



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

25 Mar 2010
PSDM 10-18

MEMORANDUM FOR ALL FSS/CCs and MPS PERSONNEL

FROM: HQ AFPC/DPS
550 C Street West Ste 3
Randolph AFB TX 78150-4713

SUBJECT: Expanded FY10 and FY11 Force Management Program

This Personnel Services Delivery Memorandum (PSDM) applies to Regular Officers and Enlisted Personnel Serving on Active Duty. This PSDM is not applicable to the Air National Guard or the Air Force Reserve.

The guidance as outlined in this PSDM is authorized by the order of the Secretary of Air Force. The AF developed this program to meet Congressionally-mandated end strength requirements while positioning the force to meet current and future mission requirements. This PSDM provides expanded provisions to waive recoupment of monetary payments linked to some officer active duty service commitments under the limited active duty service commitment waiver program. Specifically, recoupment will be waived for three of the five years of Service Academy graduation and two of the four years for Reserve Officer Training Corps scholarships. Also, enlisted personnel are now eligible for LADSC waivers in non-critical specialties, along with waivers for up to 2 years on their current enlistment contract and promotion commitment waivers of all but 6 months in order to facilitate early separation or retirement. For officers transitioning to the Air Reserve Component via PALACE CHASE, the commitment has been reduced from a 3 to 1 ADSC to Reserve Component commitment for officers to a 1 to 1 exchange. For enlisted members transitioning into the Air Reserve Component via PALACE CHASE, the commitment has been reduced from a 2 to 1 service obligation to Reserve Component commitment to a 1 to 1 exchange. The attachments to this PSDM contain the specific eligibility criteria and application procedures for the above mentioned programs.

The FSS/MPS action office for this memorandum is Career Development. Please provide a copy of this PSDM to Commanders, First Sergeants and Career Assistance Advisors. Not later than 25 Mar 10, a standard force management briefing will be available at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then click on the "Force Management" link.

Separation and retirement applicants should note that meeting the basic eligibility criteria and applying for release under these programs does not guarantee application approval. Applicants must understand that, although a certain ADSC may be considered for full or partial waiver, there is no guarantee it will be waived. Air Force manning and mission requirements will be considered when evaluating applications for approval or disapproval. In addition, Air Force Specialties (AFSs) may be removed from eligibility with little or no notice based on needs of the Air Force. Please review the AFPC website for eligible AFSs at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then click on "Force Management". The website will be available no later than 25 Mar 10.

Applicants should not enter into any irrevocable commitments until they receive approval of their request. Members should not begin outside employment, relocate families, etc., based on an assumption their application will be approved. Individuals who are not eligible under this program and want to apply for an ADSC waiver must do so IAW the governing instructions. The AF may terminate this program, as a whole or in part, with little or no notice, based on the needs of the Air Force.

Officers and Airmen ineligible to apply under this program have the option to apply for retirement or separation IAW with AFI 36-3203, *Service Retirements*, AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3208, *Administrative Separation of Airmen*. All provisions of the instructions must be followed, to include providing written justification when required.

Action Offices:

- a. **Retirement Application Processing:** AFPC/DPSOR, E-MAIL: afpc.dpsor.retirements@randolph.af.mil, DSN 665-2508.
- b. **Separation Application Processing:** AFPC/DPSOS, E-MAIL: dpsos.separations@randolph.af.mil, DSN 665-4778.
- c. **PALACE CHASE Application Processing:** AFPC/DPSOS, E-MAIL: palacechase@randolph.af.mil, DSN 665-3758.
- d. **The AF Colonels Management Office for all Colonels and Colonel selects:** AF/DPO EMAIL: afdpo.workflow@pentagon.af.mil, DSN 671-3426/3428.
- e. **The Chief and Chief Selects Action Office:** AF/DPE, E-MAIL: afdpe.workflow@pentagon.af.mil, DSN 671-3267.

For additional information, see the Personnel Services Delivery (PSD) Guide at https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/std_adp.php?p_faqid=8417 (AFPC Website > then under “Military Personnelist” select “Program Guides” and then select “Active Duty PSD Guide”).

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Directorate of Personnel Program Management

Attachments:

1. Expanded Officer/Enlisted FY10 Limited ADSC Waiver (LADSC) & TIG Waiver Program
2. Expanded Officer and Enlisted FY10 PALACE CHASE Program
3. Blue to Green Inter-Service Transfer to the US Army
4. Statement of Understanding for Member Applying for Retirement/Separation under the Force Management Program
5. Protecting Privacy Act and Personal Identifying Information

ATTACHMENT 1

EXPANDED OFFICER/ENLISTED FY10 LIMITED ACTIVE DUTY SERVICE COMMITMENT (LADSC) & TIME-IN-GRADE (TIG) WAIVER PROGRAMS

The LADSC Waiver Program allows officers and enlisted members in selected AFSCs to request retirement or separation prior to completing specified ADSCs or service obligations.

Where manning supports, Colonels and Colonel-selects in line AFSs and upon functional manager concurrence may request to retire in their current grade with no less than 2 years (TIG). Lt Cols and Cols applying for a TIG waiver and officers applying for retirement under the LADSC Waiver Program must have at least 20 years Total Active Federal Military Service (TAFMS) and a minimum of 10 years Total Active Federal Commissioned Service (TAFCS) as of the requested retirement date.

Enlisted members in non-critical overage AFSCs/year groups may request a waiver of up to two years on a current enlistment contract (currently 4 and 6 year commitments) to facilitate separation. The date of separation/retirement must be 1 Sep 10 or earlier. Members applying for retirement under the LADSC Waiver Program must have at least 20 years Total Active Federal Military Service (TAFMS) as of the requested retirement date.

