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WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

AFI 36-3207_AFGM2020-01

1 July 2020

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

Reissued: 29 June 2021

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum to AFI 36-3207, *Separating Commissioned Officers*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum (AFGM) immediately changes AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004 (incorporating through change 6, 18 October 2011). 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*.

This AFGM revises AFI 36-3207 by making changes to Attachment 8 and ensuring officers acknowledge the worst service characterization they could receive when submitting a resignation in lieu of an administrative discharge.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command. The OPR for this publication is the Air Force Personnel Center, AFPC/DP3SA, 550 C Street West, Randolph AFB, TX 78140-4712. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management.

In collaboration with the Chief of Air Force Reserve (HQ USAF/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 Air Force Military Assignments Programs. The policy set out in this instruction applies to all Regular Air Force (RegAF) members and to members of the United States Air Force Reserve (USAFR) and Air National Guard (ANG). This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval.

This guidance memorandum becomes void after 1 year has elapsed from the date of this memorandum, or upon incorporation by interim change to, or rewrite of, AFI 36-3207, whichever is earlier.

JOHN A. FEDRIGO, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment:
Guidance changes

Attachment 8

RESIGNING WHEN NOT ELIGIBLE FOR AN HONORABLE DISCHARGE

Use this memorandum for officers resigning instead of undergoing further administrative discharge proceedings under AFI 36-3206. Follow the instructions in parentheses (). Use material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Functional address symbol of wing or comparable commander) (Date)

FROM: (Officer's full name, grade, SSN)

SUBJECT: Resignation under AFI 36-3207 instead of undergoing further administrative discharge proceedings under AFI 36-3206 (Use the sample memorandum in [Attachment 9](#) for officers resigning to enlist and retire.)

I am resigning from all appointments in the USAF under AFI 36-3207 effective as soon as possible.

I have received a memorandum notifying me of action initiated under AFI 36-3206 (cite applicable chapter and paragraph numbers). (Cite one or more references that cover situations that don't require honorable discharges.)

I am voluntarily resigning instead of undergoing further action under AFI 36-3206 because I believe it is in my best interest. Nobody threatened me, coerced me, or made promises to induce me to resign.

I fully understand that by resigning, I am giving up my rights under AFI 36-3206 and my opportunity to stay in the Air Force. I understand I may be separated with the worst characterization authorized for discharge under the pending action, unless the Secretary of the Air Force determines I should be separated with a more favorable characterization.

[I am not accountable or responsible for public property or funds.] [I am accountable or responsible for public property or funds. I have attached the required certificate of relief.] (**NOTE:** If accountable or responsible for public property or funds, attach a certificate indicating that you have been relieved from accountability or responsibility. Specify whether you have returned all issued government personal property to the proper agency.)

[I [have] [have not] consulted with counsel regarding this action.] [I decline counsel but (enter grade, full name, and full duty title of the chief, Military Personnel Flight) counseled me and I fully understand my rights and options regarding this action.] [I fully understand my rights and options regarding this action, as explained to me by (enter area defense counsel's grade and full name, if military, or full name and business address, if civilian, or both). I fully understand the eligibility criteria for separation pay as explained to me by the (area defense counsel or chief, Military Personnel Flight).

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

AIR FORCE INSTRUCTION 36-3207

9 JULY 2004

Incorporating Through Change 6, 18 October 2011

Personnel

SEPARATING COMMISSIONED OFFICERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Sharon K. G. Dunbar

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This instruction implements Air Force Policy Directive (AFPD) 36-32, *Military Retirements and Separations*. It also implements, in part, sections of Title 10, United States Code (U.S.C.) (see **Attachment 1** for a complete list of U.S.C. references). It gives the administrative procedures for processing officers who are separating from active military service. This Air Force Instruction (AFI) doesn't apply to: The Air National Guard (ANG) except where stated, US Air Force Reserve (USAFR) units and members, individual mobilization augmentees, and other individual reservists managed under the Air Reserve Personnel Center.

This instruction requires that personnel collect and maintain records protected by the Privacy Act of 1974 under 10 U.S.C. 8013 and AFPD 36-32. For Privacy Act statements required by AFI 37-132, *Air Force Privacy Act Program* see the forms on the subject. Apply guidelines in System of Records Notice, F030 AF MP A, *Personnel Data Systems(PDS)*. Refer to **Attachment 1** for glossary of references, abbreviations, acronyms, and terms. Major commands submit proposed supplements to this instruction to Headquarters Air Force Personnel Center, Retirements and Separations Division (HQ AFPC/DPPR), 550 C St W, Ste 11, Randolph AFB TX 78150-4713. Process supplements that affect any military personnel function as shown in AFI 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*.

SUMMARY OF CHANGES

This interim change (IC) provides guidance on separation of probationary officers who do not complete initial skills training. The IC also rescinds the administrative discharge provision and authority for officers to be discharged based solely on homosexual conduct, as defined by Title

10 U.S.C. Section 654, including a statement he or she is a homosexual or bisexual (or words to that effect), homosexual acts, or marriage or attempted marriage to a person known to be of the same biological sex.

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Chapter 1

GENERAL GUIDANCE

Section IA—Processing Action

1.1. Director, Air Force Personnel Council (AFPC). The AFPC director:

1.1.1. Appoints people from HQ AFPC Retirements and Separations Division (DPPR) to serve as special assistants.

1.1.2. Delegates authority to personnel who manage and administer separations.

1.2. Separation Authority. Approval of a request for separation and involuntary separation authority is vested in the Secretary of the Air Force (SAF). The SAF may exercise this executive act through any designated office.

1.3. HQ AFPC Retirements and Separations Division (DPPR). DPPR:

1.3.1. Processes officer separation requests.

1.3.2. Provides instructions to the military personnel flights (MPF) for processing voluntary or involuntary releases or discharges, and dismissals.

1.3.3. Sets DOS at 30 days from the date of approval when sending approval notices to the MPFs within 15 calendar days before, or anytime after, the requested DOS.

1.3.3.1. Provides instructions to the MPFs to drop officers from the rolls of the Air Force.

1.3.3.2. Submits requests to the SAF or his or her designee for waiver approvals or exceptions to procedural requirements.

1.3.3.3. Updates voluntary and involuntary dates of separation (DOS) and other DOS changes in the personnel data system (PDS) such as Christmas early release and retention beyond current DOS.

1.3.3.4. Publishes orders to amend, rescind, or revoke orders issued by MPFs that can no longer amend, rescind, or revoke the orders.

1.3.3.5. Publishes orders to drop officers from the rolls of the Air Force and to continue Air National Guard (ANG) and reserve officers on active duty in retired reserve status.

1.3.3.6. Processes major command (MAJCOM) recommendations for retaining reserve officers on active duty beyond maximum service or age and forwards them to the AFPC.

1.3.3.7. Informs the MPFs of officers' eligibility for full- or half-separation pay, readjustment pay, or severance pay.

1.4. Military Personnel Flight (MPF). MPFs:

1.4.1. Process specific categories of separations. For every separation that they manage, MPFs process:

1.4.1.1. Medical holds. MPFs schedule physical examinations according to AFI 48-123, *Medical Examination and Medical Standards*. MPFs:

1.4.1.1.1. Keep separation processing on schedule even when an officer's medical examination is incomplete.

1.4.1.1.2. Separate an officer as soon as possible when medical hold ends after the officer's DOS.

1.4.1.2. Investigative reports or documents. MPFs:

1.4.1.2.1. Follow AFI 90-301, *Use, Disclosure, and Safeguard of Inspector General Records* for guidelines on handling Office of Special Investigations (OSI) reports, reports furnished through OSI channels, and investigative reports from other agencies.

1.4.1.2.2. Ensure that the legal office prepares an unclassified summary or extract of classified or privileged investigative reports that OSI doesn't provide.

1.4.1.2.3. Ensure that the legal office refers the summary or extract to the originating agency or higher authority for release approval.

1.4.1.2.4. Protect the confidentiality of reports prepared by or furnished through OSI channels and other classified or privileged investigative documents or reports. Keep these reports from case files and from the officers concerned, their counsels, or boards considering their cases. Send these reports with the case to the MAJCOMs.

1.4.1.2.5. Receive instructions for disposing of the case and return investigative reports or documents, through channels, to the originating military organization.

1.4.1.3. Sensitive Compartmented Information (SCI), Single Integrated Operation Plan - Extremely Sensitive Information (SIOP-ESI), or Other Special Access Programs, and Personnel Reliability Program (PRP).

1.4.1.3.1. MPFs follow AFI 31-501, *Personnel Security Program Management* when officers have, or once had, access to SCI, SIOP-ESI, or other special access programs before effecting their separations.

1.4.1.3.2. Commanders must comply with AFI 36-2104, *Nuclear Weapons Personnel Reliability*, to decertify officers under PRP prior to their discharge.

1.4.1.4. Early release for Christmas. Eligible officers with a DOS after the 8th of December and before the 8th of the following January may ask commanders for early release between these dates. **EXCEPTION:** Officers may not request early release if they are:

1.4.1.4.1. Under investigation.

1.4.1.4.2. Awaiting trial or the result of a trial by court-martial or appellate review under Article 62(a)(1), Uniform Code of Military Justice (UCMJ).

1.4.1.4.3. Awaiting appellate review of a court-martial conviction.

1.4.1.4.4. Involved in ongoing administrative discharge proceedings.

1.4.1.4.5. Serving with an active duty service commitment (ADSC) for special pay.

- 1.4.1.4.6. Separating under the PALACE CHASE program.
- 1.4.1.4.7. Transferring to another uniformed service.
- 1.4.1.5. Release on expiration of term of service (ETS) or specified period of time contract (SPTC). MPFs:
 - 1.4.1.5.1. Process reserve officers for release on their ETS or SPTC DOS.
 - 1.4.1.5.2. Give the officers travel time and ensure that the last day of travel coincides with the officers' DOS.
- 1.4.1.6. Orders. MPFs:
 - 1.4.1.6.1. Publish orders to discharge or release officers and cite this AFI as the separation authority in the orders.
 - 1.4.1.6.2. Publish orders to dismiss officers and cite the general court-martial order as the authority in the orders.
- 1.4.1.7. Approved Dates of separation (DOS). The Air Force establishes a DOS according to applicable laws or policies. **EXCEPTION:** The SAF or his or her designee may approve or direct separations to take effect as soon as possible (ASAP).
- 1.4.1.8. Accounts of money or property. Before MPFs separate officers, their commanders or other authority:
 - 1.4.1.8.1. Review and audit the accounts and public property that the officer managed.
 - 1.4.1.8.2. Delay the officer's separation for enough time to help the officer settle any incomplete account.
 - 1.4.1.8.3. Make sure that the officer signed a statement certifying that he or she no longer has accountability or responsibility for public property or funds.
- 1.4.1.9. Disposing of pending cases. The MPFs separate officers under the regulation or instruction in effect on the date the action is started.
- 1.4.2. Perform Any of the Following as the Situation Warrants:
 - 1.4.2.1. Ensure that officers read the Privacy Act statement (PAS) before furnishing information and give them a PAS on request.
 - 1.4.2.2. Ask HQ AFPC/DPPRSO to update the PDS with approved early release DOS.
 - 1.4.2.3. Immediately notify HQ AFPC/DPPRSO by message if the officer chooses to separate on an earlier DOS.
 - 1.4.2.4. Effect separations for officers who avoid accepting notice on the date specified in their orders.
 - 1.4.2.5. Amend, rescind, or revoke orders when the Air Force can't separate officers on the established DOS because they're:
 - 1.4.2.5.1. Awaiting court-martial.
 - 1.4.2.5.2. On medical hold.

1.4.2.5.3. Awaiting final approval of a request to continue on active duty.

1.4.2.6. Revoke orders before the effective DOS if a separation depends on an event that doesn't occur or a condition that isn't met. **EXCEPTION:** MPFs may not revoke an order after its effective date without requesting approval from HQ AFPC/DPPRSO. **NOTE:** Unless evidence of fraud or a mistaken fact surfaces, revocation of an administrative separation order after the effective DOS doesn't restore the officer to active duty status.

1.5. The AFPC Medical Standards Branch (HQ AFPC/DPAMM). HQ AFPC/DPAMM places officers on medical hold according to AFI 48-123 when medical treatment facilities ask.

1.6. Officers. They:

1.6.1. May establish an earlier DOS within 5 workdays from receiving notice of a DOS set under paragraph **1.5**.

1.6.2. Separate from active duty at 2400 hours on the date specified in the administrative separation orders.

Section 1B—Additional Guidance

1.7. Character of Discharge. Character of discharge doesn't apply to officers dismissed by court martial or dropped from the rolls of the Air Force. Although the character of discharge normally is based on a pattern of behavior or duty performance or both, there are circumstances in which a single incident of misconduct or substandard duty performance may provide the basis for the character of discharge. The three types of character of discharge that the SAF may direct are:

1.7.1. An Honorable Discharge. This is the highest type of character of discharge.

1.7.1.1. An honorable or under honorable conditions (general) discharge may be directed when the basis for discharge is **Chapter 2, Section 2A** of this AFI, or AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers, chapter 2*.

1.7.1.2. The SAF normally directs an honorable discharge when the basis for discharge pertains solely to precommissioning activities and is under AFI 36-3206, chapter 3. **EXCEPTION:** The SAF may direct a discharge UOTHC or a discharge under honorable conditions (general) if an officer intentionally misrepresented or omitted facts in official statements, records, or commissioning documents.

1.7.2. An Under Honorable Conditions (General) Discharge. The SAF may direct, as a rule, this type of character of discharge if the military record is not sufficiently meritorious to warrant an honorable discharge but doesn't warrant a discharge under other than honorable conditions.

1.7.3. A Discharge Under Other Than Honorable Conditions (UOTHC). The SAF will, as a rule, direct a discharge UOTHC if the military record doesn't warrant an under honorable conditions (general) discharge.

1.7.4. **DELETED.**

1.7.4.1. **DELETED.**

1.7.4.1.1. **DELETED.**

1.7.4.1.2. **DELETED.**

1.7.4.1.3. **DELETED.**

1.7.4.1.4. **DELETED.**

1.7.4.1.5. **DELETED.**

1.7.4.1.6. **DELETED.**

1.7.4.1.7. **DELETED.**

1.7.4.2. **DELETED.**

1.8. Future Veterans" Rights and Benefits--Reentering the Service. The Department of Veterans" Affairs determines the rights and benefits of a former officer under 38 U.S.C. An honorable discharge doesn't guarantee a former officer reentry into the Service. A discharge under honorable conditions (general) normally rules out former officer's reentry. An officer loses eligibility for reentry when discharged under other than honorable conditions.

Section 1C—Keeping Officers on Active Duty

1.9. Extending Active Duty for Pregnancy or Family Member's Medical Care.

1.9.1. The SAF or his or her designee may extend DOS for pregnant officers or officers with pregnant spouses when they won't qualify for Government medical care after their current DOS. Officers must submit requests for extended DOS by the 6th month of pregnancy. They also must submit a certificate of pregnancy from the attending physician with an expected date of confinement (EDC). The extension period consists of the delivery date plus 1 month. **EXCEPTION:** A competent medical authority may recommend a longer extension.

