

INDEX

Exhibit A – Air Force Instruction 36-3208, Administrative Separation of Airmen,  
9.2.1 (October 14, 1994).....1

Exhibit B – Air Force Instruction 36-2606, Reenlistment in the United States Air Force,  
2.1 (May 9, 2011).....3

# Exhibit A

Air Force Instruction 36-3208, Administrative Separation of Airmen, 9.2.1 (October 14, 1994)

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-3208  
14 OCTOBER 1994**



*Personnel*

## **ADMINISTRATIVE SEPARATION OF AIRMEN**

This instruction states how we administratively separate enlisted members for all reasons except physical disability or court-martial. It contains standards and procedures for implementing Air Force Policy Directive (AFPD) 36-32, *Military Retirements and Separations*, concerning voluntary and involuntary separations. It governs service characterization for administrative separation and prescribes procedures for the probation and rehabilitation program for airmen subject to administrative discharge for cause. This publication applies to members of the Regular Air Force (RegAF). Also, this publication applies to members of the United States Air Force Reserve (USAFR) and members of the Air National Guard of the United States (ANGUS) as indicated in paragraph 1.6. With Air Force Regulation (AFR) 35-41, volume 3, and Air National Guard Regulation (ANGR) 39-10, this instruction implements Department of Defense Directive (DoDD) 1315.15, *Special Separation Policy for Survivorship*, 26 September 1988, DoD Instructions (DoDI) 1332.15, *Early Release of Military Enlisted Personnel for College or Vocational/Technical School Enrollment*, 1 Jun 76, DoDD 1332.14, *Enlisted Administrative Separations*, 21 December 1993, and parts of DoDD 1344.10, *Political Activities by Members of the Armed Forces*, 25 September 1986, that provide for separation of enlisted members and DoDD 1332.29, *Eligibility of Regular and Reserve Personnel for Separation Pay*, 20 June 1991, that provides for separation pay for enlisted members.

See attachment 1 for glossary references, abbreviations, acronyms, terms and addresses. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are Title 10 U.S.C., Section 1169, Regular enlisted members; Title 10 U.S.C., Section 1162, Reserves, discharge; and Executive Order 9397, 22 November 1943. System of Records Notice F035 MPC U, *Separation Case Files*, (Officer and Airman) apply. Do not supplement this instruction. Submit proposed operating instructions, manuals, regulations, and so forth, affecting airman separations to Headquarters Air Force Military Personnel Center, Airman Separations Section (HQ AFMPC/DPMARS2), Randolph AFB TX 78150-6001, for review and approval before publishing them.

### **SUMMARY OF CHANGES**

This is the first publication of Air Force Instruction (AFI) 36-3208, substantially revising AFR 39-10. In addition to minor administrative changes, instructions clarify the reasons that HQ AFMPC/DPMARS2 may approve in absentia separations (paragraphs 1.12.3.); adds two additional reasons used for limitations on characterizing service (subparagraphs 1.21.2 and .3); clarifies paragraph 1.22 so that a member must receive an honorable characterization to qualify for the Montgomery G.I. Bill; adds a requirement for the Staff Judge Advocate (SJA) to notify the military personnel flight (MPF) personnel relocation element, in writing, when they want a member's expiration of term service (ETS) to be involuntarily extended (paragraph 2.4); authorizes the discharge authority to approve voluntary miscellaneous separations up to 12 months of a member's DCS (paragraph 3.15.3); insures that a member tried by a summary court-martial does not receive an under other than honorable conditions discharge (UOHC) without Secretary of the Air Force (SecAF) approval (paragraph 4.2); outlines procedures in paragraph 4.8.4 to follow if a UOHC is recommended for a member who receives a summary court-martial; adds specific notification to the member that failure to appear before a discharge board constitutes waiver of a member's right to be present for the hearing (paragraph 8.7 seventh bullet); and adds a note to paragraph 8.9.1.1 that a non-lawyer counsel may not represent a member before a board unless the member declines a qualified lawyer or unless the separation authority assigns a non-lawyer as an assistant counsel.

Supersedes AFR 39-10, 9 August 1991.  
OPR: HQ AFMPC/DPMARS2 (Mr. James H. Jones)

Certified by: HQ AFMPC/DMPA (Col Joseph W. Moran)  
Pages: 125/Distribution: F



AFI 36-3208 14 October 1994

111

qualify for ready reserve, will be accepted to enter into ready reserve are those who qualify for full separation pay or are separated for involuntary expiration of term of service. All other members will be discharged.

