



Department of Defense **INSTRUCTION**

NUMBER 1215.07
January 24, 2013

USD(P&R)

SUBJECT: Service Credit for Non-Regular Retirement

References: See Enclosure 1

1. **PURPOSE.** This instruction reissues DoD Instruction (DoDI) 1215.07 (Reference (a)) pursuant to the authority in DoD Directive 5124.02 (Reference (b)) to establish policy, assign responsibilities, prescribe procedures, and establish requirements for the crediting of active and reserve service for non-regular retirement in accordance with chapter 1223 of Title 10, United States Code (U.S.C.) (Reference (c)).

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. **POLICY.** It is DoD policy that uniform procedures must be used to manage the crediting and accounting of active and reserve service of Service members of the Military Services for non-regular retirement in accordance with chapter 1223 of Reference (c).

4. **RESPONSIBILITIES.** See Enclosure 2.

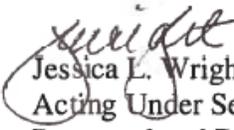
5. **PROCEDURES.** See Enclosure 3.

6. **RELEASABILITY. Unlimited.** This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. **EFFECTIVE DATE.** This instruction:

a. Is effective January 24, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (d)). If not, it will expire effective January 24, 2023 and be removed from the DoD Issuances Website.


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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1215.07, "Service Credit for Reserve Retirement," November 18, 2005, as amended (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) Title 10, United States Code
- (d) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (e) DoD Instruction 1215.06, "Uniform Reserve, Training and Retirement Categories," February 7, 2007, as amended
- (f) DoD Manual 7730.54, Volume 1, "Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures," May 25, 2011
- (g) Decisions of the Comptroller General, File B-111903, November 6, 1952.¹
- (h) Sections 115, 324 and 502 of Title 32, United States Code
- (i) Section 514 of Public Law 109-163, "National Defense Authorization Act for Fiscal Year 2006," January 6, 2006
- (j) Section 523 of Public Law 109-364, "John Warner National Defense Authorization Act for Fiscal Year 2007," October 17, 2006
- (k) Section 206 of title 37, United States Code
- (l) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

¹ Available on the internet at: <http://www.gao.gov/products/434513>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) develops and establishes policies and overall guidance for the management and crediting of active and reserve service for non-regular retirement in accordance with chapter 1223 of Reference (c).

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). Under the authority, direction, and control of the USD(P&R), the ASD(RA):

a. Develops guidance and procedures for the accounting and crediting of active and reserve service for non-regular retirement in accordance with chapter 1223 of Reference (c).

b. Establishes and maintains uniform Reserve Component (RC) training and retirement categories prescribed in DoDI 1215.06 (Reference (e)).

c. Establishes data elements, personnel transaction accounting, personnel data definitions, and data accuracy standards to support the procedures established in DoD Manual 7730.54, Volume 1 (Reference (f)).

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA:

a. Through the Director, Office of the Actuary, identifies the personnel data requirements for actuarial valuations of non-regular retirement to the ASD(RA).

b. Through the Director, Defense Manpower Data Center (DMDC):

(1) Supports the Military Services' maintenance of uniform and accurate procedures for crediting service for non-regular retirement.

(2) Administers the collection, processing, and reporting of personnel data in support of the OSD and the Secretaries concerned in accordance with Reference (f).

4. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD (USCG). The Secretaries of the Military Departments and the Commandant of the USCG:

- a. Issue regulations and guidance governing the administration, crediting and management of non-regular retirement consistent with this instruction.
- b. Record, maintain, and report the information necessary for the accurate, effective, and timely management of Service credit for non-regular retirement in accordance with the requirements of Reference (f) and this instruction.
- c. Obtain and maintain the information necessary to accurately credit service for non-regular retirement of all Active Component (AC) and RC Service members under their respective jurisdiction. This must include the service date information specified in this instruction and the active service, inactive duty, and other duty or service for which retirement points may be credited.
- d. Provide timely and accurate issuance of the notice of fulfillment of the service requirements for eligibility for non-regular retired pay required by section 12731(d) of Reference (c).
- e. Provide for the automated transfer of complete data and credit information between the components of their respective Service and, as required, to any other Military Service in the case of inter-Service transfer.
- f. Require that information is available to calculate the retired pay for non-regular retirement on application by eligible individuals at the age specified in section 12731 of Reference (c).

