

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

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Personnel**



**RETENTION DETERMINATIONS FOR NON-  
DEPLOYABLE SERVICE MEMBERS**

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This publication implements Air Force Policy Directive (AFPD) 36-32, *Military Retirements and Separations*, and supplements guidance in Department of Defense Instruction (DoDI) 1332.45, *Retention Determinations for Non-Deployable Service Members*. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Space Operations for Personnel (SF/S1), and the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Department of the Air Force (DAF) Personnel. This publication may be supplemented at any level; all Major Command (MAJCOM) or Field Command (FLDCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The DoDI is printed word-for-word in regular font without editorial review. AF supplementary material is printed in bold font and indicated by “**(Added)(DAF)**.” This Supplement provides DAF guidance for the retention determination of DAF members who are non-deployable. This publication provides guidance and procedures to all DAF personnel including the Regular Air Force (RegAF), the United States Space Force (USSF), Air Force Reserve (AFR), and the Air National Guard (ANG). Only ANG personnel serving on active duty IAW 10 USC 10211, *Policies and regulations: participation of Reserve officers in preparation and administration* and 12310, *Reserves: for organizing, administering, etc., reserve components* are covered by instructions in this publication. Refer recommended changes or comments about this publication to the OPR through appropriate channels, using DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.



## DoD INSTRUCTION 1332.45

### RETENTION DETERMINATIONS FOR NON-DEPLOYABLE SERVICE MEMBERS

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
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<b>Incorporates and Cancels:</b>	Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "DoD Retention Policy for Non-Deployable Service Members," February 14, 2018
<b>Approved by:</b>	Robert L. Wilkie, Under Secretary of Defense for Personnel and Readiness (Added)(DAF) SAF/MR
<b>Change 1 Approved by:</b>	Virginia S. Penrod, Acting Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance:

- Establishes policy, assigns responsibilities, and provides direction for retention determinations for non-deployable Service members.
- Provides guidance and instructions for reporting deployability data for the Total Force.

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	4
1.1. Applicability .....	4
1.2. Policy .....	4
1.3. Information Collections .....	4
1.4. Summary of Change 1.....	4
SECTION 2: RESPONSIBILITIES .....	6
2.1. Under Secretary of Defense for Personnel and Readiness (USD(P&R)) .....	6
2.2. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)) .....	6
2.3. Assistant Secretary of Defense for Health Affairs.....	6
2.4. Secretaries of the Military Departments .....	6
2.5. <b>(Added)(DAF)</b> Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).....	7
2.6. <b>(Added)(DAF)</b> Deputy Chief of Staff for Manpower, Personnel, and Services.....	7
2.7. <b>(Added)(DAF)</b> The Air Force Surgeon General.....	7
2.8. <b>(Added)(DAF)</b> The Air Force Personnel Center (AFPC).....	8
2.9. <b>(Added)(DAF)</b> Commanders.....	8
SECTION 3: PROCEDURES .....	9
3.1. Tracking.....	9
3.2. Reporting.....	9
3.3. Deployable with Limitations.....	10
3.4. Training and Transient.....	10
a. Initial Entry Training.....	10
b. Cadets and Midshipman.....	11
c. All Other Training.....	11
d. Transient .....	11
3.5. Temporary Non-Deployable Categories .....	11
a. Medical.....	11
b. Legal .....	12
c. Administrative.....	12
3.6. Permanent Non-Deployable Categories.....	13
a. Medical.....	13
b. Administrative.....	14
c. Approved for Retention.....	14
3.7. IMR Deficits .....	15
a. Overdue PHA .....	15
b. Dental Readiness (Dental Class 3).....	15
c. Overdue Dental Screening (Dental Class 4) .....	15
d. Additional IMR Categories.....	15
3.8. Prioritization of Service Members by Category .....	15
a. Deployed .....	15
b. Deployable with Limitations.....	15
c. Approved for Retention.....	16

d. Permanent Non-Deployable.....	16
e. Training and Transient .....	16
f. Temporary Non-Deployable.....	16
g. IMR Deficits .....	17
SECTION 4: RETENTION DETERMINATION.....	18
4.1. Retention Authority for Non-Deployable Service Members .....	18
4.2. Retention Determination.....	18
4.3. Special Categories.....	21
SECTION 5: AUTHORITIES FOR SEPARATIONS AND RETIREMENTS.....	23
GLOSSARY.....	24
G.1. Acronyms .....	24
G.2. Definitions.....	24
REFERENCES .....	26

## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

It is DoD policy that:

a. To maximize the lethality and readiness of the joint force, all Service members are expected to be deployable.

b. Service members who are considered non-deployable for more than 12 consecutive months will be evaluated for:

(1) A retention determination by their respective Military Departments.

(2) As appropriate, referral into the Disability Evaluation System (DES) in accordance with DoD Instruction (DoDI) 1332.18 or initiation of processing for administrative separation in accordance with DoDI 1332.14 or DoDI 1332.30. This policy on retention determinations for non-deployable Service members does not supersede the policies and processes concerning referral to the DES or the initiation of administrative separation proceedings found in these issuances.

c. Implementation for this policy is October 1, 2018.

d. **(Added)(DAF)** DAF policy is established in AFPD 36-32.

