

SECTION K. RETIREMENT IN LIEU OF ADMINISTRATIVE / JUDICIAL ACTION

GENERAL INFORMATION:

Airmen facing administrative/judicial action i.e., demotion, administrative discharge and court-martial action may apply for retirement in lieu of the action if otherwise eligible.

1. [AFI 36-3203](#), table 2.2, rules 11-18 outline the waiverable items:
 - a. Rule 11 – Involuntary Discharge ([AFI 36-3208](#))
 - b. Rule 12 - Involuntary separation, demotion, or dropped from rolls
 - c. Rule 13 – Default with respect to public funds
 - d. Rule 14 – Serving under a suspended court-martial sentence
 - e. Rule 15 – Serving under court-martial charges and trial has not begun
 - f. Rule 16 – Under summary, special, or general court-martial sentence
 - g. Rule 17 – Under civil charges that could result in and administrative discharge
2. Retirement applications are completed outside the vMPF; as a minimum, the package should include the Airman's:
 - a. Completed AF IMT 1160.
 - b. Written justification to support the Airman's request to retire.
 - c. Copies of all performance reports.
 - d. Copies of all decorations and citations
 - e. Copy of the UIF, if applicable, including summary and contents.
 - f. Complete documentation on the administrative/judicial action.
 - g. Request for an ADSC waiver, if applicable.
3. Each of the following offices reviews and makes a recommendation on the retirement request: **NOTE:** MAJCOMs may require NAF coordination before their review:
 - a. Unit commander
 - b. Base legal office
 - c. Wing commander
 - d. MAJCOM/A1 (Review and facilitate endorsements)
 - e. MAJCOM/JA
 - f. MAJCOM/CC or CV

NOTE: Airmen on appellate leave may apply for retirement in lieu of discharge when otherwise eligible. HQ AFSFC/SFCT assists the Airmen in preparing the retirement applications. For Airmen on appellate leave for 12 months or more, base-level review is not required. In these cases, HQ AFSFC/SFCT sends the packages directly to the MAJCOMs for review before they are sent to the appropriate agency for processing. When a Airman on appellate leave submits a retirement application HQ AFSFC notifies HQ AFPC/DPSOR and

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.

HQ AFLOA/JAJM.

