

27 Mar 15
Version 1

High Year of Tenure (HYT)

Total Force (TF) Personnel Services Delivery (PSD) Guide

The purpose of this TF PSD guide is to assist Regular Air Force (RegAF), Air National Guard (ANG), Air Force Reserve (AFR) members, servicing Commander Support Staff (CSS), Military Personnel Section (MPS) and Force Support Squadron (FSS) in understanding the High Year of Tenure (HYT) process.



HIGH YEAR OF TENURE (HYT)

Section A: Introduction

Revision History

Version	Date	Revision Description
1	27 Mar 15	Total Force (TF) Personnel Services Delivery (PSD) Guide

1. INTRODUCTION:

This TF PSD guide is a single document containing procedural instructions/information on the High Year of Tenure (HYT) process. This guide is intended for individual use by the 'Target Audience' identified below.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Force Personnel Center, Retirements/Separations Branch (AFPC/DPSOR), Reenlistments Branch (AFPC/DPSOAE) and Assignment Programs and Procedures Branch (AFPC/DPAPPP)
- Air Force Reserve Command, Directorate of Manpower, Personnel and Services (AFRC/A1)
- Air Reserve Personnel Center, Separations Branch (ARPC/DPTTS)
- National Guard Bureau, Force Management Policy (NGB/A1P)

3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen
- Air National Guard (ANG) Airmen
- Air Force Reserve (AFR) Airmen

4. REFERENCES/RELATED PROCESSES:

- [AFI 36-2606](#), *Reenlistment in the United States Air Force*
- [AFI 36-2612](#), *United States Air Force Reserve Reenlistment and Retention Program, Chapt 9*
- [AFI 36-3209](#), *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*
- [AFI 36-3203](#), *Service Retirements*
- [AFI 36-3208](#), *Administrative Separation of Airmen*
- [AFI 36-2502](#), *Enlisted Airman Promotion/Demotion Programs*
- [AFI 36-2110](#), *Assignments*
- [ANGI 36-2002](#), *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*
- [Retirements](#), *myPers PSD Guide, Section J*

NOTES:

1. Additional myPers articles are available on the myPers website. To search the myPers knowledge base, type in '**Program Name**' or '**Acronym**' into the '**Search by Keyword**' tool, and click the '**Search**' button.
2. Each Airman can provide feedback on articles provided on myPers. For recommendations on improvement, or more information, contact us by clicking the link below in the '**Footer**.'

Section B: General Information

5. GENERAL INFORMATION:

High Year of Tenure is a year point when the Air Force determines if an enlisted Airman is ineligible for reenlistment and extension of enlistment due to grade and length of service. This program was developed to help manage the force and the increasing seniority in the enlisted force structure. HYT applies to all enlisted RegAF, ANG and AFR Airmen. The ANG and AFR together form the Air Reserve Component (ARC).

a. **RegAF program guidance.** The following resources will explain the HYT program and waiver processing procedures:

- [Retirements](#), *PSD Guide, Section J*
- [High Year Tenure](#), *myPers Article*

b. **ANG program guidance.** The following resources will explain the HYT program and waiver processing procedures:

- [Enlisted High Year Tenure – Air Reserve Component](#), *myPers Article*
- [Eligibility/Information to Transfer to the Retired Reserve](#), *myPers Article*

c. **AFR program guidance.** The AFR HYT program is designed to improve grade ratios, ensure sustained promotion opportunity, and maintain readiness by providing a force fit for the rigors of war. The AFR HYT program limits participation for Traditional Reservists (TR), Individual Reservists (IR) assigned to the Individual Mobilization Augmentee (IMA) program, and Active Guard Reserve (AGR) Airmen to 33 years of creditable service for military pay (pay date plus 33 years first day of the following month or age 60, whichever date is earlier). Air Reserve Technician's (ART) service is limited to 33 years of creditable service for military pay or the date eligible for an unreduced civil service retirement, whichever date is later - not to exceed age 60.

The MPS monitors HYTDs (HYT dates) with a monthly roster provided by the Human Resources Systems Element in the MPS, 14 months before the Airman's HYTD. The servicing MPS will coordinate with the Airman, their immediate commander and the servicing civilian personnel office if the Airman is an ART.

d. **TR HYT Waiver Requests.** HYT waiver requests will be submitted 180 days prior to the Airman's HYTD. An example of a HYT waiver request is available in AFI 36-2612, Attachment 4. HYT extension waiver requests will be initiated by the Unit/CC and endorsed by the wing commander or equivalent, NAF/CC (Numbered Air Force Commander) and servicing MPS and forwarded to ARPC/DPTTS for processing. ARPC/DPTTS will staff the request to the AFRC/CV for final approval. This approval authority was delegated by the AFRC/CC.

ARPC/DPTTS will update MilPDS with the extended HYTD and notify the Airman's servicing MPS of the final decision. The MPS will notify the Airman, immediate commander, wing commander or equivalent of the final decision. The MPS will ensure that the Airman extends their enlistment to the extended HYTD.