- If the member has a military service obligation that is not completed at the time the member is released from AD, the 3-year obligation will begin on the day after the day on which the member completes his/her obligation.
- A member who enters into this written agreement and is not qualified for continuation in the ready reserve will be discharged. A member need not be qualified for reserve duty to meet this condition of eligibility for separation pay.

**9.2. Full Separation Pay (Nondisability).** Members involuntarily separated from AD may be entitled to full separation pay (computation described in paragraph 9.4) if they meet the criteria in paragraph 9.1 and the following conditions:

**9.2.1.** The member's characterization of service is "honorable" and the member fully qualified for retention, but is being involuntarily separated by denial of reenlistment or continuation on AD under one of the following specific conditions:

- Member is denied reenlistment under an Early Release/Date of Separation rollback program.
- Member is denied reenlistment under High Year of Tenure (HYT) policy. This applies only to the E-4 HYT program since members have 20 years or more of service in all other HYT programs.
- Member is being involuntarily separated under a reduction-in force program.

**9.3. Half Separation Pay (Nondisability).** Members involuntarily separated from AD may be entitled to half separation pay (computation described in paragraph 9.4), if they meet the criteria in paragraph 9.1 and the following conditions:

**9.3.1.** The member's characterization of service is "honorable" or "under honorable conditions (general)" and the member is being involuntarily separated through either the denial of reenlistment or denial of continuation on AD under one of the following specific conditions:

**9.3.1.1. Expiration of Service Obligation:** Use expiration of term of service (ETS) separation program designators (SPD) with reenlistment codes 2, 3, or 4 with the following exceptions:

- Reenlistment codes 4F, 4G, and 4N may be waived to permit reenlistment or extension of enlistment. Do not authorize separation pay if the member did not request a waiver to reenlist or extend, or receive an approved waiver. Use the voluntary ETS SPD. Authorize separation pay if the member requested a

waiver to reenlist or extend and the waiver was denied. Use the involuntary discharge ETS SPD.

- Reenlistment codes 2E, 2G, 2H, 2I, 2K, 2L, 4H, 4I, and 4J are authorized extensions of enlistment. If member does not request an extension, use voluntary ETS SPD; separation pay is not authorized. If the member requests an extension and is denied the extension then payment is authorized. Use the involuntary discharge ETS SPD.
- Reenlistment codes 3D, 3E, and 3J or assignment availability codes 08 (declined training) and 09 (declined PCS) are not eligible for separation pay since the member took self-initiated action to cause the separation. Voluntary ETS SPD will be assigned in these circumstances.

**9.3.1.2. Involuntary Convenience of the Government Separations** (see chapter 5, section B).

**9.3.1.3. Drug Abuse Treatment Failure** (see paragraph 5.31).

**9.3.1.4. Alcohol Abuse Treatment Failure** (see paragraph 5.32).

**9.3.1.5. Homosexual Conduct** (see chapter 5, section G).

**9.3.1.6. Discharge in Interest of National Security** (see chapter 5, section I).

**9.3.1.7. Failure in Weight Control Program** (see chapter 5, section K).

**9.4. Computation of Active Service and Separation Pay.** Separation pay for members eligible for full payment will be computed at 10 percent of 12 times the amount of monthly basic pay to which entitled at the time of separation from AD, times the number of years and fractions of a year of active service when separated. Compute separation pay for members eligible for half payment at one half times what the full payment would have been. Compute active service time as follows:

- Qualifying years do not have to be continuous; however, the last phase of the qualifying term must end immediately before the separation from AD occurs.
- Compute fractions of years in the following manner: Count each full month of service that is in addition to the number of full years of active service as one-twelfth of a year. Disregard any remaining fractional part of a month.
- Count periods for which a service member previously has received separation pay, severance pay, or readjustment pay for eligibility purposes (to ensure the member meets the minimum required years of AD), but do not use them in the multiplier to determine the amount of separation pay for a subsequent separation.
- Count periods of active military service in a Regular or Reserve component. Include AD for training performed.