No commander, supervisor, agency, unit or organization is authorized to delay, divert or disapprove applications under this program. AFPC Military Retirements Branch (DPSOR) and Military Separations Branch (DPSOS) will serve as the final approval or disapproval authority for Lt Colonels and below. Applicants should not make personal or financial commitments based on their assumption the AF will approve their application for retirement or separation under this program. For Lt Cols and below, the AF will approve/disapprove applications based upon the sustainment needs for each AFSC and year group. AF/DPO will serve as the final approval or disapproval authority for Colonels and Colonel selects. AF/DPE will serve as the final approval or disapproval authority for Chiefs and Chief selects. MAJCOM coordination on ADSC waiver(s) is not required under this program for CMSgt and CMSgt select retirements. Cases involving recoupment considerations will be forwarded to the Secretary of the Air Force Personnel Council for adjudication.

ELIGIBILITY CRITERIA AND EFFECTIVE DATES:

Application Period and Retirement/Separation Effective Dates:

Effective 25 Mar 10 through 30 Jun 10, officers and enlisted in the Primary AFSs listed below may apply for a retirement/separation date to be effective no later than 1 Sep 10.

Eligible AFSs:

a. Officers possessing an AFS listed below are **eligible** to apply under the LADSC Waiver Program:

Lt Col and below:

Core AFS: 13S, 15W, 21A, 21M, 21R, 33S, 38F, 52R (except Catholic Chaplains), 61A, 61B, 61C, 61D, 62E*, 63A, 65F, and 71S. (Note: Lt Cols and below in AFS 62E are not eligible for tuition assistance waivers.) In addition, all SERB eligible Lt Cols may utilize the LADSC waiver program.

Colonel and Colonel Selects:

Primary AFS: 11X (except 11B, 11F), 12X (except 12R), 13B, 13S, 15W, 21A, 21M, 33S, 38F, 52R, 71S. In addition, all SERB eligible Colonels may utilize the LADSC waiver program.

b. **Time in Grade Waivers:** Colonels and Colonel-selects in line AFSs and Lt Colonels and below regardless of AFS (**except medical officers**) may apply for time in grade (TIG) waivers for the purpose of retirement. They may also apply for a LADSC waiver in conjunction with a TIG waiver. Request for time in grade waivers will be handled on a case by case basis.

c. Airmen possessing a Control AFSC (CAFSC) or CEM codes as identified below are **eligible** to apply under the LADSC Waiver Program:

SMSgt and below:

Airmen who do not possess a critical or stressed AFS and/or who are not currently serving in a control AFSC and Zone eligible for a Selective Reenlistment Bonus (SRB) are eligible to apply under this program. **Critical and Stressed AFSs:** 1C2, 1C4, 1N0, 1N1, 1N3, 1T0, 1T2, 1W0X2, 2T3, 3E0, 3E1, 3E2, 3E3, 3E4X1, 3E5, 3E8, 3N0, 3P0, and 6C0. **Note:** Airmen who previously received an SRB and their CAFSC is no longer eligible for an SRB may apply for separation under this program. If approved, the unearned/unserved portion of the SRB will be recouped.

Chiefs and Chief Selects:

CEM Codes: 1A1, 1C3, 1P, 1W, 2A6, 2R0, 2T0, 2T1, 2W0, 2W1, 3D, 3D1, 3N0, 3S0, 4Y0, 5J, 6F, 8F, and 8R3.

d. AFSs may be removed from eligibility with little or no notice. The AF will remove AFSs from consideration when the AF reaches desired force sustainment levels within a particular AFS. Please refer to the AFPC website at: <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then click on the "Force Management" link for the most current listing of AFSs eligible to apply under this program. Contact the Colonel's Group to obtain the most current listing of AFSs for colonels and colonel-selects. Contact the Chief's Group to obtain the most current listing of AFSs for CMSgt and CMSgt-selects.

Exclusions:

Personnel meeting one or more the conditions below are ineligible to apply:

a. Personnel under investigation, under civil charges, pending disciplinary action or pending involuntary discharge.

b. Personnel under appellate review.

c. Personnel pending action under the disability evaluation system under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. If a member is subsequently returned to duty, they may apply if otherwise eligible.

d. For all voluntary Force Management programs outlined in this PSDM, personnel deployed who will not have at least 30 days from the time of deployment return date and their requested retirement/separation date are not eligible. Curtailments are not authorized for voluntary programs.

e. Personnel tasked for an Indeterminate TDY, AEF deployment, or TDY (to include TDY for training in preparation of an Indeterminate TDY or AEF deployment prior to release of this PSDM.

Exception: Personnel may apply if they meet the criteria as outlined in “Guidelines for Personnel Deployed/TDY from their Home Station”, paragraph a below.

Guidelines for Personnel Assigned to Overseas Short Tour Locations:

Eligible personnel currently assigned to overseas short tour locations, regardless of tour length or accompanied status, are eligible to apply for waivers under the following conditions:

a. Member’s DEROS month must be Sep 10 or earlier. Curtailment of overseas tours will not be considered for this program.

b. Eligible personnel may apply for a LADSC waiver as authorized in this attachment (other than PCS) and a separation or retirement date effective on the first day of their DEROS month, but no later than 1 Sep 10. (No DEROS adjustments will be made.)