If the Airman is an ART, the MPS will notify the servicing civilian personnel office and they will adjust the Airman's civilian retirement date.

e. **IR Waiver Requests.** HYT waiver requests will be submitted 180 days prior to the IR's HYTD. An example of a HYT waiver request is available in AFI 36-2612, Attachment 4. HYT extension waiver requests will be initiated by the IR and endorsed by the IR's RegAF commander (CC) and HQ RIO/Detachment (Det) commander or Program Manager (PM), processed by the Airman's servicing HQ RIO/Det and finalized at ARPC/DPTTS.

ARPC/DPTTS will update MilPDS with the extended HYTD and notify the IR's servicing HQ RIO/Det. HQ RIO/Det will notify the IR, HQ RIO Det/CC or PM, RegAF/CC of the final decision. The HQ RIO/Det will ensure the IR extends their enlistment to the extended HYTD.

Section C: Roles and Responsibilities

6. ROLES AND RESPONSIBILITIES FOR THE AFR:

This section outlines the specific AFR roles and responsibilities for TRs assigned to the unit level.

AIRMAN:

- Receive official notification from MPS of HYT to expire within 14 months
- Work with unit regarding the status of a HYT extension waiver request
- If HYT extension is approved, ensure HYTD has been appropriately adjusted in MilPDS
 - Extend enlistment to the adjusted HYTD

UNIT/CC:

- Initiate and endorse HYT extension waiver request package
- Notify Airman of the final decision

PSM:

- Provide a monthly HYT roster to Career Development in the MPS

MPS:

- Send official notification to Airman that they are within 14 months of their HYT
- Notify Civilian Personnel Office if the Airman is an ART hire
- Receive and process unit/cc endorsed HYT extension waiver request
- Provide HYT waiver recommendation and staff to wing/cc or equivalent
 - If recommended for approval, staff to ARPC/DPTTS via TMT for final processing
 - If recommended for disapproval, notify the unit/cc of the final decision

WING/CC OR EQUIVILANT:

- Provide a recommendation and endorse the HYT extension waiver request
- Provide waiver package with endorsement to the MPS for further processing

NAF/CC:

- Provide a recommendation and endorse the HYT extension waiver request
- Provide waiver package with endorsement to the MPS for further processing

CIVILIAN PERSONNEL OFFICE:

- Adjusts the Airman's civilian retirement date due to their ART status

ARPC/DPTTS:

- Create AFRC/CV approval/disapproval HYT extension waiver request official memorandum and staff to AFRC via TMT
 - Provide SURF and manning statistics
- If HYT extension waiver is approved, update MilPDS with the Airman's adjusted HYTD
- Provide final waiver decision to the MPS

AFRC/CV:

- Approve or disapprove HYT extension waiver requests
- Provide final decision to ARPC/DPTTS via TMT

This section outlines the specific AFR roles and responsibilities for IRs assigned to the IMA program.

IR:

- Receive official notification from HQ RIO/Det of HYT to expire within 14 months
- Initiate HYT extension waiver request
- If the RegAF/CC recommends approval for the HYT extension request, staff waiver package to the servicing HQ RIO/Det for further processing
- Work with HQ RIO/Det regarding the status of a HYT extension waiver request
- If HYT extension is approved, ensure HYTD has been appropriately adjusted in MilPDS
 - Extend enlistment to the adjusted HYTD

REGAF/CC:

- Provide a recommendation and endorse the HYT extension waiver request
 - If recommended approval, provide package with endorsement to the IR for further processing
 - If recommended disapproval, notify IR and the waiver process ends

PSM:

- Provide a monthly HYT roster to the IR's servicing HQ RIO/Det

HQ RIO/DET:

- Send official notification to the IR that they are within 14 months of their HYT
- Receive and process IR and RegAF/CC endorsed HYT extension waiver request
- Provide HYT waiver recommendation and staff to HQ RIO/CC or PM for recommendation
 - If recommended for approval, staff to ARPC/DPTTS via TMT for final processing
 - If recommended for disapproval, notify the RegAF/CC and IR of the final decision and the process ends
- Notify IR of the final decision

HQ RIO DET/CC OR PROGRAM MANAGER (PM):

- Provide a recommendation to the HYT extension waiver request
- Provide waiver package with endorsement to the HQ RIO technician for further processing

ARPC/DPTTS:

- Create AFRC/CV approval/disapproval memorandum for the HYT extension waiver request and staff to AFRC via TMT
 - Provide SURF and manning statistics
- If HYT extension waiver is approved, update MilPDS with the Airman's adjusted HYTD
- Provide final waiver decision to the HQ RIO/Det

AFRC/CV:

- Approve or disapprove HYT extension waiver requests
- Provide final decision to ARPC/DPTTS via TMT

Section D: HYT Process

7. PROCEDURES:

a. This section outlines the specific AFR steps for management of the HYT program. This section will cover AFR unit processing for TRs and IMA program processing for IRs.