# Exhibit B

Air Force Instruction 36-2606, Reenlistment in the United States Air Force  
(May 9, 2011)

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2606**

**9 MAY 2011**

**Personnel**



**REENLISTMENT IN THE UNITED STATES  
AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

**OPR:** AFPC/DPSOAE

Certified by: AF/A1P  
(Maj Gen Sharon K. Dunbar)

Supersedes: AFI 36-2606,  
21 November 2001

Pages: 82

---

This Instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*; Department of Defense Instruction DoDI 1304.29, *Administration of Enlisted Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Retention Bonuses for Active Members*; and the DoD Financial Management Regulation Volume 7A, *Military Pay Policy and Procedures – Active Duty and Reserve Pay*, and Chapter 2, *Repayment of Unearned Portion of Bonuses and Other Benefits*. It provides guidance and procedures for reenlisting and extending enlistments in the Regular Air Force (RegAF). It also provides guidance on Career Job Reservation (CJR) and the Selective Reenlistment Bonus (SRB) program. It applies to Airmen of the RegAF and does not apply to the Air Force Reserve or Air National Guard. This AFI may not be supplemented. This publication requires collecting and maintaining of information protected by the Privacy Act (PA) of 1974 authorized by 10 U.S.C. 8251, 1- U.S.C. 833, 10 U.S.C. 8013, 10 U.S.C. 501 through 520, 37 U.S.C. 308, 44 U.S.C. 3101, Executive Order 9397 and 13478 (SSN). System of Records Notices F036 AF PC F, *Request for Selective Reenlistment Bonus (SRB) and/or Advance Payment of SRB*, F036 AF PC G, *Selective Reenlistment Consideration* and F036 AF PC L, *Unfavorable Information File (UIF)* applies.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*: route AF Form 847 to the AFPC Publishing Office, 550 C Street West Ste 48, Randolph AFB Texas 78150-4750, or email [afpc.dsi.pubs@us.af.mil](mailto:afpc.dsi.pubs@us.af.mil).

AFI36-2606 9 MAY 2011

9

## Chapter 2

### SELECTIVE REENLISTMENT PROGRAM (SRP)

**2.1. SRP Objective.** The SRP objective is to ensure the Air Force retains only Airmen who consistently demonstrate the capability and willingness to maintain high professional standards. The SRP applies to all enlisted personnel.

**2.2. SRP Authority.** Commanders have total SRP selection authority as long as no other factors barring immediate reenlistment exist. Commanders may non-select any Airman for SRP as long as the Airman is in his/her SRP window according to paragraph 2.4. The selection/non-selection decision should not be based on Airman's career intent and should be consistent with other qualitative decisions. Commanders will not use the SRP to deny reenlistment when involuntary separation is more appropriate. Commanders may reverse their selection/non-selection decision at any time.

**2.3. SRP and Airman Promotion Program Relationship.** The objective of both programs is to ensure the career force consists of highly qualified, professional noncommissioned officers (NCO). SRP non-selection makes Airmen ineligible for promotion and automatically cancels projected promotion line numbers.

**2.4. SRP Roster/RIPS and Procedures.** The MPS Career Development Section receives a Master SRP Roster from the Personnel Systems Manager (PSM) NLT the 1st of each month. This roster identifies, First Term Airmen (FTA) who completed 33 months (4 year enlistees) or 57 months (6 year enlistees) on current enlistment; second term/career Airmen within 13 months of ETS; and National Call to Service (NCS) Airmen who complete 33 months of current enlistment. Two separate RIPS are also produced: one for the Airman and one for the Airman's supervisor. The RIPS notify the Airman of his/her SRP/CJR eligibility window and provides instructions on reenlistment. Supervisor's use the other RIP to provide a recommendation to the commander in order to aid in the selection/non-selection decision.

2.4.1. The MPS sends SRP consideration rosters and RIPS monthly to the unit commanders. Units use the roster to control/suspense RIPS to supervisors. The SRP Roster is separated into the following four parts:

2.4.1.1. *Part I (SRP Actions)* identifies Airmen requiring SRP consideration or reconsideration. Part I also generates Reports on Individual Personnel (RIP) for airmen requiring SRP consideration (except for airmen with RE code 3B). The RIPS assist supervisors and commanders in evaluating airmen for continued service. Only supervisors wishing to recommend denial of reenlistment must initiate an AF Form 418, *Selective Reenlistment Program Consideration*. Commanders must take SRP action within 30 calendar days for Airmen whose ineligibility condition no longer exists.

2.4.1.2. *Part II (SRP Monitor)* identifies Airmen with quality indicators (low EPR ratings, an Unfavorable Information File (UIF), etc.), who were already considered under SRP. Unit commanders use this product to determine if SRP reconsideration is appropriate. If so, the unit will initiate an AF Form 418 for selection/non-selection according to paragraph 2.7.

2.7.1.6. If appealing, directs the Airman to report to the MPS for counseling on appeal process and requirements.

2.7.2. For Airmen reconsidered and selected:

2.7.2.1. The commander places an "X" or initials in the appropriate item of Section II and commander signs and dates the form.