ENCLOSURE 3

PROCEDURES

1. CRITERIA FOR ESTABLISHING THE SERVICE REQUIREMENT FOR A SATISFACTORY YEAR OF SERVICE FOR NON-REGULAR RETIREMENT

a. Qualifying Years of Satisfactory Service. A qualifying year of service for non-regular retired pay is a full-year, as described in paragraphs b and c of this section, during which a member of an AC or RC is credited with a minimum of 50 retirement points. An accumulation of 20 such years, except as otherwise provided by law, is one requirement necessary to qualify for non-regular retired pay.

b. Establishment of an Anniversary Year

(1) The full-year periods used for the crediting of qualifying years for non-regular retirement must be based on anniversary years as set out in this instruction.

(2) Except as noted in paragraph d of this section, anniversary year periods are calculated from an anniversary date. The date to determine the anniversary year is established by the date the Service member entered into active service or active status in an RC.

c. Adjustment to Anniversary Years

(1) The month and day of the start date for each successive anniversary year will not be adjusted unless the Service member has a break in service. There will be no break in service if the Service member transfers directly to another AC or RC.

(2) When a Service member with a break in service returns to an active Reserve status or to active service, the revised anniversary year start date will be the date of return or reentry.

d. Exceptions to Calculating Anniversary Years

(1) In the case of an officer with service as a cadet or midshipman at a Service academy in accordance with chapters 403, 603, or 903 of Reference (c), or in a Senior Reserve Officers' Training Corps program in accordance with sections 2104 and 2107 of Reference (c), the date for the start of a Service member's initial anniversary year will be established by the date the Service member entered into active service or active status minus any service as a cadet or midshipman.

(2) In the case of an enlisted member of a Military Service who served as a cadet or midshipman at a Service academy in accordance with chapters 403, 603, or 903 of Reference (c) but who did not receive or who does not hold a commission as an officer, the service as a cadet or midshipman at a Service academy must be included and counted as active duty.

e. Credit for Partial Years of Service

(1) A Service member who has a break in service that occurs during an anniversary year will be credited with a partial year of qualifying service for non-regular retirement.

(2) When, as a result of a break in service, a partial year occurs, the Service member must meet the minimum retirement point requirements set out in this instruction for the Service member's service to be credited as a partial year towards a qualifying year. A partial qualifying year is any period less than 12 full-months in which the retirement points credited to a Service member, when computed proportionally, are equal to or greater than 50 retirement points. Calculation of credit for a partial year will be made according to the schedule in Table 1.

Table 1. Minimum Requirement Point Credit Chart

Number of Days in an Active Status		
From	Through	Minimum Points Required
0	8	1
9	14	2
15	21	3
22	29	4
30	36	5
37	43	6
44	51	7
52	58	8
59	65	9
66	73	10
74	80	11
81	87	12
88	94	13
95	102	14
103	109	15
110	116	16
117	124	17
125	131	18
132	138	19
139	146	20
147	153	21
154	160	22
161	168	23
169	175	24
176	182	25

Table 1. Minimum Requirement Point Credit Chart, Continued

Number of Days in an Active Status		
From	Through	Minimum Points Required
183	189	26
190	197	27
198	204	28
205	211	29
212	219	30
220	226	31
227	233	32
234	240	33
241	248	34
249	255	35
256	262	36
263	270	37
271	277	38
278	284	39
285	292	40
293	299	41
300	306	42
307	313	43
314	321	44
322	328	45
329	335	46
336	343	47
344	350	48
351	357	49
358	365	50

(3) Partial years of qualifying service may be combined and credited towards total qualifying service.

(4) Membership retirement points for any partial year will be credited based upon Table 2.

Table 2. Pro-Rating Membership Points

Number of Days in Active Status		
From	To	Membership Points To Be Credited Points
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

(5) On completion of a partial year, retirement points for attendance at drills or equivalent instruction, prorated membership retirement points, and retirement points credited as a result of satisfactory participation in the Health Professions Scholarship and Financial Assistance Program (HPS/FAP) pursuant to section 2126(b) of Reference (c) or other service creditable for non-regular retired pay purposes will be credited. Such retirement points credited for a partial year may not exceed the retirement point credit limits in paragraph 4f(1) of this enclosure.

f. Savings and Transition Procedures. On the effective date of this instruction, all present RC members will retain their current anniversary date. Except as indicated elsewhere here, anniversary dates established or revised after this date, including anniversary dates for AC members, will be based on procedures established in this instruction.

2. RESERVE SERVICE REQUIREMENTS TO QUALIFY FOR NON-REGULAR RETIREMENT

a. Non-Regular Retirement Qualification. To qualify for non-regular retired pay, at or after the age specified in section 12731 Reference (c), a Service member must have completed 20 years of qualifying service unless otherwise provided by law.

