

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

**AIR FORCE POLICY DIRECTIVE 36-32**

**12 MAY 2014**



**Personnel**

**MILITARY RETIREMENTS AND  
SEPARATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Gordon O. Tanner)

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This Policy Directive implements DoDI 1332.14, Enlisted Administrative Separation, 28 August 2008, DODI 1332.20, Minimum Service In Grade for Nondisability (Voluntary) Retirement, 12 February 2007, and DODI 1332.30, Separation of Regular and Reserve Commissioned Officers, 11 December 2008 listed in **Attachment 1**. This Policy Directive applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for military retirements and separations. This directive may not be supplemented. This directive establishes the framework for Air Force retirements and separations programs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Changes include expanding the explanation of separation incentive programs as well as involuntary

separations and retirement programs to facilitate force management. It also clarifies responsibilities and codifies that the AF/A1 in collaboration with the Director of the Air National Guard and Chief of Air Force Reserve, is responsible for developing, coordinating and executing personnel policies regarding separations and retirement.

### **1. Purpose and Overview.**

1.1. This directive establishes the Air Force policy on separations and retirements to enable it to maintain a vigorous fighting force with high standards of performance and conduct. Additionally, the Air Force must be able to meet authorized end strength levels established in law.

**2. Policy.** It is Air Force policy to establish guidance to manage retirement and separation programs to meet congressionally mandated end strength levels.

2.1. The Air Force will provide for the voluntary retirement and separation of individuals who have fulfilled their commitment.

2.2. Voluntary retirements and separations include incentive and normal programs. Incentive programs encourage members to voluntarily separate from active duty by offering payment, benefits and/or early retirement options. Normal programs are those existing personnel programs and policies governing retirements and separations (retirement at the completion of 20 or more years of service, separation at expiration of an enlistment, completion of active duty service commitment, etc.). Incentive programs are used in conjunction with retirement and separation programs to meet congressionally mandated personnel end strength levels.

2.3. When appropriate, commanders will take action to separate members who do not meet Air Force standards.

2.4. When necessary, the Air Force will utilize involuntary retirement and separation programs.

2.5. Consistent with force requirements and other personnel programs, the Air Force, in reducing its overall end strength, will normally encourage voluntary separations before resorting to involuntary separation of qualified members who are not eligible for retirement.

2.6. Involuntary retirement and separation programs may be required for the Air Force to generate additional losses above voluntary separations in order to meet congressionally mandated end strength levels or to shape specific specialties. Involuntary retirements and separations are any involuntary retirement or separation action consummated earlier than desired by an Airman, prior to any mandatory DOS and not for cause.

**3. Responsibilities.** The following responsibilities and authorities are established:

3.1. AF/A1 is responsible for policy oversight and advocacy of the Air Force's retirement and separation programs and to interface with the Office of the Secretary of Defense staff concerning development of Department of Defense (DoD) policy and legislative initiatives.

3.2. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) is responsible for military retirements and separation policy matters as delegated by the Secretary of the Air Force. As described in Air Force Policy Directive 90-1, Policy

Formulation, paragraphs 3 and 4, SAF/MR approval is required before this document is changed, reissued, or rescinded.

3.3. The AF/A1, AF/RE and ANG/A1, oversees the execution and development of procedural guidance for the Air Force retirement and separation program for their respective component.

**4. Governance.** Governing laws and directives implemented by this policy directive are listed at Attachment 1.

DEBORAH LEE JAMES  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****NOTE:**

This directive implements public laws as contained in Title 10, Armed Forces; Title 18, Crimes and Criminal Procedures; Title 32, National Guard; Title 38, Veterans' Benefits; and Title 50, War and National Defense; United States Code; and the following DoD Directives and Instructions:

DoD Instruction 1200.15, Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay, September 18, 1997

DoD Instruction 1215.07 With Change 1 (November 7, 2008), Service Credit for Reserve Retirement, November 18, 2005

DoD Instruction 1300.06, Conscientious Objectors, May 5, 2007

DoD Directive 1304.19, Appointment of Chaplains for the Military Departments, June 11, 2004

DoD Instruction 1304.25, Fulfilling the Military Service Obligation (MSO), August 25, 1997

DoD Instruction 1315.15 With Change 1 (June 1, 2012), Special Separation Policies for Survivorship, January 5, 2007

DoD Instruction 1320.08 With Change 1 (April 11, 2012), Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List, March 14, 2007

DoD Instruction 1320.10, Discharge of Commissioned Officers Not Qualified for Promotion to First Lieutenant or Lieutenant (Junior Grade), March 13, 2007

DoD Instruction 1320.12, Commissioned Officer Promotion Program, September 27, 2005

DoD Instruction 1332.14 With Change 3 (September 30, 2011), Enlisted Administrative Separations, August 28, 2008

DOD Instruction 1332.20, Minimum Service In Grade for Nondisability (Voluntary) Retirement, 12 February 2007

DoD Instruction 1332.30 With Change 2 (September 20, 2011), Separation of Regular and Reserve Commissioned Officers, December 11, 2008

DoD Directive 1332.41, Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs), March 8, 2004

DoD Instruction 1336.01, Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series), August 20, 2009

DoD Directive 1344.10, Political Activities by Members of the Armed Forces, February 19, 2008

DoD Instruction 1348.34, Presidential Recognition on Retirement from Military Service, September 1, 2011

AFI 31-501, Personnel Security Program Management, formerly AFR 205-32, 27 January 2005

AFI 36-2004, Interservice Transfer of Officers to the United States Air Force (USAF) and the United States Air Force Reserve (USAFR), 17 July 2003

AFI 36-2602, Active Duty Service Determinations for Civilian or Contractual Groups, 20 May 1994

AFI 36-3202, Separation Documents, 22 November 2005

AFI 36-3203, Service Retirements, 8 September 2006

AFI 36-3204, Procedures for Applying as a Conscientious Objector, 15 July 1994

AFI 36-3205, Applying for the Palace Chase and Palace Front Programs, 10 October 2003

AFI 36-3206, Administrative Discharge Procedures for Commissioned Officers, 9 Jun 2004

AFI 36-3207, Separating Commissioned Officers, 9 July 2004

AFI 36-3208, Administrative Separation of Airmen, 9 July 2004

AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members, 14 April 2005

AFPAM 36-3210, Procedural Guide of Enlisted Administrative Discharge Boards, 1 November 1995

ANGI 36-2606, Selective Retention of Air National Guard Officer and Enlisted Personnel, 8 August 2012