- In the **AFR unit program**, the MPS will use a monthly roster to monitor HYTD. The MPS will notify the TR 14 months before the TR's HYTD.
- In the **IMA program**, the servicing HQ RIO/Det will use a monthly roster to monitor HYTD. The HQ RIO/Det will notify the IR 14 months before the IR's HYTD.

b. **HYT Extension Waiver Requests.** HYT extension waivers may be requested when in the best interest of the Air Force. Waiver requests may not be used as a substitute for inadequate force development and sustainment planning. A waiver request may be appropriate if significant mission degradation or failure will occur once the position becomes vacated. Waiver requests should not exceed 3 years. Waivers may be disapproved by any G-series commander. Waivers should not be processed if any of the following conditions exist:

- Airman currently has unsatisfactory participation
- Current Fit to Fight failure
- Documented Unfavorable Information File (UIF) or Uniform Code of Military Justice (UCMJ) action pending

In the unit program, Career Development in the MPS will submit HYT extension waiver requests to ARPC/DPTTS no later than 4 months (about 120 days) before the enlisted Airman's HYTD. Unit/CCs will initiate and sign HYT extension waiver requests, endorsed by wing/cc, or equivalent, servicing Career Development in the MPS, ARPC/DPTTS and AFRC/CV for final decision.

In the IMA program, HQ RIO will submit extension waiver requests to ARPC/DPTTS no later than 4 months (about 120 days) before the enlisted IR's HYTD. IRs will initiate and sign HYT extension waiver requests, endorsed by the RegAF/CC, HQ RIO/Det commander or Operating Location PM, ARPC/DPTTS and AFRC/CV for final decision.

HYT Extension Waiver requests will include the following for both TR and IR:

1. Staffing by grade in member's AFSC
2. Number of qualified members who could fill this position
3. Number of personnel presently in or awaiting technical school
4. Number of personnel in upgrade training to levels 5 and 7
5. That recruiting efforts have not attracted another qualified candidate
6. Why the Airman's service is indispensable to the unit's mission-ready status
7. Current Fitness Report
8. Identify if any pending medical situations such as a Line of Duty Determination (LOD) or Medical Evaluation Board (MEB) that could affect continued participation
9. In the IMA program the HQ RIO/Det should coordinate with RIO/IRMS

If the waiver request is approved:

- In the unit program, ARPC/DPTTS will update MilPDS with the new HYTD and notify the MPS of the final decision. The MPS notifies the Airman to extend or reenlist to match the new HYTD. In the IMA program, ARPC/DPTTS will update MilPDS with the new HYTD and notify the MPS of the final decision. The HQ RIO/Det notifies the IR to extend or reenlist to match the new HYTD

If the waiver request is disapproved:

The TR or IR has two options if their HYT extension waiver request is disapproved:

1. Reassignment to the retired reserve, effective HYTD
2. Discharge on HYTD

- In the unit program, AFRC/ DPTTS will notify the MPS of the final decision. In the IMA program, ARPC/ DPTTS will notify the HQ RIO/Det of the final decision.

Note: *If the Airman elects to separate, be discharged, or resign rather than transfer to the retired reserve, the Airman must receive counseling on their reduced benefits and entitlements. If they have 20 years of satisfactory service, they must also sign a statement of understanding.*

Figure 1. HYT Notification Management Flowchart. Outlines the individual process steps for HYT notification management process in the AFR unit program.