### **1.3. INFORMATION COLLECTIONS.**

The Monthly Non-deployable Report, referred to in Paragraph 3.2. of this issuance, has been assigned report control symbol DD-P&R(M) 2671 in accordance with the procedures in Volume I of DoD Manual 8910.01. The expiration date of this collection is listed in the DoD Information Collections Website at [https://www.esd.whs.mil/Directives/collections\\_int/](https://www.esd.whs.mil/Directives/collections_int/).

### **1.4. SUMMARY OF CHANGE 1.**

The changes to this issuance:

a. Reflect updates to reporting tracking procedures (Paragraph 3.1. of this issuance) and timelines (Paragraph 3.2. of this issuance).

- b. Provide additional clarity for reporting temporary non-deployable categories (Paragraph 3.5. of this issuance) and individual medical readiness (IMR) deficits (Paragraph 3.7. of this issuance).
- c. Update the formatting according to new issuance template guidelines.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).**

The USD(P&R) establishes and oversees policy on retention determinations for non-deployable Service members.

### **2.2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

- a. Develops policy on the retention of non-deployable Service members.
- b. Monitors the implementation of this guidance.
- c. Tracks the number of non-deployable Service members and those non-deployable Service members retained in military service and the justification for such retention, in accordance with Section 3 of this issuance.

### **2.3. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS.**

Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Health Affairs:

- a. Develops policy recommendations to the USD(P&R) for uniform retention medical standards in coordination with the Secretaries of the Military Departments.
- b. Provides oversight of related medical policies and programs.

### **2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.**

The Secretaries of the Military Departments:

- a. Will:
  - a. Determine the deployability status of Service members.
  - b. Make retention determinations consistent with this issuance for Service members who have been non-deployable for more than 12 consecutive months.
  - c. Submit monthly reports identifying the number of non-deployable Service members for all components within their Departments to the Office of the USD (P&R) in accordance with Paragraph 3.2. of this issuance.

d. Monitor compliance with requirements established in DoDI 6025.19 to ensure required evaluations, assessments, and other medically related actions are accomplished to improve individual and overall unit readiness.

b. May:

a. Retain in service those Service members whose period of non-deployability exceeds the 12 consecutive month limit in Paragraph 1.2. of this issuance if determined to be in the best interest of the Military Service.

b. Delegate the authority in Paragraph 2.4.(b)(1) of this issuance to retain in service those Service members whose period of non-deployability exceeds the 12 consecutive month limit. Such a delegation must be in writing, and may only be made to Presidentially Appointed, Senate-Confirmed officials; Senior Executive Service members; or general/flag officers serving at the Military Department or Service headquarters.

c. Initiate administrative separation processing, or referral to the DES, as appropriate, prior to a non-deployable Service member being in a non-deployable status for 12 months when the Military Service determines there is a reasonable expectation that the reason will not be resolved and the Service member will not become deployable.

## **2.5. (Added)(DAF) ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS) (SAF/MR).**

a. (Added)(DAF) SAF/MR, is responsible for ensuring the reports of Total Force deployability are sent to the Office of the Secretary of Defense (OSD).

## **2.6. (Added)(DAF) DEPUTY CHIEF OF STAFF FOR MANPOWER, PERSONNEL, AND SERVICES.**

a. (Added)(DAF) The Deputy Chief of Staff for Manpower, Personnel, and Services in collaboration with the Deputy Chief of Space Operations for Personnel (SF/S1), Chief of Air Force Reserve, the Director of the Air National Guard (NGB/CF), and the Deputy Assistant Secretary of the Air Force, Force Management Integration:

(1) (Added)(DAF) Will provide reports on Total Force deployability in accordance with DoDI 1332.45, and advise DAF leadership on metrics, trends, and corresponding personnel-based recommendations.

(2) (Added)(DAF) Will facilitate the submission of positions through SAF/MR to the Secretary of Defense for which the occupants should be exempt from the requirement for a retention determination in accordance with paragraph 4.2.1 of this publication.

(3) (Added)(DAF) Will provide advisories to the Secretary of the Air Force Personnel Council for Airmen/Guardians within their respective chains of command and components as needed.

## **2.7. (Added)(DAF) THE AIR FORCE SURGEON GENERAL.**

a. (Added)(DAF) The AF Surgeon General, in collaboration with the AFRC Surgeon



General, and the ANG Surgeon General:

(1) **(Added)(DAF)** Will advise DAF leadership on medically related wartime mission capability issues and trends, and provide corresponding recommendations aimed at ensuring the maximum number of wartime mission-capable Total Force Airmen.

## **2.8. (Added)(DAF) THE AIR FORCE PERSONNEL CENTER (AFPC).**

a. **(Added)(DAF)** The Air Force Personnel Center, in collaboration with the AFR and the National Guard Bureau:

(1) **(Added)(DAF)** Will develop processes for identifying Airmen/Guardians who meet the criteria described in this publication and deliver the data to commanders.

(2) **(Added)(DAF)** Will publish Total Force execution guidance for this publication.