2.7.2.2. Forwards AF Form 418 to MPS for update of appropriate RE code.

**2.8. MPS Action with AF Form 418.** Upon receipt of the AF Form 418 from unit, the MPS will:

2.8.1. Quality reviews the AF Form 418 and return to unit if incomplete. If the AF Form 418 is complete, update Section VI by entering the Airman's current RE code and new RE code (2X, 4J, etc) and date MilPDS was updated.

2.8.2. Update appropriate RE code in MilPDS (2X, 4J, etc) upon receipt of the AF Form 418, regardless of appeal intent.

2.8.3. Review Section V to determine member's intent to appeal. If member does not intend to appeal, forward the form for filing in Automated Records Management System (ARMS). If member intends to appeal refer to paragraph 2.10 through 2.11 for processing procedures.

2.8.3.1. Update appeal suspense date in appropriate block.

2.8.3.2. Counsel the Airman on the appeal suspense requirements and appeal process.

**2.9. Early SRP Consideration.** Commanders will conduct early SRP consideration for Airmen who have not previously received formal SRP consideration as specified below.

2.9.1. Airman is otherwise eligible to reenlist (RE code 3C or 1M) and requests voluntary early separation for one of the reasons listed below:

2.9.1.1. PALACE CHASE.

2.9.1.2. Officer training program (other than Air Force Reserve Officer Training Corps) [AFROTC]. (Refer to paragraph 5.13.2 for additional RE code update information).

2.9.1.3. Early release to further education.

2.9.1.4. Sole surviving son or daughter.

2.9.1.5. Early release from extension or voluntary separation programs directed by USAF.

2.9.1.6. Accepting public office.

2.9.1.7. Pregnancy or childbirth.

2.9.1.8. End of year early release.

2.9.1.9. Miscellaneous reasons.

2.9.2. Early separation programs directed by USAF. AFPC/DPSOS will announce the program and give the eligibility criteria and processing instructions. AFPC/DPSOAE must work with AFPC/DPSOS once the separation is loaded to change RE code to 3A or 2X for FTA and verify RE code has been changed to 1J or 2X for second term and career Airmen.



AFI36-2606 9 MAY 2011

43

<b>8</b>	Air National Guard and United States Air Force Reserve Airmen serving on voluntary or involuntary EAD. (These Airmen are eligible to request enlistment in the RegAF only and must apply IAW AFI 36-2002. Enlistment requests must come through AFPC/DPSOAA for approval).	<b>1T</b>
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Refer to paragraph 5.13 to determine applicable RE code for FTA selected for programs leading to an Air Force commission.</li> <li>2. Refer to paragraph 2.9 and Table 5.3 for Airmen who receive early SRP consideration for separation.</li> <li>3. 1A should not be updated on FTA.</li> </ol>		

**Table 5.2. Conditions Barring Immediate Reenlistment (RE-2 Series).**

ITEM	A	B
	<b>An applicant is ineligible to reenlist in the Regular Air Force and, unless specifically authorized by paragraph 6.5. or Table 6.1., not authorized to extend enlistment under any of the following conditions</b>	<b>RE status code entry in MilPDS is</b>
<b>1</b>	AFPC denied reenlistment. (Reserved for AFPC use only).	<b>2A</b>
<b>2</b>	Separated with a general or under-other-than-honorable-conditions (UOTHC) discharge	<b>2B</b>
<b>3</b>	Involuntarily separated with an honorable discharge; or entry level separation without characterization of service.	<b>2C</b>
<b>4</b>	Returned prisoner with less than 6 months of service since return to duty. (See note 1).	<b>2D</b>
<b>5</b>	Serving a period of probation and rehabilitation (P&R) (See note 1).	<b>2E</b>
<b>6</b>	Undergoing, or separated while undergoing rehabilitation in a DoD regional confinement facility under the direction of AFSFC/SFC. (See note 1).	<b>2F</b>
<b>7</b>	Participating in or failed the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program for drugs, or has failed to complete the ADAPT program. (This code remains valid until the Airman completes the program or the commander removes the ineligibility condition for an Airman in the aftercare program).	<b>2G</b>
<b>8</b>	Participating in the ADAPT program for alcohol, or has failed to complete the program. (This code remains valid until the Airman completes the program or the commander removes the ineligibility condition for an Airman in the aftercare program. Do not update this code for self-identified Airmen unless they fail the program).	<b>2H</b>

