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HEADQUARTERS UNITED STATES AIR FORCE  
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MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum (AFGM) to AFI 36-3202, *Separation Documents*

1. This Air Force Guidance Memorandum immediately implements changes to Air Force Instruction 36-3202, *Separation Documents*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.
2. The Department of Defense has approved DD Form 214 format changes for the Air Reserve Component. The changed guidance is summarized in the attachment.
3. This memorandum becomes void after 1 year has elapsed from the date of this memorandum, or upon publication of an Interim change or a rewrite of the affected publication, whichever is earlier.

DANIEL R. SITTERLY  
Principal Deputy Asst. Secretary of the Air Force  
(Manpower and Reserve Affairs)

Attachment:  
Guidance Changes

## ATTACHMENT

### *Guidance Changes*

**(Add)** Table 2, entitled “Issuing a DD Form 214”, note 4. Multiple periods of active duty by Air Force Reserve Component members ordered to active duty for a non-contingency/contingency operation are authorized to be documented on a single DD Form 214 (Cumulative DD 214), with the following conditions:

1. The dates of all active duty periods being documented and the contingency operation supported during each active duty period must be listed in the DD Form 214 Block 18, Remarks, or on the DD Form 214C.
2. The type separation, character of service, separation authority, separation code, reentry code and narrative reason for separation must be identical for all of the active duty periods being documented on the single DD Form 214.
3. Issue a single cumulative DD Form 214 when a member is active duty in direct support of contingency operations upon accumulation of 90 days or more, member’s transfer to another component, separation, retirement, or by member’s request.
4. Issue a cumulative DD Form 214 when a member is active duty in support of non-contingency operations upon accumulation of 90 days or more, member’s transfer to another component, separation, or retirement.

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-3202**

**22 NOVEMBER 2005**

*Incorporating Change 1, 30 SEPTEMBER 2009*



**Personnel**

**SEPARATION DOCUMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms/IMTs are available for downloading or ordering on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

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Supersedes: AFI 36-3202, 20 May 1994

Pages: 59

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This instruction explains how to control, prepare, and distribute separation documents and control lists of Separation Program Designator (SPD) codes. Separation occurs when members of the Air Force (AF) leave active duty, move from one active duty status to another, or are discharged, retired, transferred, dismissed, or released.

This instruction implements Air Force Policy Directive (AFPD) 36-32, *Military Retirements and Separations*, 14 July 1993, Department of Defense (DoD) Instruction (DODI) 1336.1, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*, 6 January 1989; and portions of DoD Directive (DoDD) 1332.14, *Enlisted Administrative Separations*, 21 Dec 93, DoD Directive 1332.30, *Separation of Regular Commissioned Officers*, 21 Dec 93.

The Privacy Act of 1974 affects this instruction.

Title 10, United States Code (U.S.C.), *Armed Forces*, Sections 1168 and 1169, authorize the maintenance of the System of Records FO36 AFPC P, *Separation Case Files*, (Officer and Airman) prescribed by this instruction. A Privacy Act statement must be included on DD Form 214WS, **Certificate of Release or Discharge From Active Duty**.

This publication does apply to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG).

Any organization may supplement this volume. Air Force Instruction (AFI) 33-360, volume 1, *AF Content Management Program-Publications* discusses how to process supplements to publications.

Any organization may supplement this publication which must be approved and reviewed by the OPR. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) must send one copy of their published and or posted supplement to Headquarters AF Personnel Center, Airman Separations Section (HQ AFPC/DPPRS), 550 C St West, Suite 3, Randolph AFB TX 78150-4713 and a courtesy copy to HQ AFPC/DPDXI (Publishing Office), 550 C St West, Suite 48, Randolph AFB, TX 78150-4750. Other organizations send one copy of each published and or posted supplement to the next higher headquarters. Attachment 1 is a glossary.

The Paperwork Reduction Act of 1995 affects this instruction. Ensure that all records created by this instruction are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with AF Records Disposition Schedule (<https://webrims.amc.af.mil>).

Refer recommended changes and conflicts between this and other publications to the OPR at HQ AFPC/ DPPRS on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFPC/DPDXI, 550 C Street West, Suite 48, Randolph AFB TX 78150-4750.

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This interim change implements new guidelines for the Separation Processing Base of Choice (SPBC) program impacting members separating or retiring from overseas effective 1 January 2009 or later, restricts usage of SPB program to certain overseas members, identifies method for requesting travel to SPB as an exception, and clarifies Military Personnel Flight/Section (MPF/MPS) processing responsibilities and those now centralized at the Air Force Personnel Center (AFPC). A margin bar indicates newly revised material.

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### *Section A—Citing Authority*

**1. Authority for Separation.** Members who separate from active service are issued separation documents as authorized by the law (Attachment 1) and DOD and United States (US) Air Force (USAF) separation policies and procedures. Do not cite this instruction as an authority for separation. AFI 36-2102, *Base-Level Relocation Procedures*, tells how to process a member for separation at base level. The War and Mobilization Procedures are in Attachment 2.

### *Section B—Preparing the Documents*

#### **2. What Are Separation Documents Used For?**

2.1. DD Form 256AF, **Honorable Discharge**, is used to discharge members who separate from the AF with an honorable characterization and not released to the Reserve components. Members who fulfill their obligation with the reserve forces are issued this certificate when discharged with an honorable service characterization. This certificate is issued to all active duty enlisted members who reenlist within 24 hours of their separation.

2.2. DD Form 214, **Certificate of Release or Discharge From Active Duty**, meets the legal requirements for issuing a discharge certificate (Title 10, U.S.C., section 1168) and:

2.2.1. Provides the military services with information about military personnel for administrative purposes.

2.2.2. Helps determine eligibility for reenlistment.

2.2.3. Provides separating members with brief, clear records of their active military service at the time they are transferred, released, discharged, or retired.

2.2.4. Provides government agencies with information they need to administer the federal and state laws that apply to persons who have been discharged, otherwise released, or transferred to a Reserve component.

2.3. DD Form 214WS helps personnel to prepare DD Form 214 and to make sure the data entered on the form is accurate.

2.4. DD Form 215, **Correction to DD Form 214, Certificate of Release or Discharge From Active Duty**, corrects errors found after a DD Form 214 is issued or completes a DD Form 214 with up-to-date information. Only the agencies listed in Table 1. and paragraph 18.2. may prepare this form.

#### **3. Who Issues Separation Documents?**

3.1. Normally, the MPF issues discharge or release-from-active-duty separation documents. Exceptions are:

3.1.1. Retirements Branch (HQ AFPC/DPPRR), and HQ Air Reserve Personnel Center, Reference Services Branch (HQ ARPC/DRSS), issue separation documents when they are instructed to do so by the AF Board of Correction of Military Records (AFBCMR) or the AF Discharge Review Board (AFDRB).

3.1.2. HQ AFPC/DPPDS issues discharge certificates (DD Forms 256AF) to members who are removed from the temporary disability retired list (TDRL) and discharged; or according to the guidelines contained in AFI 36-2602, *Active Duty Service Determinations for Civilian or Contractual Groups*.

3.1.3. The Air National Guard of the US (ANGUS) or USAF Reserve (USAFR) servicing MPF or ARPC/DR (for individual mobilization augmentees [IMA]) that services the unit of assignment prepares DD Form 214 in accordance with paragraph 4.1. for Air Reserve Component (ARC) member who completes 90 continuous calendar days or more of active duty or active duty for training (ADT), or an initial active duty training tour.

#### 4. When to Use DD Forms 214 and 256AF.

4.1. Issue DD Form 214 as required by Table 2.

4.2. Do not issue any other discharge certificate to:

4.2.1. Enlisted members of the Regular AF who are released from active duty and transferred to a Reserve Component.

4.2.2. Reserve Component members who are released from active duty and then revert back to their assigned reserve component in a ready reserve status.

4.2.3. Members who are retired. **NOTE:** See AFIs 36-3212, *Physical Evaluation for Retention, Retirement, and Separation* and 36-3203, *Service Retirements*, concerning retirement certificates.

4.2.4. Officers vacating an appointment by accepting an incompatible office or civil office. **NOTE:** See Title 10, U.S.C., section 973, *Duties: Officers on Active Duty; Performance of Civil Functions Restricted*, for more information.

4.2.5. Airmen discharged to accept appointments as commissioned officers of the AF without a break in active service.

4.2.6. Members discharged from active military service with an entry-level separation, whose discharge is under honorable conditions (general), or whose service is characterized as under other than honorable conditions.

4.2.7. Members discharged under honorable conditions (general), under other than honorable conditions, or bad conduct or dishonorable discharges.

4.2.8. Members who reenlist within 24 hours of their previous discharge.

4.3. HQ AFPC/DPPRS can direct you to issue DD Form 214 under other conditions.

4.4. Issue DD Form 256AF for an honorable discharge except when Reserve officers are discharged to accept appointments as Regular commissioned officers. For entries authorized on discharge certificates, see Table 3.

4.5. ARC members will be issued a DD Form 214 under the following situations:

4.5.1. Involuntarily ordered to active duty in the event of a national emergency or war under Title 10, U.S.C., sections 12301, 12302, 12304, 12306, 12307, or 688, will be issued a DD Form regardless of the number of days served. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.

4.5.2. Members who complete 90 continuous calendar days or more of active duty or active duty for training (ADT), or an initial active duty training tour (IADT).

4.5.3. Active Guard/Reserve (AGR) members who complete 90 continuous calendar days or more of active duty.

4.6. The Commander, Air Reserve Personnel Center (ARPC) uses automatic data processing equipment to discharge members of the Air Force Reserve assigned to ARPC.

4.7. Termination of active duty tour for member's of an Air Reserve Component serving on active duty orders published by HQ AFPC/DPPAE or the Air Force Academy.

## **5. Preparing DD Form 214.**

5.1. Separating agencies ask individuals to complete DD Form 214WS, if applicable.

5.2. Prepare the DD Form 214 worksheet using the unit personnel records group (UPRG) information contained in the report of individual personnel (RIP) from AFPC. Make sure the individual has reviewed the RIP.

5.3. Use the training documents obtained from the member. Ask the local office of primary responsibility (OPR) to help resolve questions about particular data items. Review the data entered on the worksheet to be sure it is right before copying it on the DD Form 214.

5.4. Use Table 4. to complete DD Form 214. Put an entry in every item on the form.

5.5. Type all entries on the DD Form 214 except the signature. Do not use abbreviations except as shown in Table 4. Be sure that the copies of DD Form 214 that you send to government agencies, especially the Department of Veterans' Affairs and the Department of Labor, are clear and easy to read.