4. Once the coordination is complete, the MAJCOM forwards the package for review to:

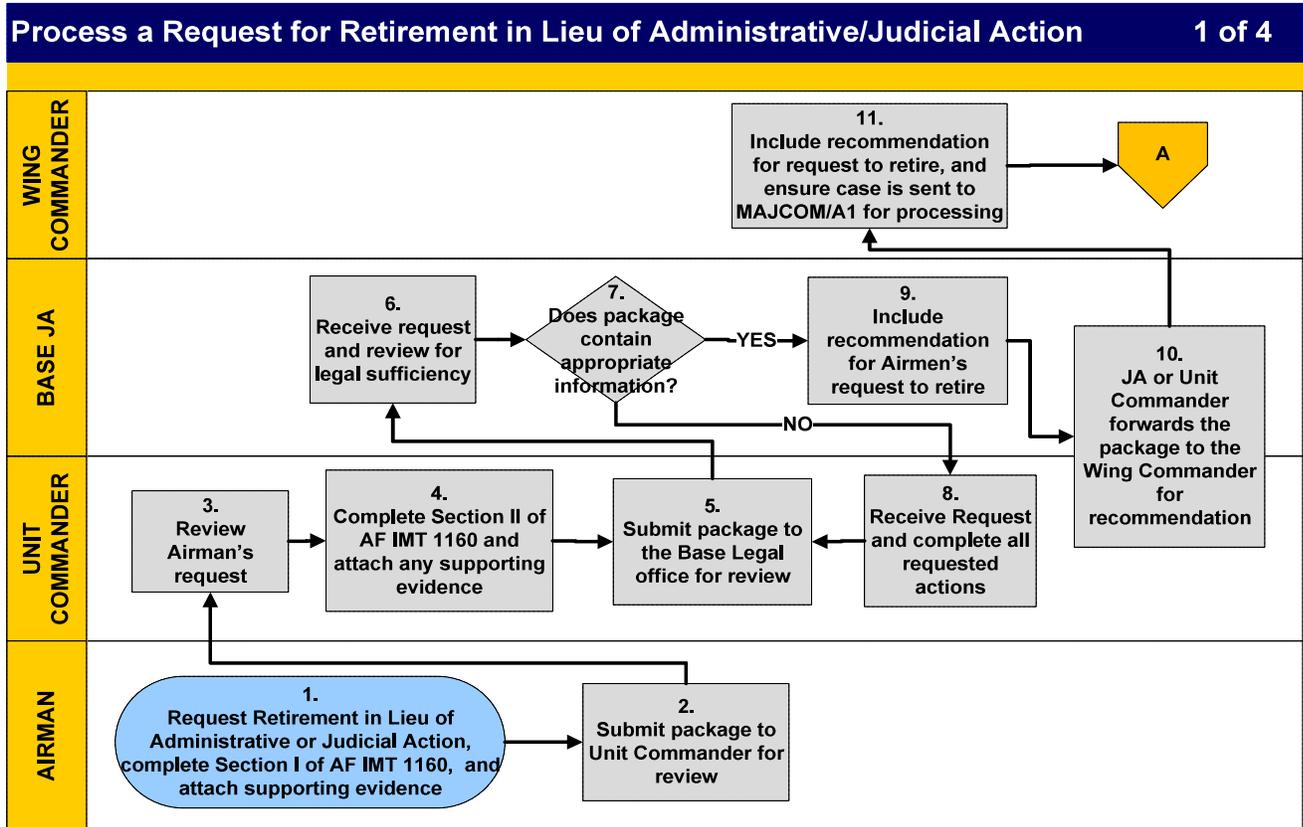
- HQ AF/DPO - Colonel(s) and Colonel-selects
- HQ AF/DPE - CMSgt(s) and CMSgt-selects
- HQ AFPC/DPSOR - Lt Colonel(s) and below and SMSgt(s) and below

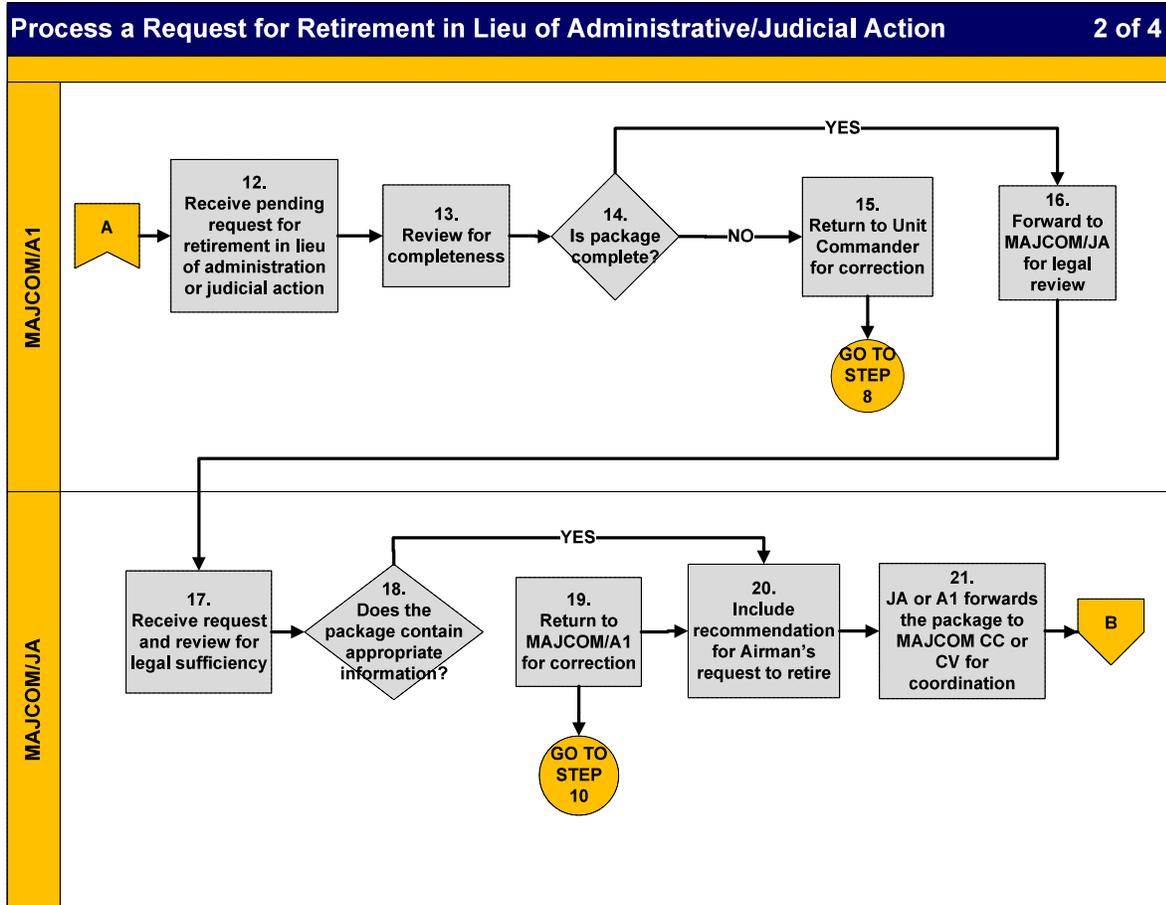
The agency reviews the package for completeness, ensures the Airman is eligible to apply for retirement under one of these options, scans and emails the package to SAFPC for a decision.

