

Privacy Act of 1974, AUTHORITY: 10 USC 8012, Secretary of the Air Force powers and duties; delegation by AFI 36-2608, Military Personnel Records System. Information from this system of records may be disclosed for any use of the Air Force. Furnishing this information is mandatory. If you do not give the required information, it will not be possible to process your

Reenlistment Worksheet

Name (Last, First, Full Middle Name): _____

Rank: _____ Last 4 SSN: _____ Circle Unit: 470th ABS / NATO AWACS __

Duty Phone: _____ CAFSC: _____ Reason for Reenlisting: _____

Projected Reenlistment Date: _____ (See note 1.)

Number of Years: _____ (See note 2.)

Reenlistment Counseling:

Initials:

_____ I understand I should wait 10 days after projecting reenlistment before reenlisting. This will allow time to process all required actions and help prevent pay and allotment discrepancies.

_____ I have read the "Article 137 UCMJ Briefing Slides". CSS representative witness _____

_____ I understand I can sell leave on any reenlistment, not to exceed 60 days in my career.

_____ I have been counseled regarding my SRB entitlement and obligated service, as well as termination and recoupment policies. (See note 3.)

_____ I understand I cannot be on leave during my reenlistment date. (See note 4)

Note 1. Airmen should request reenlistment at least ten days prior to their desired reenlistment date. Additional notice may be required depending on the circumstances i.e., authorization to receive a Selective Reenlistment Bonus (SRB). **-Personnel Services Delivery Guide dated 21 May 2012 Page 5, paragraph 1.**

Note 2. The minimum TOE is four years unless the Airman has more than 24 months of obligated service or is reenlisting to reach their High Year Tenure (HYT). The reenlistment years with combined obligated service will never exceed 72 months. Airmen may only reenlist for 6 years if they are within 29 calendar days or less of date of separation (DOS). Airmen may also reenlist for 5 years only, if they have 12 months or less of obligated service. The TOE may not exceed the Airman's HYT month for Senior Airman (SrA) or HYT plus 1 month for Staff Sergeant (SSgt) and above. Airmen do not have the option to add additional months to the reenlistment contract. See AFI 36-2606 for further guidance.

Note 3. SRB termination also requires recoupment of the percentage representing the unserved part of the additional obligated service. Commanders cannot authorize termination without recoupment. Airmen must remain technically qualified for effective performance in the SRB skill and complete the full term of enlistment or extension of enlistment in the SRB skill. Failure to do so may result in termination and recoupment. SRB termination/recoupment/repayment will be processed as outlined in the DoDFMR Volume 7A, Chapter 2. Airmen disqualified from SRB-authorized AFSCs will have their future payments terminated and recouped, if applicable IAW the DoDFMR.

Air Force Instruction 36-2606 Paragraph 4.16 and 4.17

Note 4. Airmen must reenlist at their home station unless they are absent due to deployment, hospitalization or are in a pipeline status (school, overseas returnee, etc). Airmen must be present for duty and will not reenlist while on leave, while in a separation status or after departing their unit of assignment on terminal leave for separation.

Air Force Instruction 36-2606 Paragraph 5.7

Date: _____ Member's Signature: _____

Date: _____ CSS Representative's Signature: _____

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****FOR CSS USE ONLY****

SRB AUTH (YES/NO): _____ **SRB ZONE:** _____ **SRB MULT:** _____

Selling Leave: YES/NO **Date Contract Sent to Finance after DFAS cleared:** _____

Verify there is a CJR in the system for FTA. No CJR, No reenlistment

DATE 901 PICKED UP: _____

DATE 901 RETURNED: _____

DATE DD 4/2 PICKED UP: _____

DATE 4/2 RETURNED: _____

DATE UPDATED IN MILPDS: _____

DATE VERIFIED DFAS: _____

DATE CMS OPENED: _____

CMS CASE #: _____

DATE A/O SIGNED: _____

DATE DOCS MAILED TO AFPC : _____

ADDITIONAL REMARKS:
