



COVID-19 REINSTATEMENT CHECKLIST



PHASE 01

Contact, Initial Screening & Case Manager Assignment

Step 1: Express Interest

Complete the required information form on the DAF COVID Reinstatement website to begin the process.
<https://www.af.mil/COVID-Reinstatement/>

Step 2: Initial Screening

Air Force Recruiting Service (AFRS) will contact you to discuss your service history and to which Component you are interested in being reinstated.

Step 3: Local Recruiter and Reinstatement Case Manager Assignment

You will be assigned a local Recruiter and a Reinstatement Case Manager based on your desired component (or your component at separation if undecided).

PHASE 02

Assemble & Submit Your Application

Your Reinstatement Case Manager will assist you with this phase.

Step 4: Complete DD Form 149

Fill out the Application for Correction of Military Record.

Step 5: Gather Documents

Assemble your complete package, including your personal statement (MFR), DD Form 214, and any supporting evidence.

Step 6: Submit Application

Submit the complete digital (PDF) package via email to the Reinstatement Team at SAF.MRBC.Covid@us.af.mil.

PHASE 03

Medical & Retention Standard Screening

Your Recruiter will guide you through this phase.

Step 7: Schedule & Attend Screening

Your recruiter will assist. This screening can be conducted at MEPS or an Air Force Military Treatment Facility. You will be evaluated against retention standards.

Step 8: Obtain Certification

A medical clearance is mandatory for final reinstatement.

PHASE 04

Request Back Pay Estimate

Your Case Manager will assist you with this phase.

Step 9: Submit Documents to DFAS

Submit the required financial documentation to DFAS via the DFAS Reinstatement Portal
<https://www.dfas.mil/MilitaryMembers/COVID-19-Military-Reinstatement/>

PHASE 05

Board Review

Step 11: Await AFBCMR Decision

Your main role is to wait while the board reviews your package. Your Case Manager will monitor your case status.

Step 12: Receive AFBCMR Decision

Following notification of the AFBCMR decision, if granted reinstatement, DFAS will finalize your back pay estimate provided you have submitted all required documentation.

PHASE 06

Decision & Return to Service

Step 13: Receive Final Offer

You will be notified of the AFBCMR's decision. If approved, you will receive the official DFAS back pay estimate and Reinstatement election memo.

Step 14: Accept or Decline Offer

Within 60 days, formally accept the offer and select your two-year service commitment option.

Step 15: Coordinate Assignment

Work with your Case Manager and assignment representative to provide your location preferences and desired return date.

Step 16: Finalize Return to Service

Work closely with your recruiter to sign your new contract, swear in, receive your official accession date to return to service, and assignment orders.

PHASE 07

Restoration Actions

Step 17: Military Records Corrections

Your records will be corrected in accordance with the AFBCMR decision.

Step 18: Receive Back Pay

DFAS will finalize your back pay and process for payment.

Step 19: Leave Restoration (if applicable)

DFAS will update your leave record.

Step 20: Request and Receive Medical Reimbursement (if applicable)

The Defense Health Agency Tricare Office will process reimbursement for medical expenses incurred.



Submission
Packet
Contents →

SUBMISSION PACKET CONTENTS

Submit DD Form 149 with all documents supporting reinstatement and entitlements.



Required Form

- DD Form 149: Application for Correction of Military Record
 - **Note:** Block 12 must check “Other” and include the text “COVID-19 Reinstatement” for former Service Members or “COVID-19 Disadvantaged” for current Service Members. COVID-19 applications receive priority review at AFBCMR.



Supporting Documents to Demonstrate Proof of Unjust Separation

- Personal statement detailing a timeline of events and actions that influenced the involuntary nature of your discharge.
- Witness statement as to coercive or negative COVID-19 mandate-related impact you suffered. Witnesses can include prior leadership, co-workers, confidants, counselors, or religious/medical advisors.
- Documentation showing a negative re-enlistment code (e.g., RE-3, RE-4).
- Separation documents with misconduct codes (e.g., JKQ, HKQ, GKQ).
- Discharge certificates with characterizations like “General (under honorable conditions)” or “Other than honorable.”
- Negative separation narrative related to vaccine refusal.
- Records of negative counseling, letters of reprimand, or adverse fitness reports related to the mandate.
- Submission/denial of religious accommodation, medical, or administrative waiver.
- Negative, inconsistent, or adverse evaluations or fitness reports.
- Withholding of training, professional military education opportunities, and/or advancement testing.
- Reassignment from operational or career-enhancing tours.
- Failure to promote.
- Inability to execute a Permanent Change of Station (PCS) transfer.
- Inability to execute Inactive Duty Training (IDT) or Annual Training (AT) reserve requirements.
- Removal from Ready Reserves to Individual Ready Reserves (IRR).



Financial and Employment Information (for Back Pay Calculation)

- Documentation of wages earned from jobs or self-employment during your separation period (e.g., W-2s, tax returns, pay stubs).
- Records of payments received from the Department of Veterans Affairs (e.g., disability, GI Bill educational housing stipend if not on active duty).
- Documents related to major life changes that affect allowances (e.g., marriage certificates, divorce decrees, birth certificates for new dependents).



Medical and Insurance Documents

- Receipts and documentation for reimbursable medical expenses, including health insurance premiums paid while separated.
- Completed medical and dental screening forms (DD 2807-1, DD 2808, DD 2813) if required.