

Air Force Personnel Center



DD Form 214 Instructions

- Retirements**
- Separations**

Briefer's Duty Title
Briefer's Name

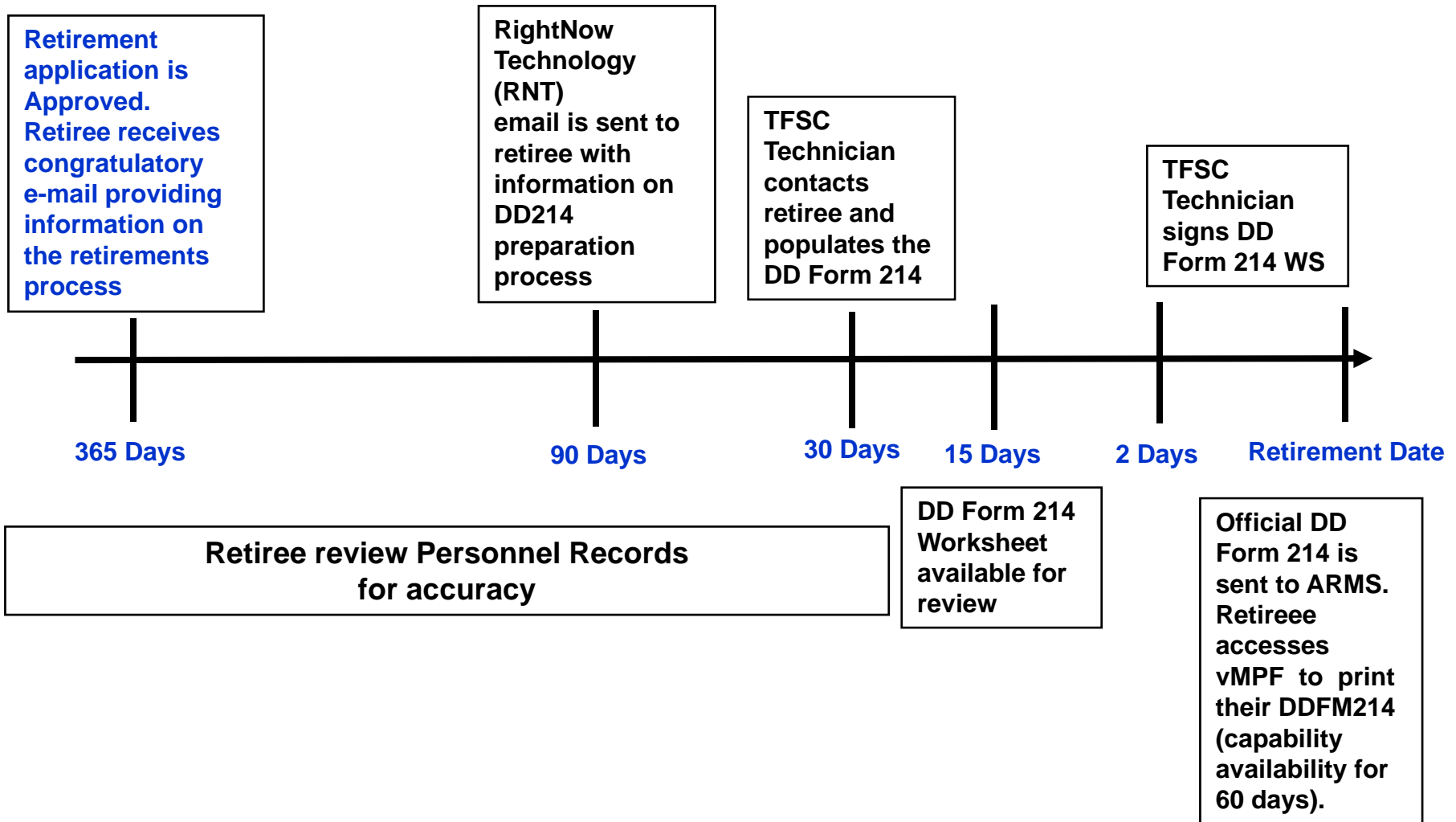


Overview

- **Retirements Process**
- **Separations Process**
- **vMPF Screen Shots**
- **Commonly Misunderstood Items**
- **Frequently Asked Questions**