1.9.2. When a doctor confirms that a family member's illness or injury constitutes a threat to life or would cause severe financial hardship if the officer lost military medical benefits the officer may submit a request for an extension at any time. The officer must submit a certificate from the attending physician validating the seriousness of the illness or injury, the prognosis, and the estimated date of recovery. The extension consists of the number of months required to resolve the medical condition or associated problems. The extension can't exceed 12 months.

1.9.3. Wing commanders or other authorities:

1.9.3.1. Indorse the request for extension.

1.9.3.2. Recommend approval or disapproval.

1.9.3.3. State whether they can employ the officer.

1.9.3.4. Return requests to MPFs.

1.9.4. MPFs forward requests to HQ AFPC/DPPRSO.

1.9.5. Officers may separate early when pregnancy ends in other than live birth or the family member's illness or injury no longer requires military medical care.

1.9.6. Commanders may not authorize early separation for pregnancies that end in other than live birth scheduled to occur before the original DOS.

1.9.7. MPFs amend the separation order to reflect the earlier DOS and ask HQ AFPC/DPPRSO to update the DOS in the PDS.

1.9.8. Officers may extend, except those:

1.9.8.1. Pending court-martial or separation for cause under AFI 36-3206.

1.9.8.2. Whose separation is required under **Chapter 3** of this AFI for reasons other than:

1.9.8.2.1. Insufficient retainability for permanent change of station.

1.9.8.2.2. Flight training or technical training elimination.

1.9.8.2.3. Inability to exercise unrestricted clinical privi-leges before completing their conditional period.

1.9.8.3. Whose EDC or their spouses' EDC are more than 60 calendar days before the officers' current DOS.

1.9.8.4. Whose family members are not expected by medical authorities to need medical care beyond 60 calendar days before their DOS.

1.9.8.5. They're scheduled for voluntary separation under adverse conditions.

1.10. Reserve Officers Beyond Maximum Age or Maximum Years of Commissioned Service.

1.10.1. Eligible reserve officers include those serving in the:

1.10.1.1. Medical Corps.

1.10.1.2. Dental Corps.

1.10.1.3. Nurse Corps.

1.10.1.4. Biomedical Sciences Corps.

1.10.1.5. Chaplain Corps.

1.10.2. The SAF:

1.10.2.1. May extend chaplains' DOS, with their consent, but not later than the date they reach age 60.

1.10.2.2. May extend the DOS of a medical officer, dental officer, veterinary officer, Air Force nurse, or an officer who is designated as a biomedical sciences officer and is qualified for service as a veterinarian, optometrist, or podiatrist, with their consent, until age 67.

1.10.3. MAJCOMs:

1.10.3.1. May recommend extending eligible reserve officers' DOS, with their consent, to fill a mission-based requirement.

1.10.3.2. Send their requests with justification and signed consent statements from the officers to HQ AFPC/DPAMM, 550 C St W, Ste 25, Randolph AFB TX 78150-4727 or HQ USAF/HCS, 172 Luke Ave, Bolling AFB DC 20332-5133.

1.10.4. HQ AFPC/DPAMM or HQ USAF/HCS indorses the request and sends it to HQ AFPC/DPPRSO. **EXCEPTION:** If the officer is a colonel or colonel select, send the request to HQ USAF/DPOB (Colonel's Group), 1040 Air Force Pentagon, Washington DC 20330-1040.

1.11. Extending Active Duty Involuntarily. The MPF will ask AFPC to extend an officer's DOS when advised by the staff judge advocate (SJA) that action has been taken against the officer with a view to trial by court-martial.

1.11.1. MPFs process officers for separation according to instructions from HQ AFPC/DPPRSO when:

1.11.1.1. Advised by the SJA that charges will not be preferred.

1.11.1.2. All charges have been withdrawn or dismissed.

1.11.1.3. The officer is acquitted of all charges.

1.11.1.4. Convening authority review is complete, the officer's approves sentence does not include a dismissal, and the sentence has been completed. **EXCEPTION:** A sentence to confinement does not have to be completed to approve the officer's separation.

1.11.1.5. The SAF takes action under Article 71(b), UCMJ, to commute or suspend a dismissal.

1.12. Keeping Officers Who Qualify for Retirement. The Air Force normally doesn't involuntarily separate officers within 2 years of qualifying for retirement from active service under 10 U.S.C 8911 or for reserve retirement pay under 10 U.S.C 1331. **EXCEPTION:** The SAF may approve or order involuntary separation under adverse conditions for these officers.

Section 1D—Separation Pay, Severance Pay, or Readjustment Pay

1.13. Entitlement, Limitations, and Computation.

1.13.1. See [Attachment 2](#) for information on separation pay, severance pay, and readjustment pay.

1.13.2. See DoD Instruction (DoDI) 1332.29 and DoD Financial Management Regulation (DoDFMR) part 4, chapter 4, for entitlement criteria and limitations to receive full- or half-separation pay, severance pay, or readjustment pay and the formulas for computing such pay.

1.13.3. HQ AFPC/DPPRP determines an officer's eligibility to receive full- or half-separation pay, severance pay, or readjustment pay.

1.13.4. The local financial services offices compute the full- or half-separation pay, readjustment pay, or severance pay.

1.14. Ready Reserve Agreement. Officers eligible to receive separation pay must sign the Ready Reserve agreement in [Attachment 3](#) before receiving the pay.

Section 1E—Recoupment of Education Assistance, Special Pay, or Bonuses

1.15. Recoupment Requirement.

1.15.1. The Air Force normally requires recoupment of a portion of education assistance, special pay, or bonus money received when officers separate before completing the period of active duty they agreed to serve.

1.15.1.1. Education assistance includes such programs as:

1.15.1.1.1. Service academy.

1.15.1.1.2. Armed forces health profession scholarship program.

1.15.1.1.3. Uniformed Services University of the Health Sciences.

1.15.1.1.4. ROTC college scholarship program.

1.15.1.1.5. Tuition assistance.

1.15.1.1.6. Minuteman education program.

1.15.1.1.7. Air Force Institute of Technology.

1.15.1.2. The recoupment in all cases will be an amount that bears the same ratio to the total amount or cost provided to the officer as the unserved portion of active duty bears to the total period of active duty he or she agreed to serve.

1.16. Basis for Recoupment.

1.16.1. If the SAF directs involuntary separation for any reason in AFI 36-3206, chapter 2 or 3, the officer is subject to recoupment of a portion of education assistance, special pay or bonus money received.

1.16.2. If the officer voluntarily separates, the officer is subject to recoupment of a portion of education assistance, special pay, or bonus money received.

1.17. Officer Disputes Debt for Education Assistance. When a member who is subject to recoupment of educational assistance disputes that debt, the MAJCOM will appoint an officer (or a civilian employee) to conduct an inquiry into the facts and hear evidence presented by the member and other parties as appropriate, to determine the validity of the debt. If the case involves a board of officers (e.g., a BOI or PODB), that board will conduct the inquiry. The MAJCOM/CC will forward the report of inquiry, together with his/her recommendation concerning recoupment, with the case to the SAF for decision. See [Attachment 4](#).

1.18. DELETED.

1.18.1. **DELETED.**

1.18.2. **DELETED.**

1.18.3. **DELETED.**

1.18.3.1. **DELETED.**

Chapter 2

VOLUNTARY SEPARATIONS

Section 2A—Resigning or Requesting Release Under Normal Conditions

2.1. Commander or Supervisor Counseling.

2.1.1. Officers must meet with their immediate commander or supervisor before applying for separation.

2.1.2. The immediate commander or supervisor helps officers schedule their separations, considering their preference and the interests of the Air Force.

2.2. Recoupment.

2.2.1. The immediate commanders, supervisors, or MPF chiefs advise officers that if SAF approves their request for release from active duty or accepts their resignations they may be subject to recoupment of a portion of education assistance, special pay, or bonuses received if they leave active duty before completing the period of active duty they agreed to serve. See [Chapter 1, Section 1E](#), of this AFI for recoupment requirements.

2.2.2. Officers who are subject to recoupment of education assistance, special pay, or bonuses must sign the statements in [Attachment 4](#).

2.2.3. The MPFs include the statements with the request for separation.

2.2.4. **DELETED.**

2.3. How Officers Apply.

2.3.1. Officers submit AF Form 780, **Officer Separation Actions**, to:

2.3.1.1. Request separation for any reason in paragraph [2.4](#).

EXCEPTION:

Officers exercising their early release option based on insufficient qualifications for permanent change of station (PCS) upon arrival in continental United States (CONUS) from overseas need not use this form. These officers use the sample memorandum in [Attachment 5](#).

2.3.1.2. Request an earlier or later DOS.

2.3.1.3. Request withdrawal of a requested or approved DOS.

2.3.1.4. Find AF Form 780 in the MPF Personnel Relocations element.

2.3.2. Officers and MPFs refer to the instructions in [Attachment 6](#) to complete this form.

2.3.3. The MPFs file the AF Form 780 with pertinent separation documents in the officer's military personnel record according to AFI 36-2608, *Military Personnel Records Systems*.

2.4. Honorable Separations. This paragraph does not apply to officers who are pending discharge under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers* or court-martial. See paragraph [2.5](#) for applicable limitations. See paragraph [2.12](#) for military service obligation (MSO) guidance.

2.4.1. Hardship. Officers may request separation to be effective ASAP when active-duty causes personal or family hardship. **NOTE:** Normal inconvenience caused by military service, such as living away from family members, doesn't in itself constitute undue hardship.

2.4.1.1. Officers must submit statements (including financial statements where pertinent), affidavits, letters, and telegrams showing that:

2.4.1.1.1. Their situation presents hardships greater than those usually experienced by military members or families.

2.4.1.1.2. The hardship is not temporary.

2.4.1.1.3. Only separation can alleviate the hardship.

2.4.1.1.4. Upon separation, they can eliminate or alleviate the hardship.

2.4.1.2. Officers who can't present bonafide hardships may qualify to separate for a miscellaneous reason under paragraph **2.4.17**.

2.4.2. Civil office. Eligible officers may request separation on a date before assuming civil office in violation of 10 U.S.C. 973 as long as they provided satisfactory evidence of election or appointment to:

2.4.2.1. Any office as a partisan candidate.

2.4.2.2. To a civil office requiring full-time service as a nonpartisan candidate.

2.4.2.3. A civil office requiring full-time service.

EXCEPTION:

Officers may not apply if they are serving on an initial tour of extended active duty (EAD) or serving an agreed-upon period of active duty for advanced education assistance, training, special pay, or bonuses, or other government-funded programs.

2.4.3. Completing required active service. Officers may apply to separate when they complete ADSC. To qualify, an officer's DOS must fall on or after the active duty service commitment date (ADSCD) and no earlier than 6 months from the date of application. **EXCEPTION:** Officers may request a waiver for a DOS earlier than 6 months from the date of application.

2.4.3.1. DOS for officers serving overseas must coincide with the ADSCD for the overseas tour. If the ADSC ends within 12 months after the date eligible for return from overseas (DEROS), the DOS must fall no earlier than 12 months after DEROS. DOS for officers serving a CONUS maximum stabilized tour must fall at or before the end of the tour, or no earlier than 12 months after the end of the tour.

2.4.3.2. Officers with assignment selection dates or notified of training or education courses must apply for separation under paragraph **2.4.11**.

2.4.4. Enlisting and retiring. Officers applying for separation to enlist and retire must submit a completed retirement application and a letter requesting a grade determination. If approved, the officer receives a DOS scheduled 3 days before the end of the month and retirement effective on the first day of the following month.

2.4.5. An SAF-approved early separation program. Officers applying to separate under a SAF-approved voluntary early separation program must meet the program's eligibility criteria. The DOS normally falls on the date requested by the officer.

2.4.6. Withdrawal of ecclesiastical indorsement. Officers may resign ASAP when they lose the approval they need to serve as chaplains.

2.4.7. Physician redeferment program. Medical officers accepted into the redeferment program may request a DOS effective at least 30 days before the start-date of the training program, but no earlier.

2.4.8. Attending school. Officers applying for separations in order to enter a recognized institution of higher education in a full-time resident course of instruction must show:

2.4.8.1. Acceptance without qualification starting with a specific school term. **NOTE:** The latest starting date for the school must fall within the last 30 days of remaining active service.

2.4.8.2. Ability and willingness to pay entrance fees or proof of payment.

2.4.8.3. That the enrollment date is academically best suited for beginning or resuming education.

2.4.8.4. That an enrollment delayed until the established DOS would cause undue hardship.

2.4.8.5. The DOS must be set 30 calendar days or less before the established DOS or the ADSCD.

2.4.9. Conscientious objector (CO). Officers may resign ASAP if approved for CO status under AFI 36-3204, *Disposition of Conscientious Objectors*.

2.4.10. Transfer to another service. Eligible active-duty officers applying for transfer to another uniformed service must state why the transfer benefits national defense as well as their careers. Approval is contingent on appointment in the gaining uniformed service and the officers receive a DOS before their appointments. **EXCEPTION:** Officers may not apply for transfer if they:

2.4.10.1. Have a DOS scheduled within 3 months of the date of application.

2.4.10.2. Receive notice of mandatory retirement.

2.4.10.3. Are under investigation, have had charges preferred against them, or have been convicted by court-martial.

2.4.10.4. Await separation for cause.

2.4.10.5. Have an assignment selection date or are serving an overseas duty assignment.

2.4.10.6. Are enrolled in technical or flying training or await disposition after removal from such training.

2.4.10.7. Were considered but not selected for promotion in the primary promotion zone as defined in AFI 36-2501, *Promotion of Active Duty List Officers*.

2.4.11. Separating Instead of Acquiring and Active Duty Service Commitment (ADSC) for an Assignment, Training or Education Course. To apply for this separation, officers must

meet the criteria in AFI 36-2110, *Assignments*. The DOS may fall on, before, or later than the officer's requested date according to the 7-day option policy in AFI 36-2110. To qualify, an officer's DOS must fall on or after any existing ADSC date and no earlier than 6 months from the date of application. Officer assigned overseas or to a ConUS maximum stabilized tour must request a DOS in accordance with AFI 36-2110, paragraph 2.37 and table 17.

2.4.12. Transfer to reserve components under PALACE CHASE. The DOS of officers approved under AFI 36-3205, *Reserve Forces Procurement-PALACE CHASE* is normally set on the date requested but may be set for an earlier or later DOS.

2.4.13. Medal of honor. Medal of honor recipients normally receive the DOS requested.

2.4.14. Pregnancy. If an officer wants to separate no later than the EDC, she must provide a physician's statement confirming pregnancy and the EDC. Officers whose pregnancies end by other than live birth receive their applications back from the wing commander if HQ AFPC/DPPRSO hasn't already processed the application.

