

# ACTIVE DUTY SERVICE

## Prior Service (members coming from active AF enlisted with no break into OTS)

- Orders (4 copies),
- Direct Deposit info if they wish to change their current account,
- Marriage License/Birth Certificate only if they were married or had a baby enroute to OTS,
- Exact dates regarding when they signed out of losing base and when they got to MAFB.

- Direct Deposit Form DD 1199A (Must be signed by your Bank)  
Direct Deposit Form SMS 2231 (Will be filled out at OTS IF DD Form 1199A not provided)

- With/without dependents: single or married, individual will keep all housing entitlements until they get to new permanent duty station.

Contact your Government Travel Card (GTC) Coordinator to place your account in Mission Critical Status. Print the Mission Critical Status policy letter to provide to your GTC Coordinator.

- If you are coming to OTS from active duty your leave balance transfers with you; you do not have to "start over" as an officer; try not to come to OTS in a use or lose status.

- If you come directly from active duty AF unit you will hold the rank of E-5 unless your current enlisted rank is higher than E-5. If you are currently an E-6 or above you will maintain that rank while you are at OTS. If you come to OTS from another service you will be given the temporary rank of E-5 no matter what rank you were in your previous service.

- If you come straight from active duty to OTS and do not make it through OTS you will go back to duty as an enlisted person and revert back to the rank you were before you came to OTS. You will also most likely be sent to a new duty assignment, possibly in another career field.