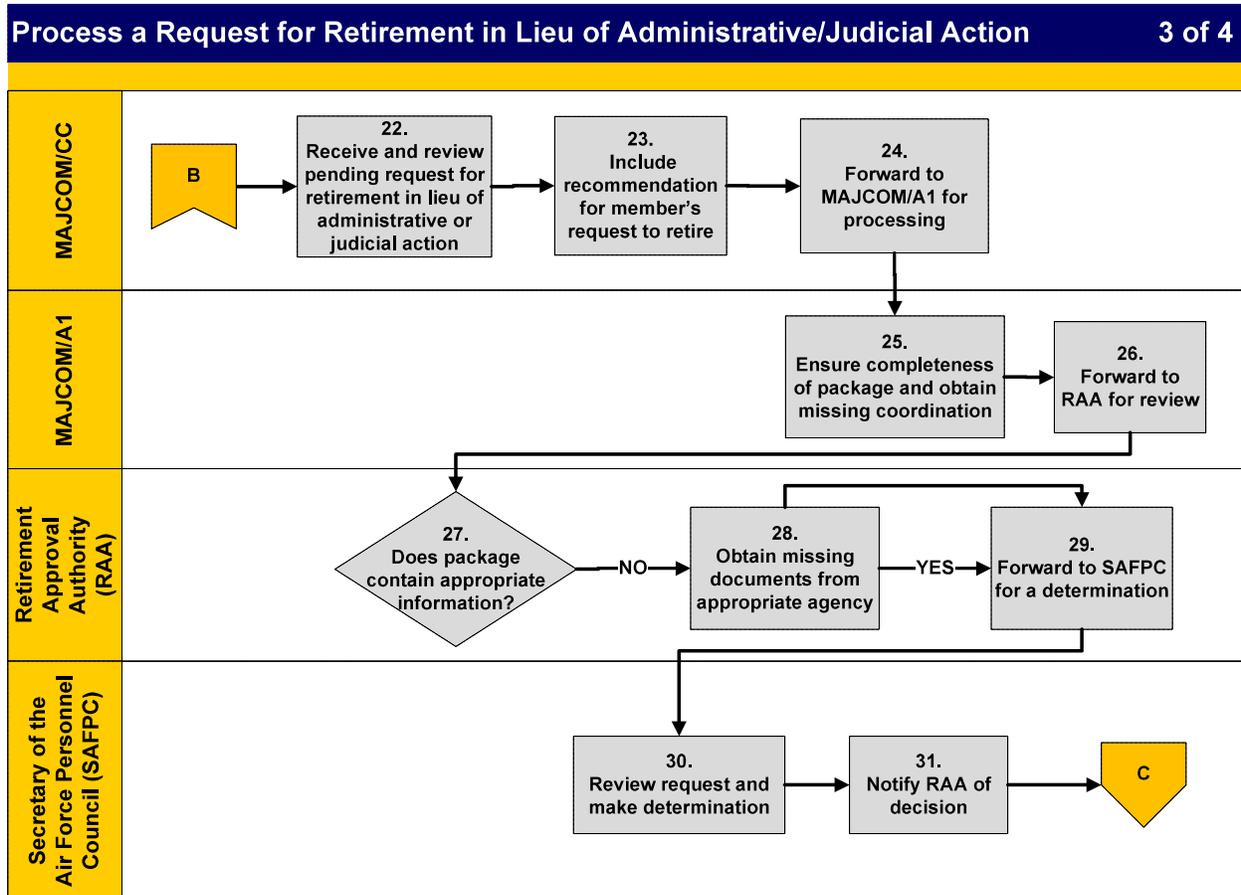
5. Upon receipt of the SAFPC decision memorandum, HQ AF/DPO, HQ AF/DPE, or HQ AFPC/DPSOR, as appropriate, notifies the MAJCOM/A1 and unit commander of the decision. If approved, the appropriate agency coordinates with the unit commander and Airman to establish a retirement date which allows sufficient processing and PTDY/terminal leave time but will retire the Airman as quickly as possible.