## **2.9. (Added)(DAF) COMMANDERS.**

a. **(Added)(DAF)** Will monitor Airmen/Guardians' wartime mission-capable status, and ensure Airmen/Guardians are aware of their status and potential corresponding retention determination actions.

b. **(Added)(DAF)** Will ensure Airmen/Guardians have the training, equipment, time, and resources needed to maintain wartime mission-capable status. This includes authorizing Airmen/Guardians time to participate in physical fitness training, as stated in Department of the Air Force Manual (DAFMAN) 36-2905, *Department of the Air Force Physical Fitness Program*, and to complete medical requirements during the duty day.

c. **(Added)(DAF)** Will use written feedback, counseling, and performance evaluation to communicate wartime mission requirements and to document an Airman/Guardian's failure to comply with those requirements. **(T-0)**.

d. **(Added)(DAF)** Will evaluate Airmen/Guardians for:

- (1) **(Added)(DAF)** Referral into the Disability Evaluation System; or
- (2) **(Added)(DAF)** Initiation of administrative separation; or
- (3) **(Added)(DAF)** A retention determination.

## SECTION 3: PROCEDURES

### 3.1. TRACKING.

a. The Military Departments will monitor and track the number of Service members by Military Service that are:

(1) Non-deployable in accordance with the categories established in Paragraphs 3.5. and 3.6. of this issuance.

(2) Deployable with limitations in accordance with Paragraph 3.3. of this issuance.

(3) Deployable but have IMR deficits in accordance with Paragraph 3.7. of this issuance.

(4) In training or in a transient status in accordance with the category defined in Paragraph 3.4. of this issuance.

b. To ensure accurate and consistent accounting across the DoD, Military Services will account for Service members in only one category.

(1) If a Service member can be accounted for in more than one category, the Service member will be counted only once and in the category with the highest priority listed in accordance with Paragraph 3.8. of this issuance.

(2) This restriction does not apply to Service members who may also be counted as IMR deficits in accordance with Paragraph 3.7. of this issuance. In addition to the categories listed in Paragraphs 3.3. through 3.6. of this issuance, Service members with IMR deficits will also be counted in accordance with Paragraph 3.8.g. of this issuance.

### 3.2. REPORTING.

a. The Secretaries of the Military Departments will report to the ASD (M&RA) the number of non-deployable personnel (and other categories as provided in this section) for all Military Services, and their respective components, on a monthly basis.

a. The format for the Monthly Non-deployable Report can be found at <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

b. Reports are due **no later than** the 20th of each month with data current as of the last day of the previous month. For example, the May Non-deployable Report is due by June 20th with non-deployable data as of May 31st. Reports will be accepted earlier if available.

b. The number of non-deployable Service members is reported by categories, either temporary or permanent, and grouped into medical, legal, or administrative sub-categories. Each sub-category is further broken down to account for the specific reasons or conditions that make a Service member non-deployable.

c. The number of Service members who are deployable with limitations, in accordance with

Paragraph 3.3. of this issuance, will be categorized separately on the monthly report. Such Service members are not to be counted in the non-deployable populations.

d. The number of Service members who require urgent or emergent dental treatment for dental readiness (Dental Class 3), are overdue for annual dental screening (Dental Class 4), or are overdue for a Periodic Health Assessment (PHA) are reported as IMR Deficits in accordance with Paragraph 3.7. of this issuance. Such Service members are not counted in the non-deployable populations.

e. The number of Service members who are in a training or transient status are reported in one of the four categories listed in Paragraph 3.4. of this issuance.

### **3.3. DEPLOYABLE WITH LIMITATIONS.**

Service members with a medical condition that requires additional medical screening, or Combatant Command approval prior to deployment outside the continental United States, will be categorized as Deployable with Limitations. This includes, but is not limited to, conditions referred to in DoDI 6490.07.

### **3.4. TRAINING AND TRANSIENT.**

The Training and Transient category provides a means to track the human resources necessary to maintain a healthy force, within current end strength constraints. This category contains Service members who are not immediately ready for deployment and fall into one of the following four categories:

#### **a. Initial Entry Training.**

These Service members are:

a. Enlisted Service members at recruit training, initial skill training, and other proficiency or developmental training accomplished before moving to the member's first permanent duty assignment. This includes all in-transit time commencing upon entry into active service, through completion of the final course of initial entry training that terminates enlisted trainee status.

b. Enlisted trainees who enter officer candidate school, officer training school, and Service academy preparatory school following enlistment on active duty. These members will be considered:

- (1) Enlisted trainees from initial entry on active duty until commissioning.
- (2) Upon commissioning, officer accession students will remain in the initial entry training category for any subsequent initial entry training, or until they begin travel to their first permanent duty assignment.

c. Officers at officer basic courses, and all initial skill and proficiency training taken before travel to the Service member's first permanent duty assignment. This includes all in-transit time from entry on active duty until completion of the last initial entry course of

instruction.

d. Reserve Component (RC) Service members (enlisted and officer) who enter the Ready Reserve and are awaiting initial entry training.

**b. Cadets and Midshipman.**

These are individuals currently attending the U.S. Military Academy, the U.S. Air Force Academy, or the U.S. Naval Academy. In accordance with Section 115 of Title 10, United States Code (U.S.C.), cadets and midshipman are counted in the active duty end strength for their respective Service, but by policy are non-deployable while attending school.