The above applies to personnel assigned to overseas short tour locations, personnel assigned to long tour locations are eligible to apply for waiver of their PCS commitment as long as they meet all other eligibility criteria.

Guidelines for Personnel Deployed/TDY from their Home Station:

a. Deployed personnel are eligible to apply for LADSC waivers under this program. **However, deployment dates will not be adjusted to accommodate a retirement or separation date under this program.** The requested retirement or separation date may be no earlier than 30 days after return from deployment, and the requested retirement or separation date may be no later than 1 Sep 10. Additionally, retirement/separation dates may not be extended beyond 1 Sep 10 to accommodate deployment return dates or terminal leave.

b. Retirement and separation applications must be submitted using the on-line web-based application located on the vMPF. If the on-line application is not available, contact the Total Force Service Center San Antonio at DSN 665-5000 or commercial 1-800-525-0102 for special instructions at the email address listed on the cover letter.

c. Members will submit applications via vMPF directly to the home station commander.

Waiverable ADSCs/Service Commitments and Recoupment Obligation:

The ADSCs listed below may be waived under the Limited Active Duty Service Commitment Waiver Program. **Exception:** Lt Cols and below in AFS 62E are not eligible for tuition assistance waivers.

ADSC Reason/Enlisted Service Obligation	ADSC Waiver Authorized	Recoupment Required (Notes 1, 2 and 3)
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Permanent Change of Station (PCS) / DEROS curtailment (Note: Short tour locations are excluded)	18 months	N/A
Tuition Assistance (TA)	Full	Yes
Technical Training	Full	N/A
Senior Developmental Education (SDE)	12 months	N/A
Extended Active Duty (ROTC/OTS)	24 months	No
Service Academy	36 months	No
Post 9/11 GI Bill Transferability	Full	Yes (see note 2)
Enlisted Service Obligation (DOS) (see note 5)	24 months	Yes (see note 5)
Promotion ADSC (Enlisted Only)	18 months (MSgt & SMSgt) 30 months (Chief)	N/A

Notes:

1. Recoupment of unearned portions of bonuses to include but not limited to retention bonuses, special pays, education costs and any other monetary incentives may be required under the Lt Col and Col Time In Grade (TIG) waiver and LADSC Waiver Programs. Personnel approved to separate will not be subject to recoupment of education costs associated with service academy graduation or ROTC scholarships.
2. Transferred Post-911 GI Bill benefits under this voluntary separation program are subject to VA collection if the member chooses to leave the Air Force without completing his or her ADSC. For questions regarding the Post-911 GI Bill Transferability, contact the local education center or Total Force Service Center San Antonio at DSN 665-5000 or commercial 1-800-525-0102.
3. When recoupment is applicable, recoupment will be an amount that bears the same ratio to the total amount or cost provided to the unserved portion of active duty the member agreed to serve.
4. At this time, ADSCs for Developmental Education, AFIT Advanced Academic, and AF-sponsored civilian education are not being waived (Exception: a waiver for 1 year of the ADSC for Senior Developmental Education for Line and Non-line Lt Colonels and Colonels is authorized).
5. Airmen in eligible AFSCs may request a waiver of up to 24 months of their enlistment contract or extension of their enlistment. Recoupment of unearned portions of bonuses to include but not limited to retention bonuses is required. The requirement for CONUS assigned Airmen to apply for PALACE CHASE is waived under this program.

APPLICATION PROCEDURES AND GENERAL GUIDANCE

LADSC Waiver Program Retirement and Separation Applications:

Member:

a. Applicants will apply via the vMPF on-line voluntary retirement or separation application process.

(1) **Separations:** Officers: Select “Apply for Voluntary Separation”, when asked to “Select a Separation Provision”, select “SECAF Approved Early Separation Program” and include “Expanded LADSC.” in the remarks section. Enlisted: Select “Apply for Voluntary Separation”, when asked to “Select a Separation Provision”, select “Miscellaneous” and include “Expanded LADSC” or “Enlistment Contract Waiver” (as applicable) in the remarks section. Refer to the PSD Guide for application procedures and instructions at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then under “Military Personnelist” select “Program Guides” and then select “Active Duty PSD Guide”, then “Separations”. The Officer Voluntary Separation application instructions are listed in Section E of the PSD Guide.

(2) **Retirements:** Verify your duty email address and phone number, click “I have verified my email and phone” click “Self-Service Actions”, click “Retirements”, click “Request Retirement”, click “Check Retirement Eligibility”, enter a date no later than 1 Sep 10 and submit. Refer to the PSD Guide for application procedures and instructions at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then under “Military Personnelist” select “Program Guides” and then select “Active Duty PSD Guide”, then “Retirements”.

(3) Applicants may also contact the TFSC at DSN 665-5000 or commercial 1-800-525-0102 for assistance.

b. Under the Expanded FY10 LADSC Waiver Program, the AF will not require the applicant to provide a justification for waiver of ADSCs. However, applicants must state in the “remarks” section of their separation or retirement application that their request is submitted under the “**Expanded FY10 LADSC Waiver Program.**” Applicants must take into consideration terminal leave and permissive TDY (PTDY) if authorized to ensure their retirement or separation date is effective 1 Sep 10 or earlier. Extension to an approved retirement or separation date will not be granted in order to accommodate terminal leave or PTDY.

c. The AF will not require waivers for retirement applications submitted less than 120 days prior to the requested retirement date. Applicants requesting separation do not need to submit a waiver for a DOS earlier than 6 months from the application date.

d. All applicants must sign the Statement of Understanding at Atch 4 and attach (upload) the statement to their on-line application.

