



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES SPACE FORCE
WASHINGTON DC**

**SPACE FORCE PERSONNEL MANAGEMENT ACT (PMA)
AIR FORCE RESERVE (AFR) TO FULL-TIME ACTIVE DUTY UNITED
STATES SPACE FORCE (USSF) TRANSFER PROCESS**

Applicability: This transfer announcement applies to Air Force Reserve (AFR) officers and enlisted members in Space related career fields, in the grade of Colonel (O6) and below, who desire transfer into full-time active duty positions in the Space Force. This process does not apply to members of the Air National Guard or members from other Uniformed Services (Regular, Reserve or Guard). Unless otherwise indicated, the term “Airman” or “Airmen” applies to AFR officers and enlisted members.

The FY24 National Defense Authorization Act established the Space Force Personnel Management Act (PMA) on December 22, 2023. The PMA allows the Space Force to design an alternative single military personnel management system that integrates active component Guardians and AFR Airmen serving in space-focused career fields into a unified service, offering both full- and part-time work roles. This initial process is focused on eligible AFR Airmen who desire transfer into Space Force full-time active duty positions. Part-time positions will be offered in the future as systems and policies are established.

NOTE: This is the only scheduled application period for transfer directly into full-time active duty positions under PMA for Airmen in eligible Air Force Specialty Codes (AFSCs). The application window is from 1 Jun – 30 Nov '24.

1. PROGRAM OVERVIEW

This transfer process allows qualified Airmen in Space related career fields to apply for transfer to full-time active duty positions in the Space Force.

Eligible applications will be considered by the Space Force Transfer Board. The transfer board will review and score each record, to determine those best qualified for transfer in accordance with the needs of the Space Force. Service requirements will be considered during the selection process for all eligible AFSCs. Airmen selected by the transfer board and released for transfer by AF/RE will be announced on www.spaceforce.mil and notified with further instructions.

Selected Airmen must transfer in their current career field. *EXCEPTIONS: Officers selected from the 61X, 64P and 65X career fields will re-core to a 62E or 63A Space Force Specialty Code (SFSC). Enlisted E-8s and E-9s selected for transfer will re-core to the 5Z800 or 5Z900 SFSC.*

Active Duty Service Commitment (ADSC).

Officers selected for transfer to full-time active duty positions incur a minimum 2-year ADSC. Any existing Reserve Service Commitment (RSC) will be considered between losing/gaining service at the time of selection.

Enlisted Airmen selected for transfer to full-time active duty positions must enlist in the Regular Space Force for a minimum enlistment of 2 years, maximum 6 years. Any existing RSC will be considered between the losing/gaining service at the time of selection.

Selected Airmen will transfer in the grade and with date of rank held at time of transfer.

Airmen who transfer are subject to current Department of the Air Force regulations and policies.

Space Force assignments will be based on mission requirements. Selected Airmen will have the opportunity to provide location preferences when working with their assignment team to finalize their Space Force assignment.

2. MILESTONES

DATE	EVENT
May '24	Announcement on www.spaceforce.mil
Jun '24	Townhall (additional Townhalls will be scheduled throughout application window)
1 Jun 24 – 5 Aug 24	Application Window (Sep '24 Transfer Board)
Sep '24	Sep '24 Transfer Board (results released prior to Nov '24 Transfer Board)
6 Aug 24 – 14 Oct 24	Application Window (Nov '24 Transfer Board)
Nov '24	Nov '24 Transfer Board (results released prior to Jan '25 Transfer Board)
15 Oct 24 – 30 Nov 24	Application Window (Jan '25 Transfer Board)
Jan '25	Jan '25 Transfer Board (results released in Feb '25)
Transfers begin in FY25	

NOTE: Airmen **should not** attempt to apply before 0800 EDT 1 June 2024 as the application will not be visible in MyVector until then.

Airmen interested in this program must submit applications via MyVector in accordance with application guidance provided below.

Only complete application packages will be evaluated by the Transfer Board; applicants are responsible for ensuring a complete application package is submitted.

3. ELIGIBILITY

AFR officers who hold the following Core IDs:

13S; 17X; 14N; 6X

AFR enlisted Airmen who hold the following Control AFSC (CAFSC):

1C6X1; 1N0; 1N1; 1N2; 1N3; 1N4; 1N8; 1D7X1; 1D7X2; 1D7X3

Basic Eligibility: Applicants must meet eligibility criteria in DAFMAN 36-2032, *Military Recruiting and Accessions*.

- Must be able to qualify for an active duty (complete 20 years of total active federal military service) or a reserve retirement (complete 20 years of satisfactory service) by age 62
- Must be medically qualified for active duty (retention standards apply)
 - NOTE: Airmen on medical hold may apply; however, if selected, transfer will be delayed until medical hold is favorably resolved
- Possess a Top Secret/SCI security clearance. *EXCEPTION: 6X AFSCs must possess Secret security clearance*
- Officers must not have separated from active duty based on non-selection for promotion. *EXCEPTION: Does not apply to officers subsequently promoted in the AFR*
- Must be able to complete transfer ADSC prior to active duty Mandatory Retirement Date (MRD) or active duty High Year Tenure (HYT) date
- Must have satisfactory participation within the last year (satisfactory participation is defined as a minimum of 50 points per last retirement/retention (R/R) year)
- Airmen must currently have retainability through 28 Feb 2025
- Airmen with an approved retirement/separation date may apply; however, if selected must request withdrawal of approved retirement/separation

The following members are not eligible for this transfer process:

- Members of the Air National Guard or members from other Uniformed Services (Regular, Reserve or Guard)
- Airmen who do not hold an eligible AFSC specified in paragraph 3 above
- Airmen with specific derogatory information: Examples may include, but are not limited to, assault, sexual assault convictions, punitive removal from command, and other issues as determined by Space Force. Airmen may be disqualified at any point in the screening and selection process.
- Airmen on any form of administrative hold: Should a selected Airman be placed on administrative hold between application and executing transfer, the Airman's selection for transfer will be withdrawn.
- Retired enlisted member entitled to retired pay
- Officer on the regular officer retired roll of any of the uniformed services
- Retired members awaiting pay at age 60

- Airmen currently serving in the Individual Ready Reserve (IRR), the Inactive Status List Reserve Section (ISLRS), or the Retired Reserve

4. TRANSFER BOARD SUBMISSION DEADLINES

There will be three transfer boards (September 2024, November 2024, and January 2025). Applications must be submitted by the close of the application window of the respective transfer board for consideration by that board. Applications received after the 1700 EDT deadline for the September 2024 Transfer Board will be considered by the November 2024 Transfer Board. Applications received after the 1700 EDT deadline for the November 2024 Transfer Board will be considered by the January 2025 Transfer Board. Applications submitted after 1700 EDT 30 November 2024 (the last day of final application window) will not be considered.

Airmen who are not selected by a transfer board will have their application automatically considered by the next transfer board with the last consideration being the January 2025 Transfer Board. Airmen who do not wish to be considered by subsequent transfer boards must take action to withdraw their application.

Colonels and Colonel selects desiring to compete for command opportunities in Summer 2025 must submit transfer applications in time to meet the September 2024 Transfer Board. Colonels that apply for transfer from AFR to USSF during subsequent transfer boards will still be considered for transfer but will not be considered for command in Summer 2025. Additionally, Colonels that meet the September 2024 Transfer Board will have the most diverse assignment opportunities.

The Senior and Chief talent management board will convene no later than January 2025. All transfer applications for Seniors and Chiefs received by the November 2024 Transfer Board will have the most diverse assignment opportunities.

5. APPLICATION PROCESS

Requirements: A complete application requires the following documents. Each document must be submitted as separate PDF files (not in portfolio format). NOTE: All documents listed are required to be submitted except for a resume as a resume is optional. The transfer board will not consider additional documents.

1. Endorsement Letter
 - Letter must include applicant's name, rank, and the following statements: "I certify that as of this date unit records contain no derogatory or adverse personnel information on this applicant, to include an Unfavorable Information File (UIF), nor is this applicant currently under investigation for misconduct. I confirm applicant meets all readiness requirements, demonstrates exemplary conduct, and possesses a professional attitude."
 - Active Guard Reserve (AGRs) and Traditional Reservists (TRs) require an endorsement letter from the first O6 in their chain of command

- Individual Mobilization Augmentees (IMAs) require an endorsement letter from the first O6 in their chain of command in coordination with the Readiness and Integration Organization (RIO) Detachment Commander
- 2. DD Form 368
 - Airman completes block 1 and 3 of DD Form 368 (blocks 2 and 4 are left blank)
 - First O6 in chain of command completes block 5 and 6 of DD Form 368 (date in block 5a is left blank)
- 3. Five most recent performance reports (OPRs/EPRs) all scanned into a single PDF file (not in portfolio format)
- 4. Career Data Brief (CDB)
- 5. Current Point Credit Accounting and Reporting System (PCARS) Summary
- 6. Current Fitness Tracker Report from myFitness
- 7. Security Verification letter from Unit Security Manager, indicating clearance type and expiration date
- 8. Resume (optional) – no more than 2 pages; **do not** include photo (Tongue and Quill format, include a brief summary of all military service and civilian employment)

Application Submission: Airmen will submit application documents and complete an online application IAW the following instructions:

- Scan application documents into separate PDF files (**not in portfolio format**). Name each PDF file with the following naming convention:
LASTNAME_FIRSTNAME_Name of Document
Example: DOE_JOHN_Endorsement Letter
DOE_JOHN_EPRs
- Access MyVector link at <https://myvector.us.af.mil/MyApplications>
- In the Search box under Application Catalog, type “PMA Application”; PMA Application will appear under the Search box; then click on “PMA Application”
- A description of the PMA application will appear and then click on “Apply”
- Fill out the online information
- After completing the online information, upload your separate PDF files; after uploading each document, “1 document uploaded successfully” message will appear
- Click on the “Submit Form” button
- Airmen will receive a MyVector automated message confirming submission

6. POST BOARD ACTIONS

Airmen selected for transfer to full-time active duty positions will be provided instructions for executing the transfer, to include instructions for submitting the following documents:

- Current medical documents DD Form 3024, Annual Periodic Health Assessment and AF Form 422, Notification of Air Force Member’s Qualification Status
- Exceptional Family Member Program (EFMP) and Family Member Overseas Travel Prescreen Worksheet
- Completed DD Form 1172-2
- If applicable, projected promotion information (e.g. selection board ID; projected promotion date, etc.)

Prior to issuing Transfer Orders all the following must be completed:

- Medically qualified for active duty
- AF/RE approved release
- AGRs will be required to curtail their current Reserve assignment; curtailment date will be one day prior to transfer date to avoid a break in-service
- Matched to Space Force assignment
- Approved Space Force appointment scroll (officers only)
 - Scroll appointment approval timeline is ~ 4 to 6 months from the date the appointment scroll is submitted
- For Airmen being assigned overseas with dependents, dependents must be approved for overseas travel
- For Airmen with dependents enrolled in EFMP, dependents must be approved for travel by gaining Space Force duty location

7. POINT OF CONTACT

For additional information on transfer to full-time active duty positions please contact the PMA Team at SF.PMA.Questions@spaceforce.mil and/or the [Personnel Management Act \(PMA\) channel](#) in the Guardian Forum.