

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-3202**



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Personnel

***CERTIFICATE OF RELEASE OR
DISCHARGE FROM ACTIVE DUTY
(DD FORM 214/5 SERIES)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-32, *Military Retirements and Separations*. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1); the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Department of the Air Force (DAF) Separation Documents. This publication applies to the Regular Air Force (RegAF), the United States Space Force (USSF), the Air Force Reserve (AFR), and the Air National Guard (ANG). It provides guidance and direction on how to control, prepare, distribute, and correct Certificate of Uniformed Service, Department of Defense Form 214/5 (DD Form 214/5) series documents and control lists of separation program designator (SPD) codes. This instruction contains statutory authorities and outlines responsibilities of the RegAF, USSF, ANG, AFR, and other agencies involved with DD Form 214/5 series documents. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC), Section (§) 9013, *Secretary of the Air Force*. The applicable System of Record Notice(s) (SORNs) F033 ARPC B, *Locator or Personnel Data*, and F036 AFPC C, *Military Personnel Records System* are available at: <http://dpcllo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 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 System. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval and Major command (MAJCOM) or Field command (FLDCOM) supplements must be approved by

the Human Resource Management Strategic Board. MAJCOM/FLDCOM, field operating agencies and direct reporting units must send one copy of their published and/or posted supplement to headquarters Air Force Personnel Center (HQ AFPC) Separations Branch and a courtesy copy to HQ AFPC publishing office. Other organizations send one copy of each published and/or posted supplement to the next higher headquarters. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Compliance with [Attachment 2](#) and [Attachment 3](#) is mandatory.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be fully reviewed. Major changes include the issuance, preparation, and distribution of the DD 214-1, *Certificate of Uniformed Service, Reserve Component Addendum*. In addition, this publication has been revised to address USSF applicability.

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Chapter 1

OVERVIEW

1.1. Overview. The DD Form 214, *Certificate of Release or Discharge from Active Duty*, DD Form 214-1, *Certificate of Uniformed Services, Reserve Component Addendum*, and DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty* are documents that separate Department of the Air Force (DAF) active duty (10 USC § 1168, *Discharge or release from active duty: limitations*) and Air Reserve Component (ARC) (10 USC § 10204, *Personnel Records*) members from active duty. Separation occurs when members of the DAF leave active duty, move from one active duty status to another, or are discharged, retired, transferred, dismissed, or released. It provides an accurate and complete summation of active duty service at the time of transfer, release, discharge, or change of component or status. It provides the DAF with an authoritative source of personnel information for administrative purposes and for making enlistment or reenlistment eligibility determinations. This instruction is not an authority for separation.

1.2. DD Form 214, *Certificate of Uniformed Service* (DD Form 214). Members who separate from active duty are issued a DD Form 214, *Certificate of Uniformed Service*, as authorized by statute and Department of Defense (DoD) policy. The completed DD Form 214 will contain the required data regarding the member's service and circumstances of termination. (T-0)

1.3. DD Form 214-1, *Certificate of Uniformed Services, Reserve Component Addendum*. Members who separate or release from a Reserve Component are issued a DD 214-1, in conjunction with a DD Form 214, as authorized by statute and DoD policy. The completed DD Form 214-1 will contain the record of service for members of the Reserve Components. (T-0)

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Total Force Service Center (TFSC) will:

2.1.1. TFSC, Joint Base San Antonio (JBSA)-Randolph, Texas will accomplish the official DD Form 214/215 for the following personnel under the prescribed circumstances:

2.1.1.1. RegAF and USSF members retiring or separating (non-initial pipeline training) from active service.

2.1.1.2. ARC members on active duty (Functional Category X) retiring with more than 20 years of Total Active Federal Military Service (TAFMS) to include medical retirements.