## **6. Continuation Sheets.**

6.1. If the data for items 1 through 17 takes up more space than is allowed, enter as much as possible and note that it is continued on item 18 by stating "(SEE REMARKS)". If you need more space, continue on plain white bond paper. For the continuation sheet format, see Attachment 3. Make a note at item 18 that there is further information on the continuation sheet (see Table 4.).

6.2. Do not make a continuation sheet just to note how copies 3 and 5 will be distributed. Make these entries on the reverse side of copy 2.

6.3. Do not put entries for items 23 through 30 on the continuation sheet.

## **7. Incomplete DD Form 214.**

7.1. Do not delay a member's separation just because you don't have all the information needed for DD Form 214.

7.2. Try to get the missing information. Ask the member's last servicing MPF or send a request by message (MINIMIZE included) to HQ AFPC/DPPRR.

7.3. If you cannot get the data through the Personnel Data System (PDS) or one of these sources, fill out DD Form 214 as completely as possible. If you are the MPF Personnel Relocation Element or other separating activity:

7.3.1. Tell the separating member that the appropriate agency (see Table 1.) will issue DD Form 215 when it gets the information it needs.

7.3.2. Tell the separating member to contact that agency if the member doesn't receive the DD Form 215 within 60 days.

7.3.3. Note on the DD Form 214, item 18 (Remarks Section) that DD Form 215 is being issued.

7.3.4. Obtain the missing information as soon as possible.

7.3.5. If you are still missing information for DD Form 215, write a memorandum explaining why you need the DD Form 215 and what you did to try to get the missing information. The MPF chief or a similar official in another separation facility signs this memorandum. Staple the memorandum to the front of the unit personnel record group (UPRG) before forwarding it according to AFI 36-2608, *Military Personnel Records System*.

7.4. DD Form 214 is an important record of service. Prepare it as completely and accurately as possible.

7.4.1. Items 1, 3, 4, 12, and 18 through 30, and DD Form 215, items 1, 3, 5, and 7, are overprinted with a reproducible screen tint using security ink to make alterations readily discernible. Make no corrections in the screened items.

7.4.2. Make sure that unavoidable corrections or changes in the unshaded items are neat, easy to read, and initialed on all copies by the authenticating official. Do not change any of the copies after the original has been delivered. Tell the recipient that any changes or alterations will void the DD Form 214.

### ***Section C—Controlling Forms and Codes***

#### **8. Controlling DD Forms 214 and 215.**

8.1. DD Forms 214 and 215 are important to former members who seek veterans' benefits, reemployment rights, and unemployment insurance. They provide authoritative information to civilian and government agencies, who use it to validate veterans' eligibility for benefits. Because they are important and sensitive forms, they are vulnerable to fraud. Transmit, store, and destroy them in a way that prevents unauthorized use. Do not discard intact forms.

8.2. DD Form 214WS is marked *worksheet* on the body of the form. Treat this form as you would DD Form 214.

8.3. The MPF commander or a comparable official of each unit or activity and of the agencies listed in Table 1., appoints in writing a commissioned officer, noncommissioned

officer (staff sergeant or above), or civilian (general schedule [GS]-7 or above) to control blank DD Forms 214 and 215 (see Table 4., rule 39).

8.3.1. The person responsible for controlling blank forms secures all forms after duty hours; destroys all obsolete forms; clearly voids forms that are given to personnel for training or instruction; and destroys discarded forms, including those that are blank or partially completed, and any reproduced copies of DD Form 214.

## 9. Controlling Separation Program Designator (SPD) Codes.

9.1. SPD codes identify the type of separation for officers and airmen and the reason for separation. They are intended solely for internal use by DOD and are not intended to stigmatize individuals. The DOD uses them to compile separation statistics, collect and analyze data, and help determine whether personnel policies need to change.

9.2. You must stamp all lists of SPD codes "*For Official Use Only*", including those used in MPF elements, according to AF Supp/DOD 5400.7, *DOD Freedom of Information Act Program/Air Force Supplement*. Do not give them to any agency or person outside the DOD. Use the Freedom of Information Act (Title 5, U.S.C., section 552[b][2], *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*) as authority to keep the lists from the public. See AF Supp/DoD Regulation 5400.7 for denying access.

9.3. Separating members are entitled to know their own SPD code. The code appears on copy 4 of the DD Form 214 that you give to the separating member.

9.4. SPD codes do not show all the circumstances relating to a separation. For this reason, and because codes may be outdated, you must not use them for any unauthorized purpose.

## *Section D—Distributing Separation Documents*

### 10. Distributing DD Form 214.

10.1. Because the DD Form 214 is the document that separates a member from the AF (Title 10, U.S.C., section 1168 and paragraph 14), or ARC members, you must not issue it before the date of separation. Treat DD Form 214 Worksheet the same as the DD Form 214. Hand the original DD Form 214 and copy 4 to the separating member before he or she leaves the separation facility on either the date that separation from active duty is effective, or the date when authorized travel time starts for a Reserve member reverting to inactive status.

10.1.1. Have the member initial DD Form 214, item 30, for receipt of copy 4.

10.1.2. Explain to members that copy 4:

10.1.2.1. Is valuable as an official record.

10.1.2.2. Shows their service characterization, their eligibility for reenlistment, and the reason for their separation.

10.1.2.3. Shows information the Department of Veterans' Affairs and state unemployment offices need in order to determine their eligibility for benefits based on their military service. Members who do not have copy 4 must wait for their eligibility to be verified.

- 10.1.2.4. Is useful in asking for a review of the discharge action or seeking to reenter one of the Armed Forces.
- 10.1.3. When it is not possible to deliver the original DD Form 214 personally to the separating member on the effective date of separation, mail it. Mail the original when the member is on leave, at home awaiting disability separation, in civil confinement, or separated in absentia.
- 10.1.4. For an incompetent member, deliver the original in person or by mail to the next of kin or guardian.
- 10.2. Mail legible copies 3, 5, and 6 on the first workday after the separation date (see Table 5.). **NOTE:** The MPF or responsible office must mail these forms punctually and are not accumulated over a period of time before they are mailed. For HQ ARPC, distribution is done the day the DD Form 214 is issued.
- 10.3. If the member is an alien discharged in absentia or a naturalized member discharged under other than honorable conditions, refer to Section H.
- 10.4. Upon receipt of the final supplementary court-martial order to separate a member on appellate review leave, DD Form 214 must be accomplished and mailed immediately, but no later than 15 days from date of receipt of the court-martial order. Guidance for preparing the DD Form 214 is found in Table 4. Provide the base SJA a copy of the DD Form 214 for their records. **NOTE:** Reference AFI 36-3208, *Administrative Separation of Airmen*, paragraphs 2.15. and 3.7. DD Forms 214 will not be issued to members separating under these paragraphs until the member has enlisted in the USAFR, or when the oath of office or enlistment in another branch of service has been executed.

## 11. Distributing Other Separation Documents.

- 11.1. See AFI 33-328, *Administrative Orders*, for preparing and distributing separation orders.
- 11.2. Give or mail the discharge certificate to the member with the original DD Form 214. Commanders may choose to present the certificate (paragraph 17.).
- 11.3. See AFI 36-3203 for instructions on how to deliver retirement certificates.

## 12. Undeliverable Separation Documents.

- 12.1. If the MPF cannot deliver separation documents to the member, mail them to HQ AFPC/DPFFCMR (Attachment 1). Explain in the transmittal memorandum why you did not deliver the documents as required by paragraphs 10. and 11.
- 12.2. The AF Reserve sends undeliverable discharge certificates to HQ ARPC/DSMP. ARPC files them in the master military personnel record before shipping the record to the National Personnel Records Center (NPRC).
- 12.3. The Air National Guard MPF sends undeliverable discharge/separation documents and or certificates to HQ ARPC/DPSF for inclusion in the master personnel records.

**13. Replacing Separation Certificates.** AFI 36-2608 tells how and where to apply for a certificate in lieu of a lost or destroyed certificate of service, discharge, or retirement.

### *Section E—Separation Procedures*

**14. Effective Time.** Separation is effective at 2400 on the date of separation; however, for Uniform Code of Military Justice (UCMJ) purposes, separation is effective when the member receives the discharge certificate (either DD Form 214 or 256AF, or both) and final pay is made ready (Title 10, U.S.C, section 1168). If the MPF finds out before then that the member, for whatever reason, will not separate, then destroy the separation documents. Prepare new documents when the member is separated.

### **15. Where Members Are Separated.**

15.1. Usually, members serving in the Continental United States (CONUS) are separated at the duty base or the nearest base that can process the separation. If the duty base cannot process the separation, the members are placed on temporary duty (TDY) at the nearest base that can process the separation. They do not need to make a special trip to pick up the separation documents. The base sends these papers to the commander for delivery on the date that the separation is effective.

15.2. Members serving overseas have two options where they may separate or retire other than in the overseas area (paragraph 16). Alaska, Hawaii, and Guam are not considered overseas for separation purposes. Assigned Military Personnel Flights/Sections separate members there.

15.2.1. Under option 1, most members will complete separation or retirement processing at the overseas base and travel directly to final destination unless approval is granted for travel to a Separation Processing Base (SPB).

15.2.1.1. Members normally agree to take at least 5 days of terminal leave or permissive TDY immediately preceding the date of separation (DOS) or retirement. This ensures the member completes the final travel to the US prior to date of separation or retirement. If a member desires separation in the overseas area, the MPF/S will ensure that the member has completed the requirements outlined in paragraph 16.

15.2.1.2. Overseas MPF/S accomplishes separation requirements with the exception of preparing the DD Form 214, *Certificate of Release or Discharge from Active Duty*.

15.2.1.3. **(DELETED)**

15.2.2. Under option 2, travel may be authorized to a SPB. A SPB is an Air Force base in the CONUS with a MPF/S and Financial Services Office (FSO) nearest to the member's projected HOS. If support facilities do not exist at the member's overseas location, a hardship exists that warrants travel to a separation processing base (SPB), or travel to a SPB would be in the best interest of the Air Force, member will submit a request, which includes full justification and concurrence of the member's commander, to HQ AFPC/DPSD (for members who are being medically separated or retired), HQ AFPC/DPSOS (for separating members), HQ AFPC/DPSOR (for retiring colonels and below) or AF/DPG (for retiring general officers and general officer selectees) as appropriate. If approved, the approving authority will determine the appropriate SPB closest to the member's HOS and prepare travel orders directing movement.