**c. All Other Training.**

These are Service members who are attending training that is 20 weeks or more in length, and is conducted after their initial entry training. Examples include Command and Staff Colleges, Senior Service College, the United States Army Sergeants Major Academy, medical residencies, and all other post-graduate professional education opportunities.

**d. Transient.**

These are Service members who are not available for duty while executing permanent change of station orders at the time of the report. This category does not include military personnel who are:

- a. On temporary duty for training between permanent duty stations, or;
- b. Moving between entry-level courses of instruction, specifically Service members who have departed from one duty station and are in transit but have not yet reported for duty at the next permanent duty station.

**3.5. TEMPORARY NON-DEPLOYABLE CATEGORIES.**

**a. Medical.**

Service members are considered temporarily non-deployable for one of three reasons:

**a. Patient.**

In accordance with DoDI 1120.11, Service members who are hospitalized and are projected to heal, recover, and return to full duty in less than 12 months are temporarily non-deployable.

**b. Medical Condition That Limits Full Duty.**

Service members who have temporary profiles or are in limited duty status are counted as temporarily non-deployable. Light duty will not be reported as non-deployable unless the duration exceeds 30 days, with discretion given to the medical officer to extend light duty status for up to 60 days, making light duty no longer than 90 days for conditions expected to recover or stabilize within that time. Service members who are considered to be classified as light duty are

considered deployable and expected to be able to deploy, at the local commander's discretion, despite the medical condition causing their light duty status.

**c. Pregnancy (including post-partum).**

Service members who are pregnant or in the post-partum phase are temporarily non-deployable. The post-partum phase ranges from 6 to 12 months after childbirth for female Service members and is determined by individual Service policy.

**b. Legal.**

Service members are considered temporarily non-deployable for one of two reasons:

**a. Prisoner.**

Service members convicted by civilian or military authorities and sentenced to confinement of more than 30 days, but for 6 months or less, are temporarily non-deployable. Service members confined for more than 6 months are not included in end strength numbers and will not be included in the monthly non-deployability report.

**b. Legal Action.**

Service members who are under arrest, confined 30 days or less, pending military or civil court action, under investigation, a material witness, on commander directed hold, pending non-judicial punishment action under Section 815 of Title 10, U.S.C., also known as Article 15 of the Uniformed Code of Military Justice (UCMJ), or pending discharge based on action under the UCMJ are temporarily non-deployable.

**c. Administrative.**

These Service members are considered temporarily non-deployable for one of eight reasons:

**a. Absent Without Leave or Unauthorized Absence.**

Service members who are absent without leave, as defined in Section 886 of Title 10, U.S.C., also known as Article 86 of the UCMJ, will be considered as temporarily non-deployable.

**b. Family Care Plan.**

In accordance with DoDI 1342.19, Service members required but failing to have a family care plan in place are temporarily non-deployable.

**c. Adoption.**

Service members who are single parents or one member of a dual military couple and are adopting a child are temporarily non-deployable. They are non-deployable for at least 6 months after the child is placed in the home, or longer dependent on the administrative stabilization period prescribed by the jurisdiction in which the adoption occurred.

**d. Service Member Under 18.**

Service members who are not yet 18 years of age are temporarily non-deployable. The Child Soldier Prevention Act of 2007 prohibits Service members under the age of 18 from taking part in hostilities as a member of governmental armed forces.

**e. Humanitarian Assignment.**

Service members assigned to a location to provide support to a family member are temporarily non-deployable. These Service members typically receive 12 to 24 months stabilization by Military Service policy.

**f. Service Discretion.**

Military Services may designate Service members temporarily non-deployable when the previous categories do not apply. Examples include:

- (1) Simultaneous Membership Program or Officer Candidate School.
- (2) Education stabilization; mobilization deferral for affiliation after release from Active Component.

**g. Pending Administrative Separation.**

Service members being processed for administrative separation are temporarily non-deployable.

**h. Unsatisfactory Participants or Administrative Action Pending (RC Only).**

Service members who are determined to be unsatisfactory participants (defined in DoDI 1215.13 as a Service member that has nine unexcused absences within a 12-month period or fail to perform prescribed periods of active duty for training), are considered temporarily non-deployable, after the 90 day recovery period has elapsed. The Military Services will have no more than 90 days to recover the unsatisfactory participant before the unsatisfactory participant is counted as temporarily non-deployable. The Military Services will determine when an RC Service member who was classified as an unsatisfactory participant is considered recovered, and no longer counted as non-deployable.

### **3.6. PERMANENT NON-DEPLOYABLE CATEGORIES.**

**a. Medical.**

Service members are considered non-deployable for one of three reasons listed below.

**a. Permanent Limited Duty.**

Service members with a medical condition that permanently prevents deployment are non-deployable. This includes Service members processed through the DES who are not deployable and were retained in the Military Service. In accordance with Section 1214a of Title 10, U.S.C., Service members cannot be involuntarily administratively separated or denied reenlistment due to unsuitability based solely on the medical condition considered in the

evaluation unless the request to separate the Service member is approved by the Secretary of Defense. The Military Service may direct the Service member to reenter the DES process to be reconsidered for retirement or separation for disability.

