



## The Re-accession Process: A Simplified Visual Overview

This overview breaks down your re-accession journey. The goal is to provide a transparent and supportive process as you explore returning to service.

Phase	Description
1 Air Force Recruiting Service (AFRS) and Recruiter Contact	Your first step is to fill out the required information on <a href="#">the contact form at this link</a> . The Air Force Recruiting Service (AFRS) will then contact you for an initial screening. Afterward, you will be assigned a local recruiter who will guide you through the application process. They will explain the medical certification steps, help you identify the necessary documents, and answer any of your questions.  <i>Note: A two-year minimum service obligation is required.</i>
2 Complete the attestation form	Attest you voluntarily separated or allowed my service to lapse rather than be vaccinated under the COVID-19 vaccine mandate and are voluntarily seeking to return to military service without an Air Force Board for Correction of Military Record (AFBCMR) decision.
3 Complete Medical pre-screening	Your recruiter will assist in scheduling your medical screening at a Military Entrance Processing Station (MEPS) or Military Treatment Facility (MTF).
4 Member re-accessed	You will be given an assignment, effective date, and orders to return to service.

## OPTIONAL

Phase	Description
5 Submit AFBCMR application	Assemble your complete application package. Complete and sign the DD Form 149, <i>Application for Correction of Military Record</i> , gather all required and supporting documents in a digital (PDF) format, and submit your complete application package through the official AFRBA Portal.
6 Board Review	The AFBCMR will conduct a thorough and impartial review of your case. The board will deliberate on the facts and circumstances of your separation to make a recommendation based on your complete application. This phase also includes post-board actions that ensures the board's recommendations are properly documented and approved.
7 Decision & Record Corrections	You will be notified of the AFBCMR's final decision. If approved, AFBCMR will forward the decision to the appropriate offices to initiate approved record corrections.

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### Phase 1: Air Force Recruiting Service (AFRS) Contact

Your journey back to service begins with a conversation. Your first and most important step is to fill out the required information on the [contact form at this link](#). The Air Force Recruiting Service (AFRS) will then contact you for an initial screening. Afterward, you will be assigned a local recruiter who will guide you through the application process. They will explain the medical certification steps, help you identify the necessary documents, and answer your questions.

*Note: A two-year minimum service obligation is required.*

#### What to Expect in This Phase

This initial phase is about establishing contact, verifying your basic eligibility, and answering your questions.

#### Air Force Recruiting Service and Your Recruiter's Role:

- Initial Screening: AFRS will discuss your service history, including your dates of service, character of service, and the circumstances of your separation to confirm you are on the right pathway.
- Explain the Process: They will provide an overview of all process phases, answer your initial questions, and explain what to expect at each step.

Your Role:

- [Complete the contact form.](#) Have documentation ready to include your DD214 and specify the nature of your separation (involuntary or voluntary). Ensure you communicate you want to re-access as a prior service member without restoration through the AFBCMR process first.
- Provide Information: Be prepared to discuss your service history and provide any documents you have readily available.
- Ask Questions: Understand the re-accession service commitment requirement.

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## **Phase 2: Complete Attestation Form**

The attestation form is a sworn attestation that you voluntarily left the service or allowed your service to lapse according to appropriate procedures, rather than be vaccinated under the vaccine mandate.

Note: A two-year minimum service obligation is required.

What to Expect in This Phase

You will complete the form and submit a signed copy to your recruiter.

Air Force Recruiting Service and Your Recruiter's Role:

- They will provide the form, answer your questions, and assist in filling it out.

Your Role:

[Complete the attestation form.](#)

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## **Phase 3: Complete Medical Pre-Screening**

The medical pre-screening requirement involves an initial review of your medical history to determine if you meet retention medical standards. This step typically assesses your

overall health and identifies any potential medical conditions that might need further evaluation before re-accession.

#### What to Expect in This Phase

You will complete your medical pre-screening.