15.2.2.1. HQ AFPC/DPSD (for members who are being medically separated or retired), HQ AFPC/DPSOS (for separating members), HQ AFPC/DPSOR (for retiring colonels and below) or AF/DPG (for retiring general officers and general officer selectees) publishes PCS without PCA orders on separating or retiring members approved for travel to a SPB. For all other members separating or retiring from overseas, the orders publishing authority includes appropriate travel authorizations on the separation or retirement order.

15.2.2.2. If member is authorized travel to SPB, the overseas MPF/S notifies the SPB MPF/S by email or message at least 5 workdays before member's departure, or as soon as flight information is known, providing arrival date, retirement effective date, PTDY, terminal leave, and any other pertinent data.

15.2.2.3. The MPF/S ensures member's projected departure from the overseas area allows member to report to SPB, if applicable, no earlier than 3 workdays, and no later than 1 workday before start of permissive TDY, terminal leave, or date of separation, as applicable.

15.2.2.4. Overseas bases will out-process the member prior to departure. Final out-processing at the overseas base includes the preparation and authentication of the AF IMT 100, *Request and Authorization for Separation*.

15.2.2.5. Overseas MPF/Ss give the stateside processing base a minimum of a 5-workday notice of the arrival of the separating member.

15.2.2.6. Stateside processing base acknowledges receipt of the notification message and notifies the losing MPF/S within 72 hours after scheduled arrival date of the failure of a member to report for separation or retirement.

15.3. Members will not be allowed to separate or retire overseas without meeting host country residency requirements prior to their projected date of separation. Overseas Military Personnel Flight/Section (MPF/Ss) ensure members meet country requirements or ensure members have made proper arrangements to depart the overseas location. MPF/Ss ensure members not taking permissive TDY or terminal leave in conjunction with separation or retirement depart the overseas area with sufficient travel time to reach the CONUS by their separation or retirement. If a member's travel is delayed due to a missed flight, etc, and the member will not be able to reach the CONUS before the projected date of separation, the MPF/S must contact the orders publishing authority as soon as possible for processing instructions.

15.4. The overseas MPF/S ensures member has contacted HQ AFPC/DPSOY regarding preparation of DD Form 214. HQ AFPC/DPSOY will provide member with completed DD Form 214 after retirement effective date to avoid legal and jurisdictional problems, along with violation of the Status of Forces Agreement the US government has with the host country.

## **16. Requests for Separation in Overseas Areas.**

16.1. Members serving in an overseas area may wish to separate there. To separate overseas, the member requests separation in writing to unit commander; agrees to let the AF give information from the records to authorities of the foreign government (see paragraph

19.4.); and shows that he or she has met all the requirements of the applicable status-of-forces agreement and that authorities of the country concerned do not object.

16.1.1. These procedures do not apply to members serving in Alaska, Hawaii, Guam, or US possessions or territories; non-CONUS residents serving in their home state or territory; and members who will continue to serve on active duty in another status.

16.2. Overseas MAJCOMs set local rules for applying for separation. MAJCOMs may approve or disapprove applications except when the member is being separated for security reasons; substantial evidence exists that separation in the foreign country would adversely affect the security interests of the US; and the member is serving a sentence in a foreign penal institution. In these instances, send requests to HQ AFPC/DPPRS.

16.2.1. MAJCOMs may delegate this authority to commanders who exercise special court-martial convening authority. Disapproval authority may not be further delegated. The special court-martial authority may delegate approval authority to the base director of personnel.

16.3. Do not separate members in a foreign country until they have the documents they need to stay in the country legally. Command supplements must tell which documents are needed in each country and they must refer to applicable laws.

16.4. Do not allow members to go to another overseas base just to be separated in a more desirable place.

16.5. Tell members who ask for separation in an overseas area that they will no longer have logistical support privileges. Tell them how long they will be entitled to return transportation to CONUS at government expense.

## **17. Departure Ceremony.**

17.1. The MPF personnel relocation office notifies the immediate commander when preparing to separate a member. If it is appropriate, the commander expresses the AF' appreciation for the member's service. The commander in an overseas unit of assignment makes this gesture for members who will separate on their return to CONUS. CONUS commanders may choose to present the discharge certificate to the separating member.

17.2. Some ways to recognize service or express appreciation are recommending the member for an award (AFI 36-2803, *The Air Force Awards and Decorations Program*); delivering a memorandum of appreciation from the immediate or higher commander or both; and giving a personal expression of farewell from the immediate commander.

## ***Section F—Post Separation Procedures***

### **18. Correcting DD Form 214.**

18.1. Once a DD Form 214 has been issued, do not reissue it unless you receive a request in writing and one of the following applies:

18.1.1. You are directed to do so by an appellate authority, by Executive Order, or by the Office of the Secretary of the AF.

18.1.2. Data in items 24, 25, 26, 28, or 29 needs correction.

18.1.3. In order to correct or complete the original DD Form 214, you will need to issue more than one DD Form 215.

18.1.4. Two DD Forms 215 have already been issued and further correction is needed.

18.1.5. A second DD Form 215 changes the same item as the first DD Form 215 or an existing DD Form 215 contains incorrect information.

## 18.2. Completing DD Form 215.

18.2.1. Items 1 through 4 show the information found on the original DD Form 214, even if it is incorrect on the original DD Form 214. 18.2.2. Separation date should match that in item 12b on the DD Form 214, even if it is incorrect. Make corrections as necessary in block 5 of the DD Form 215.

18.2.2. Use "FROM" and "TO" to correct items 1, 2, 3, 4a, 4b, 12b, and 19 on the DD Form 214.

18.2.3. Use "ADD" and "DELETE" to correct items 11, 13, 14, and 18.

18.2.4. Do not correct items 22, 24, 25, 26, 28, and 29 using a DD Form 215. Corrections of these items require the DD Form 214 be reissued.

**EXCEPTION:** When item 29 is left blank and member has no lost time, correct with a DD Form 215.

18.2.5. For all other items enter the correct information item 5 of DD Form 215.

18.3. MPFs and other separation facilities in the field don't correct errors found after the original DD Form 214 has been delivered. The chief or noncommissioned officer in charge (NCOIC) of the personnel relocation office or higher level must sign requests for corrections.

18.3.1. Send the requests to the appropriate agency, listed in Table 1. If none of the rules in Table 1. applies, send the request for correction to the custodian of the master personnel record (MPerR) (see AFI 36-2608). Include source documents (AF IMT 418, **Selective Reenlistment Program Consideration**, separation orders, and so forth) supporting the request when appropriate.

18.3.2. The separation facility notifies the responsible agency if an error is found on the DD Form 214 after it has been distributed.

18.4. The distribution and Privacy Act accountability of the DD Form 215 are the same as for the DD Form 214 it corrects.

## 19. Copies of the DD Form 214.

19.1. Former members who want copies of DD Form 214 held in their MPerR must ask for them in writing. For agencies authorized to issue copies, see Table 1. **NOTE:** MPFs may issue copies of the DD Form 214, copy 7, which is retained for one year, if the member's request is made within one year of separation. Effective 1 Jan 04, MPFs are required to maintain the DD Form 214 for 12 months from member's date of separation.

19.2. For DD Forms 214 issued before 1 October 1979, the agency sends the member one completed copy and one copy with the following information deleted: Specific authority for

separation; reason for separation; reenlistment eligibility code; and SPD or separation designation number (SDN).

19.3. For DD Forms 214 issued after 1 October 1979, the agency sends the member one copy with the Special Additional Information Section and one copy without.

19.4. Do not issue a copy of a DD Form 214 to another person or agency unless a former member provides specific written authorization. The member's authorization must specifically state that DD Form 214, copy 4, or DD Form 214 with the Special Additional Information Section may be released to the third party.

19.4.1. If the member's authorization does not state which specific DD Form 214 copy may be released, issue a facsimile of DD Form 214, copy 1 (without Special Additional Information Section).

19.4.2. If the member's authorization is for a DD Form 214 issued before 1 October 1979 and it does not specifically request that those items be provided, delete the items listed in paragraph 19.2. before releasing a copy.

### *Section G—Status of Discharge*

#### **20. Requesting the Reason for Discharge.**

20.1. A former member may take an original DD Form 214 to the nearest MPF to get an explanation of the reason for discharge from a given period of service.

20.2. If the MPF can determine the reason for separation from the DD Form 214, the personnel relocation element gives the member a memorandum of explanation from a person authorized to sign DD Forms 214 (for the memorandum format, see Figure 1.); returns the original DD Form 214 to the member along with the original memorandum; sends a copy of the memorandum to the custodian of the MPerR (see Table 1.).

20.3. If the MPF cannot find the reason for separation in DD Form 214, the MPF personnel relocation element refers the request to HQ AFPC/DPPRS by sending the original DD Form 214, the member's mailing address, and a copy of the separation order, if one is available, and notifies the person of the referral.

#### **21. Reviewing a Discharge.**

21.1. The AFDRB was set up under Title 10, U.S.C., 1553, *Review of Discharge or Dismissal* and the AFBCMR under Title 10, U.S.C., 1552, *Correction of Military Records; Claims Incident Thereto*. For information about each Board's authority to review discharges, see Attachment 5. Give a copy of this attachment to airmen who are separated under circumstances (except retirement) that make them ineligible for reenlistment, and to officers discharged under adverse conditions.

21.2. Attach DD Form 293, **Application for the Review of Discharge From the Armed Forces of the United States**; DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, U.S.C., Section 1552**; and Standard Form 180, **Request Pertaining to Military Records**, to the fact sheet given to the member.

*Section H—Naturalized Personnel and Aliens***22. Naturalized Personnel Separated Under Other Than Honorable Conditions.**

22.1. Individuals acquire US citizenship through service in the US Armed Forces during specified periods (see AFPAM 211-28, *Naturalization and Citizenship*, and Title 8, U.S.C., *Aliens and Nationality* Section 1440). Such individuals may have their citizenship revoked if they are separated under other than honorable conditions.

22.2. When a naturalized member is separated under other than honorable conditions, the servicing MPF notifies the Immigration and Naturalization Service (INS) (Attachment 1). On the memorandum reporting the separation, show member's full name; date and place of separation; future home address; certificate of naturalization number; name under which naturalized, if different from name at separation; date and place of birth; date and place of naturalization; and service characterization.

**23. Aliens Discharged for Alienage and Desertion.**

23.1. HQ AFPC/DPPRS may authorize discharge in absentia when an alien deserter goes to live in a foreign country. In such cases the alien typically may not return to the US as an immigrant alien. If you are in charge of the separating facility in such a case:

23.1.1. Send a copy of the original DD Form 214 to the Department of State Visa Office (Attachment 1). Enter the place of birth in item 18. The memorandum of transmittal explains that the person was discharged in absentia for alienage and desertion.