2.4.15. Selective service system. ANG or Reserve officers assigned to the selective service system and who request release from EAD normally receive DOS that fall on the date requested. Officers send their applications to MPFs.

2.4.16. Insufficient PCS qualifications on return from overseas. Reserve officers with 6 or more years of active service may request earlier DOS when they have less than 32 calendar days remaining to their current DOS on arrival at CONUS base. Make these requests by memorandum on [Attachment 5](#).

2.4.17. Miscellaneous reasons. Officers may apply based on unique or unusual reasons when they don't qualify to apply under any of the reasons in paragraph [2.4](#). They may request a DOS that falls no earlier than 6 months from the date of application. When these officers show that their separation is in the best interests of the Air Force, the requested DOS is normally approved.

2.5. Limitations on Applications for Separation.

2.5.1. Officers with an assignment selection date or notified of an assignment, training or education course and who aren't eligible under the 7-day option policy in AFI 36-2110 may apply for separation:

2.5.1.1. For hardship reasons.

2.5.1.2. Because of pregnancy.

2.5.1.3. As conscientious objectors.

2.5.1.4. As a Medal of honor recipients.

2.5.1.5. For miscellaneous reasons.

NOTE:

Officers may not apply for any of the reasons under paragraph [2.4](#) when their commanders notify them, verbally or in writing, that they are under investigation or discharge action is being considered under AFI 36-3206 or punitive action is being considered under the UCMJ.

2.5.2. Officers assigned overseas who are temporarily visiting CONUS may only apply for early separation for hardship reasons.

2.5.3. Officers who want to change a requested or approved DOS use:

2.5.3.1. AF Form 780 if requesting extension of 90 days or less.

2.5.3.2. A SPTC if requesting extension more than 90 days.

2.5.3.3. A request for withdrawal of the approved DOS and AF Form 780 requesting a new DOS if they don't qualify for SPTC and want more than a 90-day extension.

2.6. Recommending and Indorsing Applications.

2.6.1. The MPFs obtain wing or equivalent level commander's indorsements for all voluntary separations except for completion of required service (paragraph 2.4.3) and separating instead of acquiring an ADSC for an assignment, training or education course (paragraph 2.4.11). Wing or equivalent level commander's indorsements are required for all accelerations and extensions of an approved DOS.

2.6.1.1. DELETED.

2.6.1.2. DELETED.

2.6.1.3. DELETED.

2.6.1.4. DELETED.

2.6.1.5. DELETED.

2.6.1.6. DELETED.

2.6.1.7. DELETED.

2.6.1.8. DELETED.

NOTE:

An Air Force officer in the grade of colonel must indorse the AF Form 780 when an officer is serving with another branch of service and the immediate commander or supervisor signing the AF Form 780 is not an Air Force officer in the grade of colonel.

2.6.2. MAJCOMs:

2.6.2.1. Indorse CO applications.

2.6.2.2. Send HQ AFPC/DPPRSO recommendations for applicants when specific separation programs require their review.

2.6.2.3. Send HQ AFPC/DPPRP recommendations officers involved in ongoing investigations, pending charges, awaiting administrative discharge actions, or undergoing medical disability processing.

2.6.3. HQ AFPC/DPPRSO:

2.6.3.1. Retracts approved completion of ADSC DOS when finding that officers have ADSC beyond the approved DOS.

2.6.3.2. Reviews applications sent by MPFs through the director of selective service system for selective service separations.

2.7. Forwarding Applications.

2.7.1. MPFs use first-class mail to forward CO applications to the MAJCOM within 5 workdays after receiving the wing commander's indorsement and after updating the PTI 970 in the PDS.

2.7.2. MPFs use first-class mail to forward other applications to HQ AFPC/DPPRSO within 5 workdays after receiving them with indorsements and after updating the PTI 970 in the PDS. **EXCEPTION:** Don't forward applications to HQ AFPC/DPPRSO when the reason for separation is:

2.7.2.1. Completion of ADSC with 6-months notice.

2.7.2.2. Separation in lieu of assignment.

2.7.2.3. PALACE CHASE.

2.7.2.4. Recipient of medal of honor.

2.7.2.5. Pregnancy and officer doesn't have ADSC for government-funded education or training, special pay, or bonuses.

2.7.3. MPFs datafax all applications to HQ AFPC/DPPRSO when:

2.7.3.1. The requested DOS falls within 20 calendar days after updating the PTI 970 in the PDS.

2.7.3.2. The officer wants DOS ASAP.

2.7.3.3. Other circumstances warrant it.

NOTE:

Paragraph [2.7.3](#) doesn't apply to CO applications.

2.8. Disapproving Applications. The SAF or his or her designee may disapprove an application if the officer:

2.8.1. Has had charges preferred or is under investigation.

2.8.2. Remains absent without leave or absent in the hands of civil authorities.

2.8.3. Defaulted with respect to public property or funds.

2.8.4. Has been sentenced by court-martial to dismissal.

2.8.5. Is being considered for administrative discharge proceedings.

2.8.6. Submits an applications during war or when war is imminent or during an emergency declared by the President or Congress.

2.8.7. Has an ADSC beyond the requested DOS and states as the reason for separation a miscellaneous reason, a transfer to another service, a desire to attend school, a desire to enlist and retire, or to hold civil office.

2.8.8. Has an ADSC for advanced education assistance, Government-funded education or training programs, special pay, or bonus pay. **NOTE:** This restriction applies even when the reason for separation is pregnancy.

2.9. Deferring Separation. HQ AFPC/DPPRSO:

2.9.1. Normally processes applications 12 months before the requested DOS.

2.9.2. May defer finalizing a request when an officer submits it more than 12 months before the requested DOS.

2.10. Effective Date. The effective date normally falls on the date requested but may be earlier or later than the date requested. An officer may request a specific or preferred DOS. **EXCEPTION:** If the officer's reason for separation requires a DOS ASAP, the officer need not request a specified DOS.

2.11. Reassigning Officers. If HQ AFPC directs reassignment while separation for cause is pending, the MPF:

2.11.1. Immediately notifies HQ AFPC/DPPRSO and the office of primary responsibility for the assignment action.

2.11.2. Takes no action on the reassignment until HQ AFPC provides further instructions.

2.12. Regular Officers With or Without MSO.

2.12.1. In unusual circumstances, when it is in the best interests of the Air Force, the SAF may accept resignations submitted by regular officers with or without MSO and approve a DOS to take effect before officers complete an ADSC required by law, Air Force instruction or agreement.

2.12.2. Regular officers with or without MSO may request a reserve appointment when the reason for separation is pregnancy.

2.12.3. Regular officers with or without MSO may not request a reserve appointment when the SAF accepts their resignations for:

2.12.3.1. Early separation as a conscientious objector.

2.12.3.2. Interservice transfer.

2.12.3.3. Early separation for hardship.

2.12.3.4. Early separation for miscellaneous reasons instead of hardship.

2.12.4. Regular officers with MSO resign contingent on a reserve appointment. **EXCEPTION:** If the reason for separation is conscientious objector, interservice transfer, or hardship, they don't qualify to resign contingent upon a reserve appointment.

2.12.5. Regular officers without MSO may request a reserve appointment. **EXCEPTION:** If the reason for separation is conscientious objector, interservice transfer, or hardship, they don't qualify to request a reserve appointment.

2.13. Reserve Officers With or Without MSO.

2.13.1. Reserve officers with or without MSO may request release or resign when the reason for separation is pregnancy.

2.13.2. Reserve officers with or without MSO may resign when the reason for separation is hardship, conscientious objector, or interservice transfer.

2.13.3. For all other separation reasons:

2.13.3.1. Reserve officers with MSO must request release from EAD.

2.13.3.2. Reserve officers without MSO may request release from EAD or resign.

2.14. Withdrawing Separation Requests.

2.14.1. Officers may request withdrawal:

2.14.1.1. Of an approved DOS up to 30 days before the DOS takes effect by giving reasons for the withdrawal and stating that they have not traveled or used the separation orders to move family members, ship household goods, or receive advance travel entitlements.

2.14.1.2. Of a pending separation application by giving reasons for the withdrawal.

EXCEPTION:

Officers may not submit withdrawal requests within 30 days of their approved DOS unless the request is for hardship.

2.14.2. MPFs:

2.14.2.1. Forward a copy of the separation application, the withdrawal request of a separation instead of assignment, and the wing commander indorsement directly to HQ AFPC/DPPRSO.

2.14.2.2. Forward all other withdrawal requests with wing commander indorsements and a copy of the application for separation based on conscientious objector through the same channels that processed the application for separation.

2.14.2.3. Notify the command or headquarters to hold the application for separation until receiving the withdrawal request.

2.14.3. The command or headquarters processes both the application for separation and the withdrawal request.

2.14.4. Commanders indorsing withdrawals must include their reason for recommending approval or disapproval.

2.14.5. The SAF or designee may withdraw an approved DOS when the reason for separation no longer exists (for example, pregnancy ends in other than live birth).

2.15. Separating Officers in PCS Status or Temporarily Visiting CONUS.

2.15.1. An officer in PCS status may apply for separation for hardship or miscellaneous reasons.

2.15.2. MPFs may not release officers for overseas movement or return them overseas. **EXCEPTION:** MPFs may authorize these movements if the SAF or his or her designee disapproves the request for separation.

2.15.3. MPFs:

2.15.3.1. Send the original and two copies of the application with PCS orders attached directly to HQ AFPC/DPPRSO.

2.15.3.2. Send a copy of the application with attached copies of the PCS orders to the losing and gaining separations unit, the losing and gaining units of assignment, the losing and gaining MAJCOMs of assignment, and, if enroute overseas, the aerial port of embarkation.

2.15.4. Officers temporarily in CONUS from overseas may only apply to separate for hardship reasons.

2.15.5. For visiting officers applying for separation, MPFs:

2.15.5.1. Attach a copy of the orders returning officers to CONUS to AF Form 780.

2.15.5.2. Send the original and two copies of the form and attachment directly to HQ AFPC/DPPRSO.

2.15.5.3. Send a copy of the form and attachment to the unit of assignment and the MAJCOM.

Section 2B—Resigning Instead of Undergoing Further Administrative Discharge Proceedings

2.16. Counsel.

2.16.1. Before officers resign instead of undergoing further administrative discharge proceedings under AFI 36-3206, MPFs:

2.16.1.1. Give them an opportunity to meet with counsel.

2.16.1.2. Provide them with a military counsel unless they expressly decline one.

2.16.2. If officers refuse counseling by military counsel, they state this in their resignation memorandums or applications for discharge.

2.16.3. The Air Force will not reimburse officers for civilian counsel.

2.16.4. If officers decline military counsel, the MPF commander or personnel division chief counsels them on their separation options, including:

2.16.4.1. The officer's eligibility for separation pay, readjustment pay or severance pay.

2.16.4.2. The least favorable character of discharge that may be directed when accepting the officer's resignation (officers may submit a resignation when notified of the action initiated and before notified of a BOI).

2.16.4.3. What constitutes a voluntary separation for purposes of the officer's separation eligibility and reimbursement obligations.

2.16.5. MPFs include the statement by the MPF commander or the personnel division chief verifying counseling and the officer's understanding of this counseling with the resignation.

2.17. Recoupment.

2.17.1. The MPF commander advises officers that if SAF accepts their resignations they may be required to reimburse a portion of advanced education assistance, special pay, or bonuses received if they leave active duty before completing the period of active duty they agreed to serve. See **Chapter 1, Section 1E**, of this AFI for recoupment requirements.

2.17.2. Officers who are subject to recoupment of education assistance, special pay, or bonuses must sign the statements in **Attachment 4**.

2.17.3. The MPF includes the statement with the resignation.

2.17.4. **DELETED.**

2.18. Conditional Waiver of Board Hearing. Respondent, unit commanders, and the show cause authorities (SCA) follow the guidance in [Section 2D](#) for conditional waiver of a board hearing.

2.19. Subsequent Resignations. SCAs may return to an officer a subsequent resignation that is based on the same grounds or supported by the same evidence as a previous resignation. **EXCEPTION:** Process such resignations if the SCA determines that unusual circumstances warrant.

2.20. Withdrawing Resignations.

2.20.1. MPFs:

2.20.1.1. Send a message or datafax to personnel at commands or headquarters asking them to hold a pending resignation for which an officer has requested withdrawal.

2.20.1.2. Send the withdrawal request with the unit commander's indorsement and a copy of the resignation to HQ AFPC/DPPRS through the SCA.

2.21. Resigning Instead of Undergoing Administrative Discharge Proceedings.

2.21.1. Officers:

2.21.1.1. May submit a resignation after the SCA notifies them to show cause for retention on active duty. (See [Attachment 7](#) and [Attachment 8](#).)

2.21.1.2. May submit a resignation to enlist and retire if they're eligible to apply for retirement in enlisted status. (See [Attachment 9](#).)

2.21.2. The SCA indorses the resignation and refers it to the MAJCOM/CC (or MAJCOM/CV if delegated).

2.21.3. If the MAJCOM/CC recommends approval of the resignation he or she indorses the resignation and forwards it to HQ AFPC/DPPRS. The MAJCOM/CC may disapprove the resignation. **EXCEPTION:** If the SCA for the case is at the MAJCOM level, then the MAJCOM/CC may not disapprove the resignation and forwards a recommendation for disapproval to HQ AFPC/DPPRS.

2.21.4. HQ AFPC/DPPRS forwards the resignation to OSAF for decision.

2.21.5. MPF schedules DOS ASAP upon receiving separation instructions from HQ AFPC/DPPRS.

Section 2C—Resigning for the Good of the Service

2.22. General Procedures. Officers may submit a resignation for the good of the service with the understanding that the SAF may direct a discharge UOTHC when their conduct makes them subject to trial by court-martial. (See [Attachment 15](#).) **NOTE:** Commanders should not recommend that the SAF accept resignation for the good of the service for purposes solely of expediency, when the member's conduct would be more appropriately processed under the UCMJ. Before making any recommendations, commanders at all levels must consider the best interest of the Air Force and the effect a resignation accepted by SAF will have on good order and discipline in the Air Force. The expense of a court-martial should rarely be the deciding factor in making a recommendation on a tendered resignation under this paragraph. To permit

the full development of the facts of the case and appropriate consideration of dispositions other than trial, officers are encouraged not to tender a resignation for the good of the service before charges are referred to trial by court-martial.

2.22.1. The wing commander or equivalent authority indorses the resignation to the general court-convening authority. (See [Attachment 16](#).) **EXCEPTION:** A commander exercising special court-martial convening authority may decline the resignation and return it to the officer if charges have not yet been referred to trial by court-martial.

2.22.2. The general court-martial convening authority refers the resignation to the officer's MAJCOM of assignment. **EXCEPTION:** The general court-martial convening authority or any level of command between the convening authority and the MAJCOM may decline the resignation and return it to the officer if charges have not been referred to trial by court-martial.

2.22.3. The MAJCOM of assignment indorses the resignation and refers it to HQ AFLOA/JAJM with an information copy to HQ AFPC/DPSOS. **EXCEPTION:** The MAJCOM may decline the resignation and return it to the officer if charges have not been referred to trial by court-martial.