DD Form 214 Retirement Preparation Process





Retirements Process Timeline

- **365-days (Approx) prior to Retirement Date**
 - Applications are submitted (through vMPF)

- **345-days (Approx) retirement application is approved**
 - Member receives a Congratulatory Auto Response via email

- **Between retirement approval and 90 days prior**
 - Member reviews personnel records for accuracy and corrections

- **90-days prior to Retirement Date**
 - RNT Automated e-mail reminder is sent from AFPC to members, which describes the DD214 completion process
 - Secures a remote vMPF USERID/password from A1 Service Desk

- **30-days prior to Retirement Date**
 - Retirees receives an email outlining the DD Form 214 completion process



Retirements Process Timeline

- **Between 15th and 2nd day prior to retirement date:**
 - Technician sends the DD Form 214WS to retiree for review via vMPF
 - Retiree reviews the worksheet and:
 - Identifies incorrect or missing information
 - Submits corrections via vMPF and provides source documentation via Org Box
 - NOTE: Most changes require verification in system of record (i.e. MILPDS, Source Documents in ARMS)
 - Member approves DD214WS
- **1 day prior to Retirement Date**
 - Technician signs and finalizes the DD Form 214
 - DD Form 214 is made available for retiree to print via vMPF



Separations Process Timeline

- **30 – 60 days prior to separation date - Member will complete DD214WS via vMPF**
 - Member works thru MPS to update any missing/incorrect data (needs to be updated into MILPDS before submitting DD214WS)
 - Member will review and submit worksheet via vMPF
 - TFSC-SA receives DD214WS submission and holds until actual DOS

- **Separation Date - DD Form 214 is finalized and available for member to print via vMPF**



DD Form 214 Worksheet on vMPF

INFOCON: 3 UNCLASSIFIED FPCON: Alpha
Application - Internet Explorer provided by USAF
https://www.my.af.mil/afpc2ww3/vmpf/DD214MPF/Pages/Application.asp?IsNew=Yes

DD Form 214 Worksheet Application

1. [NAME](#) Correct Incorrect Select a Reason for Creating this DD214

Correct Incorrect LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

2. [DEPARTMENT COMPONENT AND BRANCH](#) Correct Incorrect AIR FORCE--REGAF

AIR FORCE--REGAF

3. [SSN](#) SSN CANNOT BE CHANGED.

4a. [GRADE, RATE OR RANK](#) Correct Incorrect Select a rank

4b. [PAY GRADE](#) Correct Incorrect

5. [DATE OF BIRTH](#) Correct Incorrect Popup Calendar

6. [RESERVE OBLIGATION TERMINATION DATE](#) Correct Incorrect Popup Calendar

7a. [PLACE OF ENTRY INTO ACTIVE DUTY](#) Correct Incorrect CITY

Correct Incorrect STATE



DD Form 214 Worksheet on vMPF

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

Application - Internet Explorer provided by USAF

https://www.my.af.mil/afpc2ww3/vmpf/DD214MPF/Pages/Application.asp?IsNew=Yes

Application

7b. [HOME OF RECORD AT TIME OF ENTRY](#) Correct Incorrect

CITY

STATE

8a. [LAST DUTY ASSIGNMENT AND MAJOR COMMAND](#) Correct Incorrect

8b. [STATION WHERE SEPARATED](#)
RANDOLPH AFB TX
[HQ ARPC CO click here](#)

9. [COMMAND TO WHICH TRANSFERRED](#)
Select a command

10. [SGLI COVERAGE](#) Correct Incorrect \$400,000

11. [PRIMARY SPECIALTY](#) Correct Incorrect

Select a PAFSC

Years: Years Months: Months

NO DATA Correct Incorrect

Select an AFSC

Years: Years Months: Months

NO DATA Correct Incorrect

Select an AFSC

Years: Years Months: Months

All records will Reflect JBSA Randolph TX in block 8b



DD Form 214 Worksheet on vMPF

12a. [DATE ENTERED ACTIVE DUTY THIS PERIOD](#) Correct Incorrect 16 MAY 2003 Popup Calendar
16 MAY 2003