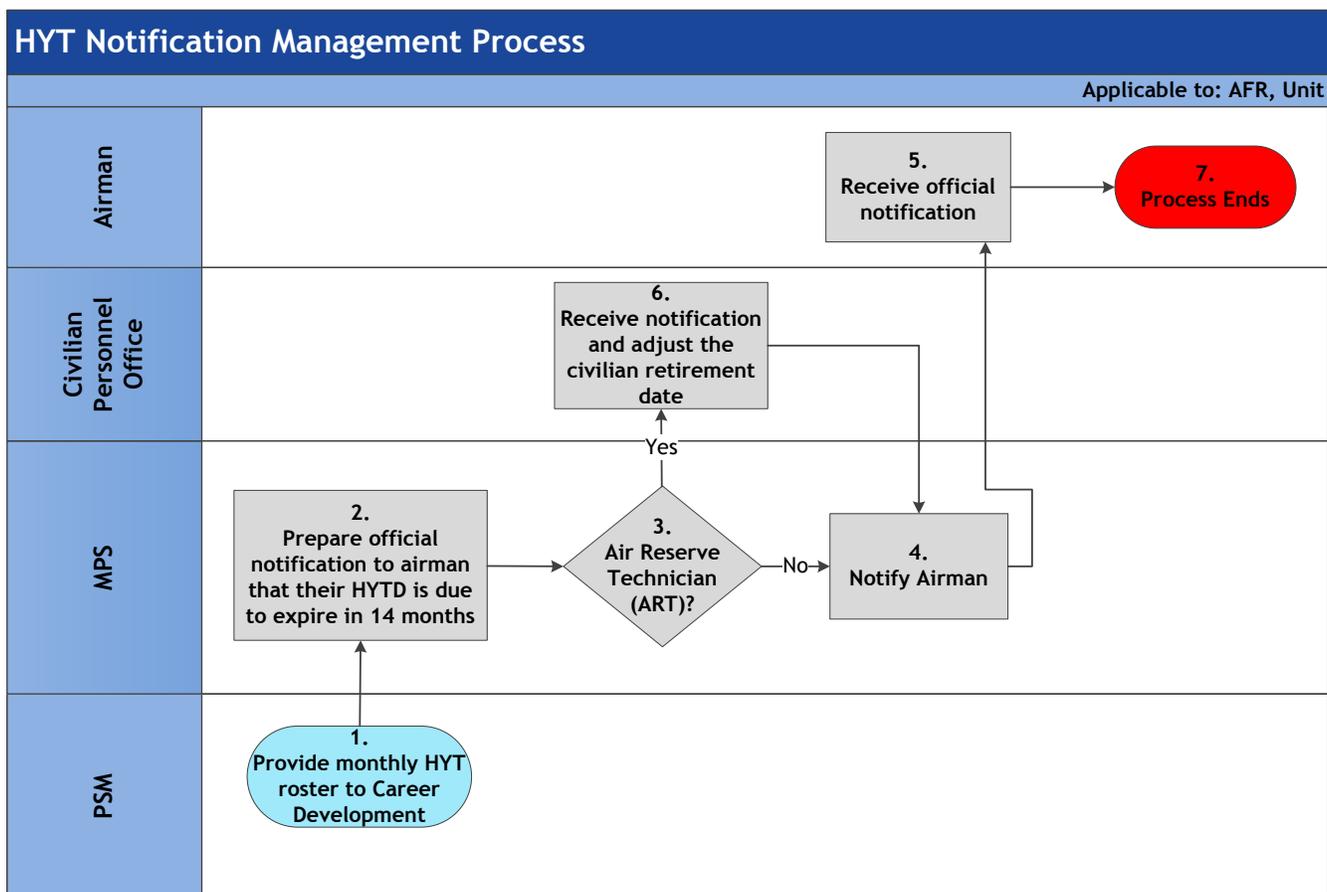


Table 1. Step-by-Step Procedures for the notification program Process. This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	PSM	Personnel Systems Management Provides Monthly HYT Roster to Career Development. Generate monthly HYT roster identifying Airman whose HYT is about to expire in 14 months. Provide the roster to Career Development in the MPS for member notification.
2	MPS	Prepare Official Notification to Airman. Career Development will prepare official notification to Airman that their HYTD will expire in 14 months.
3	MPS	Is the Airman an ART? If the Airman is an ART, GO TO STEP 6 and notify the Civilian Personnel Office for adjustment of their civilian retirement date. If the Airman is not an ART, continue to STEP 4 and notify the Airman through official correspondence that their HYT is due to expire in 14 months. Certified mail or secure electronic notification is appropriate.
4	MPS	Notify Airman. Notify Airman official means that they are within 14 months of their HYTD.

5	Airman	Receive Official Notification. Receive official notification from Career Development in the MPS that their HYT is due to expire in 14 months. If the unit commander decides it is in the best interest of the Air Force to retain the Airman due to mission failure and no one else can perform the duties associated with the position, this is the time the commander should consider submitting a HYT extension request through official channels.
6	Civilian Personnel Office	Receive Notification and Adjust the Airman’s Civilian Retirement Date. Adjust the Airman’s civilian retirement date due to their ARYT status. Notify the MPS upon completion.
7	Process Ends	Process Ends. Official notification and been sent by the MPS and received by the Airman.

Figure 2. HYT Notification Management Flowchart. Outlines the individual process steps for HYT notification management process in the AFR IMA program.