23.1.2. Report the details of the discharge to the INS (Attachment 1). Account for disclosure of personal data as required by AFI 33-332. State in the memorandum that the airman was discharged for alienage and desertion and give dates of the unauthorized absence; the member's full name, address, and social security number (SSN); country of birth; complete address in the country of residence when discharged; alien registration number if known; declarant number shown on DD Form 1966, *Record of Military Processing--Armed Forces of the United States*; and date of enlistment in the AF.

## 24. Information Collections, Records, and Forms/IMTs.

24.1. Information Collections. This publication does not collect information.

24.2. Records prescribed by this publication:

24.2.1. DD Form 214 and DD Form 215 - Maintained in UPRG - AF Records Disposition Schedule Table 36-12, Rule 1.

24.2.2. DD Form 214 - Maintained at MPFs - Hold until disposition schedule is approved by NARA and included in the AF Records Disposition Schedule.

24.2.3. Orders - Maintained by issuing office - AF Records Disposition Schedule Table 37-13, Rule 2.1.

24.3. Prescribed Forms/IMTs.

24.3.1. Adopted Forms or IMTs.

AF IMT 100, *Request and Authorization for Separation*

AF IMT 281, *Notification of Change in Service Member's Official Records*

AF IMT 418, *Selective Reenlistment Program Consideration*

AF IMT 2098, *Duty Status Change*

DD Form 4-1-2, *Enlistment/Reenlistment Document--Armed Forces of the United States*

DD Form 149, *Application for Correction of Military Record under the Provisions of Title 10, U.S.C., Section 1552*

DD Form 214, *Certificate of Release of Discharge from Active Duty*

DD Form 214WS, *Certificate of Release or Discharge from Active Duty (Worksheet)*

DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*

DD Form 256AF, *Honorable Discharge Certificate*

DD Form 293, *Application for the Review of Discharge from the Armed Forces of the United States*

DD Form 1966, *Record of Military Processing--Armed Forces of the United States*

SF 180, *Record of Military Processing--Armed Forces of the United States*

SF 603, *Health Record – Dental*

SF 603A, *Health Record - Dental Continuation*

SGLI 8286, *Servicemembers' Group Life Insurance Election & Certificate*

VA Form 21-526, *Veteran's Application for Compensation and/or Pension*

24.3.2. Prescribed IMTs. No IMTs are prescribed by this publication.

Figure 1. Sample Memorandum--Reply to Former Member.

**Sample**

**(Appropriate Letterhead)**

(date)

MEMORANDUM FOR (Member's name and SSN)

FROM: (functional address symbol)

SUBJECT: Reason for Separation or Retirement (narrative) - ACTION MEMORANDUM

Your DD Form 214 for service from \_\_\_(date)\_\_\_ to \_\_\_(date)\_\_\_ shows your separation/retirement (circle one) was (narrative reason for separation; see note 1).

Your reenlistment eligibility for the above service is \_\_\_\_\_.

Your separation or retirement was authorized by (see note 2).

\_\_\_\_\_  
(signature)

(type name, grade, USAF)

(title)

1. Give narrative reason for separation or retirement without reference to the member's SPD (for example, early release to attend school, First-Term Airmen Early Release Program). For separations after 1 July 1974, use narrative from AFI 33-110, *Data Administration Program*.
2. Show directive number only. Do not reference a specific paragraph or subparagraph.

**Table 1. Agencies Authorized to Reissue Copies of DD Form 214 or Issue the DD Form 215 (see note).**

R U L E	A	B	C
	If member has	and military status is	then send request to
1	retired on (TDRL)	Officer (includes General Officer)	HQ AFPC/DPPRSP 550 C Street West, Suite 3, Randolph AFB TX 78150-4713.
2		Airman	HQ AFPC/DPPRSP, 550 C Street, West, Suite 3, Randolph AFB TX 78150-4713.
3	retired (with pay)	General Officer	HQ AFPC/DPPRSP, 550 C Street, West, Suite 3, Randolph AFB TX 78150-4713.
4		Other Officer or Airman	If member retired prior to 1 Oct 04, send request to NPRC 9700 Page Ave, St. Louis MO 63132-5200.  If a member retired on or after 1 Oct 04, send request to HQ AFPC/ DPFFCMP, 550 C Street, West, Suite 19, Randolph AFB TX 78150-4721.
5	been discharged		
6		USAF Academy Cadet	USAFA/DPY, USAF Academy CO 80840-5490.
7	been released from active military service to the Air National Guard (ANGUS) or USAFR	Officer or Airman	HQ ARPC/PSDC, 6760 E. Irvington Pl #4000, Denver CO 80280-4000.
8	separated to continue in active service	Officer	HQ AFPC/DPPRSP, 550 C Street, West, Suite 3, Randolph AFB TX 78150-4713.
9		Airman	HQ AFPC/DPPRSP, 550 C Street, West, Suite 3, Randolph AFB TX 78150-4713.
10	IMAs and RDs who participated 90 or more consecutive active duty days when mobilized or needs corrections to a DD Form 214	Officer and Airman	HQ ARPC/PSDC, 6760 E. Irvington Pl #4000, Denver CO 80280-4000.

**NOTE:** For those Air Force personnel retiring or separating without a remaining service obligation on or after 1 Oct 04 they can send request for copies of their records directly to HQ AFPC/DPFFCMP, 550 C Street, West, Suite 19, Randolph AFB TX 78150-4721. Personnel being released from active duty with a remaining reserve service obligation can send their request to the ARPC Contact Center at HQ ARPC/ PSDC, 6760 E. Irvington Place #4000, Denver CO 80280-4000. To request a correction to military records, submit DD Form 149,

*Application for Correction of Military Records, Under the Provisions of Title 10, USC, Section 1552.* Send requests to SAF/MRBR, 550 C Street West, Suite 40, Randolph AFB TX 78150-4742. MPFs may issue copies of the DD Form 214, copy 7, if the member requests it within one year of separation.

Table 2. Issuing DD Form 214.

R U L E	A	B	C
	If a member is being separated	because of	then issue a DD Form 214
1	from a period of active duty, ADT, full-time training duty, a special tour of active duty, active duty for special work, or an active Guard/ Reserve (AGR) tour, according to Title 10, U.S.C., section 12301(d), Title 32, U.S.C., section 503, or Title 32, U.S.C., section 502(f), 503 and 505.	completion of active service as a member of the Regular AF	Yes.
2		Disability	
3		completion of 90 continuous calendar days or more active duty (for ANGUS or USAFR member) (see note 1)	
4		completion of an initial tour of active duty training regardless of length of time or separating for cause (for ANGUS or USAFR airman) (note 3.)	
5		release from a status legally determined to be void	
6		dismissal from the service under a sentence of general court-martial (see note 2)	
7		ordered to active duty in time of national emergency or war, regardless of length of time served on active duty	
8		an order from the Secretary of the AF that the member be dropped from the rolls of the AF	No.
9		Death	
10		any circumstance when the Secretary of the AF directs that no discharge documents be issued	

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If a member is being separated</b>	<b>because of</b>	<b>then issue a DD Form 214</b>
<b>11</b>	from one status to continue in another	immediate reenlistment or enlistment	
<b>12</b>		transition from a Reserve appointment into the Regular AF	
<b>13</b>		discharge from cadet status to accept commission as a Regular officer	
<b>14</b>		expiration of enlistment for a cadet who entered the USAF Academy from enlisted status	Yes.
<b>15</b>		discharge from enlisted status to accept appointment as a commissioned or warrant officer	
<b>16</b>		transition from an officer appointment to an appointment in another service or in the Regular AF	
<b>17</b>		retirement with entitlement to pay	
<b>18</b>		removal from TDRL	No.
<b>19</b>	without entering on active duty	physical disqualification for entry when reporting for active duty	

1. Includes ending an AGR tour.
2. Applies to officers only. Airmen separated by sentence of court-martial are discharged.
3. Applies to ANG only. Entries on the DD Form 214 for Split Training Option are outlined in Table 4., note 11.

**Table 3. Authorized Entries on Discharge Certificates.**

<b>L I N E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Information Required</b>	<b>Where Shown</b>	<b>How Shown</b>	<b>Example</b>
<b>1</b>	Name, grade, and component.	On the line provided under words, "This is to certify that."	Type member's name in all capital letters in signature order. List rank as shown on DD Form 214. List "RegularAF," "ANGUS," or "USAFR" as the component.	JOHN J. DOE Staff Sergeant Regular AF.
<b>2</b>	Date.	Use space allotted on the line, "on the day of".	Type date shown on DD Form 214, item 12b.	23d day of June 1976.
<b>3</b>	Identification of authenticating official (grade and branch of service: USAF).	Immediately below first of two lines at lower right of certificate.	Type the name of commander/designated officer of installation effecting discharge. Signature of official goes above typed identification.	
<b>4</b>	Installation preparing certificate.	Immediately below the identification of the authenticating official.		

Table 4. How to Prepare DD Form 214.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
1	1	Name	Type name in full in capital memorandums, last name first. Do not use commas. Leave two spaces between the names. If the member is identified legally by initials only, enter the initials in the space provided for the first and middle names. Use abbreviations for junior, senior, second, or other designations as shown on DD Form 4-1, <b>Enlistment/Reenlistment Document--Armed Forces of the United States</b> , or AF IMT 281, <b>Notification of Change in Member's Official Records</b> .	DOE JOSEPH ELMER; initials only, DOAKS E M (IO); with designation, JR, SR, II; no middle name, SMITH HILDEGARD (NMN)
2	2	Department, Component, and Branch	Component in which member is serving at separation. Enter REG AF, USAFR, or ANGUS. Indicate cadet status.	AIR FORCE--REG AF, or AIR FORCE--USAFR, or AIR FORCE--ANGUS, or AIR FORCE USAFA CADET
3	3	SSN	Self-explanatory.	123456789
4	4a	Grade or Rank	Active duty grade held at separation.	Capt or MSgt
5	4b	Pay Grade	Equivalent numerical rating for the grade shown in item 4a.	03 or E7
6	5	Date of Birth	Use YYYYMMDD form.	19510612