(1) For the Service member who completed the years of qualifying service before October 5, 1994, the last 8 years of such qualifying service must have been in an RC.

(2) For the Service member who completed the years of qualifying service on or after October 5, 1994, but before April 25, 2005, the last 6 years of such qualifying service must have been in an RC.

(3) For the Service member who completed the years of qualifying service on or after April 25, 2005, there is no minimum RC service requirement.

(4) The 6 or 8 years of qualifying service of paragraph a(1) and a(2) of this section are not required to be continuous service.

(a) Any period of service as a member of an AC intervening between periods of Reserve service counted toward the 8-year requirement of paragraph a(1) of this section or the 6-year requirement of paragraph a(2) of this section must be excluded in determining whether the Service member has 20 years of qualifying service for eligibility for non-regular retired pay in accordance with Decisions of the Comptroller General, File B-111903 (Reference (g)).

(b) Service in an AC during a partial year will be treated in the same manner as 1 full-year of service in this respect.

b. Non-Regular Retirement Qualification of a Service Member Entitled to Regular Retired or Retainer Pay. A Service member, after becoming eligible or entitled to Regular retired or retainer pay, who serves in an active status as a member of the Selected Reserve of the Ready Reserve, may apply for Reserve retired pay in accordance with chapter 1223 of Reference (c) on or after attaining the age specified in section 12731 of Reference (c), as prescribed in section 12741 of Reference (c).

(1) After April 27, 2001, and before October 28, 2009, the Service member described in paragraph b of this section is exempt from any RC service requirements.

(2) On or after October 28, 2009, the Service member described in paragraph b of this section must complete not less than 2 years of satisfactory service in an active status, excluding any period of active service.

(3) The Service member described in paragraph b of this section is exempt from the limitation in section 12731(a)(4) of Reference (c) that he or she not be entitled to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or the Fleet Marine Corps Reserve.

(4) The Secretary concerned may reduce the minimum 2 year active status service requirement specified in paragraph b(2) of this section in the case of a Service member who:

(a) Completed at least 1 year of service in a position of adjutant general pursuant to section 314 of Title 32, U.S.C. (Reference (h)) or in a position of assistant adjutant general subordinate to such a position of adjutant general.

(b) Failed to complete the minimum years of service solely because the appointment was terminated or vacated as described in section 324(b) of Reference (h).

3. ELIGIBILITY FOR RETIREMENT POINT CREDIT FOR NON-REGULAR RETIREMENT. Service members in the following categories are eligible for retirement point credit:

a. Members of an AC or RC in active service.

b. Members of an RC in an active status as defined in section 10141 of Reference (c). This includes service in a Delayed Entry Program established by section 513 of Reference (c), credited toward non-regular retirement since it is service in an active status as a member of the Ready Reserve.

c. Members of an RC in a retired status, except for the active service retiree who has not served in an active status in accordance with section 12741 of Reference (c) detailed in paragraph 2b of this enclosure, may be credited with active or inactive duty service.

d. Members of an RC in an inactive status in accordance with section 10152 of Reference (c) may not be credited with service for retirement pursuant to section 12734(a) of Reference (c). Individuals who have completed the service requirement for retired pay and have not attained the age specified in section 12731 of Reference (c), may be transferred to an inactive status, but may not receive retirement point credit in that status.

e. Members of the Army National Guard and Air National Guard who performed State active duty service covered by section 514 of Public Law (PL) 109-163 (Reference (i)), or section 523 of PL 109-364 (Reference (j)), must be credited with active service in accordance with section 12732(a)(2)(A)(i) of Reference (c).

(1) State active duty creditable as federal active service in paragraph e of this section is full-time State active duty performed on or after September 11, 2001, and before October 1, 2002, in any of the covered counties listed in paragraph e(2) of this section.

(2) Covered counties:

(a) The State of New York: counties of Bronx, Kings, New York (boroughs of Brooklyn and Manhattan), Queens, Richmond, Delaware, Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, and Westchester;

(b) The State of New Jersey: counties of Bergen, Hudson, Union, and Middlesex;

(c) The State of Virginia: county of Arlington.

4. RETIREMENT POINT CREDIT BY ACTIVITY

a. Active Service. Active service will be credited at the rate of one retirement point per day of active service for:

(1) Active duty or full-time National Guard duty in the Military Services.

(2) Active commissioned service in the Commissioned Corps of the Public Health Service.

(3) Active commissioned service in the National Oceanic and Atmospheric Administration, to include active commissioned service in the Environmental Science Services Administration and in the Coast and Geodetic Survey.

b. Inactive Duty Service. Inactive duty service will be credited as follows:

(1) One retirement point will be credited for each attendance at an inactive duty training (IDT) period or a period of equivalent instruction that was prescribed for that year by the Secretary concerned and conformed to the requirements prescribed by law, including attendance by a member of the National Guard at required IDT periods in accordance with section 502 of Reference (h).