Commander:

a. Unit commanders may make a recommendation in the commander’s justification portion of the web-based on-line application. Commanders must advise in the comment portion of the on-line application of any condition which exists that renders the applicant ineligible, i.e., member is pending

involuntary discharge, or of conditions in which approval of the requested retirement/separation date would not be in the best interest of the Air Force, e.g., member was selected for deployment, etc.

b. Members applying for separation under the LADSC Waiver Program must have their request signed by their unit and/or immediate commander and the wing commander or equivalent in his or her chain of command. However, no commander, supervisor, agency, unit, or organization is authorized to delay, divert or disapprove applications under this program.

Adjusted/Alternate Retirement/Separation Dates:

Some applicants may be offered an alternate date of retirement/separation contingent upon the member's acceptance.

Separation Authority and DD 214 Narrative Reasons:

a. Officers approved for separation under the LADSC Waiver Program are approved under AFI 36-3207, *Separating Commissioned Officers*, paragraph 2.4.17, Miscellaneous Reasons. The narrative reason for separation reflected on the DD Form 214, Certificate of Release or Discharge from Active Duty will be "Miscellaneous/General Reasons". Officers approved for retirement under the LADSC Waiver Program are approved under AFI 36-3203, *Service Retirements*. The narrative reason for retirement reflected on the DD Form 214, Certificate of Release or Discharge from Active Duty will be "Sufficient Service for Retirement". The approval/disapproval for officers applying under this program is AFPC/DPSOS (separations) or AFPC/DPSOR (retirements).

b. Enlisted members approved for separation under the LADSC Waiver Program are approved under AFI 36-3208, *Administrative Separation of Airmen*, paragraph 3.15, Miscellaneous Reasons. The narrative reason for separation reflected on the DD Form 214, Certificate of Release or Discharge from Active Duty will be "Miscellaneous/General Reasons". Enlisted members approved for retirement under the LADSC Waiver Program are approved under AFI 36-3203, *Service Retirements*. The narrative reason for retirement reflected on the DD Form 214, Certificate of Release or Discharge from Active Duty will be "Sufficient Service for Retirement". The approval/disapproval for enlisted Airmen applying under this program is AFPC/DPSOS (separations) or AFPC/DPSOR (retirements).

Requests to Withdraw or Change Retirement/Separation Date:

a. Withdraw/extend/accelerate approved dates. Requests for acceleration, extension or withdrawal for "Best Interest of the Air Force" for permissive TDY and terminal leave, or last-minute job availability will not be favorably considered for the duration of this program. However, if retirement/separation on the scheduled date will cause severe hardship for the member or the immediate family, member may request to extend, accelerate or withdraw the approved retirement/separation date. The member must document in detail and provide evidence concerning the exact nature of the hardship, the reason(s) that it is not common to other Air Force members and that the hardship did not exist at the time application was submitted.

b. Promotion Selection. Individuals with approved retirement/separation dates who subsequently are selected for promotion who wish to accept promotion may withdraw their retirement/separation. Members must submit withdrawal requests within 10 workdays after promotion selection notification. Retirement/separation withdrawals must be submitted via the on-line web-based application process.

c. Requests to withdraw approved retirement/separations for the purposes of resubmitting an application under an Expanded Force Management program will not be processed.

Application Status / Contacting AFPC:

AFPC will notify applicants and MPSs of all approvals/disapprovals via system update and the on-line web-based application process. To provide technicians an opportunity to focus on expeditiously processing applications, request MPSs/applicants refrain from inquiring on status of an application for a minimum of 6 weeks following submission. If the MPS/applicant has not received notification of approval/disapproval within 6 weeks of submission, they may request status by email to the applicable address listed below or by calling the Total Force Service Center at DSN 665-5000 or commercial 1-800-525-0102. Additionally, members may view the status of their retirement or separation application through "My Stuff" on the vMPF.

Action Offices:

- a. **Retirement Application Processing (0-5 & below/E-8 & below):** AFPC Military Retirements Branch (DPSOR), E-MAIL: dpsor.retirements@randolph.af.mil, DSN 665-2508.
- b. **Separation Application Processing (0-5 & below/E-8 & below):** AFPC Military Separations Branch (DPSOS), E-MAIL: dpsos.separations@randolph.af.mil, DSN 665-4778.
- c. **Colonel and Colonel Selects Action Office:** AF Colonel Management Office (DPO), E-MAIL: afdpo.workflow@pentagon.af.mil, DSN 671-3426/3428
- d. **Chief and Chief Selects Action Office:** AF Chief Master Sergeant Management Office (AF/DPE), E-MAIL: afdpe.workflow@pentagon.af.mil, DSN 671-3267.

ATTACHMENT 2

EXPANDED FY10 OFFICER AND ENLISTED PALACE CHASE PROGRAM

The Expanded FY10 Officer/Enlisted PALACE CHASE Program provides additional ADSC waiver authority for Airmen in selective AFSs in order to facilitate transfer from active military service to an Air Reserve Component (ARC). Transfer to the ARC results in a 1-for-1 (not less than 1 year or greater than 6 years) commitment.

No commander, supervisor, agency, unit or organization is authorized to delay, divert or disapprove applications under this program. AFPC/DPSOS is the final approval or disapproval authority.

Applicants should not make personal or financial commitments based on their assumption their application will be approved. The approval/disapproval of applications will be based on the AFSC quota, and the request will be disapproved if a separation action will take an AFSC below sustainment.