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
7	6	Reserve Obligation Termination Date	Expiration date (YYYYMMDD) of Military Service Obligation (MSO) or enlistment (Expiration Term of Service- ETS) in a Reserve of the AF component, whichever is later. For members discharged or retired, and for officers who have an expired MSO, enter N/A (Not Applicable). An entry other than N/A must have an entry in item 9. Members with an MSO must be transferred to an AF Reserve component. (OPR for computing MSO is HQ AFPC/DPPAOR).	19620612 or N/A
8	7a	Place of Entry Into Active Duty (AD)	Place of entry into the period of AD that is ending. For Regular AF airmen this is the enlistment office where the member entered the AF on his EAD date. The place of entry should never change during continuous period of AD (see note 2). For all others, the place from which ordered to AD. For ANG and Reserve members use the address listed on their AD orders. Reference the EAD order.	Portland OR
9	7b	Home of Record at Time of Entry	For Regular AF airmen, the home of record shown on the latest DD Form 4-1. Verification can be obtained through HQ AFPC/ DPFFCMR. City, state, or complete address if known. For Regular officers use the address on the application for appointment. For ANG and Reserve members use the address listed in Item 7a.	112 Mull Street Kingsport TN 38004

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
10	8a	Last Duty Assignment and MAJCOM	Unit and MAJCOM of assignment where member last performed duty in his or her career field. Do not enter place of reassignment for separation processing. Give numerical designation and title exactly as it appears in the military record. MAJCOM will be listed as a 3 digit entry from MILPDS.	12 Mission Support Sq (AET)
11	8b	Station Where Separated	Location of facility where separation documents were prepared or, if coming from an overseas location, it will be the base where the documents are authenticated. Do not enter the name of a hospital or similar institution.	Randolph AFB TX
12	9	Command to Which Transferred	When at separation the member enlists in, is transferred to, or reverts to Reserve of the AF status, enter component. Otherwise, enter N/A. When a member reverts to ANG status, include the state. For members retired, discharged or placed on TDRL, enter N/A.	USAFR; or ANG, State of New York; or NOT APPLICABLE.
13	10	SGLI Coverage	Enter thousands of dollars of coverage or, if none, mark the box with X. Verify amount of coverage indicated on the SGLV 8286, SGLI Election and Certificate, through MILPDS and local Accounting and Finance Office to confirm deductions.	250,000

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
14	11	Primary Specialty (Number, Title and Years and Months in Specialty)	<p>Enter the primary AF Specialty code (PAFSC) and all additional AFSCs in which the member served for 1 year or more, during member's continuous active military service. In each AFSC, show the highest skill level in which the member performed duties. For each AFSC give the AFSC title (Not Duty Title) with the years and months of service. For airmen separated from basic military training or officer training school to whom no AFSC has been awarded, use the reporting identifier. Use other reporting identifiers as awarded AFSCs according to AFMANs 36-2105, <i>Officer Classification</i>, and 36-2108, <i>Enlisted Classification</i>. <b>Do Not Use</b> reporting identifiers 9A100, 9A200, 9J000 9P000, or 9U000. Use the title applicable to AFSC at the time the duty was performed.</p> <p>-For Airmen: Do not make a separate entry for each skill level below 7-level. When AFSCs merge at the 9-level, make separate entries for the highest skill level in each AFSC below the 9-level. Use AFMANs 36-2105, or 36-2108 to indicate the proper AFSC title. For ANG and Reserve members enter the AFSC duty that was performed during this period of active duty on and the length of the tour (years and months).</p>	<p>-For Officers: 11S4, Special Operations Pilot, 5 years. 36P4, Personnel, 7 years and 3 months. 38M4, Manpower, 7 years. 36M3, Mission Support, 3 years.</p> <p>-For Airmen: 1C051, Airfield Management Journeyman, 5 years. 3S071, Personnel Craftsman, 14 years. 4A091, Health Services Management, Superintendent, 3 years.</p>

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
15	12a	Date Entered AD This Period	<p>For ANG and Reserve members mobilized use only the AFSC in which mobilized and length of time mobilized.</p> <p><b>-For Officers:</b> Show the date of entry on current tour of EAD.</p> <p><b>-For Airmen:</b> Enter date entered Active Duty (EAD) for this period of continuous active duty.</p> <p><b>-For ARC Airmen:</b> Show the date ordered to EAD. For ANG and Reserve members use the first day of continuous AD regardless of code or reason. Include AD paid for travel.</p> <p><b>-For ANG and Reserve members:</b> Use the first day of continuous AD regardless of code or reason. Include AD paid for travel.</p>	1975 Oct 30
16	12b	Separation Date This Period	<p>Show the date when separation from AD is effective. For members going on the TDRL, use the day prior to the "date of retirement" on the orders.</p> <p><b>-For ANG and Reserve members:</b> Use the last day of continuous AD regardless of code or reason. Include AD paid for travel.</p> <p>Effective date of separation for Appellate Reviews is the date the actual DD Form 214 and separation orders are issued. Do not backdate the DD Form 214</p>	1979 Oct 29
17	12c	Net Active Service This Period	Years, months, and days of service between dates shown in 12b and 12a, less time lost (see rule 61 and notes 3, 4, and 10).	04 00 00

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
18	12d	Total Prior Active Service	Total of all active military service before the current period of continuous active service (excludes service in 12c above). Include all prior active duty including man-days, ADT, all prior DD Forms 214, and AD served in current or other US military services (see Note 10).	04 00 00 or 07 04 23
19	12e	Total Prior Inactive Service	Total of all inactive service. Includes inactive time not credited toward pay date (i.e. Delayed Enlistment Program, Reserve Officer Training Corps (ROTC), Academy, etc) (see Note 10).	00 03 14 or 00 00 00
20	12f	Foreign Service	Total foreign service during continuous active military service. Includes service in Alaska and Hawaii and other areas outside CONUS. This includes any period of TDY of 1 day or more (see Note 10). Any source document may be used that shows actual time a member was overseas, except TDY orders (they give no start/end dates).  For ANG and Reserve members mobilized use those dates the member was actually deployed in the overseas area of Responsibility (AOR).	05 06 22 or 00 00 00
21	12g	Sea Service	Time assigned to a ship during current period of continuous period of active service (see Note 10).	00 09 11 or 00 00 00
22	12h	Effective Date of Pay Grade	Effective date of active duty grade held at separation (item 4b). Show year, month, and day.	1975 May 13

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
23	13	Decorations, Medals, Badges, Citations, and Campaign Ribbons Awarded or Authorized (all periods of service)	<p>List all decorations, unit awards, badges, and service awards for all periods of service up to the effective date of the DD Form 214. Include awards and decorations earned in other branches of US military services as authorized to be worn by AF members. Show area of operation for Armed Forces Expeditionary Medal. All should reflect the correct title as it appears in AFI 36-2803. If none awarded, enter "None." Do not amend the DD Form 214 for medals created after the effective date (item 12b), unless the medals verify Veterans' benefits. For ANG and Reserve members, add any medals authorized after the effective date of the DD Form 214 to any subsequent DD form 214.</p> <p><b>For ANG members:</b> Do not include state/territory decorations or awards.</p> <p><b>For ANG and Reserve members:</b> List only those decorations, unit awards, badges and service awards earned during the period of mobilization.</p>	Meritorious Service Medal, Air Force Good Conduct Medal with two oak leaf clusters (or 2 devices), National Defense Service Medal with 1 bronze service star (or 1 device), and Armed Forces Expeditionary Medal (Operation Southern Watch).

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
24	14	Military Education	<p>List formal in-service training courses completed during continuous active military service (For Formal USAF Schools go to <a href="https://etca.randolph.af.mil">https://etca.randolph.af.mil</a> ). Omit ancillary training courses and any courses of less than 8 hours duration. Include Professional Military Education by correspondence through the Extension Course Institute. Show in-residence course length. You may use either weeks or hours to show course length. Use titles and abbreviations from the current Guide to Evaluation of Educational Experiences in the Armed Services. If no training was completed, enter "None."</p> <p><b>For ANG and Reserve members:</b> List only the training completed during the period of mobilization.</p>	<p>Fire Prevention Technician, 4 weeks or 160 hours, Nov 1974.</p> <p>Public Information officer, 8 weeks, Dec 1975.</p> <p>Finance Supervisor, 13 weeks or 320 hours, Nov 1975.</p> <p>Squadron Officer School, 11 weeks or 440 hours, Dec 1979 (by correspondence).</p>
25	15a	Member Contributed to Post-Vietnam Era Veterans' Educational Assistance Program (VEAP)	<p>Mark YES with an X if member made any contribution (Public Law 94-502, Title IV). If member withdraws his or her contribution from VEAP account or did not participate, mark NO. See note 5. Does not count participation with the Montgomery GI Bill. Mark NO if member's initial service started after 30 June 1985.</p>	
26	15b	High School Graduate or Equivalent	<p>Mark NO only if the member did not graduate from high school and does not have an equivalency certificate. Otherwise, mark YES.</p>	

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
27	16	Days Accrued Leave Paid	Do not leave blank. Enter-0- for zero or negative balance. Do not use any fraction other than .5. Should never exceed 60.0 days since member can only sell 60.0 days accrued leave during their career. Do not enter different data on different copies of the same DD Form 214. Enter the number of days paid for current period of service and not for member's career. Verify dates through Finance.	33.0; 30.5, or 00.0
28	17	Dental Care Within 90 Days of Separation	Make this entry if the SF Form 603, <b>Health Record-Dental</b> , or 603A, <b>Health Record-Dental Continuation</b> , indicates Separation examination and treatment completed within 90 days of separation, retirement, or release.	Mark YES if member was provided a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation.  Mark NO if member was not provided a complete dental examination, or all appropriate dental services and treatment were not provided within 90 days prior to separation, or both.
29	18	Remarks	Make only the entries authorized in rules 30 - 49, if they are applicable. Make no others unless specifically authorized by HQ AFPC/DPPRS.	