44

AFI36-2606 9 MAY 2011

ITEM	A	B
	<b>An applicant is ineligible to reenlist in the Regular Air Force and, unless specifically authorized by paragraph 6.5 or Table 6.1., not authorized to extend enlistment under any of the following conditions</b>	<b>RE status code entry in MilPDS is</b>
9	Non-U.S. citizen serving on initial enlistment. (Refer to paragraph 5.14).	2I
10	Under investigation by military or civilian authority, the outcome of which may result in discharge or court-martial action (see note 1). (Do not separate Airmen with this RE code).	2J
11	Has been formally notified by the commander of initiation of involuntary separation action. (See note 1 & 2).	2K
12	Civil court charges pending for an offense for which the MCM authorizes confinement for the same or most closely related offense, or court-martial charges have been preferred, or court-martial action is under appellate review.	2L
13	Serving a sentence or suspended sentence of court-martial; or separated while serving a sentence or suspended sentence of court-martial.	2M
14	Conscientious objector whose religious convictions preclude unrestricted assignment. Update this RE code when the Airman requests separation or is discharged for this reason. (See note 1).	2N
15	Absent without leave (AWOL); deserter or dropped from rolls (DFR).	2P
16	Personnel medically retired or discharged.	2Q
17	Airman is within 23 months of 55th birthday, completed at least 18 years, 1 month of TAFMS, and 13 months or less remain until DOS. (See notes).	2R
18	Airman is within 23 months of 55th birthday, completed at least 18 years, 1 month of TAFMS, and more than 13 months remain until DOS. (See notes).	2S
19	Airman possesses an HYT date of at least 20 years TAFMS, is within 23 months of HYT date, and 13 months or less remain until DOS. (See notes).	2T
20	Airman possesses an HYT date of at least 20 years TAFMS, is within 23 months of HYT date, and more than 13 months remaining until DOS. (See notes).	2U
21	Applied for retirement or retirement has been approved.	2V
22	Retired and recalled to active duty.	2W

AFI36-2606 9 MAY 2011

45

<b>23</b>	First Term, Second Term, or Career Airman nonselected for reenlistment. (See note 1).	<b>2X</b>
<p><b>NOTES:</b></p> <p>1. Refer to Table 6.1 to determine the Airman's eligibility to request an extension of the current enlistment.</p> <p>2. MPS must initiate a request via current processing procedure to AFPC/DPSIDC. Include all pertinent documentation in the case file.</p>		

**Table 5.3. Conditions Barring Immediate Reenlistment (RE-3 Series).**

ITEM	A	B
	<b>An applicant is ineligible for immediate reenlistment (within 24 hours after separation), but eligible for prior service enlistment with an approved waiver (provided the Airman is otherwise qualified) under any of the following conditions (see notes)</b>	<b>RE status code entry in MilPDS is</b>
<b>1</b>	FTA who separates before completing 36 months (60 months for a 6-year enlistee) on current enlistment and who has no known disqualifying factors or ineligibility conditions except grade, skill level, and insufficient TAFMS (Refer to paragraph 2.4).	<b>3A</b>
<b>2</b>	First Term, non-prior service, female Airmen who enlisted into the Air Force and it was later discovered they were pregnant before their enlistment, and were immediately discharged.	
<b>3</b>	First Term, Second Term or Career Airman who was ineligible to reenlist (Table 5.2, Table 5.3, or Table 5.4), the ineligibility condition no longer exists, and the Airman requires SRP consideration or reconsideration. (AF Form 418 is required.) <b>(Do not separate Airmen with this RE code).</b>	<b>3B</b>
<b>4</b>	FTA not yet considered under the SRP. Remove this code from MilPDS when Airmen are selected or nonselected for reenlistment, or become ineligible for reenlistment). <b>(Do not separate Airmen with this RE code.)</b>	<b>3C</b>
<b>5</b>	Second Term or Career Airman who refused to get PCS or TDY assignment retainability, to include declining retainability for a deployment. (See note 3)	<b>3D</b>
<b>6</b>	Second Term or Career Airman who refused to get retainability for training, retraining, or Professional Military Education (PME) or who declined to attend training, retraining, or PME.	<b>3E</b>
<b>7</b>	FTA selected under SRP, no CJR available and removed from the CJR waiting list.	<b>3I</b>
<b>8</b>	Reserved for use by AFPC or the AFBCMR when no other reenlistment eligibility code applies or is appropriate.	<b>3K</b>
<b>9</b>	Separated with Special Separation Benefit (SSB).	<b>3S</b>
<b>10</b>	Separated with Voluntary Separation Incentive (VSI).	<b>3V</b>