12b. [SEPARATION DATE THIS PERIOD](#) Correct Incorrect Popup Calendar
INDEF

If you made changes to any of the above info in block 12, [click here to recalculate the figures in blocks 12c, 12d, and/or 12e.](#)

12c. [NET ACTIVE SERVICE THIS PERIOD](#) Correct Incorrect 00 00 00

12d. [TOTAL PRIOR ACTIVE SERVICE](#) Correct Incorrect 00 00 00

12e. [TOTAL PRIOR INACTIVE SERVICE](#) Correct Incorrect 03 09 17

12f. [FOREIGN SERVICE](#) Correct Incorrect 03 08 07

12g. [SEA SERVICE](#) Correct Incorrect 00 00 00

12h. [INITIAL ENTRY TRAINING](#) Correct Incorrect 27 JAN 1996 Popup Calendar

12i. [EFFECTIVE DATE OF PAY GRADE](#) Correct Incorrect 16 MAY 2007 Popup Calendar

13. [DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED](#) Correct Incorrect Meritorious Service Medal, Joint Service Commendation Medal, Air Force Commendation Medal, Joint Service Achievement Medal, Air Force Achievement Medal with 3 oak leaf

This information will match the member's retirement orders

By policy, will equal EAD date

Decorations with a future close out date will auto populate when DD214 is published



DD Form 214 Worksheet on vMPF

Medal (Wear first NATO medal awarded.) with 1 service star.

14. [MILITARY EDUCATION](#) Correct Incorrect AEROSPACE BASIC (BEFORE 2005), SEP 2003. PDE - SQUADRON OFFICER SCHOOL (SOS), OCT 2007.

15a. [COMMISSIONED THROUGH SERVICE ACADEMY](#) YES NO
NO DATA

15b. [COMMISSIONED THROUGH ROTC SCHOLARSHIP](#) YES NO
NO DATA

15c. [ENLISTED UNDER LOAN REPAYMENT PROGRAM](#) YES NO If yes, years of commitment:
NO DATA Years

16. [DAYS ACCRUED LEAVE PAID](#) NO DATA

17. [MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES WITHIN 90 DAYS PRIOR TO SEPARATION](#) YES NO
NO DATA

18. [REMARKS](#)
NO DATA



DD Form 214 Worksheet on vMPF

Application

Select a comment to add [Add](#)

19a. [MAILING ADDRESS AFTER SEPARATION](#) Correct Incorrect STREET ADDRESS
[Text Field]

Correct Incorrect CITY, STATE AND ZIPCODE
[Text Field]

19b. [NEAREST RELATIVE](#) Correct Incorrect NAME
[Text Field]

Correct Incorrect STREET ADDRESS
[Text Field]

Correct Incorrect CITY, STATE AND ZIPCODE
[Text Field]

20. [MEMBER REQUESTS COPY 6 BE SENT TO VETERANS AFFAIRS](#) YES NO Texas

NO DATA

20a. [MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS \(WASHINGTON DC\)](#) YES NO

NO DATA

21. [SIGNATURE OF MEMBER BEING SEPARATED](#) MEMBER NOT AVAILABLE TO SIGN

NO DATA

22. [OFFICIAL AUTHORIZED TO SIGN](#) Select a sig. block [Text Field]
[Text Field]

NO DATA

Different address than 19a



DD Form 214 Worksheet on vMPF

Application

23. [TYPE OF SEPARATION](#)
NO DATA Correct Incorrect Select a sep. type

24. [CHARACTER OF SERVICE](#)
NO DATA Correct Incorrect Select a service character