ELIGIBILITY CRITERIA AND EFFECTIVE DATES:

Application Period and Separation Effective Dates:

Effective 25 Mar 10 through 30 Jun 10, applicants in the AFSCs listed below may apply for a separation date to be effective no later than 1 Sep 10.

Eligible AFSs:

a. Officers in the grades of 2Lt to Lt Col possessing an AFS listed below are **eligible** to apply under the PALACE CHASE Program:

Core AFS: 13S, 15W, 21A, 21M, 21R, 33S, 38F, 52R (except Catholic Chaplains), 61A, 61B, 61C, 61D, 62E*, 63A, 65F and 71S. (Note: Lt Cols and below in AFS 62E are not eligible for tuition assistance waivers.)

b. Airmen possessing a Control AFSC (CAFSC) as identified below are **eligible** to apply under the PALACE CHASE Program:

SMSgt and below:

Airmen who do not possess a critical or stressed AFS and/or who are not currently serving in a control AFSC and Zone eligible for a Selective Reenlistment Bonus (SRB) are eligible to apply under this program. **Critical and Stressed AFSs:** 1C2, 1C4, 1N0, 1N1, 1N3, 1T0, 1T2, 1W0X2, 2T3, 3E0, 3E1, 3E2, 3E3, 3E4X1, 3E5, 3E8, 3N0, 3P0, and 6C0.

c. AFSs may be removed with little or no notice. The AF will remove AFSs from consideration when the AF reaches desired force sustainment levels within a particular AFS. Please refer to the AFPC website at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then click on the "Force Management" link for the most current listing of eligible AFSs eligible to apply under this program.

General Eligibility Criteria:

a. AFI 36-3205, Applying for the PALACE CHASE and PALACE FRONT Programs, Table 1.1, Rule 2 [time in service restriction (for officers only)], Rule 5 [No DEROS curtailment required for allowable PCS waivers], Rule 11 [USAF Academy graduate on initial ADSC], and Rule 12 [be notified of an assignment] are waived for the duration of the Force Management Program.

b. The AF will waive PALACE CHASE application timeline restrictions outlined in AFI 36-3205, paragraphs 1.3.4. and 1.3.6.2. for the duration of the Force Management Program.

c. Applicants must have the second endorsement of their AF Form 1288 completed with their ARC assignment before applying for a PALACE CHASE transfer.

d. In general, requests to change previously approved PALACE CHASE applications to take advantage of the waivers authorized under this program will not be approved unless it is in the best interest of the Air Force.

e. Regular commissioned officers applying to transfer to a reserve unit must not request a separation date less than 90 days from the date of application. If approved for transfer, this will allow time for the member to be processed for conversion to a reserve commission.

f. Applicants must have less than 18 years Total Active Federal Military Service prior to the effective date of separation from active duty.

g. All other PALACE CHASE application requirements apply (See AFI 36-3205, Table 1.1).

Exclusions:

Members meeting one or more the conditions below are ineligible to apply:

a. Members who have not completed initial skills training.

b. Officers twice deferred for promotion.

c. Members under investigation, under civil charges, pending disciplinary action or pending involuntary discharge.

d. Members under appellate review.

e. Members pending action under the disability evaluation system under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. If a member is subsequently returned to duty, they may apply if otherwise eligible.

f. Members deployed who will not have at least 30 days from the time of deployment return date and their requested separation date.

g. Members tasked for an Indeterminate TDY, AEF deployment or TDY (to include TDY for training in preparation of an Indeterminate TDY or AEF deployment) prior to the release of this PSDM.

Exception: Members may apply if they meet the criteria as outlined in “Guidelines for Officers Deployed/TDY from their Home Station”, paragraph a below.

Guidelines for Members Assigned to Overseas Short Tour Locations:

Eligible members currently assigned to overseas short-tour locations, regardless of tour length or accompanied status, are eligible to apply for waivers under the following conditions:

- a. An applicant's DEROS month must be Sep 10 or earlier to be considered. Curtailment of overseas short tours will not be considered for this program.
- b. Eligible members may apply for a PALACE CHASE waiver as authorized in this attachment (other than PCS) and a separation date effective on the first day of their DEROS month, but no later than 1 Sep 10. DEROS adjustments will not be made.

This only applies to personnel assigned to overseas short tour locations, personnel assigned to long tour locations are eligible to apply regardless of their current DEROS month as long as they meet all other eligibility criteria.

Guidelines for Members Deployed/TDY from their Home Station:

- a. Deployed members are eligible to apply for PALACE CHASE waivers under this program. **However, deployment dates will not be adjusted to accommodate a separation date under this program.** The requested separation date may be no earlier than 30 days after return from deployment, and the requested separation date may be no later than 1 Sep 10. Additionally, separation dates may not be extended beyond 1 Sep 10 to accommodate deployment return dates or terminal leave.
- b. PALACE CHASE applications must be submitted using the on-line web-based application located on the vMPF. If the on-line application is not available, contact the AFPC separation branch at the email address listed below for special instructions.
- c. Applicants must submit applications directly to the home station commander via the on-line web-application through vMPF.

Waiverable ADSCs/Service Commitments and Recoupment Obligation:

The ADSCs listed below may be waived under the expanded PALACE CHASE Program. **Exception:** Officer's in AFS 62E are not eligible for tuition assistance waivers.