(2) One retirement point will be credited to a member of the RC in an active status for each period of equivalent instruction in accordance with paragraphs b(2)(a) through b(2)(e) of this section:

(a) If the instruction is performed instead of regularly scheduled unit training assembly or IDT period, it will be of at least the same duration as required for the assembly or IDT period it replaces.

(b) If the instruction is performed as a part of a regularly scheduled unit training assembly or IDT period, only one retirement point may be credited for that period.

(c) When multiple periods of equivalent instruction are performed, each period must last at least 4 hours, whether performed instead of or in addition to a regularly scheduled unit training assembly or IDT period.

(d) The equivalent instruction will be authorized and supervised by the unit commander or the commander's representative, and certification of the type and duration of the instruction will be forwarded to the Secretary concerned or their designee for that purpose.

(e) If the equivalent instruction performed is in addition to the regularly scheduled IDT period, the instruction will last at least 4 hours and will be performed in a non-pay status, unless a specific activity is authorized for pay by the Secretary concerned.

(3) A maximum of 2 retirement points may be credited for attendance at IDT periods, or equivalent instruction in any 1 calendar day.

(4) The Military Services may sponsor military seminars, symposiums, and similar assemblies (hereinafter referred to as “meetings”), either separately or in connection with professional meetings, as a means of conducting Reserve training or instruction. Retirement points may be granted to a member of the Ready Reserve attending such a meeting only when the meeting is designated by the Secretary concerned as being of such military value that the instruction received would enhance the Service member’s professional development and broaden either the Service member’s qualifications for duties to which he or she may be expected to be assigned upon mobilization or the qualifications of those whose work the Service member may supervise. The conditions in paragraphs b(4)(a) through b(4)(d) of this section must apply:

(a) The meeting lasts at least 4 hours. A maximum of one retirement point per day of the meeting will be credited.

(b) The Service member’s attendance has been approved previously and, in each instance, by the Secretary concerned or their designee for that purpose.

(c) The Service member either registers with a designated monitor representing the Military Service concerned or, in the absence of such a monitor, is authorized to and does certify his or her own attendance.

(d) The Service member’s participation is without remuneration other than the pay to which the Service member may be entitled as a member of an RC.

(5) A member of the Individual Ready Reserve or the Standby Reserve in an active status may participate in civil defense activities as outlined in enclosure 7 of Reference (e), and may be credited with retirement points as specified in paragraphs b(5)(a) through b(5)(f) of this section:

(a) A period of IDT of duration to be determined by the Federal Emergency Management Agency, but at least 4 hours.

(b) Training will consist of civil defense work at a duly scheduled work formation in an officially designated location under active supervision.

(c) Wearing of the uniform will be optional with the Service member (this does not constitute a basis for a claim for uniform maintenance allowance).

(d) A maximum of 2 retirement points for IDT may be credited per day.

(e) In no case will more than 1 retirement point be credited for less than 8 hours.

(f) Each volunteer Service member will furnish his or her respective (county, city, State, region) Civil Defense Director a certification form, which will be signed by the Civil Defense Director attesting to the individual's satisfactory work performance and hours worked. This form will be submitted each month or quarter in accordance with appropriate Military Department regulations.

(6) One retirement point will be credited to a member of the Selected Reserve upon successful completion of non-resident training and education in an active status for each 4 hours of pay received in accordance with section 206(d)(2) of Title 37 U.S.C. (Reference (k)), as specified in paragraphs b(6)(a) through b(6)(c):

(a) The use of electronic-based distributed learning methodologies must have been identified and directed by the Secretary concerned for the purpose of accomplishing unit readiness or mobilization training requirements.

(b) Each period of non-resident training and education using electronic-based distributed learning methodologies must be at least 4 hours and completion is certified by the Service member.