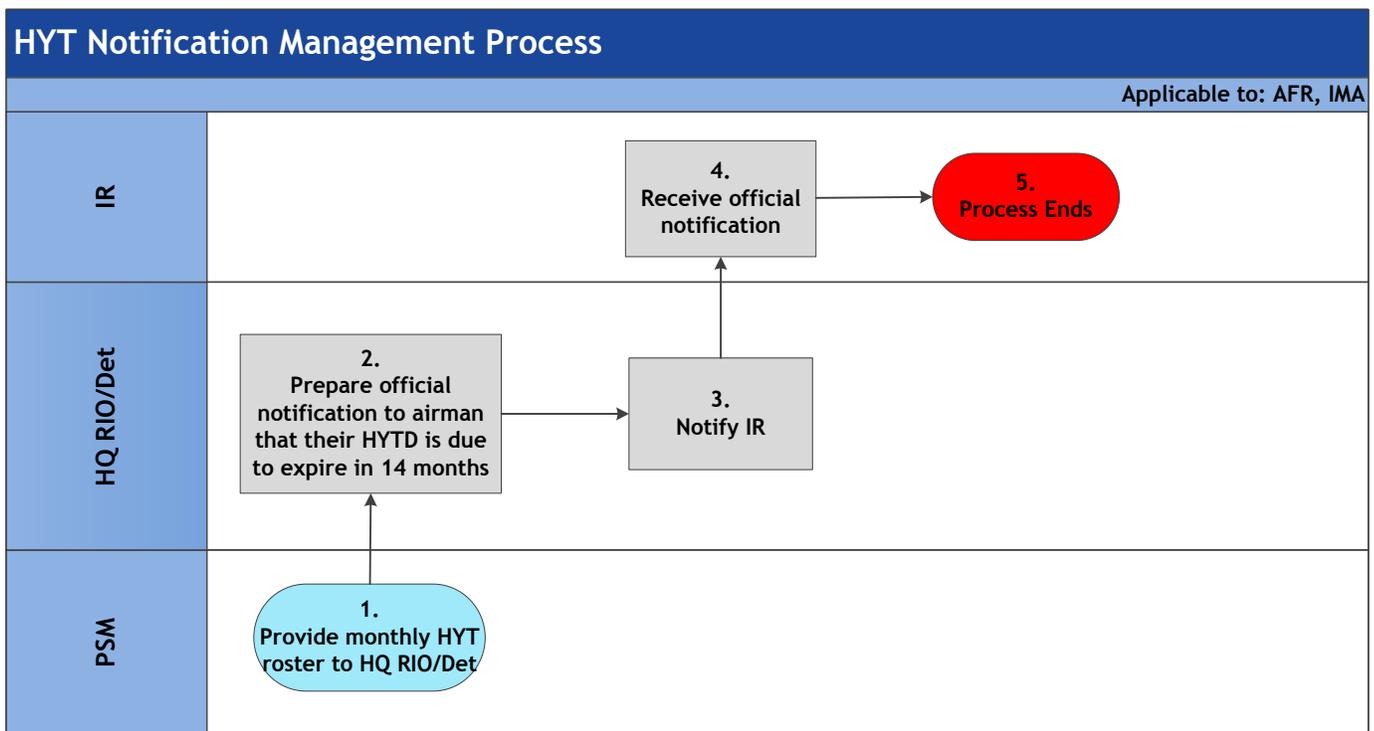


Table 2. Step-by-Step Procedures for the Notification Program Process. This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	PSM	Provide Monthly HYT Roster to HQ RIO/Det. Generate monthly HYT roster identifying IRs whose HYT is about to expire in 14 months. Provide the roster to the IRs servicing HQ RIO/Det for member notification.

2	HQ RIO/Det	Prepare Official Notification to the IR. Prepare official notification to IR that their HYTD will expire in 14 months.
3	HQ RIO/Det	Notify the IR. Notify the IR through official correspondence that their HYT is due to expire in 14 months. Certified mail or secure electronic notification is appropriate.
4	IR	Receive Official Notification. Receive official notification from the servicing HQ RIO/Det that their HYT is due to expire in 14 months. If it's determined that it is in the best interest of the Air Force to retain the IR due to mission failure and no one else can perform the duties associated with the position, this is the time the to consider submitting a HYT extension request through official channels.
5	IR	Process Ends. Official notification and been sent by the HQ RIO/Det and received by the IR.

Figure 3. HYT Extension Waiver Request Flowchart. Outlines the individual process steps for HYT notification management process in the AFR unit program.