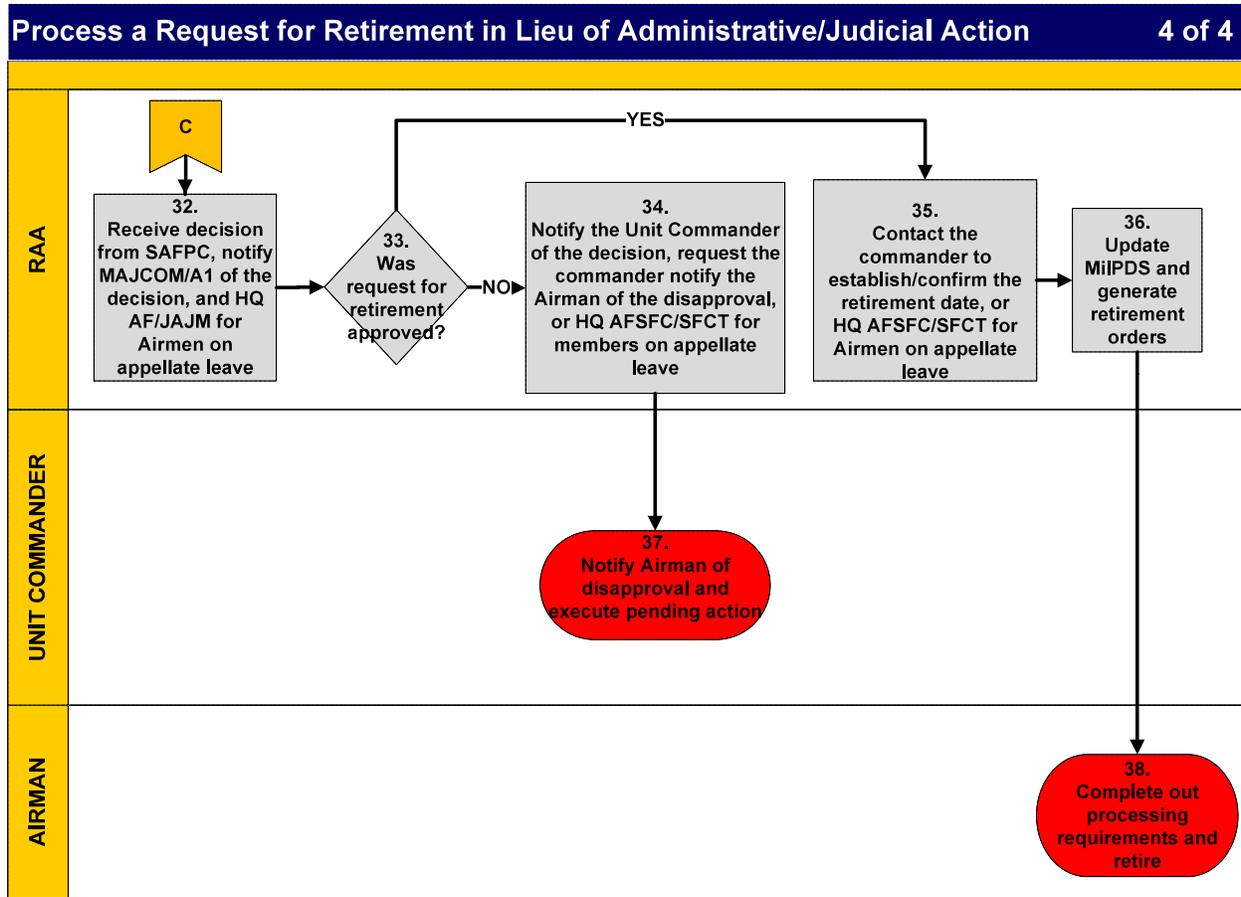
6. If the action involves an enlisted Airman who was demoted, a Satisfactory Service Determination is made by SAFPC at the same time the retirement is considered. If the action involves an officer, an Officer Grade Determination is made by SAFPC as well. All required documents for this determination must be included with the package when forwarded to HQ AF/DPO; HQ AF/DPE or HQ AFPC/DPSOR.