ADSC Reason	ADSC Waiver Authorized	Recoupment Required (Notes 1, 2 and 3 apply)
Permanent Change of Station (PCS) and/or DEROS curtailment (Note: Short tour locations are excluded)	18 months (MSgt & SMSgt)	N/A
Tuition Assistance (TA)	Full	No
Technical Training	Full	N/A
Extended Active Duty (ROTC/OTS)	Full	No

Service Academy	Full	No
Post 9/11 GI Bill Transfers to Dependents	Full	No (see note 2)

Notes:

1. All Airmen approved for separation under the Expanded FY10 PALACE CHASE Program are relieved of any recoupment obligation for unearned portion of bonuses, including Career Status Bonus (CSB). Education costs associated with service academy graduation, ROTC scholarships and tuition assistance will not be recouped. Members will not be eligible for additional bonuses in the ARC if they still have a service commitment resulting from their original Active Duty Bonus Program (i.e., the AF will not make double bonus payments for the same reason) acceptance. Recoupment actions for bonuses will be deferred and eventually waived contingent upon successful completion of the PALACE CHASE obligation. Airmen who do not complete the PALACE CHASE commitment, under any circumstances may be required to repay the cost associated with the unserved portion of their previous ADSC.
2. The 4-year ADSC incurred at the time of Post-911 GI Bill transfer may be completed through serving on active duty or the Selected Reserve—not including the Ready Reserve (such as the Individual Ready Reserve, standby Reserve, or retired members of the Armed Forces). For questions regarding the Post-911 GI Bill Transferability, contact the local education center or the Total Force Service Center San Antonio at DSN 665-5000 or commercial 1-800-525-0102.
3. When recoupment is applicable, recoupment will be an amount bearing the same ratio to the total amount or cost provided to the unserved portion of active duty the member agreed to serve.
4. At this time, ADSCs for Developmental Education, AFIT Advanced Academic, and AF-sponsored civilian education are not being waived.

APPLICATION PROCEDURES AND GENERAL GUIDANCE

PALACE CHASE Program Application:

Member:

- a. Applicants will apply via the vMPF voluntary separation on-line application process. Select “**Apply for Voluntary Separation**”, when asked to “Select a Separation Provision”, select “**Palace Chase**” and include “**Expanded FY PALACE CHASE**” in the remarks section. Refer to the Separations PSD Guide for application procedures and instructions at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then under “Military Personnelist” select “Program Guides” and then select “Active Duty PSD Guide”, then “Separations”. Applicants may also contact the Total Force Service Center at DSN 665-5000 or commercial at 1-800-525-0102 for assistance.
- b. Under the Expanded FY10 PALACE CHASE Program, applicants do not need to provide ADSC waiver justification. However, applicants must state in the justification box of their on line application that the request is for the “**Expanded FY 10 PALACE CHASE Program.**”
- c. Applicants must sign the Statement of Understanding at Atch 4 and attach (upload) the statement to their on-line application.

Commander:

a. Unit commanders must make a recommendation in the commander's justification portion of the web-based on-line application for officers. For enlisted, unit commanders must make a recommendation on the AF Form 1288. Note: Following receipt of unit commander endorsement, enlisted applicants must attach the endorsed AF Form 1288 along with their completed AF Form 2631 to their on-line application. Once uploaded into the on-line program, enlisted PALACE CHASE applications are automatically referred to the PALACE CHASE office. Commanders must identify any existing condition that renders the applicant ineligible, i.e., member is pending involuntary discharge, etc., or of conditions in which approval of the requested separation date would not be in the best interest of the Air Force, e.g., member was selected for deployment, etc.

b. Members applying for separation under the Expanded Officer or Enlisted FY10 Force Management PALACE CHASE Program must have their request signed by their unit and/or immediate commander. Officers must also have wing commander or equivalent endorsement. Note: No commander, supervisor, agency, unit or organization is authorized to delay, divert or disapprove applications under this program.

Separation Authority and DD 214 Narrative Reasons:

Officers and Enlisted members approved for separation under the Expanded FY10 Force Management PALACE CHASE Program are approved under AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*. The narrative reason for separation reflected on the DD Form 214, Certificate of Release or Discharge from Active Duty will be "Intradepartmental Transfer".

Requests to Withdraw or Change Separation Date:

a. Withdraw/extend/accelerate approved dates. Requests for acceleration, extension or withdrawal for "Best Interest of the Air Force" for terminal leave, or last-minute job availability will not be favorably considered for the duration of this program. However, if separation on the scheduled date will cause severe hardship for the member or immediate family, member may request to extend, accelerate or withdraw the approved separation date. The request must document in detail the exact nature of the hardship, the reason(s) that it is not common to other Air Force members, and demonstrate the hardship did not exist at the time application was submitted.

b. Promotion Selection. Individuals with approved PALACE CHASE separation dates and subsequently selected for promotion may withdraw their separation to accept the promotion. Members must submit withdrawal requests within 10 workdays after promotion selection notification. The member's separation withdrawal request must be submitted via the on-line web-based application.

Application Status/Contacting AFPC:

AFPC will notify MPS/applicants of approvals/disapprovals via MilPDS update and the on-line web-based application. Request MPSs/applicants refrain from inquiring on status of an application for a minimum of 6 weeks following submission. MPS/applicants may request status via email to the applicable address listed below, or call the Total Force Service Center at DSN 665-5000 or commercial at 1-800-525-0102, or view the status of their separation application through "My Stuff" on the vMPF.

AFPC Action Office:

PALACE CHASE Application Processing: AFPC/DPSOS, E-MAIL:
palacechase@randolph.af.mil, DSN 665-3758.