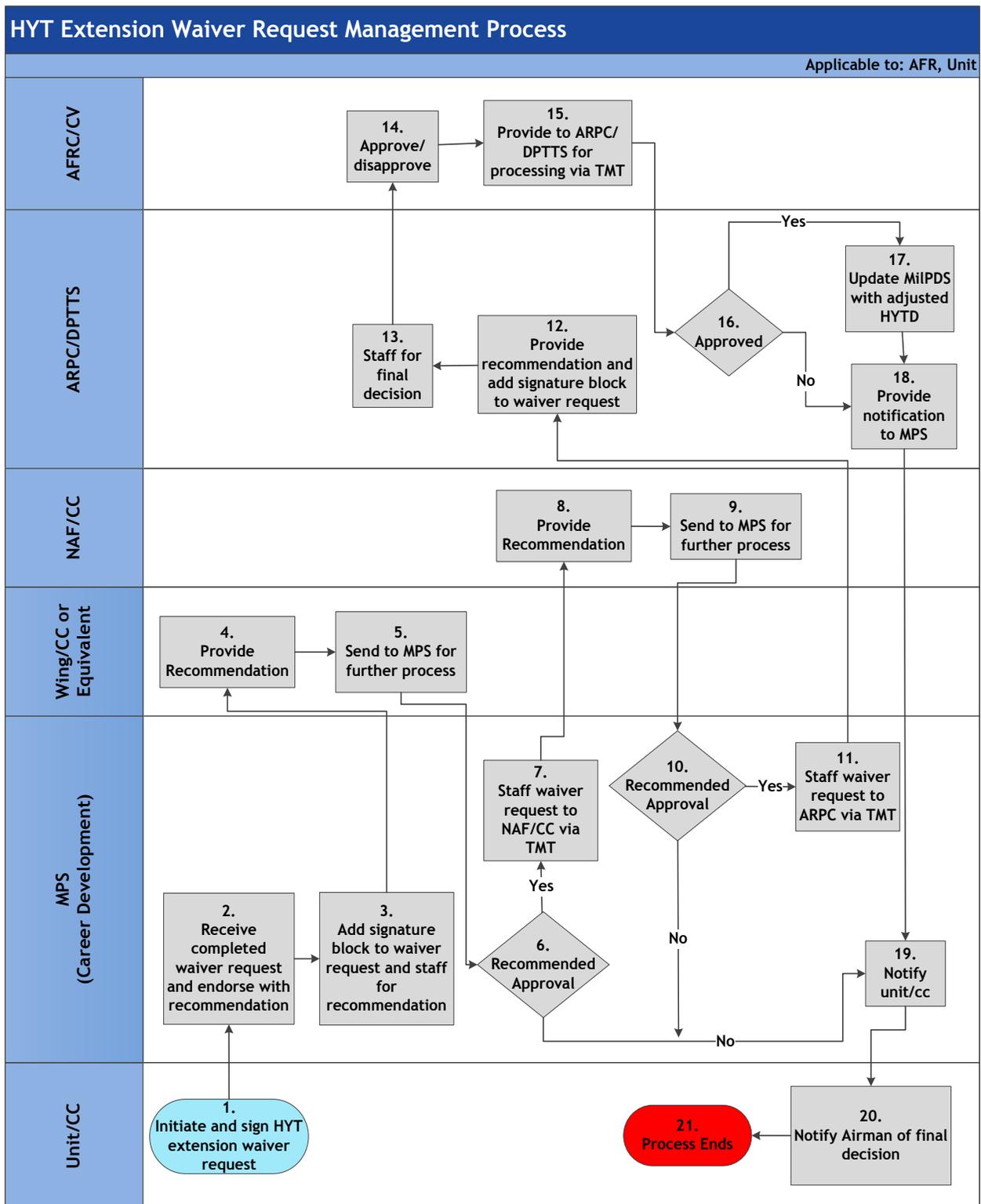


Table 3. Step-by-Step Procedures for the HYT Extension Waiver Request Process. This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Unit/CC	<p>Initiate and Sign HYT Extension Waiver Request. If it's determined that it is in the best interest of the Air Force and no other Airman are able to perform the duties related to the position at the time the Airman would be vacating the position, initiate and sign a HYT extension waiver request. Staff the waiver to Career Development in the MPS for processing. Waiver processing is not recommended if the following factors apply.</p> <p>Potential disqualifying factors:</p> <ul style="list-style-type: none"> • Airman currently has unsatisfactory participation • Current Fit to Fight failure • Documented Unfavorable Information File (UIF) or Uniform Code of Military Justice (UCMJ) action pending
2	MPS	<p>Receive Waiver and Endorse with Recommendation. Receive completed HYT extension waiver request, signed by the unit commander. Ensure the package contains the following:</p> <ul style="list-style-type: none"> • Staffing by grade in member's AFSC • Number of qualified members who could fill this position • Number of personnel presently in or awaiting technical school • Number of personnel in upgrade training to levels 5 and 7 • That recruiting efforts have not attracted another qualified candidate • Why the Airman's service is indispensable to the unit's mission-ready status • Current fitness report • Identify is any pending medical situations such as a LOD or MEB that could affect continued participation <p>Provide a recommendation and endorse the waiver request.</p>
3	MPS	<p>Add Signature Block and Staff. Add wing/cc or equivalent signature block to the waiver request package and staff to the wing/cc or equivalent for recommendation.</p>
4	Wing/CC or Equivelant	<p>Provide Recommendation. The wing/cc or equivalent will provide a written recommendation in the waiver request. Commanders may disapprove the waiver request, ending the waiver process.</p>
5	Wing/CC or Equivelant	<p>Send to MPS for Processing. Provide to the MPS for further processing.</p>
6	MPS	<p>Recommended Approval? If the wing/cc or equivalent recommended disapproval, GO TO STEP 19. If recommended for approval, GO TO STEP 7.</p>

7	MPS	Staff Waiver Request to NAF/CC. Add NAF/CC signature block to the waiver request package and staff to the NAF/CC for recommendation.
8	NAF/CC	Provide Recommendation. The NAF/CC will provide a written recommendation in the waiver request. Commanders may disapprove the waiver request, ending the waiver process.
9	NAF/CC	Send to MPS for Processing. Provide to the MPS for further processing.
10	MPS	Recommended Approval? If the NAF/CC recommended disapproval, GO TO STEP 19. If recommended for approval, GO TO STEP 11.
11	MPS	Staff Waiver Request to ARPC/DPTTS. Staff to ARPC via TMT.
12	ARPC/DPTTS	Provide Recommendation and Add Signature Block. Provide recommendation and add the AFRC/CV signature block to the waiver request for final decision.
13	ARPC/DPTTS	Staff for Final Decision. Staff to AFRC/CV for final decision via TMT.
14	AFRC/CV	Approve or Disapprove. The AFRC/CV will approve or disapprove the HYT extension waiver request.
15	AFRC/CV	Provide Waiver to ARPC/DPTTS for processing. Provide the finalized waiver package to ARPC/DPTTS for final processing via TMT.
16	ARPC/DPTTS	Approved, Yes or No. If the waiver was approved, GO TO STEP 17. If the waiver was disapproved, GO TO STEP 18.
17	ARPC/DPTTS	Update MilPDS. Update MilPDS with the Airman's adjusted HYTD. This is normally a 3-year extension.
18	ARPC/DPTTS	Provide Notification to MPS. Provide the final notification to the Airman's servicing MPS.
19	MPS	Notify Unit/CC. Career Development in the MPS will notify the unit/cc of the final decision.
20	Unit/CC	Notify Airman of Final Decision. Notify the Airman of the final decision.
21	Unit/CC	Process Ends.

Figure 4. HYT Extension Waiver Request Flowchart. Outlines the individual process steps for HYT notification management process in the AFR IMA program.