2.1.1.3. ARC members separating from a Headquarters statutory (AGR Functional Category X) tour.

2.2. Headquarters Air Reserve Personnel Center (HQ ARPC) will:

2.2.1. HQ ARPC, Buckley Space Force Base, Colorado will accomplish the official DD Form 214 and appropriate DD Form 214-1 for the following personnel under the prescribed circumstances:

2.2.1.1. ARC members placed on a Temporary Disability Retired List (TDRL) or a Permanent Disability Retired List (PDRL) regardless of length of time served on active duty orders, provided the active duty orders ended on the effective date of retirement.

2.2.1.2. ARC members who are released (voluntarily or involuntarily) from a period of 90 days or more, continuous/consecutive active duty service OR ordered to active duty for a contingency operation for a period greater than 30 days AND are one of the following:

2.2.1.2.1. Retired based on a military service retirement (20 or more years TAFMS under Title 10 USC § 9311 or 9314).

2.2.1.2.2. ARC members who require a DD Form 214 for which the Force Support Squadron (FSS) has responsibility to issue but cannot complete because the member's record is no longer accessible by the unit.

2.2.1.2.3. AFR Individual Mobilization Augmentee (IMA) members, who while in an IMA status, require a DD Form 214.

2.3. Air Force Personnel Center Separations Branch (AFPC/DPMSSR, DD Form 214 section), National Guard Bureau Military Force Management Policy Branch (NGB/A1PP), and Air Reserve Personnel Center, Directorate of Personnel and Total Force Services Sustainment Division Career Management (ARPC/DPTSC) will:

2.3.1. Provide oversight of their respective component's DD Form 214 and 214-1 process, to include DD Form 214 corrections and re-issuance, DD Form 215 issuance.

2.3.2. Control access to the virtual application.

2.4. United States Air Force Academy (USAFA), Officer Training School, the Air Force Security Forces Center and AF Basic and Technical Training locations will:

2.4.1. Accomplish the DD Form 214 for those members under their responsibility.

2.4.2. Establish and maintain electronic and physical (when applicable) access to the member's unit personnel records group.

2.4.3. Access the virtual Military Personnel Flight (vMPF) application and utilize the DD Form 214WS, *Certificate of Uniformed Service Duty (Worksheet)*, (electronic only) to formulate the member's DD Form 214.

2.4.4. Ensure the member or cadet reviews the DD Form 214WS and the official DD Form 214 for accuracy and completeness.

2.4.5. Distribute the finalized DD Form 214 to the member and appropriate agencies.

2.4.6. Assist members by providing general guidance and information during preparation of the DD Form 214 and corrections.

2.5. Servicing FSS/Military Personnel Flight (MPF) (RegAF, USSF, ANG, or AFR).

2.5.1. RegAF MPF will:

2.5.1.1. Assists members by providing general guidance and information during preparation of the DD Form 214 and corrections.

2.5.1.2. Refer the member to the TFSC for additional information.

2.5.1.3. Distribute the finalized DD Form 214 to the member and appropriate agencies.

2.5.2. ARC FSS/MPF will:

2.5.2.1. Accomplish the official DD Form 214 for the following personnel:

2.5.2.1.1. Unit assigned ARC members who are released (voluntarily or involuntarily) from a period of 90 days or more, continuous/consecutive active duty service OR ordered to active duty for a contingency operation for a period of greater than 30 days AND are one of the following:

2.5.2.1.1.1. Immediately separated or discharged (do not return to a traditional or military technician status). This will also require a DD Form 214-1.

2.5.2.1.1.2. Wing level and below members who are returning to a status of AGR, Traditional Reservist, Drill Status Guardsman, or Air Reserve Technician (ART).

2.5.2.1.1.3. Any and all Wing assigned members whose records are available, even if they have changed units (state to state transfer for ANG and unit transfer for Reserve).

2.5.2.2. ARC members on active duty orders (Title 10 or 32) being processed through a Medical Evaluation Board (MEB) upon separation for medical disability or being found medically unfit regardless of time served on active duty orders, provided the active duty orders end on the effective DOS.