NOTE: For Airmen on appellate leave, the MAJCOM returns the package to HQ AFSFC/SFCT. HQ AFSFC/SFCT notifies HQ AFPC/DPSOR and HQ AFLOA/JAJM when a package is received from the MAJCOM and forwards the package for review to HQ AF/DPO, HQ AF/DPE or HQ AFPC/DPSOR. The agency ensures the Airman is eligible to apply for retirement and contacts HQ AFLOA/JAJM to determine the status of appellate review. Once appellate review is complete, the agency forwards the package to SAF PC for a decision.









PROCESSING REQUEST FOR RETIREMENT IN LIEU OF ADMINISTRATIVE / JUDICIAL ACTION NARRATIVE		
STEP	ACTION OWNER	NARRATIVE
1	Airman	Request Retirement in Lieu of Administrative or Judicial Action. Prepare Section I of the AF IMT 1160, Military Retirement Actions , and attach supporting documentation to justify retirement in lieu of pending action.
2	Airman	Forward Request. Forward the request to the unit commander for review and coordination.
3	Unit Commander	Review Request. Review request for completeness.
4	Unit Commander	Provide Recommendation. Complete Section II of the AF IMT 1160 and attach any supporting documentation regarding pending action. See AFI 36-3203 , Service Table 2.2.
5	Unit Commander	Obtain Legal Review. Submit package to the base legal office for review.
6	Base JA	Review for Legal Sufficiency. Review request for legal sufficiency.
7	Base JA	Is Package Complete? If Yes, GO TO STEP 9 . If No, GO TO STEP 8 .
8	Unit Commander	Obtain Missing Documentation. Take required corrective action. GO TO STEP 5 .
9	Base JA	Prepare Recommendation. Include recommendation for Airman's request to retire.
10	Base JA / Unit Commander	Forward to Wing Commander. Forward request to the wing commander for coordination.
11	Wing Commander	Prepare Recommendation. Include recommendation for Airman's request to retire. Ensure the unit commander or the MPS forwards to the MAJCOM/A1 for further processing.
12	MAJCOM/A1	Receive Request. Receive request from base level.
13	MAJCOM/A1	Review for Completeness. Review request to ensure all agencies have coordinated.
14	MAJCOM/A1	Is Package Complete? If Yes, GO TO STEP 16 . If No, GO TO STEP 15 .
15	MAJCOM/A1	Return for Missing Documentation. Return to unit commander for corrective action. GO TO STEP 8 .

