



The Reinstatement Process: A Simplified Visual Overview

This overview breaks down your reinstatement journey into five clear phases. 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 this contact form . 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 discuss your 2-year reinstatement service commitment options.
2 Submit Your Application	Once you receive your medical certification letter, you will 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 or by email to the AFRBA COVID-19 Reinstatement Team.
3 Request Back Pay Estimate	Concurrently, you will submit a separate request with the required documentation to the Defense Finance and Accounting Service (DFAS). DFAS will then calculate and provide an official estimate of the back pay for which you may be eligible. Completing this step prior to receiving the Board decision will help expedite the calculation.

- | | | |
|-------|------------------------------------|---|
| 4 | 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. |
| <hr/> | | |
| 5 | Decision &
Return to
Service | You will be notified of the AFBCMR's final decision. If approved, you will receive your official back pay estimate from DFAS and begin the final administrative steps with your recruiter to successfully return to service. |

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 discuss your 2-year reinstatement service commitment options.

What to Expect in This Phase

This initial phase is about establishing contact, verifying your basic eligibility, and completing the required medical pre-screening.

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 five phases, answer your initial questions, and explain what to expect at each step.
- **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 contact form.** Have documentation ready when Air Force Recruiting Service contacts you to include your DD214, the nature of your separation (involuntary or voluntary), and you wish to request reinstatement through the AFBCMR process.
- **Provide Information:** Be prepared to discuss your service history and provide any documents you have readily available.
- **Ask Questions:** Understand the reinstatement service commitment options and inform Air Force Recruiting Service of your intended desire to include which Component you wish to be reinstated into.
- **Complete Medical Screening:** Follow the instructions provided by your recruiter to complete the required medical pre-screening.

Phase 2: Submit Your Application

Once you have successfully obtained your medical certification letter, you are ready to formally apply for reinstatement. In this phase, you will assemble your complete application package for submission to the Air Force Board for Correction of Military Records (AFBCMR).

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](#)
- **Medical Certification Letter:** The letter you obtained in Phase 1 confirming you are medically qualified for reentry.
- **Personal Statement:** A Memorandum for Record (MFR) or letter explaining your request for reinstatement 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://afrba-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; this Team will assist with inputting into the system and generating a case number.
-

Phase 3: Request Back Pay Estimate

Concurrently with your AFBCMR application, you will begin the process of determining your potential back pay. This request is sent to the Defense Finance and Accounting Service (DFAS), the official organization responsible for all DoD pay matters. Completing this step prior to receiving the Board decision will help expedite the calculation.

What to Expect in This Phase

This is an administrative step that runs parallel to the board review. DFAS will conduct its own review of your service and pay records to determine a formal financial estimate.

The DFAS Process:

The estimate provided by DFAS is a formal calculation based on your military pay and entitlements, such as rank and time in service. This calculation will also account for any required offsets. By law, military back pay must be offset by wages earned from civilian employment and most forms of compensation received from the Department of Veterans Affairs (VA) for the same period.

Your Role:

- Review the [Financial Benefits of COVID-19 Reinstatement](#) from DFAS as well as the [Medical Benefits Reimbursement for COVID-19 Reinstatement](#). It contains a list of documentation required as well as how the estimate is calculated.
- Submit the Request: Submit the required documentation and formal request to DFAS. This is a separate submission from your AFBCMR package. Defense Finance and Accounting Service COVID-19 Military Reinstatement Information Web Page: [https://www.dfas.mil/MilitaryMembers/COVID-19-Military-Reinstatement/#:~:text=COVID%2D19%20Reinstatement%20requires%20a,of%20Military%20Records%20\(BCMR\)](https://www.dfas.mil/MilitaryMembers/COVID-19-Military-Reinstatement/#:~:text=COVID%2D19%20Reinstatement%20requires%20a,of%20Military%20Records%20(BCMR))
- Stay Engaged: The DFAS calculation process is comprehensive to ensure accuracy. During this period, it is important to stay engaged. An analyst may reach out to you directly if they need to verify information or require additional documentation to complete the review.

Please be prepared to respond promptly to any requests. Your timely assistance helps ensure the process is completed efficiently. You will be notified once the official estimate is complete and ready for you in Phase 5.

Phase 4: 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.

Phase 5: Decision & Return to Service

This is the final phase of your reinstatement journey, where you will receive the results of the AFBCMR and, if approved, take the final steps to return to service.

What to Expect in This Phase

You will be formally notified of the AFBCMR's decision and, if your application is approved, receive the official back pay estimate calculated by DFAS.

Receiving Your Decision:

- **If Approved:** Upon receiving your approval notification, you will enter a 60-day decision window.
 1. **Accept Your Reinstatement Offer & Choose Your Service Commitment**
You have 60 days to formally accept the offer and select your two-year service commitment option.
 2. **Coordinate Your Assignment**
Following your acceptance, an assignment representative will contact you. This is the point where you will provide your preferred duty station choices. They will work with you to find a suitable assignment based on your preferences and the needs of the service.
 3. **Schedule Your Return to Service**
Once your assignment is finalized, you will be given an official accession date to return to service. Your recruiter will coordinate your swear-in and signing of your Service contract.

- **If Not Approved:** You will receive a detailed explanation of the board's decision. Your recruiter can discuss any potential next steps or alternative options that may be available to you.

Your Role:

- **Review Your Decision:** Carefully read the official notifications from the AFBCMR and DFAS.
- **Make Your Decision:** If electing to return, communicate your selected service commitment option and your assignment preferences.
- **Coordinate with Your Recruiter:** If approved, work closely with your recruiter to complete the final administrative actions, sign your new contract, and prepare for your successful return to the U.S. Air Force or U.S. Space Force.