2.5.2.3. ARC members who have completed a qualifying period of active duty orders prior to starting a set of functional category X orders.

2.5.2.4. Distributes the finalized DD Form 214 to the member and appropriate agencies.

2.6. Initial Pipeline Technical Training Locations Processing Non-Prior Service Personnel (Students) Requiring Immediate Discharge will:

2.6.1. Maintain responsibility for completing, processing, certifying, and distributing the DD Form 214 for non-prior service personnel (students). **Note:** AFPC Separations Branch assists technical training locations with DD Form 214 actions.

2.6.2. Assist members by providing general guidance and information during preparation of the DD Form 214 and corrections.

2.6.3. Refer the member to the respective TFSC for additional information.

2.7. Members should:

2.7.1. Ensure their military personnel records are up to date. Work with servicing personnel offices to ensure records are updated if records are incorrect. This ensures that the official DD Form 214 and 214-1 will match the service record.

2.7.2. Access the vMPF via the AFPC Secure website; utilize the web-based application to access, review and submit the DD Form 214WS.

Chapter 3

CERTIFICATE OF RELEASE OR DISCHARGE FROM UNIFORMED SERVICE (DD FORM 214, DD FORM 214-1, AND DD FORM 215 SERIES)

3.1. The DD Form 214, DD Form 214-1, and DD Form 215 documents:

- 3.1.1. Meet the legal requirements for issuing a discharge certificate (10 USC §1168).
- 3.1.2. Provide the military services with information about military personnel for administrative purposes.
- 3.1.3. Provide documentation to support a determination on eligibility for reenlistment.
- 3.1.4. Provide separating members with brief, clear records of their active duty service at the time they are transferred, released, discharged, or retired.
- 3.1.5. Provide government agencies with the information they need to administer their respective federal and state programs that apply to persons who have been discharged, otherwise released, or transferred to a reserve component.
- 3.1.6. The DD Form 214-1, in conjunction with the DD Form 214, will be issued upon separation or retirement from the Reserve Component, including transfer to the Individual Ready Reserve (IRR) or Inactive National Guard, transfer to the Standby Reserve or Retired Reserve, and recalled retirees reverting to retired status. **(T-0)** If eligibility criteria for the DD Form 214 has not been met, a DD Form 214-1 will not be issued. **(T-0)**
- 3.1.7. The DD Form 215 is a multi-copy form to correct or append the DD Form 214 with information not available at the time the DD Form 214 was prepared. The DD Form 215 may be issued in lieu of an updated DD Form 214 until 3 years after publication of DoDI 1336.01, dated 17 February 2022.
- 3.1.8. Portions of the DD Form 214, DD Form 214-1, and DD Form 215 are shaded to make alterations readily discernible. Corrections cannot be made to the shaded areas of the form without prior authorization from the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)). Any changes or alterations will void the documents in accordance with DoDI 1336.01. **(T-0)** Follow guidance in [paragraph 3.3.3](#) of this DAFI for any corrections.

3.2. Issuance of a DD Form 214.

- 3.2.1. Issue a DD Form 214 as outlined in [Attachment 2](#).
- 3.2.2. AFPC Separations Branch (AFPC/DPMSSR) and Air Reserve Personnel Center Directorate of Total Force Services (ARPC/DPT) can direct the issuance of a DD Form 214 under other conditions, such as changes directed by the Discharge Review Board, Board for Correction of Military Records (BCMR), or possible adjustments based on disability considerations.
- 3.2.3. An issuing authority will destroy the DD Form 214, if they discover that the member will not separate on the effective separation date recorded in block 12b (separation date this period). **(T-1)** When a new date is established, the issuing authority should prepare a new DD Form 214. In the event a DD Form 214 has already been issued, the issuing authority should

immediately contact AFPC to have the document pulled from the vMPF and the automated records management system (ARMS).