**b. Enrolled in DES.**

In accordance with DoDI 1332.18, Service members currently enrolled in the DES process are non-deployable. That includes those pending separation or retirement after receiving a “not fit for duty” determination through the DES.

**c. Permanent Profile Non-duty Related Action Needed (RC).**

Those RC Service members who have a permanent profile and are pending a decision on a line of duty determination are non-deployable.

**b. Administrative.**

These Service members are considered non-deployable for one of three reasons:

**a. Sole Survivor, Surviving Family Member, or Deferred from Hostile Fire Zone.**

Service members who acquired the status in accordance with DoDI 1315.15 are non-deployable.

**b. Unable to Carry a Firearm.**

Service members who are subject to the provisions of Section 922 of Title 18, U.S.C. are non-deployable.

**c. Conscientious Objector.**

Service members who are granted restriction of military duties in accordance with DoDI 1300.06 are non-deployable.

**c. Approved for Retention.**

This category accounts for Service members who are retained by the Military Department despite being in a non-deployable status for 12 months or longer. Service members who the Military Departments retained in Service and are considered non-deployable for one of two reasons:

**a. Combat Wounded.**

These are Service members whose injuries were the result of hostile action, meet the criteria for awarding of the Purple Heart, and whose injuries were not the result of their own misconduct.

**b. Other.**

These are Service members who are not designated as combat wounded but are non-deployable and retained in the Military Service by the Secretary of the Military Department in

accordance with Paragraph 2.4. of this issuance.

### **3.7. IMR DEFICITS.**

These IMR categories are not considered non-deployable conditions. While Service members who do not have a current PHA (completed) or whose dental readiness assessment is classified as either Dental Class 3 or Dental Class 4 are not medically ready to deploy, they will not be reported in the non-deployable population. Components are expected to immediately correct all IMR deficits to ensure Service members are medically ready to deploy.

#### **a. Overdue PHA.**

These Service members are not compliant with the requirement to complete a PHA in accordance with DoDI 6025.19.

#### **b. Dental Readiness (Dental Class 3).**

Service members who require urgent or emergent dental treatment.

#### **c. Overdue Dental Screening (Dental Class 4).**

Service members who are not compliant with the requirement to complete a dental screening in accordance with DoDI 6025.19.

#### **d. Additional IMR Categories.**

In addition to dental categories (Dental Classes 3 and 4) and PHAs, the Military Departments track three additional areas of IMR: immunization status, medical readiness and laboratory studies, and individual medical equipment. In accordance with DoDI 6025.19, Service members who are not current in these areas are considered partially-medically ready.

### **3.8. PRIORITIZATION OF SERVICE MEMBERS BY CATEGORY.**

This paragraph sets the prioritization for the grouping of Service members into categories to provide consistent reporting among the Military Departments, in accordance with Paragraph 3.1.b. of this issuance. With the exception of Service members who may be accounted for in IMR deficits, in accordance with Paragraph 3.1.b.(2) of this issuance, Service members will be counted only once, in a single category; Service members who may fall into more than one category will be reported in the priorities established in this paragraph. These categories are listed below in descending order of priority.

#### **a. Deployed.**

This category includes Service members who are currently deployed. These Service members will not be counted in any other category (including deployable with limitations or approved for retention).

#### **b. Deployable with Limitations.**



**c. Approved for Retention.**

- (1) Combat wounded – Non-deployable but retained.
- (2) Other – Non-deployable but retained.

**d. Permanent Non-Deployable.**

- (1) Medical permanent limited duty.
- (2) Administrative.
  - (a) Sole survivor, surviving family member, or deferred from hostile fire zone.
  - (b) Unable to carry a firearm (e.g., Lautenberg Amendment).
  - (c) Conscientious objector.
  - (d) Ex-prisoner of war.
- (3) Medical Enrolled in DES.
- (4) Permanent profile non-duty related action needed (RC).

**e. Training and Transient.**

- (1) Initial entry training.
- (2) Cadets or Midshipmen.
- (3) All other training.
- (4) Transient (permanent change of station).

**f. Temporary Non-Deployable.**

- (1) Medical.
  - (a) Patient (assigned to “Individuals Account”).
  - (b) Medical condition that limits full duty.
  - (c) Pregnancy (including post-partum).
- (2) Legal.
  - (a) Prisoner.
  - (b) Legal Action.
- (3) Administrative.

- (a) Absence without leave.
- (b) Family Care Plan.
- (c) Adoption.
- (d) Service member under 18.
- (e) Humanitarian assignment.
- (f) Service Discretion.
- (g) Pending Administrative Separation.
- (h) Unsatisfactory participants or admin action pending (RC).

**g. IMR Deficits.**

Service members with IMR deficits may be counted as both overdue PHA and as either Dental Class 3 or Dental Class 4.

- (1) Overdue PHA.
- (2) Dental readiness (Dental Class 3).
- (3) Overdue dental screening (Dental Class 4).