#### Air Force Recruiting Service and Your Recruiter's Role:

- **Obtain Your Medical Certification:** Your recruiter will guide you through the required medical screening process to confirm you meet current retention standards for re-entry into service. This screening can be completed at either a Military Entrance Processing Station (MEPS) or your nearest Military Treatment Facility (MTF). Obtaining a medical certification letter is a prerequisite before you can submit your formal application in the next phase.

#### Your Role:

- **Complete Medical Screening:** Follow the instructions provided by your recruiter to complete the required medical pre-screening.

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### **Phase 4: Member re-accessed**

This is the final phase of your re-assessment journey, where you will take the final steps to return to service.

#### What to Expect in This Phase

You will receive your assignment, orders, and return effective date. *Your recruiter will coordinate your swear-in and signing your Service Contract. Congratulations on your return to service!*

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**NOTE: Phases 5 – 7 are optional as they involve submittal of an application package to the Air Force Board for Correction of Military Records (AFBCMR) which is not required.**

### **Phase 5: Submit Your Application**

In this phase, you will assemble your complete application package for submission to the Air Force Board for Correction of Military Records (AFBCMR) to apply for relief.

#### What to Expect in This Phase

This phase is focused on careful document preparation and official submission.

### Assembling Your Application Package

Your application package is a formal request to correct your military record and allow your return to service. It will typically include:

- DD Form 149: The official *Application for Correction of Military Record*. (<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0149.pdf>) Utilize this guidance to assist in filling out the form: [Guidance for Requesting COVID Reinstatement Correction Board Application Instructions](#)
- Personal Statement: A Memorandum for Record (MFR) or letter explaining your request for relief and any other relevant details.
- Supporting Documents: This includes your DD Form 214 and any other evidence that supports your case (e.g., performance reports, letters of recommendation, etc.).

### Your Role:

- Gather All Documents: Ensure you have all required items for your package.
- Review for Accuracy: Carefully review your entire application to ensure all information is correct before signing.
- Submit the Package: Submit your complete application package through the official AFRBA Portal (<https://afriba-portal.cce.af.mil/#application-submission-bcmr>). Use the How to Apply section to assist in submitting the application. As an alternative to submitting through the portal, individuals may email their application and supporting documents directly to the AFRBA COVID Reinstatement Team at [SAF.MRBC.Covid@us.af.mil](mailto:SAF.MRBC.Covid@us.af.mil); this Team will assist with inputting into the system and generating a case number

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## Phase 6: Board Review

With your application submitted, the Air Force Board for Correction of Military Records (AFBCMR) will conduct a thorough and impartial review of your case.

### What to Expect in This Phase

This phase is a formal, deliberative process. The board is composed of senior-level officials who will carefully consider all the evidence you submitted to make a fair and equitable recommendation.

#### The AFBCMR's Role:

- **Case Review:** The board will examine your entire application package, including your personal statement, DD Form 149, and all supporting documents.
- **Deliberation:** They will deliberate on the specific facts and circumstances related to your separation under the COVID-19 vaccine mandate.
- **Recommendation:** Based on their findings, the board will make an official recommendation on the requests included in your application. A record of proceedings is then created which documents the board's decision, the reason for it, and the evidence that was considered.
- **Final Approval:** The board's recommendation is forwarded to the appropriate approval authority within the Department of the Air Force for final approval or disapproval.

#### Your Role:

- **Await the Decision:** During this time, your main role is to wait for the board to complete its official review, create the Record of Proceedings, and final decision by the approval authority. You can check the status of your application through the AFRBA portal.

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### **Phase 7: Decision & Record Correction**

This is the final phase of the AFBCMR process, where you will receive the results of the AFBCMR and, if approved, have your record corrected and receive any appropriate pay and allowances if applicable based on the corrections.

#### What to Expect in This Phase

You will be formally notified of the AFBCMR's decision and, if your application is approved, have your record corrected and receive any appropriate pay and allowances if applicable based on the corrections.

#### Receiving Your Decision:

Receive and review the official decision from the AFBCMR. If approved: AFBCMR will forward the decision to the appropriate offices to initiate approved record corrections.

Your Role:

- **Review Your Decision:** Carefully read the official notifications from the AFBCMR and respond to any information requests from DFAS.