3.2.4. The DD Form 214 will be digitally signed prior to issuing. **(T-0)**

3.3. Issuance of a DD Form 214-1.

3.3.1. Issue a DD Form 214-1 as outlined in [Attachment 2](#).

3.3.2. The DD Form 214-1 will never be issued on its own and will always be accompanied by the DD Form 214. **(T-0)**

3.3.3. The DD Form 214-1 will not accompany every issuance of a DD Form 214. **(T-0)** Such instances include when personnel are separated when they have served 90 days or more and ARC personnel ordered to active duty for a contingency operation for a period greater than 30 days.

3.3.4. ARPC can direct the issuance of a DD Form 214-1 under other conditions, such as changes by the Discharge Review Board, BCMR, or possible adjustments based on disability considerations.

3.3.5. If an issuing authority learns before the close out and publication date of a DD Form 214-1 that the member, for whatever reason, will not separate on the effective date recorded in block 12b (separation date this period), the issuing authority will destroy the DD Form 214-1. **(T-1)** The issuing authority should prepare a new DD Form 214-1 when a new future date is established. If the DD 214-1 has already been issued, the issuing authority should immediately contact AFPC or ARPC/DPTS to have the document pulled from the vMPF application and ARMS.

3.3.6. The DD Form 214-1 will be digitally signed prior to issuing. **(T-0)**

3.4. Incomplete DD Form 214 or DD Form 214-1 and Issuance of a DD Form 215.

3.4.1. The issuing office will not delay the publication of a DD Form 214 or delay a member's separation just because all the information needed for the DD Form 214 is not available; however, the issuing office will continue to try to obtain the missing information after initial issue. **(T-1)**

3.4.2. Members should contact the appropriate issuing agency if they do not receive the DD Form 214, DD Form 214-1, or DD Form 215 within 60 days of separation or retirement.

3.5. Controlling Forms and Codes.

3.5.1. Controlling DD Form 214, DD Form 214-1, and DD Form 215 series documents.

3.5.1.1. DD Form 214, DD Form 214-1, and DD Form 215 are important to former members who seek veterans' benefits, reemployment rights, and unemployment insurance. They provide authoritative information to civilian and government agencies to validate veterans' eligibility for benefits.

3.5.1.2. The DD Form 214WS is marked "*WORKSHEET*" on the body of the form. Treat this form in the same manner as the DD Form 214.

3.5.1.3. Commanders or commanding officers of units or activities authorized to issue the DD Form 214/5 appoint, in writing, the persons or offices who have delegated authority to issue and control the DD Form 214/5. **(T-1)**

3.5.2. Controlling SPD codes.

3.5.2.1. SPD codes are developed, edited, and disseminated only by the PDUSD(P&R) for placement on the DD Form 214, DD Form 214-1, and DD Form 215 in accordance with DoDI 1336.01. They identify the type of separation for members and the reason for separation. They are intended solely for internal use by DoD and are not intended to stigmatize individuals. The DoD uses them to compile separation statistics, collect and analyze data, and help determine whether personnel policies need to change.

3.5.2.2. All lists of SPD codes must be marked "*Controlled Unclassified Information*", including those used in the MPF, in accordance with the guidance in DoD Manual 5400.07, *DoD Freedom of Information Act (FOIA) Program* and DAFMAN 90-161. **(T-0)** Lists of SPD codes must not be provided to any agency or person outside of the DoD. **(T-1)** Use the Freedom of Information Act (5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*) as authority to refrain from disclosing the lists. See DoD Manual 5400.07 for denying access.

3.5.2.3. Member copy of the DD Form 214, which is given to the separating member, contains the member's SPD code.

3.6. Distribution and Post Separation Actions.

3.6.1. Distribute the DD Form 214 as outlined in [Attachment 3](#). Do not issue it before the Date Of Separation (DOS). **(T-1)** Compliance with [Attachment 3](#), [Table A3.1](#) is mandatory.