## **SECTION 4: RETENTION DETERMINATION**

### **4.1 RETENTION AUTHORITY FOR NON-DEPLOYABLE SERVICE MEMBERS.**

In accordance with Paragraph 2.4. of this issuance, the Secretaries of the Military Departments have retention authority.

a. **(Added)(DAF)** The Air Force Personnel Center, The Air Force Reserve Command Plans and Integration Division, and the Air National Guard Data Systems Division will distribute monthly rosters to their respective component's Force Support Squadrons, depicting which Airmen/Guardians have been non-deployable for 10 or more months.

(1) **(Added)(DAF)** Force Support Squadrons will distribute rosters to supported Commanders. **(T-1)**.

(2) **(Added)(DAF)** Commanders will notify Airmen/Guardians of their status, and if non-deployable for 12 or more consecutive months, the corresponding action will be taken per paragraph 2.9.d. **(T-1)**.

### **4.2 RETENTION DETERMINATION.**

a. The Secretaries of the Military Departments may retain Service members who are non-deployable in excess of 12 consecutive months, on a case-by-case basis, if determined to be in the best interest of the Service, based on:

(1) The Service member's ability to perform appropriate military duties commensurate with his or her office, grade, rank, or skill.

(2) The likelihood that the Service member will resolve the condition or reason that is the underlying cause of his or her non-deployable status.

b. The Secretaries of the Military Departments may approve retention for Service members who are non-deployable in excess of 12 consecutive months for up to:

(1) The length of time remaining on a Service member's enlistment contract; or

(2) Three years for officers, including warrant officers, and those enlisted members serving on indefinite contracts.

(3) Upon expiration of the retention period, the Secretary of the Military Department concerned may renew retention for a Service member on a case-by-case basis for periods stated in this paragraph.

c. The Secretaries of the Military Departments may establish procedures for Service members who are or will be non-deployable for 12 months or longer due to an administrative reason to request retention consideration.

d. Approval of the retention for Service members who are non-deployable for 12 months or

longer will only be made for individual Service members, not an entire cohort or skill set of Service members.

(1) **(Added)(DAF)** If an Airman/Guardian requires a retention determination, the Airman/Guardian must be notified by their chain of command.

(a) **(Added)(DAF)** If eligible, the Airman/Guardian may apply for voluntary separation or retirement; or, if the Airman/Guardian desires to remain in service and has the support of their immediate commander, the Airman/Guardian's Commander will submit a retention determination request through the chain of command. **(T-1)**.

(b) **(Added)(DAF)** If the Airman/Guardian is not eligible for voluntary separation or retirement, the Airman/Guardian's immediate commander may submit a retention determination request through the chain of command, to include the following:

(1) **(Added)(DAF)** For RegAF, SF, AFR, and ANG enlisted Airmen/Guardians with less than 16 years of service, the Wing/Delta Commander (or, if not assigned to a wing, the administrative discharge separation authority), will recommend approval of or deny retention determination requests. If the Wing/Delta Commander or administrative discharge separation authority disapproves the request, there will be no further appeal and the Airman/Guardian will be processed for administrative separation.

(2) **(Added)(DAF)** For RegAF, SF, and AFR officers and enlisted Airmen/Guardians eligible for lengthy service consideration, having served at least 16 but less than 20 years active service creditable toward retirement per AFI 36-3208, *Administrative Separation of Airmen* section 6F, the Show Cause Authority in the member's chain of command will recommend approval or deny retention determination requests. **(T-0)**. If the Show Cause Authority disapproves the request, there will be no further appeal and the Airman/Guardian will be processed for administrative separation.

(3) **(Added)(DAF)** For ANG officers and enlisted Airmen eligible for lengthy service consideration, having served at least 16 but less than 20 years' active service creditable toward retirement per AFI 36-3208 Section 6F, The Adjutant General or Assistant Adjutant General for Air will recommend approval of or deny retention determination requests. If The Adjutant General or Assistant Adjutant General disapproves the request, there will be no further appeal and the Airman will be processed for administrative separation.

(2) **(Added)(DAF)** All retention determination requests approved by the above authorities will be submitted by the member's chain of command as follows, based on component and status:

(a) **(Added)(DAF)** For the Regular Air Force and Space Force, submit to Air Force Personnel Center, Retirements and Separations Branch (AFPC/DP2STM) for review and coordination with applicable offices (assignment teams, etc.).

(b) **(Added)(DAF)** For the AFR:

(1) **(Added)(DAF)** Submit to Air Force Reserve Command, Director of Manpower, Personnel, and Services, who will process the request through Air Force Reserve

Command coordination prior to submitting to the Chief of the Air Force Reserve for final component consideration. **(T-0). Note:** For Individual Mobilization Augmentees only, submit to the HQ Individual Reservist Readiness and Integration Organization Commander, first. The request will then be submitted to the office above.

(2) **(Added)(DAF)** The Directorate of Personnel, office of the AFR will then process to the Chief of the AFR for final component consideration.

(c) **(Added)(DAF)** For the ANG:

(1) **(Added)(DAF)** Submit to The Adjutant General (or Separation Authority) for review; then:

(2) **(Added)(DAF)** Submit to the National Guard Bureau, Force Management Policy Branch for final component review.