2.22.3.1. When a resignation is declined at any level, prior to referral of charges, the officer will be advised in writing that he or she may resubmit the resignation if charges are referred to trial by court-martial.

2.22.4. HQ AFLSA/JAJM forwards the resignation to the OSAF.

2.22.5. MPF schedules DOS ASAP upon receiving separation instructions from HQ AFPC/DPPRS.

2.23. Counsel. Before officers resign for the good of the service, MPFs: Give them an opportunity to meet with counsel or provide them with a military counsel unless they expressly decline one.

2.23.1. If officers refuse counseling by military counsel, they state this in their resignation memorandums.

2.23.2. The Air Force won't reimburse officers for civilian counsel.

2.23.3. MPF includes the MPF commander's statement verifying this counseling with the resignation for the good of the service.

2.24. Recoupment.

2.24.1. Military counsel or MPF commander advise officers that if SAF accepts their resignation they may be required to reimburse a portion of advanced education assistance, special pay, or bonuses received if they leave active duty before completing the period of active duty they agreed to serve. See [Chapter 1, Section 1E](#), of this AFI.

2.24.2. Officers who are subject to recoupment of education assistance, special pay, or bonuses must sign the statements in [Attachment 4](#).

2.24.3. The MPFs include the statements with the resignation for the good of the service.

2.24.4. **DELETED.**

2.25. Conditional Resignations. The wing commander or any superior commander may return to an officer a resignation that is conditioned on the character of discharge the SAF may direct or that is conditioned on a specific date of separation.

2.26. Subsequent Resignations. The wing commander or the MAJCOM may return to an officer a subsequent resignation that is based on the same grounds or supported by the same evidence as a previous resignation. **EXCEPTIONS** First, an officer whose resignation has been declined prior to referral of charges, may resubmit that resignation after charges are referred to trial. Process a resubmitted resignation as expeditiously as possible to the level that denied the original resignation. Do not attach additional indorsements or recommendations unless required by changed circumstances. Continue processing an officer's resignation as prescribed in paragraph 2.22. Second, process other subsequent resignations if the SCA determines that unusual circumstances warrant.

2.27. Withdrawing Resignation.

2.27.1. MPFs forward relevant materials to the MAJCOM of assignment through the general court-martial convening authority. Include:

2.27.1.1. Requests to withdraw resignation.

2.27.1.2. Wing commander's indorsements.

2.27.1.3. Copy of resignation with indorsements and attachments.

2.27.2. The MAJCOM indorses the withdrawal request and forwards it to HQ AFLSA/JAJM with an information copy to HQ AFPC/DPPRS.

2.27.3. MPFs ask the command or headquarters to hold a pending resignation when officers file a withdrawal request in accordance with AFI 51-201, paragraph 8.9.1.

2.28. Trials Pending Resignation. Trial counsel requests the military judge to postpone a trial by court-martial pending notice of a decision of a resignation for the good of the service.

2.28.1. The SJA closely monitors the resignation and, when appropriate, asks AFLSA/JAJM for authority to proceed with trial.

2.28.2. If the SJA or other authority determines that, for any reason, an officer should be tried before receiving notice of a resignation decision, the SJA will ask HQ AFLSA/JAJM to authorize a trial.

Section 2D—Conditional Waiver of Board Hearing

2.29. Options Explained. A conditional waiver is a statement made by an officer who gives up the rights associated with the administrative discharge board proceeding. The waiver is contingent on the receipt of a type of separation more favorable than the least favorable authorized for any basis of separation set forth in the show cause notification memorandum. Only the type of the characterization of separation is addressed in a conditional waiver.

2.29.1. For example, in a case based on unsatisfactory performance, the least favorable service characterization is under honorable conditions (General). The conditional waiver would ask for an honorable discharge. In a misconduct case, the officer could be discharged with an under other than honorable conditions characterization of service. The waiver might

be contingent on the receipt of an honorable or a general discharge. It must specify one or the other. The waiver may not be conditioned on approval of a discharge for a specific reason.

2.30. Offer by the Officer. The officer submits the conditional waiver to the unit commander who forwards it to the SCA for review. The officer asks for no less than a specific type of characterization of discharge (see [Attachment 20](#) for format). The case file considered by the SCA contains the officer's request for conditional waiver, and the unit commander's recommendation.

2.31. Acceptance or Rejection:

2.31.1. The SCA may:

2.31.1.1. Reject the conditional waiver and tell the member that either an unconditional waiver must be submitted or a board hearing will be scheduled. If the officer fails to respond within 3 workdays or by the end of an approved extension, a board hearing will be convened.

2.31.1.2. Recommend acceptance of the conditional waiver and forward to the MAJCOM/CC.

2.31.2. The MAJCOM/CC may:

2.31.2.1. Reject the conditional waiver. Discharge processing then continues.

2.31.2.2. Recommend acceptance of the conditional waiver and send it to HQ AFPC/DPPRS.

2.31.3. The SAF may:

2.31.3.1. Reject the conditional waiver. Discharge processing then continues.

2.31.3.2. Accept the conditional waiver and approve the type of separation specified in it, or a better type of characterization.

2.32. Withdrawal of a Conditional Waiver. The officer may send a written request for withdrawal of the conditional waiver through command channels to the SCA. The request must give the reason for the withdrawal. The SCA approves the withdrawal of waivers not yet referred to AFPC/DPPRS. OSAF approves or disapproves all other requests for withdrawal of waivers regardless of the status of the case.

2.33. Action After a Conditional Waiver is Rejected:

2.33.1. The officer is then taken to a board hearing (AFPB or BOI) or may submit an unconditional waiver of a board hearing. If the officer fails to respond within 3 workdays or by the end of an approved extension, a board hearing will be convened. For the format of the unconditional waiver, see [Attachment 21](#). A second conditional waive will not be accepted.

2.33.2. Processing continues without reference to, or consideration of, the rejected conditional waiver. The fact that a conditional waiver was offered and rejected must not be made a part of the record shown to the AFPB or BOI. Conditional waiver will be withdrawn from the unit commander's recommendation for discharge.

2.33.3. After SAF acts on the case, the SCA adds the conditional waiver correspondence to the separation file. It will show when the waiver was submitted and when it was rejected. This will account for what might seem to be delays in processing.

2.34. Action When a Conditional Waiver is Accepted. The acceptance of a conditional waiver of the board hearing does not change any other right of the respondent. The conditional waiver correspondence is part of the case file and stays with it.

Chapter 3

INVOLUNTARY SEPARATIONS

Section 3A—Responsibilities

3.1. Programs and Procedures Branch. HQ AFPC/DPPRP:

- 3.1.1. Projects officers for separation in the PDS.
- 3.1.2. Sends MPFs instructions to effect separations.
- 3.1.3. Receives substantial documentation and recommendations from OPRs when officers are subject to separation under paragraph 3.7 or paragraphs 3.9 through 3.15.

3.2. Military Personnel Flight. MPFs process officers for separation on their DOS.

Section 3B—Discharge or Release From Active Duty

3.3. Reserve Officers Who Reach the Age Limit.

- 3.3.1. HQ AFPC/DPPRP instructs MPFs to release or discharge reserve officers on their DOS when they reach age 60 or complete a period of retention beyond age 60.
- 3.3.2. MPFs:
 - 3.3.2.1. Release reserve officers if they apply for transfer to the Retired Reserve.
 - 3.3.2.2. Discharge reserve officers who didn't apply for transfer to the Retired Reserve and those not eligible for transfer to the Retired Reserve.

3.4. Officers Who Aren't Selected for Promotion. The DOS for officers not selected for promotion for the second time to the grade of captain, major, or lieutenant colonel normally falls no later than the last day of the 6th calendar month after the month in which the report of the board that considered them is approved. **NOTE:** This applies to officers twice not selected for promotion and selected for, but who decline, continuation on active duty.

- 3.4.1. The officers may request an earlier DOS once they know they weren't selected.
- 3.4.2. The MPF discharges regular officers and releases reserve officers from active duty.

3.5. Second Lieutenants Found not Qualified for Promotion:

- 3.5.1. The SAF may retain an officer on active duty for at least 6 months after the promotion to first lieutenant would have been effective.
 - 3.5.1.1. The SAF may direct discharge ASAP if the officer is still not qualified for promotion after the 6-month period has passed.
- 3.5.2. The SAF may retain an officer for a longer period, not to exceed 18 months after the date the officer was first found not qualified for promotion.
 - 3.5.2.1. The SAF may direct discharge ASAP if the officer is still not qualified for promotion after the approved longer period has passed.

3.5.3. The SAF may direct discharge without retaining the officer for at least 6 months if the officer is a threat to good order and discipline.

3.6. Officers Who Aren't Continuing on Active Duty.

3.6.1. The DOS for officers who decline further continuation and those not selected for further continuation is the date on which their current continuation period ends.

3.6.2. The MPF discharges regular officers and releases reserve officers from active duty.

3.7. Officers Who Lose Their Ecclesiastical Indorsements. Procedures for separating chaplains when the ecclesiastical indorsing agency withdraws its approval:

3.7.1. HQ USAF/HCS notifies HQ AFPC/DPPRP in writing of the withdrawal of ecclesiastical indorsement.

3.7.2. HQ AFPC/DPPRP:

3.7.2.1. Sends the MPFs instructions to notify the officer (see [Attachment 17](#)).

3.7.2.2. Monitors actions taken by the officer to make sure that they complete required actions as soon as possible but not later than 6 months after the notification date.

3.7.2.3. Sends MPFs separation instructions.

3.7.3. MPFs:

3.7.3.1. Send a copy of the notification memorandum to HQ AFPC/DPPRP.

3.7.3.2. Schedule DOS ASAP upon receiving separation instructions from HQ AFPC/DPPRP.

3.8. Officers Who Have Reached Their Maximum Years of Commissioned Service or Service in Grade.

3.8.1. HQ AFPC/DPPRP instructs MPFs to release or discharge reserve officers on their DOS when they reach the maximum years of commissioned service or years in grade.

3.8.2. MPFs:

3.8.2.1. Release reserve officers if they apply for transfer to the Retired Reserve.

3.8.2.2. Discharge reserve officers who didn't apply for transfer to the Retired Reserve and those not eligible for transfer to the Retired Reserve.

3.9. Officers Who Don't Complete Medical Education or Training Programs.

3.9.1. The AFPC OPR notifies HQ AFPC/DPPRP when reserve officers fail to complete the:

3.9.1.1. Dietetic internship.

3.9.1.2. Medical technology program.

3.9.1.3. Clinical psychology program.

3.9.1.4. Appropriate health professional training requirements.

3.9.1.5. Masters degree program for physical therapists.

3.9.1.6. Uniformed Services University of the Health Sciences educational requirements.

3.9.2. MPFs schedule officers for discharge ASAP, upon receiving separation instructions from HQ AFPC/DPPRP.

3.9.3. A board of officers determines the discharge of nonprobationary reserve officers. **EXCEPTION:** These officers may waive their right to a board hearing.

3.9.4. The appropriate HQ AFPC/DPAMM office reas-signs nonprobationary reserve officers to the base of their servicing MPF for processing under **Section 3C** of this chapter.

3.9.5. HQ AFPC/DPPRP:

3.9.5.1. Instructs MPFs to notify the officers (see **Attachment 18**).

3.9.5.2. Sends MPFs separation instructions.

3.9.6. Nonprobationary reserve officers:

3.9.6.1. Acknowledge receipt of notification (see **Attachment 19**).

3.9.6.2. Respond within 10 calendar days from receiving notification (see **Attachment 20**).

3.10. Officers Who Fail the National Council Licensure Examination for Registered Nurses (NCLEX - RN).

3.10.1. HQ AFPC/DPRP:

3.10.1.1. Notifies HQ AFPC/DPPRP in writing when officers fail the required test for the second time or, after the first failure, fail to retake the test.

3.10.1.2. Considers officers with a ROTC college scholarship program (CSP) active duty service commitment for transfer to another career field.

3.10.2. MPFs schedule discharge ASAP upon receiving separation instructions from HQ AFPC/DPPRP.

3.11. Officers Who Don't Complete the USAF Nurse Transition Program.

3.11.1. HQ AFPC/DPAMM:

3.11.1.1. Notifies HQ AFPC/DPPRP in writing when officers don't complete the USAF nurse transition program.

3.11.1.2. Considers officers with ROTC CSP active duty service commitment for transfer to another career field.

3.11.2. MPFs schedule discharge ASAP upon receiving separation instructions from HQ AFPC/DPPRP.

3.12. Officers With An Accelerated Appointment. This applies to reserve officers tendered an initial appointment pending completion of the National Agency Check (NAC).

3.12.1. When a NAC investigation uncovers information that could have prevented appointment or that renders an officer unqualified for an appointment, the AFPC ac-cessions OPR:

3.12.1.1. Notifies the officer in writing of the recommended discharge action and the reason for the recommendation.

3.12.1.2. Allows the officer to submit a statement or to decline to comment.

3.12.1.3. Notifies HQ AFPC/DPPRP in writing of actions taken.

3.12.2. MPFs schedule discharge ASAP upon receiving separation instructions from HQ AFPC/DPPRP.

3.13. Probationary Officers Who Do Not Complete Initial Skills Training

3.13.1. The Secretary of the Air Force (SECAF) or delegee may direct an officer's reclassification when the officer does not complete initial skills training. Pursuant to 10 U.S.C. 630 and DoDI 1332.30, paragraph 4(d), SECAF or delegee, may involuntarily separate probationary officers when:

3.13.1.1. Officer does not complete initial skills training, and

3.13.1.2. There is no requirement for the officer's continued service.

3.13.1.3. **DELETED.**

3.13.2. Separation of probationary officers under this provision is not appropriate if the officer's record would support separation for another basis or reason under Chapters 2 or 3 of AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*. The SECAF or delegee may refer a case to the officer's command for processing under AFI 36-3206 when deemed appropriate.

3.13.3. Officers separated under this provision will receive an honorable discharge characterization.

3.13.4. Unless waived by SECAF or delegee, officers separated under this provision are subject to recoupment of education assistance, special pay or bonus money received.

3.14. Probationary Reserve Officers Who Can't Exercise Unrestricted Clinical Privileges. Probationary reserve officers are those serving during the initial 365 days at their first permanent duty station as medical service officers either with or without unrestricted clinical privileges.

3.14.1. HQ USAF Surgeon General recommends the discharge of probationary reserve officers who lack sufficient training or ability, current medical knowledge and skills, or judgment to perform the full range of normal duties.

3.14.2. The AFPC OPR notifies HQ AFPC/DPPRP in writing of probationary reserve officers identified for separation.

3.14.3. Paragraph **3.14** applies to any probationary reserve officer serving as a:

3.14.3.1. Physician.

3.14.3.2. Dentist.

3.14.3.3. Podiatrist.

3.14.3.4. Nurse anesthetist.

3.14.3.5. Clinical psychologist.

3.14.3.6. Clinical social worker.

- 3.14.3.7. Midwife.
- 3.14.3.8. Occupational therapist.
- 3.14.3.9. Optometrist.
- 3.14.3.10. Physical therapist.
- 3.14.3.11. Physician assistant.