3.6.1.1. The DD Form 214 and DD Form 214-1 are made available to members on the effective DOS or retirement. Members are provided instructions via e-mail on how to obtain their DD Form 214.

3.6.1.2. The DD Form 214 data is provided electronically to the Defense Manpower Data Center for transmission to the Department of Veterans Affairs and the Department of Labor.

3.6.2. Obtaining copies or replacing the DD Form 214. DAFI 36-2608, *Military Personnel Records Systems* explains how and where to apply for a certificate in lieu of a lost or destroyed certificate of service, discharge, or retirement.

3.6.3. Correcting the DD Form 214 or DD Form 214-1.

3.6.3.1. Once a DD Form 214 has been issued, the document cannot be reissued without written permission from the respective DD Form 214 oversight office. **(T-1)**

3.6.3.2. Airman Support and Transition Branch (AFPC/DP3SA) or ARPC/DPTS can direct the correction of a DD Form 214 under other conditions such as correction of records or adjustments as directed. **(T-1)**

ALEX WAGNER
Assistant Secretary
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

10 USC § 101, *Definitions*

10 USC § 261, *During war or threat to national security*

10 USC § 1168, *Discharge or release from active duty: limitations*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 9311, *Twenty years or more: regular or reserve commissioned officers*

10 USC § 9314, *Twenty to thirty years: enlisted members*

10 USC § 10204, *Personnel Records*

10 USC § 12301, *Reserve components generally*

10 USC § 12302, *Ready Reserve*

32 USC § 502, *Required drills and field exercises*

32 USC § 503, *Participation in field exercises*

32 USC § 505, *Army and Air Force schools and field exercises*

DoDI 1336.01, *Certificate of Uniformed Service (DD Form 214/5 Series)*, 17 February 2022

DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 25 January 2017

DAFPD 36-32, *Military Retirements and Separations*, 11 October 2022

AFI 33-322, *Records Management and Information Governance*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2022

DAFI 36-2608, *Military Personnel Record System*, 16 April 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DD Form 214, *Certificate of Uniformed Service*

DD Form 214-1, *Certificate of Uniformed Service, Reserve Component Addendum*

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

DD Form 215, *Correction to DD Form 214, Certificate of Uniformed Service*

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

Prescribed Forms

None

Abbreviations and Acronyms

ADOS—Active Duty for Operational Support

ADT—Active Duty for Training

AF—Air Force

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AGR—Active Guard Reserve

ANG—Air National Guard

ARC—Air Reserve Component

ARMS—Automated Records Management System

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technician

BCMR—Board for Correction of Military Records

BMT—Basic Military Training

DAF—Department of the Air Force

DD Form—Department of Defense Form

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DOS—Date of Separation

FLDCOM—Field Command

FSS—Force Support Squadron

HQ—Headquarters

IADT—Initial Active Duty for Training

IMA—Individual Mobilization Augmentee

IR—Individual Reservist

IRR—Individual Ready Reserve

JBSA—Joint Base San Antonio

MAJCOM—Major Command
MPF—Military Personnel Flight
NGB—National Guard Bureau
OPR—Office of Primary Responsibility
PDRL—Permanent Disability Retired List
RegAF—Regular Air Force
SPD—Separation Program Designator
SORN—System of Records Notice
TAFMS—Total Active Federal Military Service
TDRL—Temporary Disability Retired List
TFSC—Total Force Service Center
UOTHC—Under Other Than Honorable Conditions
US—United States
USAFA—United States Air Force Academy
USAF—United States Air Force
USC—United States Code
USSF—United States Space Force
VA—U.S. Department of Veterans Affairs
vMPF—Virtual Military Personnel Flight