ATTACHMENT 3

AIR FORCE BLUE TO GREEN INTERSERVICE TRANSFER TO THE ARMY

The Blue to Green Program allows eligible active duty Air Force personnel to transfer to the active duty Army. The procedures outlined in this attachment supersede the provisions for inter-service transfers as outlined in AFI 36-3207, *Separating Commissioned Officers*.

ELIGIBILITY CRITERIA AND EFFECTIVE DATES:

Application Period and Retirement/Separation Effective Dates:

Effective 25 Mar 10 through 30 Jun 10, Officers in the AFSs listed below may apply for transfer. Note: The approved DOS may be on or before 1 Sep 10, however, authorization for transfer expires within 6 months of the contingent approval notification unless an extension is granted through AFPC/DPSOS.

Eligibility Criteria:

- a. Officers in the grade of 2Lt – Capt are eligible to apply for a transfer to the Army.
- b. Enlisted Airmen who do not possess a critical or stressed AFS and/or who are not currently serving in a control AFSC and Zone eligible for a Selective Reenlistment Bonus (SRB) are eligible to apply under this program. **Critical and Stressed AFSs:** 1C2, 1C4, 1N0, 1N1, 1N3, 1T0, 1T2, 1W0X2, 2T3, 3E0, 3E1, 3E2, 3E3, 3E4X1, 3E5, 3E8, 3N0, 3P0, and 6C0. **Note:** Airmen who previously received an SRB and their CAFSC is no longer eligible for an SRB may apply for separation under this program. If approved, the unearned/unserved portion of the SRB will be recouped.
- b. Eligible personnel assigned overseas are may apply for the Blue to Green Program; however their separation date and transfer date to the Army must coincide with their DEROS. DEROS curtailments are not authorized.

Eligible AFSs:

- a. Officers possessing an AFS listed below are eligible to apply under this program.

Core AFS: 13S, 15W, 21A, 21M, 21R, 33S, 38F, 52R (except Catholic Chaplains), 61A, 61B, 61C, 61D, 62E*, 63A, 65F, and 71S. (Note: Lt Cols and below in AFS 62E are not eligible for tuition assistance waivers.)
- b. AFSs may be removed from the eligibility listing with little or no notice. The AF will remove AFSs from consideration when desired force sustainment levels within a particular AFS are reached. Please refer to the AFPC website at: <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then click on the “Force Management” link for the most current listing of eligible AFSs eligible to apply under this program.

Exclusions:

Members meeting one or more the conditions below are ineligible to apply.

- a. Members who have not started, completed, or are currently attending initial skills training are not eligible for this program.
- b. Members with a mandatory date of separation or retirement established by law.
- c. Members notified by their commander (verbally or in writing) that they are under investigation, pending administrative discharge, court-martial charges or action is being considered under the UCMJ.
- d. Members whose discharge is under appellate review.
- e. Members who have declined an assignment, an Indeterminate TDY, or DE, or who declined retainability IAW AFI 36-2110, *Assignments*, provisions.
- f. Members pending action under the disability evaluation system under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. If officer is subsequently returned to duty, they may apply if otherwise eligible.
- g. Members tasked for an Indeterminate TDY or AEF deployment (to include TDY for training in preparation of an Indeterminate TDY or AEF deployment) prior to the release of the PSDM.
Exception: Officers may apply if they meet the criteria as outlined in “Guidelines for Officers Deployed/TDY from their Home Station”, paragraph a below.

Guidelines for Officers Assigned to Overseas Locations:

Members currently assigned to overseas short-tour locations, regardless of tour length or accompanied status, are ineligible to apply for waivers to this program. Members assigned to overseas locations other than a short tour location who have a DEROS month prior to Oct 10 must coordinate their transfer to the Army to be effective on their DEROS month. Members with a DEROS month beyond Sep 10 are not eligible under this program.

Guidelines for Officers Deployed/TDY from their Home Station:

- a. Deployed members are eligible to apply for separation under this program. **However, deployment dates will not be adjusted to accommodate a separation date under this program.**
- b. Separation applications must be submitted using the on-line web-based application located on the vMPF. If the on-line application is not available, contact the OPR listed in the cover letter for special instructions.
- c. The member will submit applications directly to the home station commander via the on-line web application through the vMPF.

Waiverable ADSCs/Service Commitments and Recoupment Obligation:

The ADSCs listed below may be waived under this program. **Exception:** Officer’s in AFS 62E are not eligible for tuition assistance waivers.

	Officer Waiver	Recoupment Required
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ADSC Reason	Authorized	(Note 1, 2 and 3 apply)
Permanent Change of Station (PCS)	18 months	N/A
Tuition Assistance	Full	No
Technical Training	Full	N/A
Extended Active Duty (ROTC/OTS)	24 months	No
Service Academy	36 months	No
Post 9/11 GI Bill Transferability	Full	No (see note 3)

Notes:

1. Recoupment of bonuses: Members transferring to the Army active duty force via the Blue to Green Program are released from any recoupment of unearned portion of Air Force bonuses to include Career Status Bonus (CSB).
2. Recoupment for Education Costs: Education costs associated with Service Academy, ROTC scholarships and tuition assistance will not be recouped from personnel who transfer to the Army provided they fulfill their transfer commitment.
3. The 4-year ADSC incurred at the time of Post-9/11 GIB Bill transfer may be completed through serving on Air Force active duty or active duty in another service. For questions regarding Post-9/11 GI Bill Transferability, contact the local education center or the Total Force Service Center San Antonio at DSN 565-5000 or commercial 1-800-525-0102.
4. At this time, ADSCs for Developmental Education, AFIT Advanced Academic, and AF-sponsored civilian education are not being waived.