(3) **(Added)(DAF)** Upon completion of the component-level review, the request will be forwarded to Secretary of the Air Force Personnel Council. Secretary of the Air Force Personnel Council will adjudicate properly referred requests and provide a recommendation to the Assistant Secretary of the Air Force, Manpower and Reserve Affairs. Each request will contain the recommendations of the member's chain of command and component. **(T-1).**

(4) **(Added)(DAF)** The Assistant Secretary of the Air Force, Manpower and Reserve Affairs is the approval authority for all retention determinations, including combat-wounded Airmen/Guardians.

(5) **(Added)(DAF)** Only the Secretary of the Air Force has authority to disapprove retention requests of combat-wounded Airmen/Guardians who have been evaluated through the Disability Evaluation System and whose reason for non-deployability is a direct result of their combat wounds.

(6) **(Added)(DAF)** This retention determination process does not change any other processing requirements or authorities for administrative or disability discharge under current guidance.

(7) **(Added)(DAF)** Officers and enlisted Airmen/Guardians who have attained creditable service so as to be within 3 years of qualifying for regular or non-regular retirement are not exempt from the requirement to submit a retention determination, if applicable.

(8) **(Added)(DAF)** Exemptions. Retention determinations are not required, nor will separation actions be initiated, for the following categories unless the reason persists beyond the existing policy derived expiration, if applicable (**Note:** this exemption does not apply to other concurrent conditions that may warrant a retention determination or separation actions):

(a) **(Added)(DAF)** Adoption

(b) **(Added)(DAF)** Humanitarian Assignment

(c) **(Added)(DAF)** Legal Action

(d) **(Added)(DAF)** Sole Survivor/Surviving Family Member/Deferred from Hostile Fire Zone

(e) **(Added)(DAF)** Conscientious Objector (Noncombatant Status [1-A-O])

(f) **(Added)(DAF)** Absent without Leave or Unauthorized Absence (AWOL)

(g) **(Added)(DAF)** Pending Administrative Separation

e. Except as required by DoDI 1332.18, the Secretaries of the Military Departments may request from the Secretary of Defense the authority to automatically exempt Service members serving in specified positions from the requirement for a retention determinations pursuant to Paragraph 2.4.b. When appropriate, Service members not recommended for further retention will be considered for processing for administrative separation in accordance with DoDI 1332.14 or DoDI 1332.30, or referral for disability separation in accordance with DoDI 1332.18.

#### **4.3 SPECIAL CATEGORIES.**

a. Pregnant and post-partum Service members, as a group, are exempt from Paragraph 2.4.a., for pregnancy-related health conditions during pregnancy through the post-partum period.

b. The Secretaries of the Military Departments have the authority to retain combat wounded Service members who have been evaluated through the DES and whose reason for non-deployability is a direct result of their combat wounds, if requested by the Service member.

(1) Disapproval of retention for non-deployable combat wounded Service members, who wish to be retained and whose reason for non-deployability is a direct result of their combat wounds, may not be delegated.

(2) Retention will be authorized in accordance with Paragraph 4.2.b.

c. Unless found unfit for duty through the DES, Service members serving in specified positions approved by the Secretary of Defense pursuant to Paragraph 4.2.e. are exempt from requiring a retention determination based solely on being in a non-deployable status for 12 months or longer. Upon reassignment, these Service members will again require a retention determination in accordance with Paragraph 4.2.a.

d. Unless sooner discharged or retired under another provision of law, or discharged due to misconduct or sub-standard performance, the Secretaries of the Military Departments may retain those Service members who are, or will be, non-deployable for 12 months or longer due to administrative reasons and who have attained such years of creditable service so as to be within 3 years of qualifying for:

(1) Regular retirement (or in the case of enlisted members of the Navy or Marine Corps,

transfer to the Fleet Reserve or Fleet Marine Corps Reserve, as the case may be) pursuant to Sections 3911, 3914, 6323, 6330, 8911, or 8914 of Title 10, U.S.C.; or

(2) Non-regular retirement (but for age) pursuant to Sections 12731 and 12735 of Title 10, U.S.C., if, in the case of RC members other than RC members within 3 years of qualifying for regular retirement, they have attained at least 17 years of qualifying creditable service as computed in accordance with Section 12732 of Title 10, U.S.C., and continue to attain qualifying creditable service as computed under Section 12732 of Title 10, U.S.C. to become eligible for non-regular retirement within the 3-year period.

## **SECTION 5: AUTHORITIES FOR SEPARATIONS AND RETIREMENTS**

5.1. In accordance with Paragraph 1.2. of this issuance, a Service member who has been non-deployable for an administrative reason (not medical or legal) for more than 12 consecutive months, will be processed for administrative separation in accordance with DoDI 1332.14 or DoDI 1332.30. Military Services should ensure expeditious administrative separation proceedings in accordance with Military Department and Military Service policies.

5.2. A Service member who has been non-deployable due to a physical disability that makes him or her potentially unfit for the duties of his or her office, grade, rank, or rating for more than 12 consecutive months will be referred into the DES in accordance with DoDI 1332.18.