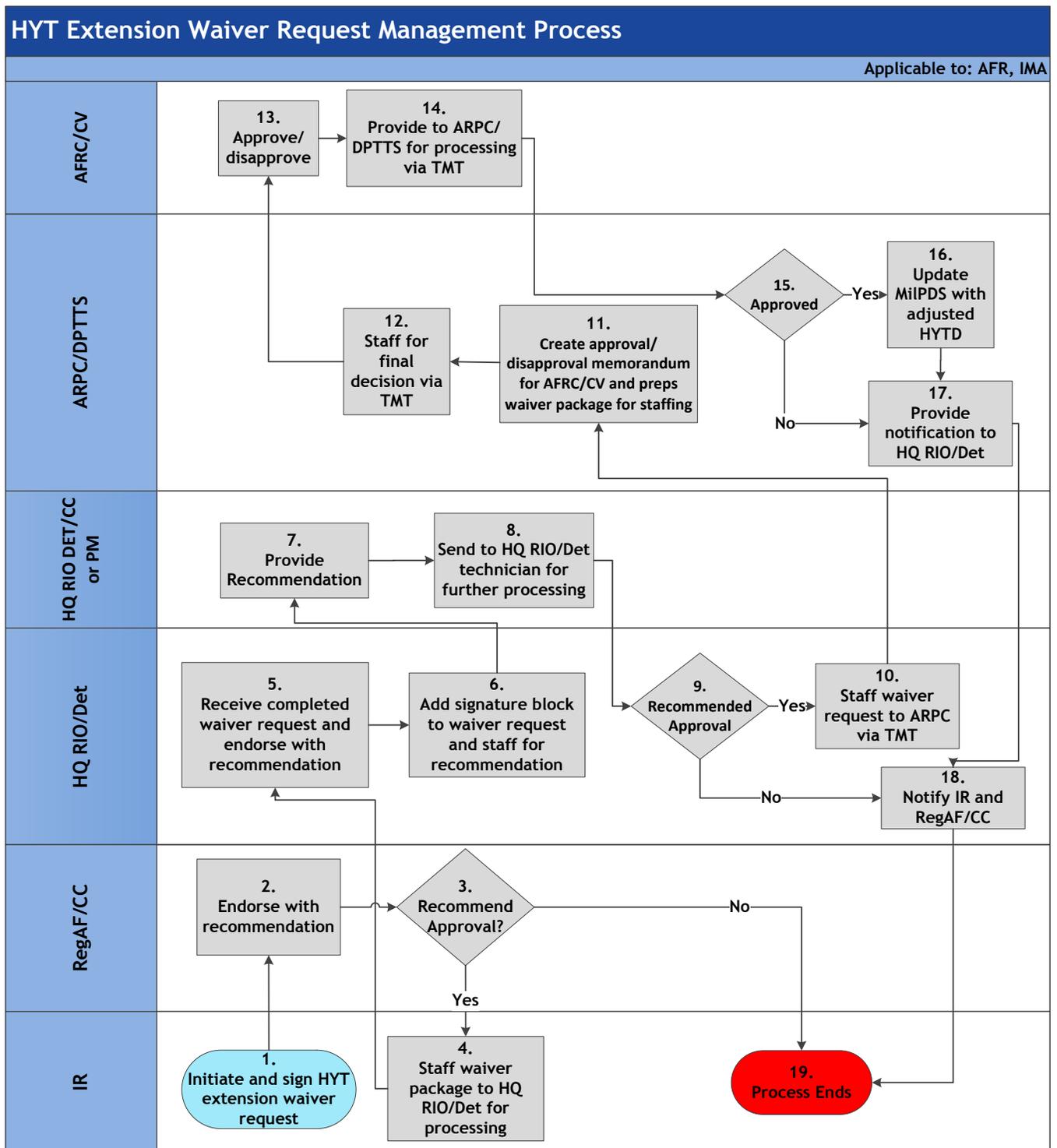


Table 4. Step-by-Step Procedures for the HYT Extension Waiver Request Process. This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	IR	<p>Initiate and Sign HYT Extension Waiver Request. If it has determined that it is in the best interest of the Air Force and no other IR is able to perform the duties related to the position at the time the IR would be vacating the position, the IR would initiate and sign a HYT extension waiver request. Staff the waiver to the servicing HQ RIO/Det for further processing. Waiver processing is not recommended if the following factors apply.</p> <p>Potential disqualifying factors:</p> <ul style="list-style-type: none"> • IR currently has unsatisfactory participation • Current Fit to Fight failure • Documented Unfavorable Information File (UIF) or Uniform Code of Military Justice (UCMJ) action pending
2	RegAF/CC	<p>Endorse with Recommendation. Endorse the HYT extension waiver request if it is in the best interest of the Air Force and no other IR is able to perform the duties related to the position at the time the IR would be vacating the position.</p>
3	RegAF/CC	<p>Recommend Approval or Disapproval. If the RegAF/CC recommends approval, GO TO STEP 4. If the RegAF/CC does not recommend approval, GO TO STEP 19, Process Ends.</p>
4	IR	<p>Staff Waiver Request to HQ RIO/Det. IR will staff HYT extension waiver request package to their servicing HQ RIO/Det for further processing.</p>
5	HQ RIO/Det	<p>Receive Waiver and Endorse with Recommendation. Receive completed HYT extension waiver request, signed by the IR and RegAF/CC. Ensure the package contains the following:</p> <ul style="list-style-type: none"> • Staffing by grade in member's AFSC • Number of qualified members who could fill this position • Number of personnel presently in or awaiting technical school • Number of personnel in upgrade training to levels 5 and 7 • That recruiting efforts have not attracted another qualified candidate • Why the Airman's service is indispensable to the unit's mission-ready status • Current fitness report • Identify is any pending medical situations such as an LOD or MEB that could affect continued participation <ul style="list-style-type: none"> ○ The HQ RIO/Det should coordinate with RIO/IRMS regarding the IR's MEB or LOD processing <p>Provide a recommendation and endorse the waiver request.</p>