EXCEPTION:

Paragraph **3.14** doesn't apply to proba-tionary reserve officers commissioned through:

- 3.14.3.12. The armed forces health profession scholarship program.
- 3.14.3.13. The Uniformed Services University of the Health Sciences.
- 3.14.3.14. A ROTC college scholarship program.
- 3.14.3.15. Government-funded commissioning programs.

3.15. Officers Who Don't Have Licenses.

- 3.15.1. The AFPC OPR notifies HQ AFPC/DPPRP in writing when a probationary re-serve officer serving as a physician, dentist, registered nurse, clinical psychologist, podiatrist, optometrist, phar-macist, or physical therapist doesn't have valid license.
- 3.15.2. MPFs schedule discharge ASAP upon receiving separations instructions from HQ AFPC/DPPRP.

3.16. Administrative Discharge for Cause. This ap-plies to officers identified for discharge under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*.

- 3.16.1. HQ AFPC/DPPRP sends MPFs instructions for Secretarial-directed discharges of officers:
 - 3.16.1.1. For failing to meet the prescribed standards of per-formance and conduct.
 - 3.16.1.2. For misconduct.
 - 3.16.1.3. For moral or professional dereliction.
 - 3.16.1.4. **DELETED.**
 - 3.16.1.5. When they pose a threat to national security.

- 3.16.2. MPFs schedule DOS ASAP upon receiving sepa-ration instructions from HQ AFPC/DPPRP.

- 3.16.3. **DELETED.**

3.17. Substituting Administrative Discharge for Dismissal.

- 3.17.1. The SAF, for good cause, may substitute an ad-ministrative discharge for a dismissal under Article 74(b), UCMJ.
- 3.17.2. MPFs schedule DOS ASAP upon receiving sepa-ration instructions from HQ AFPC/DPPRP.

3.18. Secretarial-Directed Releases. SAF may release reserve officers from active duty in the best interest of the Air Force.

3.18.1. When recommending the release of a reserve officer from active duty, MAJCOMs:

3.18.1.1. Notify the officer in writing of the intended action and reason for it.

3.18.1.2. Allow the officer time to submit a statement or to decline to comment.

3.18.1.3. Send HQ AFPC/DPPRP the recommendation signed by the major commander, the vice or deputy commander, or the staff director.

3.18.1.4. Send HQ AFPC/DPPRP the notification memorandum with supporting documentation and any statement or information received from the officer.

3.18.2. MPFs schedule DOS ASAP upon receiving separation instructions from HQ AFPC/DPPRP.

3.19. Reserve Officers Who Don't Qualify for Permanent Change of Station (PCS). The MPFs re-lease reserve officers with less than 6 years of active military service as of their DOS if they don't qualify for PCS and one of these criteria applies:

3.19.1. They return to CONUS. MPFs release reserve officers ASAP when they return from overseas.

3.19.2. Competent authorities authorize release in conjunction with moving or inactivating their unit or base. MPFs normally release reserve officers no sooner than 30 calendar days before the moving or inactivation date.

3.19.3. Competent authorities notify officers in writing that they are surplus officers. MPFs normally release a reserve officer 90 calendar days after the notification date. MPFs may release an officer earlier if the officer and the officer's commander agree to an earlier release date or the officer qualifies for earlier release under some other policy. **EXCEPTION:** Don't release officers who are subject to involuntary separation under other provisions.

3.20. Officers With Disapproved Requests for Extension of Active-Duty Tours. MPFs release officers on their DOS when the OPR for conditional reserve status (CRS) or specified period of time contracts (SPTC) disapproves their requests for CRS or SPTC.

3.21. Strength Adjustments. When required, HQ USAF and AFPC issue instructions governing the eligibility criteria and release procedures for reserve officers under reduction-in-force programs.

3.22. Officers Eligible for Retirement. MPFs release reserve officers on their DOS when they don't apply for voluntary retirement to coincide with their DOS.

3.23. Officers Serving With the Selective Service System.

3.23.1. The Director, Selective Service System:

3.23.1.1. Recommends the release of officers assigned to the Selective Service System.

3.23.1.2. Sends the recommendation to HQ AFPC/DPPRP.

3.23.2. MPFs schedule DOS no earlier than 90 calendar days after receiving separation instructions from HQ AFPC/DPPRP.

3.23.3. The officer and the Selective Service System director may agree to an earlier release date.

3.24. Officers Not Selected for the Regular Air Force (RegAF).

3.24.1. This applies to reserve officers not selected for RegAF and identified for separation under AFI 36-2610, *Appointment of Officers in the Regular Air Force and Conditional Reserve Status*. HQ AFPC/DPPRP sends MPFs instructions to release these officers normally no later than the last day of the 11th month following publication of the RegAF board results.

3.24.2. The officers may apply to separate earlier with their commander's approval.

Section 3C—Disposition Board (Board of Officers)

3.25. Board of Officers Entitlement. A nonprobationary reserve officer subject to discharge as a result of failing to complete a medical education or training program has the right to a hearing before a board of officers (disposition board). The officer also has the right to waive the board hearing.

3.26. Appointing and Convening Disposition Board. Wing or higher-level commanders appoint and convene disposition boards, when required. In the order of appointment, state "By order of The Secretary of the Air Force."

3.27. Composition of Disposition Board. The disposition board must consist of at least three field-grade voting members who are senior in grade to the officer considered. At least one member must belong to a reserve component.

3.27.1. The legal advisor's rulings on procedural matters are final. A nonvoting field-grade judge advocate officer normally serves as legal advisor to the board

3.27.2. A nonvoting field-grade officer normally serves as recorder for the board. **EXCEPTION:** A company-grade judge advocate officer who meets the UCMJ criteria in Article 27(b) may serve as a board recorder.

3.28. Conduct of the Disposition Board.

3.28.1. Immediately after receiving and reviewing the case, the recorder:

3.28.1.1. Decides on the areas that may need exploration and explanation at the hearing.

3.28.1.2. Requests further investigation or more documentation or information if necessary to properly evaluate the case.

3.28.2. The legal advisor also reviews the file before the hearing and helps the recorder evaluate the case.

3.28.3. Voting members of the board don't review the case before the hearing.

3.28.4. AFI 51-602, *Boards of Officers* governs board procedures.

3.28.4.1. Only the voting members attend closed sessions of the board. The board may seek the advice of the legal advisor during open session with the recorder, the officer pending discharge, and counsel present. **EXCEPTION:** After the board decides the case, it may request the legal advisor to help draft the findings and recommendations in closed

session. In such cases, the reporter enters the closed session with the legal advisor, records the proceedings verbatim, and includes them in the transcript.

3.28.5. The nonprobationary reserve officer may:

3.28.5.1. Present evidence and appear before the board with assigned military counsel or requested military counsel.

3.28.5.2. Arrange for witnesses to appear at the hearing or they may ask the recorder to do so.

3.28.5.3. Personally or through counsel question any witness brought before the board.

NOTE:

Rules for assigning military counsel, and for re-requesting and approving specific military counsel, are contained in AFI 51-201, Military Justice Guide.

3.28.6. Civilian counsel may appear before the board at the officer's expense. **NOTE:** Representation by civilian counsel doesn't relieve assigned military counsel unless the nonprobationary reserve officer so wishes.

3.28.7. The officer's military counsel must have qualifications under Article 27, UCMJ, at least equal to those of the recorder. **EXCEPTION:** The officer may waive this requirement.

3.28.8. The convening authority appoints military counsel to represent the nonprobationary reserve officer at the board proceedings if the officer or his or her counsel do not appear in person to defend their case.

3.28.9. The recorder normally invites witnesses to appear for the nonprobationary reserve officer and the Government if, in the legal advisor's opinion, the witnesses are available and their testimony would add materially to the case.

3.28.10. The Government pays travel expenses and per diem cost to nongovernment employee witnesses who appear under invitational travel orders to testify for the nonprobationary reserve officers. The board may not authorize Government reimbursement for witnesses who aren't invited by the recorder.

3.28.11. In order for the Government to pay travel and per diem costs for a witness, the legal advisor must determine that:

3.28.11.1. The testimony is substantial, material, and necessary for proper disposition of the case.

3.28.11.2. The testimony may not be adequately presented by other means.

3.28.12. In each case the board must find whether the officer failed to complete the medical education or training requirements.

3.28.13. The board must ensure that it recommends actions that comply with the findings and Air Force policy.

3.29. Disposition Board Proceedings.

3.29.1. The convening authority sends the original and one copy of the report to HQ AFPC/DPPRP and provides a copy of the report to the officer and the MAJCOM.

3.29.2. HQ AFPC/DPPRP.

- 3.29.2.1. Forwards the original report to the SAF or his or her designee for final action.
- 3.29.2.2. Sends MPFs separation instructions upon receiving decision from SAF or his or her designee.

Section 3D—Vacating Appointments

3.30. Incompatible Status.

- 3.30.1. Reserve officers automatically vacate appointments they currently hold when they accept an appointment as commissioned officers in the Regular Air Force or appointments in a different reserve commissioned grade.

3.31. Accepting Civil Office or Appointments in Diplomatic or Consular Service. Any commissioned officer on active duty who accepts or exercises the functions of a civil office in violation of 10 U.S.C. 973 or who accepts or holds an appointment in the diplomatic or consular service of the Government ceases to serve as an officer of the Air Force.

3.32. Officers Who Don't Accept Senate-Confirmed Regular Air Force Appointments. Any commissioned officer of the Regular Air Force serving under a recess appointment who doesn't accept a confirmed appointment when Congress reconvenes stops serving as an officer of the Regular Air Force on the date that the current session of Congress recesses.

- 3.32.1. Wing commanders notify HQ AFPC/DPPRP when conditions exist to vacate an officer's appointment in the United States Air Force.
- 3.32.2. MPFs separate officers ASAP upon receiving instructions from HQ AFPC/DPPRP.

Chapter 4

DROPPING OFFICERS FROM THE ROLLS OF THE AIR FORCE

4.1. General Information.

4.1.1. Dropping an officer from the rolls of the Air Force ends military status as of 2400 hours on the date specified in the Department of the Air Force (DAF) orders published by HQ AFPC/DPPRP. **NOTE:** This chapter doesn't apply to retired officers on active duty. It also doesn't apply to dropping officers from the unit rolls who are:

- 4.1.1.1. Missing.
- 4.1.1.2. Captured.
- 4.1.1.3. Prisoners.
- 4.1.1.4. Absent without leave.

4.1.2. Dropping an officer from unit rolls affects Air Force strength only. It doesn't end military status.

4.1.3. MPFs may not issue separation documents.

4.1.4. MPFs follow AFI 31-501 when an officer has, or once had, access to SCI, SIOP-ESI, or other special access programs when commanders decide to take action to drop an officer from the rolls of the Air Force.

4.2. General Court-Martial Convening Authority (GCMCA) and MAJCOM Actions.

4.2.1. MCA may recommend that the SAF drop officers from the rolls when:

4.2.1.1. The officer has been found guilty of an offense by a court other than a court-martial or other military court and has been sentenced to confinement (including a suspended sentence) in a Federal or state penitentiary or correctional institution, and the conviction has become final. **NOTE:** This does not include foreign convictions.

4.2.1.2. The officer has been sentenced by a court-martial to confinement for more than 6 months and has served in confinement for at least 6 months, and the sentence has become final. **NOTE:** Pending the Supreme Court's action on the petition for certiorari and possible review of *Goldsmith v. Clinton*, 48 MJ 84 (CAAF 2998), contact HQ USAF/JAG before initiating action under paragraph [4.2.1.2](#).

4.2.2. When sending the case file to the officer's MAJCOM of assignment, the GCMCA includes:

- 4.2.2.1. A copy of the police report or a summary of facts.
- 4.2.2.2. The offense or offenses for which the officer was convicted.
- 4.2.2.3. The sentence received.
- 4.2.2.4. The date finally sentenced.
- 4.2.2.5. The place of confinement.
- 4.2.2.6. The text of the statute violated and the statutory penalty provision, if applicable.

4.2.2.7. The text of the statute, if relevant, that speaks to the issue of whether a county jail can be considered a correctional institution.

4.2.2.8. A statement whether the officer was dropped from unit rolls and the effective date. Also state if the officer wasn't dropped.

4.2.2.9. A certified or authenticated copy of the final judgment or order of the court, containing all of the required information.

4.2.2.10. The legal opinion of the general court-martial jurisdiction staff judge advocate on whether the sentence is considered final under the law of the jurisdiction in which the sentence was imposed.

4.2.2.11. A statement verifying whether the officer is pending administrative discharge action or processing under other applicable directives.

4.2.2.12. Any other appropriate comments or recommendations.

4.2.3. MAJCOMs:

4.2.3.1. Notify the officer of the action being taken.

4.2.3.2. Normally allow the officer 10 calendar days to submit comments on his or her defense.

4.2.3.3. Include the officer's comments, if any, in the case file.

4.2.3.4. Send the case file to HQ AFPC/DPPRP.

4.3. HQ AFPC.

4.3.1. HQ AFPC/DPPRS sends MPFs instructions to drop an officer from the rolls of the Air force as directed by the SAF when the officer :

4.3.1.1. Has been absent without authority for 3 months or more (HQ AFPC/DPPRS has information on these officers).

4.3.1.2. Is found guilty of an offense by a court other than a court-martial or other military court and has been sentenced to confinement (including a suspended sentence) in a federal or State penitentiary or correctional institution, and the conviction has become final.

4.3.1.3. Is sentenced by a court-martial to confinement for more than 6 months and has served in confinement for at least 6 months and the sentence has become final.

4.4. Foreign Court Convictions. When a foreign court convicts and sentences officers to prison, the commander may consider discharge action under AFI 36-3206.

4.4.1. The overseas MAJCOM sends the information in paragraph 4.2.1 to HQ AFPC/DPPRP even when the court suspends the sentence. The length of the prison sentence has no bearing on these procedures.

4.4.2. The MAJCOM reports all offenses to HQ AFPC/DPPRP. **EXCEPTION:** Minor traffic offenses not involving serious personal injury or property damage and not resulting in a prison sentence.

4.4.3. The commander includes a personal assessment in the report with reasons why the Air Force shouldn't consider for discharge action under AFI 36-3206. Commanders may not initiate discharge action under AFI 36-3206 unless HQ AFPC/DPPRP approves it.

4.5. Action on Secretarial Decisions. The OSAF makes the final decision on all cases processed under this chapter.

4.5.1. HQ AFPC/DPPRP sends messages to the MAJCOM, the MPF, and the GCMCA who recommended the action notifying them when the SAF directs dropping an officer from the rolls of the Air Force.

4.5.2. The GCMCA or the commander of the overseas MAJCOM makes sure the MPF notifies the officer of the action taken in the case.

