain what happened and why it is an error or injustice in simple, direct terms.

4.3. Normally, the best evidence is statements from persons who have direct knowledge or involvement. For example, statements from persons in your rating chain if you are contesting a performance report. Or a statement from the person who counseled you if you are alleging miscounseling. Character references from community leaders and others who know you are helpful if you are requesting clemency based on post-service activities and accomplishments. This is only a general rule, however. You must decide what evidence will best support your case.

4.4. It may take you some time to gather statements and records to support your request. You may wish to delay submission of your application until information gathering is complete. You should, however, submit your request within the 3-year time limit.

5. Getting Help:

5.1. Review AFI 36-2603, which states the authority of the AFBCMR and describes the process. With few exceptions, personnel records generated by the Air Force may be corrected by the AFBCMR. The AFBCMR cannot, however, change the verdict of a courts-martial imposed after May 4, 1950. In these cases, the AFBCMR's authority is limited to changing the sentence received on the basis of clemency. The AFBCMR will mail you a copy of AFI 36-2603 at your request.

5.2. Most applicants represent themselves. If your request is complex, you may want someone to represent you:

5.2.1. Many veteran service organizations have staff members who will represent you in applying to the AFBCMR. You may obtain a list of these organizations by writing to the AFBCMR, 1535 Command Drive, EE Wing 3rd Floor, Andrews AFB MD 20331-7002.

5.2.2. You may also hire a lawyer to represent you at your own expense.

5.2.2. You may also hire a lawyer to represent you at your own expense.

5.2.3. You should name your representative on DD Form 149, item 7. The Executive Director of the AFBCMR must approve any representative other than a veteran service organization staff member or a lawyer.

5.2.4. If you name a representative, the AFBCMR will normally deal with your representative rather than directly with you.

5.3. Advice and guidance are available from many sources. Personnel specialists can advise you on personnel issues. Veteran service organizations will advise you even though you decide to represent yourself. You may discuss your case with an AFBCMR staff member, or you may write to the AFBCMR, and a staff member will respond to your questions.

6. Personal Appearances Before the AFBCMR. You may request a personal appearance before the AFBCMR by checking the appropriate box on DD Form 149, item 6. The AFBCMR will decide whether a personal appearance is necessary to decide your case. All appearances before the AFBCMR are at Andrews AFB MD. Travel expenses are your responsibility. The AFBCMR grants very few personal appearances, so you should try to fully present your case in writing. If your request for a personal appearance is granted, the AFBCMR will provide you with the necessary details.

7. Advisory Opinions. After your application is received, one or more offices will prepare an advisory opinion on your case. The advisory opinion will be sent to the AFBCMR with your case file. If the advisory opinion recommends denial of your request, the AFBCMR will send it to you for comment:

7.1. Remember that the advisory opinion is only a recommendation. The AFBCMR will make the decision on your case.

7.2. The AFBCMR will ask for your comments on the advisory opinion within 30 days. You may request an additional 30 days if you need it. Reasonable requests are normally granted.

7.3. It may be unnecessary for you to comment on the advisory opinion. If you have nothing further to say, don't bother to respond. Failure to comment on an advisory opinion does not mean you agree. Nor will it prevent a full and fair consideration of your application.

8. AFBCMR Members. SAF appoints high-level civilian employees of the Air Force to serve on the AFBCMR. Appointment to the AFBCMR indicates a special trust in the judgment and integrity of the member.

8.1. Service is an additional duty for those appointed. About 47 people serve on the AFBCMR

8.2. Members are randomly assigned to three-member panels for consideration of cases. Cases are randomly assigned to panels.

8.3 AFBCMR staff members research issues and provide technical advice to the panel members. They do not take sides or recommend a decision to the panel.

8.4. Panel members receive a copy of the case for study before they meet. They normally discuss your case in closed session before voting. Their decision is based on the evidence in the case file.

8.5. The majority rules, but a dissenting member may submit a minority opinion for consideration by the SAF or SAF's designee.

9. The Decision on Your Case:

9.1. Following the vote on your case, the panel chairperson signs a record of proceedings. The record of proceedings will explain the reasons for the decision on your case.