Office Symbols

AF/A1—Deputy Chief of Staff, Manpower, Personnel, and Services
AF/A1P—Directorate of Military Force Management Policy
AF/RE—Chief, Air Force Reserve
AFPC/DPMSSR—Air Force Personnel Center Separations Branch
AFPC/DP3SA—Air Force Personnel Center Airman Support and Transition Branch
ARPC/DPT—Air Reserve Personnel Center Directorate of Total Force Services
ARPC/DPTS—Air Reserve Personnel Center Directorate of Eval Recognition
ARCP/DPTSC—Air Reserve Personnel Center, Directorate of Personnel and Total Force Services Sustainment Division Career Management
NGB/A1PP—National Guard Bureau, Military Force Management Policy Branch
NGB/CF—Director, Air National Guard
PDUSD(P&R)—Principal Deputy Under Secretary of Defense for Personnel and Readiness

SF/S1—Deputy Chief of Space Operations for Human Capital

Terms

Active Duty—Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while on active military service, at a school designated as a service school by law or the Secretary of the military department concerned.

Active Guard Reserve—Member of the reserve component who is on active duty or member of the National Guard who is on full-time National Guard duty, for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing or training the reserve components (10 USC § 101, *Definitions*).

Active Service—On active duty or full-time National Guard duty (10 USC § 101).

Air Force Reserve (AFR)—A Reserve Component of the USAF consisting of all reserve personnel except those units, organizations, and members assigned to the ANG.

Air National Guard (ANG)—A Reserve Component of the USAF consisting of all federally recognized units, organizations, and members of the ANG of the several states, the District of Columbia, and Commonwealth of Puerto Rico. Additionally, ANG members are reserve of the AF in the same grades in which enlisted or appointed and federally recognized. Membership in the ANG is acquired by the enlistment or appointment in the federally recognized ANG of a state and concurrent enlistment or appointment as a reserve of the AF in the same grade.

Air Reserve Component (ARC)—An overarching term used when referring to both the AFR and ANG.

Application—As used in this DAFI, an application is an member's request for separation.

Characterization of Service—A determination reflecting a member's military behavior and duty performance during a specified period of service. Three service characterizations are authorized for administrative separation: honorable; general (under honorable conditions); and under other than honorable conditions.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a "command." This designation is used in all DAF units authorized to be led by a commander except the USAFA, which is commanded by a superintendent, and school or academic units, which may be commanded by commandants.

Component—All units, organizations, and members of the USAF, USSF, ANG and the AFR (see 10 USC § 261).

Date of Separation (DOS)—A date established in accordance with law or policy for separation from active military service. Separation is effective at 2400 hours on the date of separation.

Discharge—Complete severance from the active military service. The discharge includes a reason and characterization of service.

General (under honorable conditions) Discharge—A separation characterization less favorable than honorable but better than under other than honorable conditions. If an member's service has been honest and faithful, this characterization is warranted when significant negative aspects of

the member's conduct or performance of duty outweigh positive aspects of the member's military record.

Headquarters Air Reserve Personnel Center (ARPC)—A direct-reporting unit of HQ Air Force Reserve Command.

Individual Mobilization Augmentee (IMA)—An Air Force ready reservist assigned to a specific position within an active duty unit that is essential during wartime and would assume upon mobilization.

Individual Reservist (IR)—A member who is assigned to the following categories: Selected Reserve (Category A or B) or the Participating IRR (Category E). Non-participating IRR categories include special professional education and stipend programs, standby reserve (active and inactive) and the retired reserve. Reservists assigned to the Selected Reserve (Category A or B and Participating Individual Ready Reserve) are managed by AFRC. Reservists assigned to non-participating IRR, Standby Reserve (Active and Inactive), the Retired Reserve, and those assigned to special professional education and stipend programs, are managed by ARPC.

Participating Individual Ready Reserve—That portion of the ready reserve consisting of members assigned to Category E positions (must accumulate 50 points per year for a good retirement year).

Ready Reserve—Units and individual reservists liable for active duty as outlined in 10 USC § 12301 (Full Mobilization) and 10 USC § 12302 (Partial Mobilization). This includes members of units, members of the AGR Program, IMAs, IRR, and the Inactive National Guard.

