

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



**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 36-32**

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Personnel

**MILITARY RETIREMENTS AND
SEPARATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Department of the Air Force Policy Directive (DAFPD) implements Department of Defense Instruction (DoDI) 1200.15, *Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status*, DoDI 1215.07, *Service Credit for Non-Regular Retirement*, DoDI 1300.06, *Conscientious Objectors*, DoDI 1304.28, *The Appointment and Service of Chaplains*, DoDI 1315.15, *Separation Policies for Survivorship*, DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*, DoDI 1320.10, *Discharge of Commissioned Officers Not Qualified for Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*, DoDI 1332.14, *Enlisted Administrative Separations*, DoDI 1332.18, *Disability Evaluation System*, DoDI 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement in the Grades of W-3 through W-5 and E-7 through E-9*, DoDI 1332.29, *Involuntary Separation Pay (Non-Disability)*, DoDI 1332.30, *Commissioned Officer Administrative Separations*, DoDI 1332.32, *Selective Early Retirement or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, or the Reserve Active Status List*, DoDI 1332.35, *Transition Assistance Program (TAP) for Military Personnel*, DoDI 1332.43, *Voluntary Separation Pay (VSP) Program for Service Members*, DoDI 1332.45, *Retention Determinations for Non-Deployable Service Members*, DoDI 1336.01, *Certificate of Uniformed Service (DD Form 214/5 Series)* and DoDI 1348.34, *Presidential Recognition Upon Retirement from Military Service*, and DOD Manual (DoDM) 1332.18 Volume 1, *Disability Evaluation System Manual: Processes*. This directive establishes the framework for Department of the Air Force (DAF) retirements and separations programs. This policy directive applies to uniformed members of the Regular Air Force, United States Space Force, Air Force Reserve, and Air National Guard. The

Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) develops personnel policy for military retirements and separations in collaboration with the Chief of Staff for Manpower, Personnel, and Services (AF/A1), Deputy Chief of Space Operations for Human Capital (SF/S1), the Chief of Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF). This directive may not be supplemented. 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. 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 System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Changes include the addition of DoDM 1332.18 V1 guidance and updating references. This policy has been updated in accordance with Executive Order 14183, Prioritizing Military Excellence and Readiness. Interim Change 1 removes references to rescinded DoDI 1300.28, *In-Service Transition for Transgender Service Members*. **A margin bar (!) indicates newly revised material.**

1. Overview. This directive establishes DAF policy on retirements and separations to enable it to maintain a lethal fighting force with high standards of performance and to meet authorized end strength levels established in law.

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

2.1. The DAF will provide for the voluntary retirement and separation of individuals who have fulfilled their service commitment through normal and, at times, incentive programs to meet congressionally mandated end strength levels.

2.2. When necessary, the DAF will utilize involuntary retirement and separation programs to generate additional losses above voluntary separations in order to meet congressionally mandated end strength levels or to meet desired requirements in specific specialties. The DAF may encourage voluntary separations before resorting to involuntary separation of members who are not eligible for retirement.

2.3. In addition to the aforementioned policies, commanders will utilize discretion to take action to separate members who do not meet DAF standards.

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

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) is responsible for military retirements and separation policy matters as delegated by the Secretary of the Air Force.

3.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), the Deputy Chief of Space Operations for Human Capital (SF/S1), Directorate of Personnel (AF/REP), and the Air National Guard Bureau Directorate of Manpower, Personnel, and Services (NGB/A1) are responsible for implementing policy and overseeing the execution and

development of guidance for the DAF retirement and separation programs for their respective Service and component, as delegated by SAF/MR.

Troy E. Meink
Secretary of the Air Force

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

Title 10 United States Code Section 12732, *Entitlement to retired pay: computation of years of service*

DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status*, 7 November 2019

DoDI 1215.07, *Service Credit for Non-Regular Retirement*, 30 July 2019

DoDI 1300.06, *Conscientious Objectors*, 12 July 2017

DoDI 1304.28, *The Appointment and Service of Chaplains*, 12 May 2021

DoDI 1315.15, *Separation Policies for Survivorship*, 19 May 2017

DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*, 7 July 2017

DoDI 1320.10, *Discharge of Commissioned Officers Not Qualified for Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*, 6 February 2014

DoDI 1332.14, *Enlisted Administrative Separations*, 1 August 2024

DoDI 1332.18, *Disability Evaluation System*, 10 November 2022

DoDI 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement in the Grades of W-3 through W-5 and E-7 through E-9*, 24 June 2014

DoDI 1332.29, *Involuntary Separation Pay (Non-Disability)*, 3 March 2017

DoDI 1332.30 With Change 3, *Commissioned Officer Administrative Separations*, 11 May 2018

DoDI 1332.32, *Selective Early Retirement Or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, Or the Reserve Active Status List*, 2 May 2014

DoDI 1332.35, *Transition Assistance Program (TAP) for Military Personnel*, 26 September 2019

DoDI 1332.43, *Voluntary Separation Pay (VSP) Program for Service Members*, 28 November 2017

DoDI 1332.45, *Retention Determinations for Non-Deployable Service Members*, 30 July 2018

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

DoDI 1348.34, *Presidential Recognition Upon Retirement from Military Service*, 17 August 2022

DoDM 1332.18 V1, *Disability Evaluation System Manual: Processes*, 24 February 2023

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

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DoDI—Department of Defense Instruction

DoD—Department of Defense

NGB—National Guard Bureau

OPR—Office of Primary Responsibility

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1P—Military Force Management Policy Directorate

AF/RE—Chief of Air Force Reserve

NGB/A1—Air National Guard Bureau Directorate of Manpower, Personnel, and Services

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

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

Terms

End Strength—The total number of United States Air Force and United States Space Force members in a given category authorized by Congress (in the annual National Defense Authorization Act) on September 30th of a given fiscal year. End strength provides the basis for funded man-years within the personnel system, and provides the target for personnel plans, programs, and budgets. End strength is a resource provided to support approved force structure, programs, or missions. End strength changes do not drive force structure or mission changes; they are tied to programmatic increases and decreases in force structure or mission. Future Years Defense Program end strength is allocated to commands by program element code and category.

Retirement—A form of separation that includes when a member is removed from service and meets the criteria established to be immediately retired and receive active component retired pay by a provision of law. For Reserve or Air National Guard members, it applies to those members that accumulate 20 years of satisfactory service for reserve component service as computed under Title 10 United States Code Section 12732, *Entitlement to retired pay: computation of years of service*.

Separation—A general term that includes administrative discharge, resignation, release from active duty, release from custody and control of the Department of the Air Force, dropping from the rolls of the Department of the Air Force, retirement, transfer to a reserve component, and dismissal.