9.2. SAF has the final authority to accept or reject a recommendation of the AFBCMR. In most cases, it is accepted.

9.3. When the AFBCMR completes your case, the decision is mailed to you. If relief is granted, your records will be corrected and finance personnel will review your case to see if you are due any monetary benefits.

9.4. The AFBCMR is the highest level of administrative appeal and provides the final Air Force decision. If the AFBCMR denies your case, your next step is to request reconsideration or file a suit in the court system.

10. Reconsideration of Your Case:

10.1. You may request reconsideration of the decision on your case. The AFBCMR will reconsider your case only if you provide newly discovered relevant evidence that was not reasonably available when you filed your original application. The evidence may pertain to the timeliness of your application or to its merits.

10.2. You should submit your request for reconsideration within a reasonable time after you discover the new evidence.

10.3. Re-argument of the same evidence will not get your case reconsidered. You must provide new relevant evidence.

11. Additional Information. You may get additional information from the AFBCMR, 1535 Command Drive, EE Wing 3rd Floor, Andrews AFB DC 20331-7002.

**APPLICATION FOR THE REVIEW OF DISCHARGE OR DISMISSAL
FROM THE ARMED FORCES OF THE UNITED STATES**
(Please read attached instructions before completing this form.)

Firm Approved
OMB No. 0704-0104
Expires Oct 31, 2000

The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports (0704-0004), 1215 Jefferson Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provisions of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1553; E.O. 9397.

PRINCIPAL PURPOSE(S): To apply for a change in the type of military discharge issued to an individual.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.

REQUESTING COPIES OF MILITARY RECORDS

Prior to applying for discharge review, potential applicants or their designated representatives may obtain copies of their military personnel records by submitting a Standard Form (SF) 180, Request Pertaining to Military Records, to the National Personnel Records Center (NPRC), 9700 Page Boulevard, St. Louis, MO 63132-5200

1. DATA PERTAINING TO INDIVIDUAL (APPLICANT) TO BE REVIEWED

a. NAME (Last, First, Middle Initial)			a. SOCIAL SECURITY NUMBER	
c. ADDRESS			d. SERVICE NUMBER (if different from SSN)	
(1) STREET (Include apartment number)				
(2) CITY	(3) STATE	(4) ZIP CODE	e. TELEPHONE NUMBER (Include Area Code)	
f. BRANCH OF ARMED SERVICE (X one)		g. DISCHARGE RECEIVED: (X one)		
<input type="checkbox"/> ARMY		<input type="checkbox"/> HONORABLE		
<input type="checkbox"/> NAVY		<input type="checkbox"/> GENERAL / UNDER HONORABLE CONDITIONS		
<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> UNDER OTHER THAN HONORABLE CONDITIONS		
<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> BAD CONDUCT (Special court martial only) (See item 1g instructions)		
<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> UNCHARACTERIZED		
h. DATE OF DISCHARGE (YYMMDD)		<input type="checkbox"/> OTHER (Explain)		

2. APPEAL FILED IN BEHALF OF INDIVIDUAL TO BE REVIEWED (If the review is deceased or incompetent, complete this section. Appropriate evidence must accompany this form.)			3. BOARD ACTION REQUESTED (X as applicable)	
a. RELATIONSHIP OF INDIVIDUAL SUBMITTING THIS APPLICATION TO APPLICANT (X one)			a. CHANGE DISCHARGE TO HONORABLE	
<input type="checkbox"/> (1) NEXT OF KIN	<input type="checkbox"/> (2) SURVIVING SPOUSE	<input type="checkbox"/> (3) LEGAL REPRESENTATIVE	b. CHANGE DISCHARGE TO GENERAL / UNDER HONORABLE CONDITIONS	
b. NAME (Last, First, Middle Initial)			c. CHANGE DISCHARGE TO ENTRY LEVEL SEPERATION OR UNCHARACTERIZED	
			d. CHANGE REASON FOR DISCHARGE TO:	

4. TYPE OF REVIEW REQUESTED (X one)

I AND/OR (counsel/representative) WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE THE BOARD IN THE WASHINGTON NATIONAL CAPITAL REGION.