25. [SEPARATION AUTHORITY](#)
NO DATA Correct Incorrect Select a sep. authority

26. [SEPARATION CODE](#)
NO DATA Correct Incorrect Select a separation code

27. [REENTRY CODE](#)
NOT APPLICABLE Correct Incorrect NOT APPLICABLE

28. [NARRATIVE REASON FOR SEPARATION](#)
NO DATA Correct Incorrect Select a separation reason
 Convenience of the Government

29. [DATES OF TIME LOST DURING THIS PERIOD](#)
NONE Correct Incorrect Popup Calendar through Popup Calendar

30. [MEMBER REQUESTS COPY 4](#)

31. [DUTY PHONE](#) Correct Incorrect DUTY PHONE

32. [DUTY EMAIL ADDRESS](#) Correct Incorrect DUTY EMAIL ADDRESS

33. [PERSONAL EMAIL ADDRESS](#)
MDURAND33@YAHOO.COM Correct Incorrect PERSONAL EMAIL ADDRESS

34. [STATUS OF FORM DD214](#)
NO DATA Correct Incorrect Select the Status of this Form DD214

[Save](#)

The personal email address matches the address identified on vMPF



Commonly Misunderstood Items

- **Block 7a: Place of entry will match entry on the member's EAD orders or MEPS station for enlisted**
 - **NOTE: Officers graduating from OTS will show Maxwell AFB (AFI 36-3202)**
- **Block 8b: All DD Forms 214 will reflect JBSA Randolph TX as location where separation document is prepared**
- **Block 11: Records will show primary and all additional AFSCs held for 1 year or longer (prefix/suffix not used)**
 - **NOTE: No reporting identifiers will be included in the form**
- **Block 12d: This block will reflect all periods of active duty**
 - **Source Documents: Previous 214s and Retirement Orders**
- **Block 12h: Will reflect start date of 214**



Commonly Misunderstood Items

- **Block 13: Retirement medals will be included on official DD Form 214**
 - This decoration will not show on the DD Form 214 Worksheet
 - Operations Locations cannot be identified on the form
 - The following statement could be included on block 18: “Member deployed in support of Operation X”; provide your DD214 technician source documents
- **Block 14: Formal Training, PME and Courses with Personnel Data Systems (PDS) number**
- **Block 21: Will read “Member not available for signature”**



Frequently Asked Questions

- **How can I access vMPF when I am on terminal leave?**
 - Member creates a User ID/Password using the link below prior to beginning terminal leave
 - <http://dodpki.c3pki.chamb.disa.mil/rootca.html>
- **Why does Block 8b show JBSA Randolph TX as Station where Separated, I am not stationed there?**
 - This block identifies the location where the separation documents are prepared
- **Can you add my retirement medal before it has been updated in MILPDS?**
 - No, the close out date is usually a future date and cannot be validated by MILPDS until it becomes effective.



Frequently Asked Questions

- **Why aren't all of my training courses showing on my DD214?**
 - **AFI 36-3202, Table 4, Rule 14, establish PME and formal in-service training courses are listed on the DD214.**
 - **Exception: Training courses with PDS codes can be listed if requested by member**
 - **How do you calculate my Primary Specialty time?**
 - **AFSCs held for a period of 1 year or longer are recorded**
 - **Member must have performed duties in the AFSC**
 - **Reflected dates will match the member's duty history in MILPDS**
 - **Where is my prior service time identified/calculated?**
 - **Located in block 12e**
 - **Calculated based on service dates on retirement orders**
 - **Why aren't my foreign service dates correct?**
 - **Foreign Service dates will match member's duty history in MILPDS**
-



Take Aways

- The DD214 is only as accurate as the data in the personnel systems – Make sure your information is updated
- Obtain a USERID/Password on AFPC Secure homepage page or via link below prior to terminal leave so that you can access vMPF without a CAC
 - <https://w20.afpc.randolph.af.mil/afpcsecurenet20/PKI/PKICreateld.aspx>
- Additional information can be obtained on the AFPERs website <https://gum-crm.csd.disa.mil/app/landing> or by e-mailing the Total Force Service Center at dps.ddfm@us.af.mil

Headquarters Air Force Personnel Center