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

Release from active duty—End of active duty status. This term applies to RegAF and USSF members who are transferred to a reserve component to complete their military service obligations and to member of reserve components who revert to inactive status in their reserve organizations.

Reserve Component—The Air Force Reserve or the Air National Guard of the United States.

Reserve Member—A member of the United States Air Force Reserve component.

Retired Reserve—All reserve members who receive retirement pay on the basis of their active duty and combined reserve service or reserve service. Includes members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the ready reserve or standby reserve.

Selected Reserve—Component of the USAF that provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular components (32 USC § 502(a)).

Separation—A general term that includes administrative discharge, resignation, release from active duty, release from custody and control of the Armed Forces, dropped from the rolls of the AF/SF, retirement, transfer to a reserve component and dismissal. Often used synonymously with “discharge.”

Separation Program Designator Code—As defined in DoDI 1336.01, “A code that lists the conditions under which a service member is discharged from military service.”

Service Member—Uniformed members of USAF/USSF (officers, enlisted, regular, reserve, or guard), regardless of rank, component, or specialty.

State or States—This term includes all 50 states and territories, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

Title 10—A member in Title 10 status is one performing duty under the authority of 10 USC.

Title 32—A member in Title 32 status is one performing duty under the authority of 32 USC.

Under Other Than Honorable Conditions Discharge (UOTHC)—When separation is based upon a pattern of behavior that constitutes a significant departure from the conduct expected of service members, or when separation is based upon one or more acts or omissions that constitute a significant departure from the conduct expected of service members. For Reserve and ANG members, conduct in the civilian community of a member not in military status (not on active duty or active duty training (ADT)) may be used to characterize service as UOTHC only if the conduct directly affects the performance of military duties.

United States Air Force Reserve (AFR)—All reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States.

Attachment 2

WHEN TO ISSUE A DD FORM 214

Table A2.1. When to Issue a DD Form 214.

Rule	A	B	C
	If a member is being separated	because of	Then issue a DD Form 214
1	from a period of active duty, active duty for training, full-time training duty, a special tour of active duty, active duty for special work/active duty for operational support, or an Active Guard Reserve (AGR) tour, according to Title 10 of the US Code (previously fully cited) 32 USC §§ 502(f), 503, and 505	completion of active service as a member of the RegAF	Yes
2		Disability	
3		COMPLETION OF 90 OR MORE CONTINUOUS/ CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY: Completion of 90 continuous calendar days or more active duty (for an ARC members). This includes active duty for training, full-time training duty, active duty for special work or active duty for operational support (ADOS). For ADOS, active duty performed not in support of a contingency operation (e.g., Operation NOBLE EAGLE, Operation ENDURING FREEDOM, etc.) (see Note 1)	
4		COMPLETION OF LESS THAN 90 CONTINUOUS/ CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY: 1) Completion of an initial active duty for training (IADT) regardless of length of time, ordered or called to active duty for support of DoD named “Contingency Operation for 30 days or more, or separating for cause (for ARC members) (See Note 3 and 5) (T-0)	

5		release from a status legally determined to be void	
6		dismissal or discharge from the service under a sentence of general court-martial (See Note 2)	
7		ordered to active duty in time of national emergency or war, regardless of length of time served on active duty	
8		an order from the SecAF that the member be dropped from the rolls of the Air Force	
9		Death	No
10		any circumstance when the SecAF directs that no discharge documents be issued	
11		from one status to continue in another	
12		immediate reenlistment or enlistment	
13		transition from a Reserve appointment into the RegAF	Yes
14		discharge from the USAFA cadet status to accept commission as a RegAF officer. Disenrolled cadet to serve on extended active duty	
15		expiration of enlistment for a cadet who entered the USAFA from enlisted status	
16		discharge from enlisted status to accept appointment as a commissioned or warrant officer	
17		transition from an officer appointment to an appointment in another service or in the RegAF	Yes
18		retirement with entitlement to pay (See Note 4)	
		removal from temporary disability Retired list (DoDI 1336.01, section 3)	No