I AND/OR (counsel/representative) WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE A TRAVELING PANEL CLOSEST TO (enter city and state)

CONDUCT A RECORD REVIEW OF MY DISCHARGE BASED ON MY MILITARY PERSONNEL FILE AND ANY ADDITIONAL DOCUMENTATION SUBMITTED BY ME. I AND/OR (counsel/representative) WILL NOT APPEAR BEFORE THE BOARD.

5. I HAVE ARRANGED TO BE REPRESENTED BY AND AUTHORIZE THE RELEASE OF RECORDS TO (Complete if applicable)

a. NAME OF COUNSEL/REPRESENTATIVE (Last, First, Middle Initial)	b. ORGANIZATION	c. TELEPHONE NUMBER (Include Area Code)
d. ADDRESS		
(1) STREET (Include apartment or suite number)	(2) CITY	(3) STATE (4) ZIP CODE

6. WAIVER OF COUNSEL (X if applicable)

I HAVE READ ITEM 6 OF THE INSTRUCTIONS PERTAINING TO THE AVAILABILITY OF COUNSEL AND ELECT NOT TO BE REPRESENTED BY COUNSEL/ REPRESENTATIVE (Leave item 5 blank)

REQUEST FOR MILITARY AERIAL SUPPORT ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING THIS FORM.				REQUEST NUMBER	Form Approved OMB No. 0704-0290 Expires Jun 30, 2003
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.</p> <p>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</p>					
SECTION I - ACTIVITY					
1. CATEGORY REQUESTED <i>(X and complete as applicable)</i>		(1) DATE OF EVENT <i>(YYYYMMDD)</i>	(2) TYPE AIRCRAFT REQUESTED ANY <i>(X)</i> SPECIFIC <i>(Optional)</i>		(3) MILITARY SERVICE REQUESTED ALL <i>(X)</i> SPECIFIC <i>(Optional)</i>
a. FLYOVER <i>(See paragraph 4 of Instructions)</i>					
b. STATIC DISPLAY <i>(See paragraph 5 of Instructions)</i>					
c. SINGLE AIRCRAFT DEMONSTRATION <i>(See paragraph 7 of Instructions)</i>					
d. OTHER AERIAL SUPPORT <i>(i.e. Parachute Demo, SAR Demo)</i>					
e. AERIAL DEMONSTRATION TEAM <i>(X all requested. See Instructions.)</i>		(a) PRIMARY DATE <i>(YYYYMMDD)</i>	(b) ALTERNATE DATE(S) <i>(YYYYMMDD)</i>		(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON <i>(X one)</i>
U.S. ARMY GOLDEN KNIGHTS					YES
U.S. NAVY BLUE ANGELS					
U.S. AIR FORCE THUNDERBIRDS					
OTHER <i>(Specify)</i>					NO
SECTION II - EVENT AND SITE INFORMATION					
2.a. EVENT TITLE					
b. SITE OF EVENT		c. SITE CITY, STATE AND ZIP CODE		d. SITE ELEVATION <i>(Feet above sea level)</i>	e. RUNWAY LENGTH X WIDTH
f. ARRESTING GEAR <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		g. TYPE OF SITE <i>(i.e., airport, park, lake, etc.)</i>			
3. EVENT SITE CERTIFICATION <i>(To be completed by an agent exercising authority for site use)</i> I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.					
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE		c. TELEPHONE NO. <i>(Include area code)</i>	
d. SIGNATURE				e. DATE SIGNED <i>(YYYYMMDD)</i>	
4. INCLUSIVE DATES OF EVENT <i>(YYYYMMDD)</i>			5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? <i>(X one)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO
6. ATTENDANCE		7. PLANNED MEDIA COVERAGE <i>(X as applicable)</i>			
a. PROJECTED	b. PRIOR EVENT	<input type="checkbox"/> TELEVISION	<input type="checkbox"/> PRINT		
		<input type="checkbox"/> RADIO	<input type="checkbox"/> NONE		
SECTION III - SPONSOR INFORMATION					
8. LOCAL SPONSORING ORGANIZATION					b. TYPE <i>(X one)</i>
a. NAME					<input type="checkbox"/> PROFIT <input type="checkbox"/> NONPROFIT
9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT					
a. <i>(X one)</i>		MS.	b. NAME <i>(Last, First, Middle Initial)</i>		c. RANK <i>(if military)</i>
<input type="checkbox"/> MR.		OTHER			
d. ADDRESS					
(1) NUMBER AND STREET/SUITE NUMBER			(2) CITY	(3) STATE	(4) ZIP CODE
e. TELEPHONE NO. <i>(Include area code or DSN if military)</i>		f. E-MAIL ADDRESS		g. FAX NO. <i>(Include area code)</i>	
(1)					
(2)					