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
30		Continuous Honorable Active Military Service	Include continuous honorable active military service for a member who has previously reenlisted without being issued a DD Form 214 and who is separated with any discharge characterization except honorable (Dishonorable Discharge [DD], Bad Conduct Discharge [BCD], Under Other Than Honorable Conditions [UOTHC], and Under Honorable Conditions [General]). "From" date is the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued; the "to" date is the date before the current enlistment. Continuous honorable active military service cannot include an enlistment in which a member had lost time.	Continuous Honorable Active Military Service from 12 Jun 80 to 11 Jun 88.
31		Extensions of Enlistment or Period of Required Service	Do not include retention to make good time that was lost according to 10 U.S.C. 972.	Extension for service was at the request and for the convenience of the government.
32		Reserve of the Air Force (ResAF) Grade	If the grade shown in item 4a is lower than the member's ResAF grade, enter the ResAF grade.	ResAF Grade: Major, 04.
33		Severance, Readjustment, Separation Pay, and in the case of voluntary separation incentive, the number of years that payment will continue.	Give type and amount. See DOD Pay Manual, chapter 4, part 4.	Disability Severance Pay - \$; Readjustment Pay - \$; Nondisability Severance Pay - \$; Separation Pay - \$; Voluntary Separation Incentive - \$ paid annually for 12 years; or Special Separation Benefit - \$ Lump Sum.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
34		Days in Nonpay or Excess Leave Status	Do not include time lost, which is accounted for in rule 61, block 29.	15 Jun 78 to 30 Jun 78, 16 days excess leave.
35		Cadet Service	Dates of attendance at a US military academy in cadet status.	Attended USAF Academy in cadet status 1 Jun 70 to 8 Dec 71. Service not creditable for any purpose in commissioned officer status.
36		Date of Reissuance	See paragraph 4. Do not make this entry if the appellate authority, Executive Order, or Secretarial directive specifies otherwise, otherwise, this is a mandatory statement if the DD Form 214 is reissued. MPFs and other separation facilities in the field are not authorized to reissue DD Form 214 after the original has been delivered.	Reissued for administrative corrections, 12 Oct 79.
37		Upgraded Service Characterization	When a reissued DD Form 214 shows an upgraded characterization of service, annotate copies 2 through 7 to show the upgrade, the date the application for upgrade was made, and the effective date of the corrective action. The effective date of the upgrade is found on the AF Discharge Review Board Hearing Record, AFHQ Form 0-2077.	Service characterization upgraded effective 1 Aug 79 based on application dated 15 May 79.
38		AFBCMR/AFDRB Directed Changes	When the AFBCMR or AFDRB directs changes that require a reissued DD Form 214, enter the remarks shown.	Reissued as directed by AFBCMR Memo, (subject), 16 Dec 91; or Reissued as directed by AFDRB #1212, 16 Dec 91.
39		Continuation of items 1 through 17 As Necessary	See instructions for applicable item. If more space is needed, see paragraph 6.	Item 13: Air Force Commendation Medal.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
40		Requirement for DD Form 215	See paragraph 7.	DD Form 215 will be issued by HQ AFPC/DPPRR or HQ ARPC/ DRSS as applicable, to provide information for any item that needs correction or is incomplete.
41		First Term of Service	Determine initial term of service by the initial enlistment contract for airman. This can usually be determined by the category of enlistment. For officer use the initial active duty service commitment.	Member (has) (has not) completed first full term of service.
42		Retirees recalled to active duty by Secretary of the Air Force (SECAF).	Retired AF members are subject to recall to active duty by SECAF. This statement does not apply to members being placed on TDRL or Permanent Disability Retirement Leave. Do not include this statement for members being transferred to or is currently serving in participating reserves.	Subject to recall to active duty by the Secretary of the Air Force.
43		Individual Ready Reserve Recall to AD	AF members transferred to individual ready reserve are subject to recall to active duty and/ or annual screening.	Subject to recall to active duty and/or annual screening.
44		Prisoners of War (POW)	Enter the length of time the member was a POW and the location, if applicable.	Prisoner Of War from 12 Jun 68 to 16 Dec 72 - Vietnam.
45		Computer Matching	Add a statement advising that the information contained on the DD Form 214 is subject to computer matching.	The information contained herein is subject to computer matching with the Department of Defense or with other affected agency for verification purposes and to determine eligibility for, or continued compliance with, the requirements of a Federal benefit program.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
46		National Emergency or War Service	For service by ANG and Reserve members ordered to AD in time of national emergency or war. MPFs will be notified by HQ AFPC/ DPPRS when statement is authorized.	Member on AD in support of Operation Alfa Bravo (area of responsibility) in accordance with Title 10, USC, (Applicable Code) from (first day of AD) to (last day of AD). All periods of AD service will be entered in support of the order to AD.
47		Transition Assistance Program (TAP)	Enter this item for members who are eligible for TAP to ensure that benefits are given at any uniformed service facility.	TAP Eligible.
		Active/Guard Reserve Tour (AGR) (ANG only)	Add a statement to identify member service on AD as an AGR.	Member on AD as an AGR in accordance with Title 32, U.S.C. 502(f) from (first day of AD to (last day of AD).
48		Closing Entry	After the last item, enter NOTHING FOLLOWS or SEE CONTINUATION SHEET (See Attachment 3.).	---NOTHING FOLLOWS---  (SEE CONTINUATION SHEET)
49		Distribution of Copies Outside DOD	On copy 2 (only) of the DD Form 214 (master personnel record copy) show the distribution of copies 3 and 5. These entries may be made with locally procured stamps for the DVA and Department of Labor. If item 18 is filled with other entries and a continuation sheet is not otherwise needed, make the entries on the reverse side of copy 2. Disclosure of copy 6 is recorded in item 20 of the DD Form 214.	Copy 3 to DVA Data Processing Center, Austin TX 78772 and copy 5 to Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
50	19a	Mailing Address After Separation	Obtain from the member. This must be a permanent address or a permanent address of someone who will forward mail to the member.	3209 Woodchuck Lane, Peoria IL 61650; or c/o John Smith, P.O. Box 115, Sydney AK 14561-1124.
51	19b	Nearest Relative	Obtain Name, Address and ZIP Code of nearest relative.	Gary L. Jones, 124 Will Rogers, Schertz, TX 78154.
52	20	Member Requests Copy 6 Be Sent to Director of Veterans' Affairs	Mark YES or NO with an X. If YES is marked, specify STATE.	CA.
53	21	Signature of Member Being Separated	Sign the original in ink. If the signature is not legible on all copies, sign again on other copies as necessary.	If member cannot sign or refuses to sign, see note 6.
54	22	Typed Name, Grade, Title, and Signature of Official Authorized To Sign	The signature of the authorizing official indicates that the information on the certificate is as correct as the records permit and that the separation is valid and authorized by the approval authority. Officers, NCOs in grade E-7 or above, or civilians in GS-7 or above assigned to the servicing MPF, may sign as authorizing official. The Mission Support Squadron Commander or MPF Commander may authorize the NCOIC of Separations and Retirements (Staff Sergeant (SSgt) or GS-5 or above), in writing, to serve in this capacity. Authorizing official must sign all copies of the DD Form 214. Unsigned forms are void and must be reissued.	John S. Doe, MSgt, USAF, NCOIC, Personnel Relocation Element.
55	23	Type of Separation	Refer to Attachment 1 for explanation of terms. Members placed on TDRL are categorized as "Retirement."	DISCHARGE; RESIGNATION; RELEASE; RELEASE FROM VOID ENLISTMENT; DISMISSAL; RETIREMENT; or ENTRY LEVEL SEPARATION, as appropriate.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
56	24	Character of Service	As determined under directives authorizing separation. For officers dismissed by court-martial enter NOT APPLICABLE. For airmen whose separation is described as void or entry level, enter <i>uncharacterized</i> .	HONORABLE; UNDER HONORABLE CONDITIONS (GENERAL); UNDER OTHER THAN HONORABLE CONDITIONS; BAD CONDUCT; DISHONORABLE or UNCHARACTERIZED.
57	25	Separation Authority	Cite the applicable directive (see note 7). For ANG members, use the Federal directives. Do not use ANG separation authorities.	AFIs 36-3207, 36-3208, etc.
58	26	Separation Code	Enter the SPD for the specific authority for separation (see note 9). Use current MPFM listing distributed by HQ AFPC/DPPRS.	KND
59	27	Reentry Code	Enter RE code for RegAF and ResAF airmen being separated. Use MiLPDS and AFI 36-2606 to verify/validate RE code. For other ResAF airmen and all officers, enter NOT APPLICABLE.	IJ, or NOT APPLICABLE.
60	28	Narrative Reason for Separation	Enter the SPD for the specific authority for separation. Use current MPFM listing distributed by HQ AFPC/DPPRS. Use currently authorized abbreviated narrative statements. For enlisted members who are separated for voluntary or involuntary convenience of the Government, enter "Convenience of the Government" after the narrative reason (see notes 8 and 9).	Expiration of term of service; Retirement after 30 years of service; Resignation; Hardship; Conditions Not Disability; Convenience of the Government.
61	29	Dates of Time Lost During This Period	For airmen show period or periods of time lost to be made good under Title 10 U.S.C. 972. For officers show dates of absence without leave (Article 86, UCMJ). Source document is AF Form 2098. Note: Do not count excess leave as lost time. Refer to Block 12c.	19750910 - 19761001 or NONE.

R U L E	A	B	C	D
	Item	Title	Explanation (see note 1)	Example
62	30	Member Requests Copy 4	Member initials blank space to indicate receipt of copy 4. If the member is not present to initial, enter N/A. Copy 4 will automatically be issued to members.	

1. Every item must have an entry. If the space in an item is too small for the required data, type (See Remarks) in the item and complete the entry in item 18.
2. If member does not agree with the place of entry (POE) reflected, refer to the original DD Form 4 in the MPerR or contact HQ AFPC/DPPAE when you cannot determine the POE.
3. Time spent in an enlistment that is determined to be fraudulent and has been specifically terminated by reason of fraud is not creditable service. See Department of Defense Military Pay and Allowances Entitlement Manual, part 1, chapter 1.
4. Continuous active military service means that a member has no break in active military service. In the case of a Reservist, continuous active military service means continuous active duty. When a Reservist completes an active tour that exceeds 90 days, DD Form 214 reflects only those actions accomplished during the period covered by the form.
5. Member must provide proof of VEAP contribution: either a copy of the allotment authorization for active duty or retired personnel showing contributions to VEAP (Company Code 9999963); a copy of the member's quarterly statement of VEAP contributions (AFAFC Form 0-108); or the member's canceled check showing payment to AFAFC/ACF for lump-sum contributions.
6. Enter "MEMBER NOT AVAILABLE TO SIGN" if the member cannot sign; for example, if a member is on leave awaiting separation or if discharge in absentia has been authorized. If the member will not sign, enter "MEMBER REFUSED TO SIGN."
7. For discharge or dismissal by sentence of court-martial, refer to the order directing execution of the sentence. For example: 19AF General Court Martial Order (Number) & (date).
8. The item 28 entry for an Air National Guard and Air Force Reserve member being separated from:
  - 8.1. Initial active duty training is Completion of Initial Active Duty Training, or, if the training period is terminated before completion, Termination of Initial Active Duty Training.
  - 8.2. Active duty training of 90 days or more tours are Completion of Required Active Duty Training.
  - 8.3. Special tours of active duty in support of the active force are Completion of Required Active Service or Released from Required Active Service.

8.4. AGR tours are Completion of AGR military duty tour or Termination of AGR military duty tour.

9. The item 26 entry for Notes 8.1., 8.2. and 8.3 should be “*not applicable.*” For ANG Only: The item 26 entry for Note 8.4 is identified in ANGI 36-101.