APPLICATION PROCEDURES AND GENERAL GUIDANCE

Blue to Green Program Application Procedures:

a. Members will apply via the vMPF on-line voluntary separation application process. Select **“Apply for Voluntary Separation”**, when asked to “Select a Separation Provision”, select **“Transfer to Another Service”**. Refer to the PSD Guide for application procedures and instructions at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, then under “Military Personnelist” select “Program Guides” and then select “Active Duty PSD Guide”, then “Separations”. Applicants may also contact the Total Force Service Center at DSN 665-5000 or commercial at 1-800-525-0102 for assistance.

(1) Applicants must request a DOS of six months from the date of application. Please note this is not a firm date, if the request for transfer to the Army is approved, the actual date of separation is contingent and will depend upon the officer’s date of oath into the Army.

(2) Applicants must sign the Statement of Understanding at Atch 4 and attach (upload) the statement to their on-line application.

(3) Under the Expanded Force Management programs, the AF will not require applicants to provide justification for waiver of ADSCs. However, applicants must state in the “remarks” section of their separation or retirement application that their request is submitted under the “**Expanded FY 10 Blue to Green Program**”.

Application Status / Contacting AFPC:

AFPC will notify applicants of approval/disapproval via system update and the on-line web-based application process. To provide technicians an opportunity to focus on expeditiously processing applications, request MPSs/applicants refrain from inquiring on status of an application for a minimum of 6 weeks following submission. If the MPS/applicant has not received notification of approval/disapproval within 6 weeks of submission, they may request status by email to the applicable address listed below or by calling the Total Force Service Center at DSN 665-5000 or commercial at 1-800-525-0102, or view the status of their separation application through “My Stuff” on the vMPF.

AFPC Action Office:

Separation Application Processing: AFPC/DPSOS, E-MAIL:
dpsos.separations@randolph.af.mil, DSN 665-4778.

ATTACHMENT 4

STATEMENT OF UNDERSTANDING FOR MEMBER APPLYING FOR
RETIREMENT/SEPARATION UNDER THE FORCE MANAGEMENT PROGRAM

- (1) This request is submitted under the Expanded FY 10 Force Management Program.
- (2) I understand application under LADSC Waiver Program does not guarantee approval. **Although a certain Active Duty Service Commitment (ADSC) may be fully or partially waived, there is no guarantee it will be waived.** Approval/disapproval determination will be based on the best interests of the Air Force.
- (3) I will not make any irrevocable commitments assuming approval of this request. This includes, but is not limited to, acceptance of civilian employment, new home purchase, or financial commitments in anticipation of an approved date of retirement/separation, etc. **I understand that any part of the program, or eligibility criteria, may close/change at any time with little or no notice.**
- (4) I understand I may not submit a request to extend my DOS or submit a request to withdraw my retirement/separation application unless I am selected for promotion. If a bonafide hardship reason arises, I may request an extension/withdrawal by providing documentation and evidence to support my hardship request. If submitted, I understand my request may be disapproved.
- (5) I understand that if I retire or separate prior to completing active duty service I agreed to serve for receiving education assistance, special pay or bonus money, I will reimburse the Air Force a percentage of the cost involved unless otherwise specified in this PSDM. Education assistance includes but not limited to such programs as: Armed Forces Health Profession Scholarship Program, Uniformed Services University of the Health Sciences, ROTC College Scholarship, Air Force Academy, Tuition Assistance, Missile Crew Member Education Program, and Air Force Institute of Technology.
- (6) I understand other provisions of law can adjust my approved/pending retirement/separation date.
- (7) I understand that if I am currently enrolled in the Montgomery GI Bill (MGIB) and separate, I must have served at least 30 months of a 3-or-more-years commitment, or at least 20 months of a commitment less than 3 years to be eligible for the MGIB (I will visit my servicing Education Center for additional information).
- (8) I understand that if I elect the Post-9/11 GI Bill and separate, I must have served a minimum of 90 aggregate days of Post-9/11 service to be eligible for the Post-9/11 GI Bill. (I will visit my servicing Education Center for additional information).
- (9) I understand that if I elected to participate in the Post-9/11 Transfer of Benefits option and separate, I may forfeit the transferred benefit and be subject to recoupment by the Department of Veterans Affairs (DVA). (I will visit my servicing Education Center for additional information regarding my specific situation).

Name/Grade

Signature

Date

(FOR OFFICIAL USE ONLY)

ATTACHMENT 5

Protecting Privacy Act and Personal Identifying Information:

Action officers at all levels are reminded to take appropriate measures to protect documents which contain privacy and Personal Identifying Information (PII) prior to arriving at the requesting agency. Once received, security and privacy measures should be taken according to governing instructions, regulations, and directives to protect the information and documents during processing. You are encouraged to take the following measures or precautions as applicable:

- Mail: Consider sending your documents FEDEX or certified mail with return receipt.
- Scan/E-mail/fax: Double check you have the correct scan/e-mail address or fax number and contact the receiving location to confirm receipt.

Active duty, civil service, and contractors that use government equipment to scan/e-mail or fax documentation should review, as a minimum, AFI 33-332, Privacy Act Program, Chapters 7 and 12 and DoD 5400.11-R, Department of Defense Privacy Program. Also review AFI 33-119, Air Force Messaging, Chapter 8, prior to transmission, AFI 33-129, Web Management and Internet Use, and AFI 33-202V21, Network and Computer Security. If using fax, remember to use the AF Form 3227, Privacy Act Cover Sheet with your documents.