6	HQ RIO/Det	Add Signature Block and Staff. Add HQ RIO/Det/CC or PM signature block to the waiver request package and staff for recommendation. Commanders may disapprove the waiver request, ending the waiver process.
7	HQ RIO Det/CC or PM	Provide Recommendation. The HQ RIO/Det or PM will provide a written recommendation in the waiver request. Provide to the HQ RIO/Det technician for further processing.
8	HQ RIO Det/CC or PM	Send to HQ RIO/Det/CC or PM for Processing. Receive the waiver package from the HQ RIO/Det/CC or PM with recommended endorsement.
9	HQ RIO/Det	Recommended Approval? If the HQ RIO/Det/CC or PM recommend approval, GO TO STEP 10. If the recommendation was for disapproval, GO TO STEP 18.
10	HQ RIO/Det	Staff Waiver Request to ARPC. Staff the complete waiver request with all endorsements to ARPC/DPTTS via Task Management Tool (TMT).
11	ARPC/DPTTS	Creates Approval/Disapproval Memorandum and Preps Waiver Package for Staffing. Generate AFRC/CV approval/disapproval memorandum. Pull manning stats and SURF. Staff to the AFRC/CV for final decision via TMT.
12	ARPC/DPTTS	Staff for Final Decision. Staff waiver request to AFRC/CV via TMT.
13	AFRC/CV	Approve or Disapprove. The AFRC/CV will approve or disapprove the HYT extension waiver request.
14	AFRC/CV	Provide Waiver to ARPC/DTPSAR for processing. Provide the finalized waiver package to ARPC/DPTTS via TMT for final processing.
15	ARPC/DPTTS	Approved, Yes or No. If the waiver was approved, GO TO STEP 16. If the waiver was disapproved, GO TO STEP 17.
16	ARPC/DPTTS	Update MilPDS. Update MilPDS with the IR's adjusted HYTD. This is normally a 3-year extension.
17	ARPC/DPTTS	Provide Notification to HQ RIO/Det. Provide the final notification to the IR's servicing HQ RIO/Det.
18	HQ RIO/Det	Notify IR and RegAF/CC of Final Decision. HQ RIO/Det will notify the IR and RegAF/CC of the final decision.
19	IR	Process Ends.

Adjustments to HYTD based on a Medical Hold or ART status. Enlisted HYTD adjustments due to medical holds or entering/vacating ART status will be briefly described below. The processes will not be mapped within this document.

a. **Adjustment of HYTD based on Medical Holds.** HYTDs are adjusted to a later date if an Airman's retirement at HYTD is delayed based on an approved AFRC/SGP medical hold. The Airman's servicing MPS (AFR unit) or HQ RIO/ Det (IMA) notifies the office of primary responsibility (OPR), ARPC/DPTTS of the possible need for adjustment of Airman's HYTD based on a pending LOD/medical evaluation.

ARPC/DPTTS requests to be informed by AFRC/SGSG whether or not medical hold is appropriate. If AFRC/SGP determines a medical hold is not appropriate, ARPC/DPTTS notifies the Airman's servicing MPS or HQ RIO/Det of AFRC/SGP's decision.

The servicing MPS (AFR unit) or HQ RIO/Det (IMA) notifies the Airman, their immediate commander and wing commander or equivalent of their final decision. If AFRC/SGP determines a medical hold is appropriate, ARPC/DPTTS updates MilPDS to report the Airman's adjusted HYTD (the member's adjusted HYTD is based on the number of months AFRC/SGP determines the medical hold is appropriate) and informs the Airman's servicing MPS (AFR unit) or HQ RIO/Det (IMA) of the medical hold and update of MilPDS. The servicing MPS (AFR unit) or HQ RIO/Det (IMA) notifies the Airman, immediate commander and wing commander or equivalent, and the servicing Civilian Personnel Office (if the Airman is employed as an ART), of the medical hold and ensures the enlisted Airman voluntarily extends their enlistment to their adjusted HYTD.

ARPC/DPTTS periodically follows up (minimum of once a month) with AFRC/SGSG to monitor the status of the pending LOD/medical evaluation, obtains AFRC/SGP's decision regarding further extension of medical hold, if the LOD/medical evaluation is still pending at adjusted HYTD, updates MilPDS to report further adjusted HYTD, and informs the servicing MPS (AFR unit) or HQ RIO/Det (IMA) of their actions. ARPC/DPTTS completes these actions until the member is either retired based on AFRC/SGP lifting the medical hold as a result of a completed LOD/medical evaluation that did not result in discharge or disability retirement or the Airman is discharged or disability retired from the AFR as a result of a medically disqualifying condition.

b. **Adjustment of HYTD based on an ART Entering or Vacating ART status.** The Airman's servicing MPS (AFR unit) or HQ RIO/Det (IMA) notifies ARPC/DPTTS when an Airman enters or vacates ART status. ARPC/DPTTS updates MilPDS to report the Airman's adjusted HYTD and informs the servicing MPS (AFR unit) or HQ RIO/Det (IMA) of the adjusted HYTD.