SECTION III - SPONSOR INFORMATION <i>(Continued)</i>		
10. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT <i>(X one)</i>	YES	NO
11. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? <i>(X one)</i>		
12. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>		
13. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>		
14. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? <i>(X one)</i>		
SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION <i>(Airspace Coordination)</i>		
<p style="text-align: center;">FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</p> <p>For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I EXCEPT AIRCRAFT STATIC DISPLAYS. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p>		
15. FLIGHT STANDARDS DISTRICT OFFICE REVIEW		
I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>		
a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.		
b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: <i>(Specify)</i>		
c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.		
d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.		
e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. <i>(Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)</i>		
f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.		
g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.		
16. FEASIBILITY DETERMINATION Based upon my review of this site, I find the site to be: <i>(X one)</i>		
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> CONDITIONAL SATISFACTORY <i>(See NOTE)</i>	<input type="checkbox"/> UNSATISFACTORY <i>(See NOTE)</i>
NOTE: If the show site is marked "Conditional Satisfactory", explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.		
17. ADDITIONAL COMMENTS <i>(Mandatory if FARs are waived)</i>		
18. COORDINATING OFFICIAL		
a. NAME <i>(Last, First, Middle Initial)</i>	b. FLIGHT STANDARDS DISTRICT OFFICE	c. TELEPHONE NO. <i>(Include area code)</i>
d. TITLE AND SIGNATURE		e. DATE SIGNED <i>(YYYYMMDD)</i>

SECTION V - PROGRAM			
19. PROGRAM THEME AND OBJECTIVE <i>(Please explain how aviation support is an integral part of the event.)</i>			
20. CHARGES AND FEES			
a. ADMISSION	b. PARKING	c. SEATING	d. OTHER <i>(Specify)</i>
e. DOES EVENT RAISE FUNDS? <i>(X one)</i>	f. FUNDS WILL BE USED FOR <i>(X as applicable)</i>		g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS
<input type="checkbox"/> YES <i>(Complete 20.f. and 20.g.)</i>	<input type="checkbox"/> (1) CHARITIES	<input type="checkbox"/> (4) OTHER <i>(Explain in 20.g.)</i>	
<input type="checkbox"/> NO	<input type="checkbox"/> (2) EXPENSES	<input type="checkbox"/> (3) PRIZES	
21. HISTORICAL INFORMATION			
a. LIST ALL YEARS THE EVENT HAS BEEN HELD	b. LAST AERIAL DEMONSTRATION AND YEAR OF PERFORMANCE <i>(i.e., Blue Angels, Thunderbirds, Golden Knights)</i>	c. LIST CIVILIAN AND MILITARY AIRCRAFT AT LAST YEAR'S EVENT	
SECTION VI - SUPPORT <i>(All Requests other than Flyovers)</i>			
22. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)</i>			INITIALS
a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time)</i> . FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.			
b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>			
c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits)</i> FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. <i>(Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>			
d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>			
e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (i.e., B-2 and F-117) will require extensive security.)</i>			
f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.			
g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.			
h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.			
i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.			
SECTION VII - CERTIFICATION BY SPONSOR			
23. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER <i>(if military sponsored)</i>			
I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.			
a. SIGNATURE	b. DATE SIGNED <i>(YYYYMMDD)</i>	c. PRINT NAME AND TITLE	

INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (*maximum of 3 days*) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds*) to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to coordinate possible military unit participation.