19	without entering on active duty	physical disqualification for entry when reporting for active duty	
20	miscellaneous reason not listed above	being found disqualified upon reporting for active duty and who do not perform duties in accordance with orders	
21		temporary warrant or commissioned officer status is terminated and who remain on active duty to complete an enlistment	
22		terminate their reserve component status to integrate into an active component	
23		Separated or discharged should have been furnished a prior edition of the DD Form 214, unless that form is in need of reissuance for some other reason.	

Notes:

1. Includes ending an Active Guard Reserve (AGR) tour.
2. Dismissal applies to officers only. Discharge applies to enlisted only.
3. DD Form 214-1 will be issued in conjunction with a DD Form 214 for members who are separated or released from a Reserve Component, transferred to the IRR or the inactive National Guard, transferred to the Standby Reserve or Retired Reserve, recalled retirees reverting back to retired status, or as prescribed under other circumstances as annotated in **paragraph 3.3.5.4**. Applies to Air National Guard only. Entries on the DD Form 214 for split training option are outlined in Block 18 - Remarks -- Member enlisted under the split training option program with a date of enlistment (Date), -- Member departed for basic military training (BMT) on (date), -- Member completed BMT on (date)
4. Members are required to be on continuous active duty order for 90 days or more/ or 30 days or more contingency orders until their effective retirement. If the criteria are not met, the DD Form 214 is not authorized.
5. Members are required to be on continuous active duty orders for 90 days or more, or 30 days or more in support of a named contingency, through their effective date of retirement to receive a retirement DD Form 214 and DD Form 214-1. If criteria is not met, the DD 214 and DD 214-1 are not authorized and will not be issued.

Attachment 3

DISTRIBUTING THE DD FORM 214

Table A3.1. Distributing the DD Form 214 and DD Form 214-1 when applicable.

A	B	C
Copy	Recipient	Instructions
1	Member	Copy is automatically sent to ARMS by the vMPF DD Form 214 application on the date of publication. If the member is not a US citizen, and is discharged for alienage or desertion, comply with note below.
2	Master Personnel Record	No longer used for ARMS. Has been replaced by copies 1 and 4, which automatically flow to ARMS.
3	Veterans Affairs (VA)	Physical copies are no longer provided or mailed as the VA utilizes Defense Manpower Data Center data extracted from the DD Form 214.
4	Member	Copy is automatically sent to ARMS by the vMPF DD Form 214 application on the date of publication.
5	Department of Labor	Physical copies are no longer provided or mailed as the Department of Labor utilizes Defense Manpower Data Center data extracted from the DD Form 214.
6	State Director of Veterans Affairs	Physical copies are not provided as the State VA utilizes Defense Manpower Data Center data extracted from the DD Form 214.
7	Optional Service Copy	Provided to the immigration and naturalization service as outlined in distributing DD Form 214 for Non-US citizens discharged for alienage and desertion.
8	Optional Service Copy	As locally defined

Note: For Non-US citizens discharged for Alienage and Desertion, the AFPC Retirement and Separations Section may authorize discharge in absentia when an alien deserter goes to live in a foreign country: In such cases, the alien typically may not return to the US as an immigrant alien. Upon identification of alienage or desertion, notify AFPC Retirements and Separations, who will send a copy of the DD Form 214 to the Department of State Visa Office. By memorandum, AFPC will report the details of the discharge to the United States Citizenship and Immigration Services while accounting for disclosure of personal data as required by AFI 33-332. The memorandum will include that the member was discharged for alienage and desertion and give dates of the unauthorized absence; the member's full name, address, and social security number; country of birth; complete address in the country of residence when discharge; alien registration number if know; declarant number shown on the DD Form 1966, *Record of Military Processing - Armed forces of the United States*; and the date of enlistment in the DAF.