

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

This factsheet provides a high-level overview of the 5-phase process to apply for reinstatement to help you understand the key milestones.

Phase	Your Primary Goal	Key Outcome of This Phase
1 Air Force Recruiting Service (AFRS) & Recruiter Contact	Initiate the process by filling out the information form on the DAF COVID website and begin your required medical screening.	You are partnered with a recruiter and have the Medical Certification Letter needed for your application.
2 Submit Your Application	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	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 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.
5 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.

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 and answer any questions.
- 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.

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 is your essential guide for completing Phase 1. After you submit your application, your case is formally with the AFBCMR and DFAS. While your recruiter can still assist, be prepared to communicate with other agencies if they contact you directly.

Visit the DAF COVID Reinstatement website for more information:

<https://www.af.mil/COVID-Reinstatement/>