4.5.3. The officer acknowledges receiving this notice.

4.5.4. The MPFs send a copy of the notice and acknowledgment to HQ AFPC/DPPRP.

4.6. Reviewing Convictions With No Prison Sentences.

4.6.1. Commanders:

4.6.1.1. Review every case involving officers who are convicted of a criminal offense by a civil court, foreign or domestic, when the court imposes a suspended sentence, an action tantamount to a finding of guilty, or no sentence.

4.6.1.2. Review the officer's entire record.

4.6.1.3. Decide whether to take action under AFI 36-3206.

4.6.2. Where a case involves a foreign tribunal, the MAJCOM reports the information required in paragraph 4.4.

4.7. Non-Active-Duty Reserve Officers. HQ AFPC publishes DAF orders for HQ Air Reserve Personnel Center when the SAF directs dropping a non-active-duty reserve officer from the Air Force rolls.

4.8. Forms Prescribed. AF Form 780, **Officer Separation Actions.**

* DARRELL JONES, Lt General, USAF
Deputy, Chief of Staff/Manpower, Personnel and
Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 5, United States Code, Section 552a, Privacy Act

Title 10, United States Code

Section	Subject
123	Suspension of certain provisions of law relating to Reserve commissioned officers.
266	Boards for appointment, promotion, and certain other purposes: composition.
630	Discharge of regular commissioned officers with less than 5 years of active commissioned service or found not qualified for promotion to first lieutenant or lieutenant (junior grade).
631	Effect of failure of selection for promotion: regular first lieutenants and lieutenants (junior grade).
632	Effect of failure of selection for promotion: regular captains and majors of the Army, Air Force, and Marine Corps and regular lieutenants and lieutenant commanders of the Navy.
637	Selection of regular officers for continuation on active duty.
642	Entitlement of officers discharged or retired under this chapter to separation pay or retired pay.
643	Chaplains: discharge or retirement upon loss of professional qualifications.
644	Authority to suspend officer personnel laws.
* DELETED.	
673c	Authority of President to suspend certain laws relating to promotion, retirement, and separation.
681	Reserves: release from active duty.
973	Duties: officers on active duty; performance of civil functions restricted.
1161	Commissioned officers: limitations on dismissal
1162	Reserves: discharge.
1174	Separation pay upon involuntary discharge or release from active duty.
1184	Removal of officer: action by Secretary upon recommendation of board of review.
1186	Officer considered for removal: voluntary retirement or discharge.
2005	Advanced education assistance: active duty agreement; reimbursement requirements.
8013	Secretary of the Air Force.
8819	Reserve officers: discharge for failure of promotion to first lieutenant.
8843	Age 60: reserve officers below major general.
8848	Twenty-eight years: reserve first lieutenants, captains, majors, and lieutenant colonels.
8851	Thirty years or 5 years in grade: reserve colonels and brigadier generals.
8855	Retention in active status of certain officers.

DoD Directives:

DoD 1300.4, *Inter-Service Transfer of Commissioned Officers*, 2 Apr 84.
 DoD 1300.6, *Conscientious Objection*, 20 Aug 71.
 DoD 1304.25, *Fulfilling the Military Service Obligation*, 17 Mar 86.
 DoD 1320.8, *Continuation of Regular Commissioned Officers on Active Duty*, 18 Sep 81.
 DoD 1320.10, *Discharge of Regular Officers Not Qualified for Promotion to First Lieutenant*, 18 Sep 81.
 DoD 1320.12, *Defense Officer Promotion Program*, 4 Feb 92.
 DoD 1332.30, *Separation of Regular Commissioned Officers*, 21 Dec 93.
 DoD 1332.31, *Administrative Separation on Withdrawal of a Chaplain's Ecclesiastical Indorsement*, 16 Oct 81.
 DoD 1344.10, *Political Activities by Members of the Armed Forces*, 15 Jun 90.
 DoD 6025.6, *Licensure of Health Care Providers*, 6 Jun 88.
 DoD 6025.11, *Credentials Review and Award of Clinical Privileges*, 20 May 88.
 DoD Instruction 1332.29, *Eligibility of Regular and Reserve Personnel for Separation Pay*, 20 Jun 91.
 DoD Financial Management Regulation, Part 4, chapter 4.

Abbreviations and Acronyms

ADL—Active-Duty List
ADSC—Active Duty Service Commitment
ADSCD—Active Duty Service Commitment Date
AFI—Air Force Instruction
AFPC—Air Force Personnel Council, Andrews AFB, MD
AFPD—Air Force Personnel Directive
ANG—Air National Guard
ASAP—As Soon As Possible
BCMR—Board for Correction of Military Records
BSC—Biomedical Science Corps
CO—Conscientious Objector
CONUS—Continental United States
CRS—Conditional Reserve Status
CSP—College Scholarship Program
DAF—Department of the Air Force
DC—Dental Corps
DEROS—Date Eligible to Return from Overseas
DoD—Department of Defense
DOS—Date of Separation
DPPR—Retirements and Separation Division, HQ AFPC
DPPRSO—Retirements and Separation Branch, HQ AFPC
DPPRP—Programs and Procedures Branch, HQ AFPC
DRB—Discharge Review Board
EAD—Extended Active Duty

EDC—Expected Date of Confinement
ETS—Expiration of Term of Service
GCMCA—General Court-martial Convening Authority
HQ AFPC—Headquarters Air Force Personnel Center, Randolph AFB TX
HQ USAF—Headquarters United States Air Force, Washington DC
MAJCOM—Major Command
MC—Medical Corps
MPF—Military Personnel Flight
MSO—Military Service Obligation
NAC—National Agency Check
NC—Nurse Corps
NCLEX-RN—National Council Licensure Examination for Registered Nurses
OSI—Office of Special Investigations
PAS—Privacy Act Statement
PCS—Permanent Change of Station
PDS—Personnel Data System
PTI—Personnel Transaction Identifier
ROTC—Reserve Officer Training Corps
SAF—Secretary of the Air Force
SCA—Show Cause Authority
SCI—Sensitive compartmented information
SIOP-ESI—Single Integrated Operation Plan - Extremely Sensitive Information
SJA—Staff Judge Advocate
SPTC—Specified Period of Time Contract
UCMJ—Uniform Code of Military Justice
U.S.C.—United States Code

Terms

Action Tantamount to a Finding of Guilty—A court decision which technically disposes of charges in favor of a defendant, but in a manner inconsistent with a defendant's innocence. For example, the court agrees to dismiss all charges if the defendant successfully completes a period of probation.

Active -Duty List—This list consists of all regular and reserve officers on active duty except Reserve and ANG officers serving on active duty under Title 10 U.S.C., Sections 175, 265, 678, 8021, 8038, 8496, or Title 32 U.S.C., Section 708. Reserve and ANG officers recalled or mobilized normally aren't placed on the ADL. Retired officers on active duty also are excluded.

Active Duty Service Commitment—A period of active duty an officer may have to complete before voluntarily separating.

Application for Separation—Includes a resignation memorandum, a request for release from EAD, or a request for discharge.

As Soon As Possible—Separation effective at the earliest possible date but no later than 10 (20 if serving overseas) calendar days after MPFs receive approval notice and separation instructions from HQ AFPC/DPPRP. **EXCEPTION:** The DOS is effective 30 calendar days from the date of approval when receiving the approval notice within 15 calendar days before, or anytime after, the requested DOS. This applies to officers resigning or requesting release under normal conditions.

Commander—A commissioned officer who occupies a position of command. Unless otherwise specified, usually refers to the member's wing or equivalent commander.

Discharge—Complete severance from military status.

Date of Separation—A date established according to law or policy for separation from active military service. Separation is effective at 2400 hours on the date of separation.

Discharge for Cause—Includes resignation instead of undergoing further administrative discharge proceedings and resignations for the good of the service instead of trial by courts-martial or based on conduct subject to trial by courts-martial.

Expiration Term Of Service—Date individual's enlistment, reenlistment, extension of enlistment contract, or officer's agreed-to-period of active-duty service expires.

Family Members—Includes the spouse, children, father, mother, brothers, sisters, any person who has stood in *loco parentis* to the officer before entry into the service, and members of the immediate family of the officer's spouse.

Initial Tour Of Active Duty—The period of active-duty an officer agrees to serve at the time of initial commissioning.

Medical Officer—Physician with officer rank.

Medical Service Officer—An officer of the medical corps (MC), nurse corps (NC), dental corps (DC), biomedical sciences corps (BSC), or medical service corps (MSC).

Military Record—The military record includes documentation of all aspects of the officer's behavior, including: Personal conduct while on-duty and off-duty.

Duty performance during the current period of service and any extensions.

Military Service Obligation—The period of time that a member must serve in a regular or reserve component of the armed forces as required by the Military Selective Service Act of 1967 or 10 U.S.C. section 651, as amended.

Nonprobationary Officer—A Regular officer with 5 or more years of active commissioned service as determined by the officer's total active federal commissioned service date (TAFCSO) or a Reserve officer with 5 or more years of commissioned service (inactive or active) as determined by the officer's total federal commissioned service date (TFCSO).

Officer—A commissioned officer of any component.

PALACE CHASE—A program that permits active-duty members to volunteer for transfer from active military service to selected reserve positions in the US Air Reserve Forces.

Prior Enlistment Or Period Of Service—Service in any component of an armed force including the Coast Guard, that ended in the award of a separation document or report as proof of the type and character of service during that period.

Probationary Officer—A Regular officer who has completed less than 5 years of active commissioned service as determined by the officer's TAFCSO. A Reserve officer who has completed less than 5 years of commissioned service (inactive and active) as determined by the officer's TFCSO.

Readjustment Pay—Payable to reserve officers involuntarily separating with an honorable or general under honorable conditions discharge and *their dates of entry on active duty is prior to 15 September 1981*.

Regular Officer—A commissioned officer in the Regular Air Force. The term "regular" means appointment, grade, or office in a regular component of an armed force.

Release From Extended Active Duty—Termination of EAD status and transfer or reversion to a reserve component. The terms "release from EAD" and "release" are synonymous.

Removal From Active Duty—Discharge or retirement of a regular officer.

Reserve Officer—A commissioned officer in a reserve component. The term "reserve" means appointment, grade, or office held as a reserve of an armed force.

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.

Separation Pay—Half or full separation pay payable to regular or reserve officers if qualified under Volume 7, Part A, of the DoD Financial Management Regulation.

Severance Pay—Payable to regular officers involuntarily separating with an honorable or general under honorable conditions discharge and *their dates of entry on active duty is prior to 15 September 1981*.

Show Cause Authority—For purposes of this AFI, the commander of the MAJCOM or equivalent commander to whom the officer is assigned and other officers designated by the SAF. MAJCOM commanders will delegate SCA to wing commanders who are general officers or General Court-Martial Convening Authorities for wings not commanded by a general officer, unless they personally determine that specific delegations cannot be made because of unusual circumstances.

Specified Period Of Time Contract—A signed statement in which an officer agrees to stay on active duty for a specified period.

Termination of Active Status—Applies to an officer of a reserve component, includes Air National Guard, discharged or transferred to the retired reserve or the inactive status-list reserve section.

Attachment 2

SEPARATION PAY, READJUSTMENT PAY, AND SEVERANCE PAY

A2.1. Separation Pay.

A2.1.1. Full separation pay. Full separation pay is payable to active-duty list regular and reserve

officers who meet each of these four conditions:

A2.1.1.1. 6 or more, but less than 20, years of active military service.

A2.1.1.2. Separating involuntarily and none of the conditions in paragraph [A2.1.3](#) apply.

A2.1.1.3. Separating involuntarily under one of these specific conditions:

A2.1.1.3.1. Fully qualified for retention but denied continuation.

A2.1.1.3.2. Fully qualified for retention but separating under a reduction-in-force.

A2.1.1.3.3. Separating as a result of being nonselected for promotion (including found not

qualified for promotion to first lieutenant). **NOTE:** Officers separating as a result of being nonselected for promotion may request an earlier involuntary DOS. Officers who directly cause their nonselection for promotion through written communication to the promotion board are not entitled to receive separation pay (10 U.S.C. 1174 [a][3]).

A2.1.1.3.4. Separating or transferring to the Retired Reserve as a result of maximum service

or age.

A2.1.1.4. Sign a written agreement to serve in the Ready Reserve for a period of 3 years following their separation from active duty.

A2.1.1.4.1. If they have unfulfilled MSO at the time of separation from active duty, the 3 year

Ready Reserve obligation begins on the day after the day on which they complete their MSO.

A2.1.1.4.2. A regular officer receives an appointment as a reserve officer upon separating

from active duty if qualified for such appointment.

A2.1.1.4.3. A regular officer not qualified for a reserve appointment need not be appointed to

be considered to have met this condition of eligibility for full separation pay.

A2.1.2. Half separation pay. Half-separation pay is payable to active-duty list regular and reserve

officers who meet each of these four conditions:

A2.1.2.1. 6 or more, but less than 20, years active military service.

A2.1.2.2. Separation is honorable or under honorable conditions (general) and none of the conditions in paragraph **A2.1.3** apply.

A2.1.2.3. Voluntary or involuntary discharge after required to show cause for retention or resignation in lieu of further administrative action under AFI 36-3206 and one of these specific conditions apply:

A2.1.2.3.1. DELETED.

A2.1.2.3.2. **DELETED.** .

A2.1.2.3.3. In the interest of national security.

A2.1.2.3.4. A service-specific program established as a half payment level by the Secretary of

the Air Force.

A2.1.2.3.5. Entered into a written agreement to serve in the Ready Reserve for a period of 3

years following separation from active duty.

A2.1.2.3.6. If they have unfulfilled MSO at the time of separation, the 3-year Ready Reserve

obligation begins on the day after the day on which they complete their MSO.

A2.1.2.3.7. A regular officer receives a reserve appointment upon separation if qualified for

such appointment.

A2.1.2.3.8. A regular officer who is not qualified for appointment need not be appointed to be

considered to have met this condition of eligibility for half separation pay.

A2.1.3. Limitations. Officers are not eligible for separation pay under these circumstances:

A2.1.3.1. Separation at their own request. **NOTE:** This does not include resigning instead of

undergoing further administrative discharge proceedings under AFI 36-3206, or requests for discharge after show cause authority notification under AFI 36-3206.

A2.1.3.2. Eligible for retired pay.

A2.1.3.3. Dismissal or discharge as a result of a court-martial sentence.

A2.1.3.4. Drop from the rolls of the Air Force.

A2.1.3.5. Discharge under other than honorable conditions.

A2.1.3.6. Discharge for substandard performance, misconduct or moral or professional dereliction.

A2.1.3.7. Separation under a service-specific program established as a no payment level by the

Secretary of the Air Force.

A2.1.3.8. Secretary of the Air Force determines that the conditions under which the officer is separating do not warrant half-separation payment.

A2.1.4. Computing active military service and separation pay. The local financial services office

computes the full- or half-separation pay payable to officers.