16	MAJCOM/A1	Obtain Legal Review. Submit package to MAJCOM/JA for review.
17	MAJCOM/JA	Review for Legal Sufficiency. Review request for legal sufficiency.
18	MAJCOM/JA	Is Package Complete. If Yes, GO TO STEP 20. If No, GO TO STEP 19.
19	MAJCOM/JA	Return for Missing Documentation. Return to MAJCOM/A1 for correction. GO TO STEP 15.
20	MAJCOM/JA	Prepare Recommendation. Include recommendation for Airman's request to retire.
21	MAJCOM/JA or A1	Forward to MAJCOM Commander. Forward the request to the MAJCOM CC or CV for coordination. NOTE. MAJCOM/A1 may provide the recommendation on behalf of the MAJCOM/CC/CV
22	MAJCOM/CC	Receive Request for Retirement. Review request for retirement in lieu of administrative/judicial action.
23	MAJCOM/CC	Prepare Recommendation. Include recommendation for Airman's request to retire.
24	MAJCOM/CC	Forward for Processing. Forward to MAJCOM/A1 for further processing.
25	MAJCOM/A1	Review for Completeness. Review request to ensure all agencies have coordinated. Obtain missing documentation.
26	MAJCOM/A1	Forward for Processing. Forward to the Retirement Approval Authority (RAA), i.e., HQ AF/DPO for Colonels or Colonel-selects, HQ AF/DPE for CMSgt(s) or CMSgt selects, or HQ AFPC/DPSOR for Lt Cols and below, or SMSgt(s) and below for processing. For cases involving Airmen on appellate leave, forward to AF AFSFC/SFCT for processing.
27	RAA	Is Package Complete? If Yes, GO TO STEP 29. If No, GO TO STEP 28.
28	RAA	Obtain Missing Documentation. Take corrective action as necessary.
29	RAA	Forward for Determination. Forward package to SAFPC for decision.
30	SAFPC	Review Request for Retirement. Review the request and make a determination.
31	SAFPC	Notify RAA. Notify RAA of decision on retirement. If necessary, include decision on Satisfactory Service Determination (if enlisted Airman was demoted) or Officer Grade Determination (if applicant is an officer).
32	RAA	Receive Decision. Receive the decision from SAFPC, notify MAJCOM/A1 of decision, and HQ AFLOA/JAJM for Airmen on appellate leave. NOTE. Notify HQ AFLOA/JAJM for cases involving Airmen on appellate leave.
33	RAA	Was Request for Retirement Approved? If No, GO TO STEP 34. If Yes, GO TO STEP 35.
34	RAA	Notify Unit Commander/Airman of Disapproval. Notify the unit commander of the decision, request the commander to advise the Airman of the disapproval and HQ AFSFC/SFCT for Airmen on appellate leave.

35	RAA	Notify Unit Commander/Airman of Approval. Notify the unit commander of the decision and request the commander advise the Airman of approval, or HQ AFSFC/SFCT for Airmen on appellate leave. Request the commander establish/confirm the Airman's retirement date. NOTE: Ensure the retirement date becomes effective as soon as possible, but allow sufficient time for processing, and if approved, permissive TDY and terminal leave.
36	RAA	Update MilPDS. Update approval in MilPDS and generate the Airman's retirement order.
37	Unit Commander	Notify Airman of Disapproval. Notify the Airman of the disapproval and execute pending action as appropriate.
38	Airman	Complete Out-processing. Complete retirement out-processing actions as appropriate.