10. When entering month(s) do not place the number “12”. 12 months is considered one year and must be carried over and added to the year(s) column. When entering days, do not place “30”. 30 days is considered one month and must be carried over and added to the month(s) column.

11. For ANG only. Procedures in accomplishing a DD Form 214 for those ANG members who complete Initial Active Duty (IADT) under the Split Option Training (STO) program. MPFs will issue only one DD Form for the total period of IADT. The DD Form 214 will be prepared only after the completion of technical training.

11a. DD Form 214 must be completed in accordance with Table 4., but with the following exceptions for each STO DD Form 214:

Block 12a - Date Entered Technical School

Block 12b - Date Separated Technical School

Block 12c - Technical School Active Duty time only

Block 12d - BMT Active time only

Block 18 - Remarks--Member enlisted under the Split Training Option program with a date of enlistment (Date), -- Member departed for BMT on (Date), -- Member Completed BMT on (Date)

**Table 5. Distributing DD Form 214.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Copy</b>	<b>Recipient</b>	<b>Instructions</b>
<b>1</b>	1	Member	If the member is an alien, comply with Section H.
<b>2</b>	2	Master Personnel Record	Send to record custodian (AFI 36-2608) with Field Record Group. (See note 1.)
<b>3</b>	3	Veterans' Administration (VA) (See notes 2 and 3.)	Mailing address: Department of Veterans' Affairs, Data Processing Center (214), 1615 E. Woodward St, Austin TX 78772. Destroy if the member is continuing on active duty. (See Table 2.)
<b>4</b>	4	Member	Ask the member to read paragraph 10.1.2. Explain how important the copy.
<b>5</b>	5	Department of Labor (See note 2.)	Mailing address: Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070.
<b>6</b>	6	State Director of Veterans' Affairs (See note 2.)	Forward only if member requests by initialing item 20 and specifying the state. See Attachment 4 for mailing addresses of state offices. Otherwise destroy.
<b>7</b>	7	Field Record Group	Retain for one year from date of separation. For Air Reserve component personnel (see note 1).

1. For Air Reserve component members forward original copy 2 to ARPC/DRSS, (see Attachment 1) immediately on completion of duty for which the DD Form 214 was prepared.
2. AFI 33-332 requires you to account for disclosure of personal data. Record the distribution of copies 3 and 5 in item 18 of copy 2 of the DD form 214 (master personnel record copy), for all personnel released from active duty, discharged, or retired. Record the disclosure of copy 6 in item 20 of DD Form 214.
3. Reproduce copy 3 to be forwarded with the medical records. See note at top of page of Attachment 4.

RICHARD Y. Newton III, Lt General, USAF  
DCS, Manpower and Personnel

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Title 5, U.S.C., *Government Organization and Employees*

Section 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

Title 8, U.S.C., *Aliens and Nationality*

Title 10, U.S.C., *Armed Forces*

Title 32, U.S.C., *National Guard*

DOD Directive 1332.30, *Separation of Regular Commissioned Officers*, 12 Feb 86

DOD Directive 1332.14, *Enlisted Administrative Separations*, 28 Jan 82

DOD Instruction 1336.1, *Certificate of Release or Discharge from Active Duty* (DD Form 214/5 Series), 6 Jan 89

DOD 5400.7R, *DOD Freedom of Information Act Program/Air Force Supplement*

Title 5, U.S.C. 552(A), *Privacy Act of 1974*

Public Law 94-502, *Veteran's Education and Employment Assistance Act of 1976*

System of Records F036 AFPC P, *Separation Case Files*

AF Recrods Disposition Schedule (<https://webrims.amc.af.mil>)

AFCAT 36-2223, *USAF Formal Schools, Education and Training Course Announcements (ETCA)*

web site: <<<https://etca.randolph.af.mil/>>>

AFI 10-416, *Personnel Readiness And Mobilization*

AFI 33-328, *Administrative Orders*

AFI 33-332, *Air Force Policy Act Program*

AFI 33-360, volume 1, *Publications Management Program*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2602, *Active Duty Service Determinations for Civilian or Contractual Groups*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 33-332, *Air Force Privacy Act Program*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Enlisted Classification*

AFPAM 211-28, *Naturalization and Citizenship*

AFPD 36-32, *Military Retirements and Separations*

ANGI 36-101, *The Active Guard/Reserve Program*

### ***Abbreviations and Acronyms***

**AD**—Active Duty

**ADT**—Active Duty for Training

**AF**—Air Force

**AFBCMR**—Air Force Board for Correction of Military Records

**AFDRB**—Air Force Discharge Review Board

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**ANGUS**—Air National Guard of the United States

**ARPC**—Air Reserve Personnel Center

**BCD**—Bad Conduct Discharge

**CONUS**—Continental United States

**DD**—Dishonorable Discharge

**DOD**—Department of Defense

**DODD**—Department of Defense Directive

**DODI**—Department of Defense Instruction

**DOS**—Date of Separation

**EAD**—Extended Active Duty

**ETS**—Expiration Term of Service

**GS**—General Schedule

**HQ AFPC**—Headquarters Air Force Personnel Center

**HQ AFPC/DPPRS**—Airman Separations Branch

**HQ AFPC/DPPFCMR**—Records Management Division

**HQ AFPC/DPPDS**—Disability Board Support

**HQ AFPC/DPPRR**—Retirements Branch

**HQ ARPC/DRSS**—Reference Services  
**HQ ARPC/MSPP**—Mission Support Personnel Programs  
**HQ ARPC/MSPPP**—Mission Support Personnel Programs-Separations  
**IADT**—Initial Active Duty Training  
**IMA**—Individual Mobilization Augmentee  
**INS**—Immigration and Naturalization Service  
**MAJCOM**—Major Command  
**MILPDS**—Military Personnel Data System  
**MPerR**—Master Personnel Record  
**MPF**—Military Personnel Flight  
**MSO**—Military Service Obligation  
**N/A**—not applicable  
**NCO**—Noncommissioned Officer  
**NCOIC**—Noncommissioned Officer In Charge  
**NPRC**—National Personnel Records Center  
**OPR**—Office of Primary Responsibility  
**PAFSC**—Primary Air Force Specialty Code  
**PDS**—Personnel Data System  
**POE**—Place of Entry  
**POW**—Prisoner of War  
**ResAF**—Reserve of the Air Force  
**RIP**—Report of Individual Personnel  
**ROTC**—Reserve Officer Training Corps  
**SDN**—Separation Designation Number  
**SECAF**—Secretary of the Air Force  
**SGLI**—Service Members Group Life Insurance  
**SJA**—Staff Judge Advocate  
**SPD**—Separation Program Designator  
**SSgt**—Staff Sergeant  
**SSN**—Social Security Number  
**TAP**—Transition Assistance Program  
**TDRL**—Temporary Disability Retirement List

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**UOTHC**—Under Other Than Honorable Conditions

**UPRG**—Unit Personnel Records Group

**US**—United States

**USC**—United States Code

**USAF**—United States Air Force

**USAFR**—United States Air Force Reserve

**U.S.C.**—United States Code

**VEAP**—Veterans' Educational Assistance Program

### *Terms*

**Active Duty**—Full time duty in a military service of the United States. A general term applied to all active military service, including full-time National Guard duty, without regard to duration or purpose.

**Active Duty for Training**—A tour of active duty that is used to train members of the Reserve Components. It provides trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member must return to nonactive status after the period of active duty for training (ADT). ADT includes annual training, special tour of ADT, school tours, and the initial duty for training performed by nonprior service enlistees.

**Active Duty Guard and Reserve**—All personnel of the National Guard and Reserve Forces serving on extended active duty (under Title 10, U.S.C., or full-time National Guard duty under Title 32, U.S.C.).

**Airman**—An enlisted person in the US Air Force in any component.

**Characterization of Service**—A determination of a member's military behavior and performance of duty during a specific period of service. Choices are honorable; under honorable conditions (general); under other than honorable conditions; bad conduct; dishonorable; and uncharacterized.

**Continuous Active Military Service Date**—Date from which a member has been in active military service without a break.

**Discharge**—Severance from all military status. *EXCEPTION:* For a member of the Air National Guard of the United States (ANGUS), discharge may be from the ANGUS only, with concurrent transfer to the US Air Force Reserve for the remainder of a military service obligation. It does not include dismissal as a result of trial by general court-martial or "dropped from the rolls" of the Air Force under Title 10, U.S.C., 1161(b) or 1163(b).

**Extended Active Duty**—A tour of active military service (usually for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD changes from the Air Reserve components to the active force. Strength accountability does not change for statutory tour officers on EAD in accordance with Title 10, U.S.C., 175, 678, 265, 8496, 8021, 8019, and 8038.

**Honorable**—The honorable characterization is appropriate when the quality of the airman's service generally has met Air Force standards of acceptable conduct and performance of duty. It may also be appropriate when a member's service is otherwise so meritorious that any other characterization would be inappropriate. A member's service must be honorable to be eligible for retirement.

**Initial Active Duty for Training**—The first period of active duty for training prescribed by law or regulation for nonprior service enlistees. It trains members in a military specialty.

**Member**—An officer, warrant officer, Air Force Academy cadet, or airman.

**Noncontinental United States (Non—CONUS) Resident**—A person whose official home of record, as defined by the Joint Travel Regulations, is Alaska, Hawaii, Guam, Puerto Rico, US Virgin Islands, American Samoa, or the Canal Zone (since 1 October 1979).

**Officer**—A commissioned or warrant officer of the Armed Forces.

**Release**—Separation from a void enlistment or induction that does not involve a regular discharge. A DD Form 214 is issued but not a discharge certificate.

**Release From Active Duty—End of active duty status.** This term applies to members of the Regular Air Force who are transferred to a Reserve component to complete their military service obligations and to members of Reserve components who revert to inactive status in their Reserve organizations.

**Reserve Components**—The Reserve components of the Air Force are the Air National Guard of the US and the US Air Force Reserve. The three types of Air Reserve Forces are Ready Reserve, Standby Reserve, and Retired Reserve.

**RD**—A Reserve Section Code which represents members assigned to the Inactive Ready Reserve without a military service obligation (MSO).

**Separation**—A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to a Reserve component.

**Temporary Disability Retired List**—A list of physically unfit members whose disability has not stabilized to the point where its severity, percent of disability, or ultimate disposition can be accurately assessed.

**Under Honorable Conditions (General)**—If an airman's service has been honest and faithful, it is appropriate to characterize as under honorable conditions (general). Characterization of service as general is warranted when significant negative aspects of the airman's conduct or performance of duty outweigh positive aspects of the airman's military record.