(c) Pay is commensurate with the Service member's grade and years of service in accordance with section 206(a) of Reference (k) for 1 period IDT.

c. Funeral Honors Duty. One retirement point will be credited for each day in which Funeral Honors Duty in accordance with the provisions of section 12503 of Reference (c) or section 115 of Reference (h) is performed for at least 2 hours.

d. Membership Points. Members of an RC in an active status will be credited with retirement points for such membership at the rate of 15 retirement points per year or a proportional part in accordance with paragraph 1e(4) of this enclosure.

e. HPS/FAP. Members of the Selected Reserve who satisfy the requirements of the HPS/FAP for active service pursuant to section 2126 of Reference (c) will be credited with 50 retirement points for each year of participation in a course of study. The points will be credited to the member at the end of each year after the completion of the course of study that the member serves in the Selected Reserve and is credited with at least 50 retirement points. The points will be recorded as having been earned in the year of the participation in the course of study. The award of service credit is limited to 4 years of participation in a course of study under the HPS/FAP.

f. Retirement Point Credit Limitations

(1) Retirement points credited for activities other than active service or Funeral Honors Duty may not exceed:

(a) For any 1 anniversary year closing before September 23, 1996: 60 retirement points.

(b) For anniversary years closing on or after September 23, 1996, but before October 30, 2000: 75 retirement points.

(c) For anniversary years closing on or after October 30, 2000, but before October 30, 2007: 90 retirement points.

(d) For anniversary years closing on or after October 30, 2007: 130 retirement points.

(2) A maximum of 2 retirement points may be awarded in 1 calendar day for any activity or combination of activities.

(3) No more than one retirement point may be awarded for any day in which the Service member is in active service.

(4) A person in active service may not receive retirement points for other activities performed concurrently; however, no deduction in the membership retirement points described in paragraph 4d of this enclosure is required for active service, other than duty as a member of an AC, during an anniversary year.

(5) A maximum of 365 retirement points (366 retirement points in a leap year) may be awarded in any anniversary year.

5. REDUCED ELIGIBILITY AGE FOR RECEIPT OF RETIRED PAY FOR NON-REGULAR SERVICE

a. A member of the Ready Reserve who serves on active service as specified in paragraph b(1) or paragraph b(2) of this section, after January 28, 2008, will have the eligibility age for receipt of retired pay in accordance with section 12731 of Reference (c) reduced below 60 years of age by 3 months for each aggregate of 90 days for which the Service member serves on active service in any fiscal year, subject to paragraph c of this section.

b. For the purpose of paragraph 5a of this section, a day of active service will be included in only one aggregate of 90 days and the qualifying active service will be defined as:

(1) Active duty service either in support of contingency operations under a provision of law specified in section 101(a)(13)(B) of Reference (c), or an order to active duty pursuant to section 12301(d) of Reference (c). Active duty pursuant to section 12301(d) of Reference (c) for the purpose of Active Guard and Reserve duty in accordance with section 12310 of Reference (c) will not be included as service on active duty.

(2) Full-time National Guard duty for a call to active service by a governor and authorized by the President or the Secretary of Defense in accordance with section 502(f) of Reference (h) for the purpose of responding to either a national emergency declared by the President or a national emergency supported by federal funds.

(3) Active duty pursuant to section 12301(h) of Reference (c) to receive medical care as a result of a wound, illness, or injury while serving on active service as specified in paragraphs b(1) and b(2) of this section will be treated as a continuation of the original call or order to active duty or active service for the purposes of reducing the eligibility age for a non-regular retirement of section 12731 of Reference (c).

c. The eligibility age for non-regular retirement of section 12731 of Reference (c) may not be reduced below 50 years of age for any person described in paragraph a of this section.

d. The ASD(RA) will designate, by authorizing memorandum, the qualifying active duty and active service for reduced age for non-regular retirement as it relates to a named contingency operation, a national emergency, or certain active service supported by federal funds.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
DMDC	Defense Manpower Data Center
DoDHRA	Department of Defense Human Resources Activity
DoDI	Department of Defense Instruction
FAP	Financial Assistance Program
HPS	Health Professions Scholarship
IDT	inactive duty training
PL	Public Law
RC	Reserve Component
RCCPDS	Reserve Components Common Personnel Data System
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this instruction.

active duty. Defined in Joint Publication 1-02 (Reference (1)).

active service. Defined in section 101(d)(3) in Reference (c).

break in service. The event when a Service member transfers to an inactive status list, the inactive National Guard, the Retired Reserve, or is discharged to civilian life for longer than 24 hours.

equivalent instruction. Those activities performed instead of, or in addition to, a regularly scheduled unit training assembly or drill. The subject matter of the equivalent instruction will relate to the instruction for which it is or might be substituted, and will be of definite military benefit to the individual.

full-time National Guard duty. Defined in Reference (e).

inactive duty. Defined in Reference (l).

Retired Reserve. Defined in Reference (e).

Secretary concerned. The Secretary of the Army, with respect to matters concerning the Army; the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Department of the Navy; the Secretary of the Air Force, with respect to matters concerning the Air Force; the Secretary of Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Department of the Navy.

Uniformed Services. Defined in Reference (l).