## **GLOSSARY**

### **G.1. ACRONYMS.**

<b>ACRONYM</b>	<b>MEANING</b>
<b>(Added)(DAF)AFI</b>	Air Force Instruction
<b>(Added)(DAF)AFPC</b>	Air Force Personnel Center
<b>ASD(M&amp;RA)</b>	Assistant Secretary of Defense for Manpower and Reserve Affairs
<b>(Added)(DAF)AWOL</b>	Absent Without Leave or Unauthorized Absence
<b>(Added)(DAF)DAF</b>	Department of the Air Force
<b>DES</b>	Disability Evaluation System
<b>DoDI</b>	DoD instruction
<b>IMR</b>	individual medical readiness
<b>PHA</b>	periodic health assessment
<b>RC</b>	Reserve Component
<b>UCMJ</b>	Uniformed Code of Military Justice
<b>U.S.C.</b>	United States Code
<b>USD(P&amp;R)</b>	Under Secretary of Defense for Personnel and Readiness.

### **G.2. DEFINITIONS.**

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>active duty</b>	Defined in the DoD Dictionary of Military and Associated Terms.
<b>active service</b>	Defined in Section 101(d)(3) of Title 10, U.S.C.
<b>active status</b>	Defined in Section 101(d)(4) of Title 10, U.S.C.
<b>combat wounded</b>	Service members whose injuries were the result of hostile action, who meet the criteria for awarding of the Purple Heart, and whose injuries were not the result of their own misconduct.
<b>deployable</b>	A Service member who does not have a Service-determined reason that precludes him or her from deployment.

<b>TERM</b>	<b>DEFINITION</b>
<b>deployment</b>	The movement of personnel into and out of an operational area or in support of operations. Deployment encompasses all activities from origin or home station through destination, specifically including inter-theater, and intra-theater movement legs, staging, and holding areas.
<b>Military Departments</b>	The Departments of the Army, Navy, and Air Force.
<b>Military Service Headquarters</b>	Headquarters, United States Army; Headquarters, United States Navy; Headquarters, United States Air Force; (Added)(DAF) Headquarters United States Space Force, and Headquarters, United States Marine Corps.
<b>Military Services</b>	The United States Army, the United States Navy, the United States Air Force, the United States Space Force, and the United States Marine Corps.
<b>military specialty</b>	A military occupational specialty in the Army and the Marine Corps; an Air Force specialty code in the Air Force; or a rating or Navy enlisted classification in the Navy.
<b>non-deployable</b>	A Service member who has a Service-determined reason that precludes him or her from deployment.
<b>permanently non-deployable</b>	A Service member who has a reason that precludes them from deployment, and there is a Service expectation that the reason will not be resolved and the Service member will never be deployable.
<b>profile</b>	A document used to communicate to commanders the individual medical restrictions for Soldiers and Airmen.
<b>Ready Reserve</b>	Defined in the DoD Dictionary of Military and Associated Terms.
<b>reason code</b>	The term used to define non-deployable categories.
<b>separation</b>	A general term that includes discharge, release from active duty, release from custody and control of the Military Services, transfer to the Individual Ready Reserve, and similar changes in Active and Reserve status.
<b>temporarily non-deployable</b>	A Service member who has a reason or reasons that precludes him or her from deployment, and there is a Service expectation that the reason or reasons will be resolved and the Service member will be deployable.

**(Added)(DAF) Office Symbols**

AF/A1--Deputy Chief of Staff for Manpower, Personnel and Services

AF/RE--Chief of Air Force Reserve

AFPC/DP2STM--Air Force Personnel Center, Retirements and Separations Branch

NGB/CF--Director of the Air National Guard

SAF/MR--Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/S1--Deputy Chief of Space Operations for Personnel

**REFERENCES**

DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008

DoD Instruction 1120.11, "Programming and Accounting for Active Component (AC) Military Manpower," March 17, 2015

DoD Instruction 1215.13, "Ready Reserve Member Participation Policy" May 5, 2015

DoD Instruction 1300.06, "Conscientious Objectors," July 12, 2017

DoD Instruction 1315.15, "Special Separation Policies for Survivorship," May 19, 2017

DoD Instruction 1332.14, "Enlisted Administrative Separations," January 27, 2014, as amended

DoD Instruction 1332.18, "Disability Evaluation System (DES)," August 5, 2014, as amended

DoD Instruction 1332.30, "Commissioned Officer Administrative Separations," May 11, 2018, as amended

DoD Instruction 1342.19, "Family Care Plans," May 7, 2010, as amended

DoD Instruction 6025.19, "Individual Medical Readiness (IMR)," June 9, 2014, as amended

DoD Instruction 6490.07, "Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees" February 5, 2010

DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended

Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition

The Child Soldier Prevention Act of 2007, 110<sup>th</sup> Congress, S.1175

United States Code, Title 10

United States Code, Title 18

**(Added)(DAF)** AFPD 36-32, *Military Retirements and Separation*, 30 August 2018

**(Added)(DAF)** AFI 36-3208\_AFGM2020-01, "Administrative Separation of Airmen", July 8, 2014

**(Added)(DAF)** DAFMAN 36-2905, "Department of the Air Force Physical Fitness Program", 21 April 2022(Added)(DAF).

**(Added)(DAF)** DAFMAN 90-161, *Publishing Processed and Procedures*, 15 April 2022

**(Added)(DAF)Adopted Forms**

**(Added)(DAF)**DAF Form 847, *Recommendation for Change of Publication*