A2.1.4.1. The 6 or more years of active military service do not have to be continuous. Count each full month of active military service that is in addition to the number of full years of active military service as one-twelfth of a year. Disregard any remaining fractional part of a month.

A2.1.4.2. Full-separation pay is 10 percent of 12 times the amount of monthly basic pay to which

entitled at the time of separation from active duty, times the years and full months of active military service.

A2.1.4.3. "Half-separation pay" is 50 percent of what the full separation pay would have been.

A2.2. Severance Pay or Readjustment Pay. Severance pay for regular officers and readjustment pay for reserve officers may be payable under laws in effect prior to 15 Sep 81 if their EAD is prior to 15 Sep 81. They must meet one of these conditions:

A2.2.1. Involuntary separation and character of service honorable or under honorable conditions

(general).

A2.2.2. Voluntary discharge and character of service honorable or under honorable conditions (general) after notified to show cause for retention under AFI 36-3206.

A2.2.3. Computing readjustment pay. Your local financial services office computes readjustment pay.

A2.2.3.1. When computing years of active Federal military service for readjustment pay, count 6

months or more as a whole year, and disregard any part less than 6 months.

A2.2.3.2. The readjustment pay formula for an officer separating for adverse reasons is one-half

month's basic pay multiplied by years of active Federal military service but not over 18 years. The readjustment pay can not exceed 9 months' basic pay or \$15,000 whichever is less.

A2.2.4. Computing severance pay. Your local financial services office computes severance pay.

A2.2.4.1. When computing years of active Federal commissioned service for severance pay,

count 6 months or more of active Federal commissioned service as a whole year, and disregard

any part less than 6 months.

A2.2.4.2. The severance pay formula for an officer separating for adverse reasons in AFI 36-3206 is 1 months' basic pay multiplied by years of active Federal commissioned service but not more than 12 years. The severance pay cannot exceed 1 year's basic pay.

A2.3. Effect on Retired Pay or Disability Compensation.

A2.3.1. Retired pay. Officers, who receive separation pay, severance pay, or readjustment pay and who later qualify for retired or retainer pay under Title 10 or Title 14, U.S.C., will have deducted an amount equal to the total gross amount of separation pay, severance pay, and readjustment pay.

A2.3.2. Disability compensation. Officers who receive separation pay, severance pay, or readjustment pay based on active military service, and become eligible for disability compensation administered by the Department of the Veterans' Affairs will have deducted from such payments an amount equal to the total gross amount of separation pay, severance pay, or readjustment pay.

Attachment 3**READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY**

I agree to serve in the Ready Reserve for a period of not less than 3 years following my separation from active duty. I understand that:

-If I haven't completed my military service obligation (MSO) at the time of separation from active duty, the 3-year period I am now agreeing to will not begin until after I have completed my MSO.

-The Air Force isn't under any obligation to offer me an appointment in the Ready Reserve.

-I will not be appointed in the Ready Reserve if I am separated for reasons that make me ineligible for such appointment.

-If I later become eligible for retired or retainer pay under Titles 10 or 14 U.S.C. based on active duty service for which I received separation pay, I will have an amount deducted from each payment of that retired or retainer pay until the amount deducted equals the total amount of separation pay.

-If I later become eligible (as a result of the service upon which my separation pay amount is based) for disability compensation administered by the Department of Veterans' Affairs (DVA), the DVA will withhold such payments until the amount withheld equals the gross amount of separation pay.

(signed _____ (date)

(typed name, grade, SSN)

cc: (local Financial Services Office)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, U.S.C., Section 8013 and Executive Order 9397.

PURPOSE: To provide information to receive separation pay.

DISCLOSURE IS VOLUNTARY: If you don't furnish this information, the Air Force cannot pay you separation pay.

Attachment 4**RECOUPMENT STATEMENT**

I understand that if I am separated per my request before completing the period of active duty I agreed to serve, I may be subject to recoupment of a portion of education assistance, special pay, or bonus money received.

I understand the recoupment in all cases will be an amount that bears the same ratio to the total amount or cost provided to me as the unserved portion of active duty bears to the total period of active duty I agreed to serve.

I understand education assistance includes such programs as service academy, armed forces health profession scholarship program, Uniformed Services University of the Health Sciences, ROTC college scholarship program, tuition assistance, Air Force Institute of Technology, and minuteman education program.

*I understand that if I dispute the indebtedness for educational assistance, the show cause authority will appoint an officer (or a civilian employee) to conduct an inquiry into the facts and hear evidence presented by me and other parties as appropriate, to determine the validity of the debt. The show cause authority will forward the report of inquiry, together with his/her recommendation concerning recoupment, with the case to the Secretary of the Air Force for decision.

***DELETED.**

***DELETED.**

(signed) (date)
(typed name, grade, SSN)

Attachment 5
EARLY-RELEASE AGREEMENT

Use this memorandum for a reserve officer with 6 or more years of active service and less than 32 calendar days to DOS on return from overseas.

Sample Memorandum

MEMORANDUM FOR (MPF functional address symbol) (Date)

FROM: (Functional address symbol)

SUBJECT: Agreement for Voluntary Early Release from Active Duty

I, (grade, and full name), agree to voluntary early release from active duty on (date) which is earlier than my established date of separation of (date).

I understand that guidelines in AFI 36-3207 authorize my release.

(signature)

(typed name, grade, USAF, SSN)

(organization)

Attachment 6**AF FORM 780, OFFICER SEPARATION ACTIONS, INSTRUCTIONS****A6.1.** Resignation, Item 4a(1). Use this item for:

A6.1.1. Regular officers with or without a military service obligation (MSO) regardless of the reason of separation.

A6.1.2. Reserve officers with or without an MSO when the reason for separation is hardship, conscientious objector, transfer to another branch of service, or withdrawal of ecclesiastical indorsement.

A6.1.3. Reserve officers without a MSO who do not desire to retain their Reserve commission and reason for separation is other than hardship, conscientious objector, transfer to another branch of service or withdrawal of ecclesiastical indorsement.

A6.2. Accepting Reserve appointment; Item 4a(2). Use this item for regular officers who have a remaining MSO and the reason for separation is completion of ADSC, to attend school, 7-day option, PALACE CHASE, or miscellaneous reasons.

A6.3. Requesting reserve appointment; Item 4a(3). Use this item for regular officers who do not have a remaining MSO but who want a reserve appointment unless the reason for separation is hardship, conscientious objector, transfer to another branch of service, or withdrawal of ecclesiastical indorsement.

A6.4. Requesting release; Item 4a(4). Use this item for reserve officers without a MSO who want to retain their commission or with a MSO unless the reason for separation is hardship, conscientious objector, transfer to another branch of service, or withdrawal of ecclesiastical indorsement.

A6.5. PTI 970 trailer remarks. Include in the trailer remarks:

A6.5.1. The immediate commander's comments, if any.

A6.5.2. The mailing date of the application.

A6.5.3. The expected date of confinement (pregnancy application).

A6.5.4. The number of days of terminal leave the officer is planning to take, if any.

A6.5.5. The item 4 entries annotated (i.e., 4a(1) and 4a(2)).

A6.5.6. If officer is applying for separation in lieu of assignment, the date on which the officer acknowledged receipt of notification of nomination or selection for PCS, education, or training, or a statement that the application is based on assignment selection date.

A6.5.7. Any other remarks considered appropriate.

A6.6. Filing/disposing AF Form 780.

A6.6.1. Except for CO applications, MPFs will file the completed original AF Form 780 in the relocation folder and mail or datafax a copy to HQ AFPC/DPPRSO. **EXCEPTION:** Don't datafax or mail a copy of the AF Form 780 to HQ AFPC/DPPRSO when the reason for separation is:

- Completion of ADSC with 6-months notice.
- Separation in lieu of assignment.
- PALACE CHASE.
- Recipient of medal of honor.
- Pregnancy and no ADSC for high-cost education or training, special pay, or bonuses.
- Under a special early separation program that doesn't require sending a copy to HQ AFPC/DPPRSO.

NOTE:

MPFs may send a copy to HQ AFPC/DPPRSO when unusual circumstances warrant it.

A6.6.2. When the reason for separation is CO, MPFs place the original AF Form 780 with the case file sent to the MAJCOM.

A6.6.3. When an application is approved, the original AF Form 780 becomes a permanent document in the officer's master personnel records. If an application is disapproved, MPFs return it to the officer.

NOTE:

The following will assist with completing, filing, and disposing the AF Form 780, and placing remarks in the PTI 970.

Attachment 7

RESIGNING WITH AN HONORABLE DISCHARGE

Use this memorandum for officers resigning instead of undergoing further administrative discharge proceedings under AFI 36-3206. Follow the instructions in parentheses (). Use material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Functional address symbol of wing or comparable commander) (Date)

FROM: (Officer's full name, grade, SSN)

SUBJECT: Resignation under AFI 36-3207 Instead of Further Administrative Discharge Proceedings Under AFI 36-3206 (use **Attachment 9** if the officer is resigning to enlist and retire)

I am resigning under AFI 36-3207 effective as soon as possible.

I have received a memorandum notifying me of action initiated under AFI 36-3206, (cite applicable chapter and paragraph numbers). (Cite one or more references that cover situations that require honorable discharges. If no references apply, follow sample memorandum in **Attachment 8**.)

I am voluntarily resigning instead of undergoing further action under AFI 36-3206 because I believe it is in my best interest. Nobody has threatened me, coerced me, or made promises to induce me to resign. I fully understand that by resigning, I am giving up my rights under AFI 36-3206 and my opportunity to stay in the Air Force. I understand that if the Secretary of the Air Force accepts my resignation, I will receive an honorable discharge.

[I am not accountable for public property or funds.] [I am accountable for public property or funds. I have attached the required certificate of relief.] (**NOTE:** If accountable for public property or funds, attach a certificate showing that you've been relieved from accountability or responsibility. Specify whether you've returned all issued government personal property to the proper agency.)

[I [have] [have not] consulted with counsel regarding this action.] [I decline counsel but (grade, full name, and full duty title of the chief, Military Personnel Flight) counseled me and I fully understand my rights and options regarding this action.] [I fully understand my rights and options regarding this action, as explained to me by (area defense counsel's grade and full name, if military, or full name and business address, if civilian, or both).] I fully understand the eligibility criteria for separation pay, as explained to me by the (area defense counsel or chief, Military Personnel Flight).

(signature)

(typed full name, grade, USAF) (organization)

[Attachments:]

[1. Certificate of Relief from Accountability or Responsibility]

[2. Recoupment Statement]

Attachment 8

RESIGNING WHEN NOT ELIGIBLE FOR AN HONORABLE DISCHARGE

Use this memorandum for officers resigning instead of undergoing further administrative discharge proceedings under AFI 36-3206. Follow the instructions in parentheses (). Use material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Functional address symbol of wing or comparable commander) (Date)

FROM: (Officer's full name, grade, SSN)

SUBJECT: Resignation under AFI 36-3207 instead of undergoing further administrative discharge proceedings under AFI 36-3206 (Use the sample memorandum in [Attachment 9](#) for officers resigning to enlist and retire.)

I am resigning from all appointments in the USAF under AFI 36-3207 effective as soon as possible.

I have received a memorandum notifying me of action initiated under AFI 36-3206 (cite applicable chapter and paragraph numbers). (Cite one or more references that cover situations that don't require honorable discharges.)

I am voluntarily resigning instead of undergoing further action under AFI 36-3206 because I believe it is in my best interest. Nobody threatened me, coerced me, or made promises to induce me to resign.

I fully understand that by resigning, I am giving up my rights under AFI 36-3206 and my opportunity to stay in the Air Force. I understand that if the Secretary of the Air Force accepts my resignation, I may receive a discharge under honorable conditions (general) unless the Secretary of the Air Force determines that I should receive an honorable discharge.

[I am not accountable or responsible for public property or funds.] [I am accountable or responsible for public property or funds. I have attached the required certificate of relief.] (**NOTE:** If accountable or responsible for public property or funds, attach a certificate indicating that you've been relieved from accountability or responsibility. Specify whether you've returned all issued government personal property to the proper agency.)

[I [have] [have not] consulted with counsel regarding this action.] [I decline counsel but (enter grade, full name, and full duty title of the chief, Military Personnel Flight) counseled me and I fully understand my rights and options regarding this action.] [I fully understand my rights and options regarding this action, as explained to me by (enter area defense counsel's grade and full name, if military, or full name and business address, if civilian, or both). I fully understand the eligibility criteria for separation pay as explained to me by the (area defense counsel or chief, Military Personnel Flight).

(signature)

(typed full name, grade, USAF)

(organization)

[Attachments:]

[1. Certificate of Relief from Accountability or Responsibility]

[2. Recoupment Statement]

Attachment 9

RESIGNING TO ENLIST AND RETIRE

Use this memorandum for officers resigning instead of undergoing further administrative discharge proceedings under AFI 36-3206. Follow the instructions in parentheses (). Use the material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Functional address symbol of wing or comparable commander) (Date)

FROM: (Officer's full name, grade, SSN)

SUBJECT: Resignation under AFI 36-3207 to enlist and retire instead of undergoing further administrative discharge proceedings under AFI 36-3206

I have received a memorandum notifying me of action initiated under AFI 36-3206, (cite applicable chapter and paragraph numbers).

I am resigning under AFI 36-3207 to enlist and retire instead of undergoing further administrative discharge proceedings under AFI 36-3206. I have attached a request for an enlisted grade determination and an application for retirement. I understand that if the Secretary of the Air Force accepts my resignation:

-I will receive an honorable discharge.] (Use if AFI 36-3206 restricts character of discharge to

honorable.) (or) [I may receive a discharge under honorable conditions (general) unless the

Sec

retary of the Air Force determines that I should receive an honorable discharge.] (Use if

AFI

36-3206 doesn't restrict the character of discharge to honorable.)

-The Secretary of the Air Force will determine the highest commissioned grade I held sat

isfac

torily to advance me on the retired list when my active service added to service on the

retired

list totals 30 years. If the Secretary of the Air Force determines that I didn't hold the high

est

commissioned grade satisfactorily, I will advance on the retired list to next lower commis

sioned

grade held satisfactorily.

-I understand that my discharge, enlistment and retirement will take effect as soon as possible.

I understand that if the Secretary of the Air Force doesn't accept my resignation, the show-cause authority will proceed with further action under AFI 36-3206 or as directed by the Secretary of the Air Force.

[I am not accountable or responsible for public property or funds.] [I am accountable or responsible for public property or funds. I have attached the required certificate of relief.]
(NOTE: If accountable or responsible for public property or funds, attach a certificate showing that you've been relieved from accountability or responsibility. Specify whether you've returned all issued government personal property to the proper agency.)

[I [have] [have not] consulted with counsel regarding this action.] [I decline counsel but (enter grade, full name, and full duty title of the chief, Military Personnel Flight) counseled me and I fully understand my rights and options regarding this action.] [I fully understand my rights and options regarding this action, as explained to me by (enter area defense counsel's grade and full name, if military, or full name and business address, if civilian, or both).]

