

Your Department of the Air Force Reinstatement Journey: A Quick-Reference Guide

This factsheet provides a high-level overview of the 7-phase process to apply for reinstatement to help you understand the key milestones.

Phase	Your Primary Goal	Key Outcome of This Phase
1 Contact, Initial Screening & Case Manager Assignment	Initiate the process by filling out the information form on the DAF COVID website or by emailing the Air Force Recruiting Service at afrs.hqrsopa.accessionsstandards@us.af.mil .	You are partnered with a recruiter and a Reinstatement Case Manager who will assist you throughout the process.
2 Assemble and Submit Your AFBCMR Application	With the assistance of your Reinstatement Case Manager, assemble and submit your complete application package to the Air Force Board for Correction of Military Records (AFBCMR).	Your formal case for reinstatement is created and officially in the review system with a case number.
3 Request Back Pay Estimate	Concurrently with your medical screening and with the assistance of your Reinstatement Case Manager, submit a separate request to the Defense Finance and Accounting Service (DFAS) to begin the financial review. Completing this step prior to receiving the Board decision will help expedite the calculation.	DFAS begins the complex process of calculating your potential back pay estimate.
4 Medical and Retention Standard Screening	Concurrently with your application review and back pay estimate, your recruiter will schedule a priority medical screening which will use retention standards not stricter accession standards.	Receipt of the medical certification letter. You must meet retention standards to be eligible for reinstatement.
5 Board Review	Allow the AFBCMR time to conduct its formal, impartial review of your case based on the documents you provided. This phase also includes post-board actions that ensures the board's recommendations are properly documented and approved.	The AFBCMR deliberates and makes an official recommendation on your request for reinstatement.
6 Decision & Return to Service	Receive the final decision from the board. If approved, accept the offer, make your service commitment election, and begin the final steps to return to service.	You receive a final decision, a back pay estimate, and, if approved, a reinstatement date to return to duty.
7 Restoration Actions	Your records will be corrected in accordance with the BCMR decision and once reinstated, you will receive your back pay. Additionally, you can apply for medical benefit reimbursement through the Defense Health Agency.	Your record has been corrected and you have received all pay and benefits.

Key Players in Your Journey

- You (The Applicant): Your role is to be proactive, gather documents accurately, and respond promptly to any requests for information, especially from DFAS.
 - Air Force Recruiting Service (AFRS) and your Recruiter: Your primary guide to initiate the process. They will help schedule your medical screening.
 - Reinstatement Case Manager: Your dedicated, proactive guide throughout the reinstatement journey. They will help you submit your AFBCMR application, DFAS estimate, answer your questions, and keep you informed on the status of your case.
 - AFBCMR (The Board): The formal decision-making body that reviews your case and approves or denies your request for reinstatement.
 - DFAS (Finance): The organization that calculates your official back pay estimate. They work separately from the AFBCMR.
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Key Incentives & Tips for Success

- Incentive - Choice of Assignment: To provide stability, approved applicants will be offered the opportunity to preference their assignment location.
 - Consider Your Service Commitment: If approved, you must choose a two-year service commitment: 2 years Active Duty or 2 years Air Force Reserve, Air National Guard, or Non-Sustained Duty (former Guardians only). Thinking about this choice early will help you make a timely decision.
 - Help Expedite Your Application: The most effective way to support an expedited review is to be prepared. Ensure your application package is complete and accurate before submission and respond immediately to any requests for additional information. Your diligence is a key factor in moving your case forward efficiently.
 - Be Responsive: Monitor your email. If DFAS requests documents (like tax records), providing them quickly is the best way to keep your financial review moving forward.
 - Know Your Point of Contact (POC): Your recruiter and Reinstatement Case Manager are your guides for this process. Your recruiter will assist with your medical and retention standard screening. The Reinstatement Case Manager is your POC for all other steps.
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Visit the DAF COVID Reinstatement website for more information: <https://www.af.mil/COVID-Reinstatement/>