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV.

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. **Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.**

4. Requests for flyovers will be considered only for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (*one day only*) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers may be performed by operational or training aircraft as determined by the Services. Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. **Once confirmation of participation is gained, other Services will not participate in the event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (Blue Angels and Thunderbirds) will be considered only for events which are: (1) aviation oriented (*i.e. air shows, airport events,*

6. (*Continued*) *historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (*quarters and meals*) of \$6,000 per official demonstration (*including any performance where admission is charged to view a team*) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by August 1 of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV.

The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. **NOTE:** Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (*i.e., F-15, F-14, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by January 31 each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://web1.whs.osd.mil/odhome/ddeforms.htm>.

ARMY
Office of the Chief of Public Affairs
United States Army
Attn: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 695-5732 (voice)
(703) 697-6159 (fax)
www.dtic.mil/armylink

MARINE CORPS
CMC (PAC), HQ USMC
Attn: Aviation Coordinator
The Pentagon, Room 5E671
Washington, DC 20380-1775
(703) 614-1034 or -1054 (voice)
(703) 614-2358 (fax)
www.usmc.mil/2535

NAVY
Navy Office of Information
Attn: Aviation (OI-512)
1200 Navy Pentagon
Washington, DC 20350-1200
(202) 695-6666 (voice)
(202) 695-6671 (fax)
www.navy.mil

AIR FORCE
SAF/PAN
Attn: Aviation Support
1690 AF Pentagon
Washington, DC 20330-1690
(703) 693-2558 or 695-9776 (voice)
(703) 693-9601 (fax)
www.pa.hq.af.mil/airshows/

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)			Form Approved OMB No. 0704-0290 Expires Jun 30, 2003	
The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.				
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.				
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.				
PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.				
SECTION I - EVENT DATA				
1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:	
4. TITLE OF EVENT		5. EXPECTED ATTENDANCE		
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)		
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)		
10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify.)		11. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)		
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)			YES	NO
SECTION II - SPONSORING ORGANIZATION DATA				
13. NAME OF SPONSORING ORGANIZATION				
(X appropriate box for each item.)				
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?			YES	NO
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?				
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?				
17. SPONSOR'S REPRESENTATIVE				
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)		
c. PRIMARY TELEPHONE NO. (Include area code)	d. SECONDARY TELEPHONE NUMBER	e. FAX NUMBER (incl. area code)		f. E-MAIL ADDRESS
SECTION III - SPONSORING ORGANIZATION SUPPORT DATA				
Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)			YES	NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?				
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?				
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?				
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?				
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?				
SECTION IV - CERTIFICATION				
23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.				
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE		b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE	

INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.

2. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

4. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.

5. Additional forms may be obtained on the Internet at <http://web1.whs.osd.mil/icdhome/ddeforms.htm>, through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding the information on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, holidays excepted:
Commercial (703) 695-6108; FAX (703) 697-2577

MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

ARMY:

Office of the Chief of Public Affairs
ATTN: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 697-5081; FAX (703) 697-6159
www.dtic.mil/armylink

MARINE CORPS:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (Code: PAC)
The Pentagon, Room 5E671
Washington, DC 20380-1775
(703) 614-1054; FAX (703) 614-2358
www.usmc.mil/2536

NAVY:

Department of the Navy
Office of Information
Community Programs Division (OI-51)
1200 Navy Pentagon
Washington, DC 20350-1200
(202) 685-6654; FAX (202) 685-6671
www.navy.mil

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330-1690
(703) 697-6061; FAX (703) 614-5749
www.af.mil

NATIONAL GUARD BUREAU:

National Guard Bureau
ATTN: NGB-PA (ComRel)
1411 Jefferson Davis Highway, Suite 11200
Arlington, VA 22202-3259
(703) 607-2613; FAX (703) 607-3680
www.ngb.dtic.mil

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

24. REMARKS (*Use this area to continue any items if necessary. Reference by section and item number.*)