(signature)

(typed full name, grade, USAF)

(organization)

Attachments:

1. Request for Grade Determination
2. AF Fm 1160, Military Retirement Actions
- [3. Certificate of Relief from Accountability or Responsibility]
- [4. Recoupment Statement]

Attachment 10**INDORSING A RESIGNATION**

Use this memorandum for wing or comparable commanders to indorse an officer's resignation instead of undergoing further administrative discharge proceedings under AFI 36-3206. Follow the instructions in parenthesis (). Use the material in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (MAJCOM functional address symbol)

(Date)

FROM: (Commander's functional address symbol)

SUBJECT: Resignation Under AFI 36-3207 instead of undergoing further administrative discharge proceedings under AFI 36-3206 (Officer's grade, full name, SSN)

I recommend that the Secretary of the Air Force [accept] [not accept] this resignation because: (state reasons). (The commander may also include statements about the officer's potential and effectiveness and whether the officer poses a likely administrative or disciplinary risk.)

If the Secretary of the Air Force accepts the resignation, I recommend that the officer receive [an honorable discharge.] [(or) [a discharge under honorable conditions (general).]

(Enter officer's grade and last name) [is] [is not]:

-Under investigation.

-Under charges.

-Awaiting result of trial.

-Absent without leave.

-Absent in the hands of civil authorities.

-In default with respect to public property or funds. (If officer is in default, explain

the

circumstances in full.)

(signature)

(typed name, grade, USAF

(title)

[Attachments:]

Attachment 11

REQUEST FOR HONORABLE DISCHARGE

DELETED.

Attachment 12

**REQUEST FOR DISCHARGE WHEN AN HONORABLE DISCHARGE IS NOT
REQUIRED**

DELETED.

Attachment 13

REQUEST FOR DISCHARGE TO ENLIST AND RETIRE

DELETED.

Attachment 14

INDORSING A REQUEST FOR DISCHARGE

DELETED.

Attachment 15

RESIGNING FOR THE GOOD OF THE SERVICE

Use this memorandum for officers resigning instead of undergoing trial by court-martial or who are subject to trial by court-martial. Follow the instructions in parentheses (). Use material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Functional address symbol of wing or comparable commander) (Date)

FROM: (Officer's full name, grade, SSN)

SUBJECT: Resignation for the good of the service under AFI 36-3207

I am resigning for the good of the service under AFI 36-3207 effective as soon as possible.

I am resigning voluntarily for the good of the service because [my conduct renders me subject to trial by court-martial.] [I am serving under a suspended sentence to dismissal. (if the sentence includes any other punishment, set out all of its elements.)] I am resigning in my own best interest. Nobody threatened me, coerced me, or made promises to induce me to resign.

I understand that if the Secretary of the Air Force accepts my resignation, I will receive a discharge under other than honorable conditions unless the Secretary of the Air Force determines that I should receive a discharge under honorable conditions (general) or an honorable discharge. I understand I may lose all rights and benefits under laws administered by the Department of Veterans' Affairs, regardless of the character of discharge I receive. I understand that if I receive a discharge under other than honorable conditions, I will not receive settlement for accrued leave.

(Use if the officer resigns awaiting trial by court-martial:) [I understand that my case may go to trial while Secretarial action is pending and that I may not withdraw my resignation without approval of the Secretary of the Air Force or his or her designee.]

[I am not accountable or responsible for public property or funds.] [I am accountable or responsible for public property or funds. I have attached the required certificate of relief.] (**NOTE:** If accountable or responsible for public property or funds, attach a certificate indicating that they've been relieved from accountability or responsibility. Specify whether they've returned all issued government property to the proper agency.)

[I [have] [have not] consulted with counsel regarding this action.] [I decline counsel but (grade, full name, and full duty title of the chief, Military Personnel Flight) counseled me and I fully understand my rights and options regarding this action.] [I fully understand my rights and options regarding this action, as explained to me by (enter area defense counsel's grade and full name, if military, or full name and business address, if civilian, or both).]

(signature)

(typed full name, grade, USAF)

(organization)

[Attachments:]

[1. Certificate of Relief from Accountability or Responsibility]

[2. Recoupment Statement]

Attachment 16

INDORSING A RESIGNATION FOR THE GOOD OF THE SERVICE

Use this memorandum for wing or comparable commanders to indorse resignations for the good of the service. Follow the instructions in parentheses (). Use material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR: (Functional address symbol of the General Court-Martial convening authority) (Date) (Functional address symbol of MAJCOM of assignment)
HQ AFLSA/JAJM IN TURN

FROM: (Commander's functional address symbol)

SUBJECT: Resignation for the good of the service under AFI 36-3207
(Officer's grade, full name,
and SSN)

I recommend that the Secretary of the Air Force [accept] [not accept] this resignation because (state reasons).

If the Secretary of the Air Force accepts the resignation, I recommend that the officer receive [an honorable discharge.] (or) [a discharge under honorable conditions (general).] (or) [a discharge under other than honorable conditions.]

(Enter officer's grade and last name) [is] [is not]:

- Under investigation.
- Under charges.
- Awaiting the result of a trial.
- Absent without leave.
- Absent in the hands of civil authorities.
- In default with respect to public property or funds. (If the officer is in

default, explain the

circumstances in full.)

(Enter officer's grade and last name) was given the opportunity to meet with counsel. The officer:

- Was counseled by_____ .]

(-[Declined counsel.]

(For officers resigning while awaiting trial by court-martial, include one of these statements:)

[Court-martial charges have been brought against this officer. I have attached a complete summary of all the facts which are the basis for this resignation. (Include article 32, Report of Investigation. When there is not an article 32, include the charge sheet, pretrial advice, the convening authority's referral memorandum, and other investigative reports if available.)]

[Court-martial charges have not been brought against the officer. I have attached all information or evidence that shows that the officer is subject to trial by court-martial and which is the basis for this resignation. (Include, if available, article 32, Report of Investigation, and any other investigative reports.)]

I certify that at the time of the misconduct, the officer wasn't suffering from a mental disease or defect. The officer presently understands the nature of the proceedings and can help in the defense.

Action under the AFI 31-501 is [complete] [not required]. (See AFI 31-501 if the officer has or once had access to SCI, SIOP-ESI, or other special access programs.)

(signature)

(typed name, grade, USAF)

(title)

Attachment 17

NOTIFYING CHAPLAINS OF DISCHARGE ACTION

Use this memorandum to initiate action against officers who lose their ecclesiastical indorsement. Follow the instructions in parentheses (). Use material in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Officer's name, grade, SSN)

(Date)

FROM: (Commander's functional address symbol)

SUBJECT: Notification of discharge action initiated under AFI 36-3207, **Chapter 3**, based on withdrawal of ecclesiastical indorsement

I am initiating discharge action against you under AFI 36-3207, **Chapter 3**, paragraph **3.7**, because the indorsing agency withdrew its approval and you may no longer perform chaplain duties. I have attached a copy of documentary evidence to support this action.

The Air Force will give you an honorable discharge. If you have 6 or more years of active military service as of the date of separation, you qualify for separation pay. **NOTE:** You're not eligible for separation pay if you separate voluntarily.

You have the right to consult with military counsel. You may obtain civilian counsel at your own expense.

You have the right to submit statements in response to this notice.

You may formally:

Seek another ecclesiastical indorsement.

Apply, with your ecclesiastical indorsing agency's agreement, for transfer to another career field with the understanding that, if you're accepted for transfer, you must apply for separation as a chaplain on one day and for appointment in nonchaplain duties on

the

next.

Apply for retirement if eligible.

Resign with the understanding that by doing so, you forfeit any separation pay you might have qualified for if discharged involuntarily.

You must reply to this notice of intent to discharge within 2 workdays. Indicate whether or not you intend to take one of the actions mentioned above.

If you intend to take any actions mentioned above, you must submit the request for the intended action to the proper authorities within 10 workdays.

Send me a copy of the request you submit within 10 workdays. If you don't, I will notify HQ AFPC/DPPRP, Randolph AFB TX to provide separation instructions to the MPF to discharge you as soon as possible.

(signature)

(wing or comparable commander)

Attachment:

1. (HQ AFPC/DPPRP message)

Attachment 18

NOTIFYING A NONPROBATIONARY RESERVE OFFICER

Use this memorandum to notify a nonprobationary reserve officer of discharge action based on failing to complete medical education or training programs. Follow the instructions in parentheses (). Use material enclosed in brackets [] as appropriate.

Sample Memorandum

MEMORANDUM FOR (Officer's full name, grade, SSN) (Date)

FROM: (Commander's functional address symbol)

SUBJECT: Notification of discharge action under AFI 36-3207, **Chapter 3**, based on failure to complete medical [education] [training] program

I am initiating discharge action against you under AFI 36-3207, **Chapter 3**, paragraph **3.9**, because you didn't (cite one of these criteria:)

[Successfully complete the educational requirements.]

[Receive the qualifying degree.]

[Complete the appropriate health professional training requirements.]

[Complete the USAF Medical Technology Internship program.]

[Complete the USAF Clinical Psychology Internship program.]

[Complete the USAF Dietetic Hospital Internship program.]

[Complete the master's degree program for physical therapists.]

I have attached a copy of documentary evidence to support this action.

As a nonprobationary officer, you have the following rights:

-To present your case before a Disposition Board.

-To have assigned military counsel or requested military counsel if it's available, or to have a civilian lawyer represent you at your own expense. However, you may not request military counsel if you hire civilian counsel.

-To present evidence and appear before the Disposition Board.

-To ask witnesses to appear before the Disposition Board.

-To waive your entitlement to a Disposition Board.

-To receive separation pay if you have at least 6 years of active service only if you didn't voluntarily removed yourself from the medical education or training program.)

If you elect to have your case presented to a Disposition Board but you don't appear, your counsel may represent you at the board proceedings. If you don't hire a counsel, the assigned counsel will represent you. If you don't inform me that you want to waive a board hearing, a hearing will take place.

Within 24 hours after receiving this memorandum, sign and date the two copies of the memorandum of acknowledgment. Send one copy to this headquarters and keep one copy. Also, prepare a memorandum that complies with the attached sample memorandum and return it to this headquarters within 10 calendar days.

(signature)

(typed full name, grade, USAF)

(organization)

Attachments:

1. Documentary evidence.
2. Memorandum of acknowledgment.
3. Sample memorandum with officer's options (copy of **Attachment 19**).
4. Other pertinent documents (as applicable, list individually)

Attachment 19

ACKNOWLEDGING DISCHARGE ACTION

Use this memorandum to acknowledge discharge action initiated for failure to complete medical education or training programs. Follow the instructions in parentheses ().

Sample Memorandum

MEMORANDUM FOR (Commander who initiated the action) (Date)

FROM: (Officer's full name, grade, SSN)

SUBJECT: Acknowledgment of discharge action initiated under AFI 36-3207, **Chapter 3**,
for failure to complete medical [educational] [training] program

I acknowledge receipt of the notification memorandum (enter complete identification, including issuing headquarters, subject, and date) with ____ attachments at ____ hours on (date) .

(signature)

(typed name, grade, SSN)

Attachment 20

SAMPLE LETTER OFFICER'S CONDITIONAL WAIVER STATEMENT.

SAMPLE

(See note 1)

MEMORANDUM FOR (UNIT COMMANDER)

(date)

SUBJECT: Discharge Under AFI 36-3206, (Conditional Waiver Statement)

I have been notified that you are recommending me for discharge (reason is cited in the notification memorandum, paragraph 1) under AFDP 36-32 and AFI 36-3206, (paragraph)(paragraphs) .XX, and of the specific basis of the proposed discharge. I know that I am entitled to request or waive, in writing, the following rights:

To present my case before an administrative discharge board.

To be represented by military counsel.

To submit statements in my own behalf to be considered by the administrative discharge board and separation authority.

Military counsel has been made available to me. I have been notified of my right to employ civilian counsel, if I so desire.

I hereby offer a conditional waiver of the rights associated with an administrative discharge board hearing. This waiver is contingent on my receipt of no less than (a type of separation more favorable than the most severe authorized), if the recommendation for my discharge is approved. I understand that if the show cause authority reject this waiver the processing of my case will continue according to AFI 36-3206.

I have voluntarily signed this statement and retained a copy of it.

(officer's signature)

(typed name, grade, SSN), USAF

The preceding statement of (officer's name) was (his)(her) decision, signed following counseling by me and after being advised of (his) (her) rights and privileges.

(See note 2) The preceding statement of (officer's name) was (his)(her) decision, signed by (him)(her) after (he)(she) had been advised of (his)(her) rights and privileges.

(signature of counsel)

(type name, grade), USAF

NOTE:

1. Delete words that do not apply.
2. Use this statement when notification of proposed discharge is accomplished by certified mail.

Attachment 21

SAMPLE MEMORANDUM OFFICER'S STATEMENT OF BOARD HEARING OR UNCONDITIONAL WAIVER.

SAMPLE

(see note 1)

MEMORANDUM FOR (UNIT COMMANDER)

SUBJECT: Discharge Under AFI 36-3206 (date)
(Board Hearing or Unconditional Waiver)

I have been notified that you are recommending me for discharge (reasons cited in paragraph 1 of the notification memorandum) according to AFD 36-32 and AFI 36-3206, (paragraph)(paragraphs) .XX and of the specific basis of the proposed discharge. I know that I am entitled to request or waive, in writing, the following rights:

To present my case to an administrative discharge board (AFPB or BOI) subject to my availability.

To be represented by military counsel.

To submit statements in my own behalf to be considered by the administrative discharge board and the SAF.

Military counsel has been made available to me and I have been notified of my right to employ civilian counsel, if I desire to do so.

I (waive)(do not waive) my right to a hearing before an administrative discharge board. I understand that if the SAF approves the recommendation for my discharge (he)(she) will also determine the type of discharge to be issued to me. I (do)(do not) waive my right to military counsel. I (am)(am not) submitting statements in my own behalf.

(See note 2.) I further understand that, regardless of your recommendation, I may be discharged under other than honorable conditions. I know that as a result of such discharge I may be deprived of veterans' benefits. I am aware of the adverse nature of such a discharge and the possible consequences thereof.

I have signed this statement voluntarily and kept a copy of it. (See note 3.)

(officer's signature)

(typed name, grade, SSN), USAF

The preceding statement of (officer's name) was (his)(her) decision, signed by (him)(her) after (he)(she) was fully counseled by me and after (he)(she) was advised of (his)(her) rights.

OR

(See note 4.) The preceding statement of (airman's name) was (his)(her) decision, signed by (him)(her) after (he)(she) had been advised of (his)(her) rights.

(signature of counsel)

(typed name, grade), USAF

NOTE:

1. Delete the words that do not apply.
2. Omit this paragraph when an under other than honorable conditions discharge is not authorized.
3. If the respondent indicates that one or more of the rights will be exercised, but declines to sign the appropriate form, the selection of rights and the failure to sign will be noted.
4. Use this statement when notice of proposed discharge is sent by certified mail.