**Under Other Than Honorable Conditions**—An airman's service may be characterized as under other than honorable conditions only if the member is given an opportunity for a hearing by an administrative discharge board or requests discharge in lieu of trial by court-martial. Characterization of service as under other than honorable conditions may be appropriate when

the reason for separation is based on a pattern of behavior or one or more acts or omissions that constitute a significant departure from the conduct expected of airmen.

**Addresses—**

Department of State Visa Office SCA/VO  
State Annex No 2  
Washington DC 20520

HQ AFPC/DPPR  
550 C Street West, Suite 3  
Randolph AFB TX 78150-4713

HQ AFPC/DPPRS  
550 C Street West, Suite 3  
Randolph AFB TX 78150-4713

HQ AFPC/DPFFCMR  
550 C Street West, Suite 21  
Randolph AFB TX 78150-4723

HQ ARPC/DRSS  
6760 E Irvington Pl #4600  
Denver CO 80280-4600

HQ ARPC/DSMP  
6760 E Irvington Pl #4450  
Denver CO 80280-4450

Immigration and Naturalization Service  
425 I Street NW  
Wash DC 20536

NPRC/MPR, GSA9  
700 Page Ave  
St Louis MO 63132-5200

**Attachment 2****WAR AND MOBILIZATION PROCEDURES**

**A2.1.** When authorized by the President of the United States or the Congress, the active force may be expanded by mobilizing the Reserve Forces to satisfy an emergency requirement. Usually under these circumstances, it is necessary to minimize the number of Air Force personnel leaving active duty. The Government suspends certain officer and enlisted voluntary and involuntary discharges, releases, and retirements.

**A2.2.** The President may suspend any provisions of law relating to promotion, retirement, or separation applicable to any member of the Armed Forces whom the President determines to be essential to the national security of the United States. The President may do so during any period when members of a Reserve component are serving under an order to active duty authorized by sections 12301, 12302 and 12303 of the U.S.C., Title 10.

Attachment 3

CONTINUATION SHEET FOR DD FORM 214

(date of separation)

- 1. Name:
- 2. Department, component, and branch:
- 3. Social Security number:
- 4a. Grade or rank:
- 4b. Pay grade:

Items continued: (see note)

\*\*\*\*\* LAST ITEM \*\*\*\*\*

(signature of separating member)  
 (typed name of member)

(signature of official authorized to sign)  
 (typed name, grade, title)

**NOTE:** List blocks requiring continuation in numerical order.

**Attachment 4****STATE VETERANS' AFFAIRS DIRECTORS**

Send the reproduced copy 3 of DD Form 214 to be forwarded with medical records to:

The VA Hospital, if a member is transferred there; or the VA regional office with jurisdiction over the member's permanent address, if the member completes VA Form 21-526, **Veteran's Application For Compensation or Pension**. Find addresses for regional offices in VA pamphlet 80-98-1, *Federal Benefits for Veterans and Dependents*. This pamphlet changes each year and can be obtained from your local VA office. Additionally, a copy of this pamphlet with addresses of VA facilities can be found on the internet at <http://www.va.gov>.

**ALABAMA**

Director  
Department of Veteran's Affairs  
P.O. Box 1509  
Montgomery AL 36102-1509

**ALASKA**

Director  
Division of Military and Veterans' Affairs  
2925 DeBarr Road  
Anchorage AK 99508-2989

**AMERICAN SAMOA**

Veteran's Affairs Officer  
Office of Veterans' Affairs  
American Samoa Government  
P.O. Box 8586  
Pago Pago AS 96799

**ARIZONA**

Arizona Dept of Veterans' Service  
3333 North Central Ave, Suite 1052  
Phoenix AZ 85012

**ARKANSAS**

Director  
Department of Veterans' Affairs  
c/o VA Regional Office, P.O. Box 1280  
North Little Rock AR 72115

**CALIFORNIA**

Director  
Department of Veterans' Affairs  
1227 O Street, Room 300  
Sacramento CA 95814

**COLORADO**

Director  
Division of Veterans' Affairs  
Department of Social Services  
789 Sherman Street, Suite 460  
Denver CO 80203

**CONNECTICUT**

Commissioner  
Department of Veterans Affairs  
287 West Street  
Rocky Hill CT 06067

**DELAWARE**

Delaware Commission of Veterans' Affairs  
Robbins Bldg.  
802 Solver Lake Blvd, Suite 100  
Dover DE 19904

**DISTRICT OF COLUMBIA**

Chief  
VA Regional Office  
1120 Vermont Ave  
NW Washington DC 20421

**FLORIDA**

Director  
Department of Veterans' Affairs  
P.O. Box 31003  
St. Petersburg FL 33731

**GEORGIA**

Commissioner  
Department of Veterans' Service  
Floyd Veterans Memorial Bldg, Suite E-970  
Atlanta GA 30334

**GUAM**

Administrator  
Office of Veterans' Affairs  
P.O. Box 3279  
Agana, Guam 96910

**HAWAII**

State of Hawaii  
Office of Veterans' Services  
459 Patterson Road, E Wing, Rm 1-A103  
Honolulu HI 96819-1522

**IDAHO**

Administrator  
Division of Veterans' Service  
P.O. Box 7765  
Boise ID 83707

**ILLINOIS**

Director  
Department of Veterans' Affairs  
P.O. Box 19435, 833 S. Spring St  
Springfield IL 62704-9432

**INDIANA**

Director  
Department of Veterans' Affairs  
302 W. Washington St  
Room E-120  
Indianapolis IN 46204

**IOWA**

Executive Director  
Veterans' Affairs Division  
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## Attachment 5

### DISCHARGE REVIEW FACT SHEET (SEE NOTE)

**A5.1. What Is a Discharge Review?** In a Discharge Review, your discharge is examined to decide whether the Service discharged you correctly and whether your service was characterized fairly. Discharge policies and procedures change from time to time. The Boards that review discharges must consider these changes in reviewing your discharge. You may benefit from these changes if you apply.

**A5.2. Who Is Eligible To Apply for a Discharge Review?** Former service members may apply for a discharge review or correction of records. If the former service member has died or is not mentally competent, the surviving spouse, next of kin, or legal representative may sign the application but legal proof must accompany the application.

#### **A5.3. How To Apply for a Discharge Review.**

A5.3.1. STEP 1: You can apply and present your case on your own but several national service organizations are available to help you. These organizations provide free counsel or a representative to assist you in your discharge review. The local chapters of these organizations (e.g., American Legion, Disabled American Veterans, Veterans' of Foreign Wars, Jewish War Veterans) can be found in the telephone directory.

A5.3.2. STEP 2: You do not have to get a copy of your military records but they may help you to prepare your discharge appeal, to discuss your case with a counsel or representative, and to understand the official reason for your discharge. You can get a copy of your records at no charge. Use a SF 180, Request Pertaining to Military Records, to request a copy of your records. In section 2, number 1, of SF 180, write "complete service and records." In section 2, number 4, write "discharge review." Medical records are on file with the Department of Veterans Affairs.

A5.3.3. STEP 3: Submit the right application form. There are two Air Force Boards that consider requests to change the characterization and reason for discharges, each of which requires a different application form. You should apply first to the Air Force Discharge Review Board (AFDRB) using DD Form 293. If the AFDRB's decision is unfavorable, you may apply to the Air Force Board for Correction of Military Records (AFBCMR) using DD Form 149, Application for Correction of Military Record Under the Provisions of Title 10, U.S.C., Section 1552.

A5.3.4. STEP 3.1. If fewer than 15 years have elapsed since your discharge and you want to ask for a changed separation characterization, use a DD Form 293 to apply to the Air Force Discharge Review Board (AFDRB), if one of the following applies: your service was characterized as under honorable conditions (general), your service was characterized as UOTHC, you received a bad conduct discharge as the result of trial by special court-martial, or you want to change the reason and authority for discharge.

A5.3.5. STEP 3.2. Use DD Form 149 to apply to the Air Force Board for Correction of Military Records (AFBCMR) if one of the following applies: you received an entry level separation; want to be reinstated; have been previously denied by the Discharge Review Board, were tried by a general court-martial and sentenced to *dismissal* or *bad conduct* or *dishonorable discharge*, feel your reenlistment code is incorrect or unjust or, fifteen years or

more have elapsed since you were discharged. **NOTE: AFBCMR applications ordinarily must be submitted within three years of discovering errors or injustices in military records.**

STEP 4: Once you have filled out as much of the form as you can, following the instructions on the back, mail it to the address shown for your branch of service.

#### **A5.4. Frequently Asked Questions.**

A5.4.1. Can I Review Previous Decisions of the Review Boards? Yes. There is an index of decisions of the Review Boards that might help you appeal your discharge. The index identifies cases that might be similar to yours and explains the Board's rationale. Your state Veterans' Affairs Office or one of the service organizations listed on the DD Form 293 can tell you where to find the index. If you feel that the key to the index or prior cases would be helpful in your appeal, you can get copies by writing to:

DA Military Review Boards Agency  
ATTN: Reading Room  
Crystal Mall 4, Second Floor  
1941 Jefferson Davis Highway  
Arlington, VA 22205

Or, go on-line at: [www.boards.law.af.mil](http://www.boards.law.af.mil)

A5.4.2. How Can I Get a Copy of the Instruction Under Which I Was Discharged?

To get a copy of the pertinent part of the instruction under which you were discharged, as well as the current version of the instruction, write a memorandum indicating both your date of separation and the reason and (or) authority as shown on your official separation document. You can also obtain a copy of the instruction that guides the Review Boards procedures. Send the request to: NTIS, 5825 Port Royal Road, Springfield, VA 22161.

A5.4.3. Do I Have To Go to Washington for the Discharge Review? No. The Discharge Review Board conducts reviews throughout the country. The Correction Board does not travel and only conducts reviews in Washington. However, the Board rarely requires a veteran to travel to Washington DC for a hearing.

A5.4.4. Do I Have To Appear Before a Discharge Review Board in Person?

No, but it may help if you do. You may also request that the Board decide whether to upgrade your discharge without a hearing, based on your military service record and any other information you send by mail. The back of the DD Form 293 discusses the types of reviews that are available.

A5.4.5. Where Do I Send My Request for Discharge Review? The addresses to which the forms are to be submitted are listed on SF 180, and DD Forms 149 and 293. **NOTE:** Regardless of any action by a Discharge Review Board, a discharge under other than honorable conditions that resulted from a period of continuous unauthorized absence of 180 days or more bars you from receiving benefits administered by the Department of Veterans' Affairs.