

29 Apr 22
Version 10

Separations Program

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Department of the Air Force active duty service members, servicing Military Personnel Flights (MPF) and Force Support Squadrons (FSS) in understanding and processing Separation actions.



SEPARATIONS PROGRAM

Revision History

DATE	SUMMARY OF CHANGES
29 Apr 22	<p>Changed all references of AF to DAF, to include Space Force. Attachment 14, Discharge Review Fact Sheet, has been updated. Updated Attachment 18, Mental Disorder Discharge Checklist. Added note regarding use of Attachment 20 (GI Bill) for PALACE CHASE separations. Updated the officer withdrawal/DOS change request process in Section G and Attachment 4. Made numerous updates to PALACE CHASE requirements in Sections B, C, E and F. Changes include receipt of AF Form 1288 to NLT 91 days after PALACE CHASE approval, proof of COVID vaccine, and instructions for ISRs. Added information for enlisted on indefinite DOS contract for applying for PALACE CHASE. Updated entry level separation responsibility in Section H. Clarified voluntary separation application guidance for members in Basic Military Training or Technical Training. Added information regarding Caregiver separation in Attachments 3 and 4.</p>
19 Apr 21	<p>Added updated requirement in Section B and Section E for members applying for separation and who have an ADSC for the Post 9/11 GI Bill; revised Attachment 20. Updated Table 10 in Section H to clarify EPR/LOE requirements. Revised Attachment 13, item 5. Adjusted the definition of mental health provider in Attachment 18, the Mental Disorder Discharge Checklist. Attachment 23, sample Medical Examination Clearance Memo, has been revised.</p>
16 Sep 20	<p>Updated the guide throughout to process applicable cases via the Legal Transit system vice myPers incident. Made revisions to PALACE CHASE processing guidance in Sections B, C, E, and F. Updated PALACE FRONT AF Form 1288 submission requirements in Sections A and E. In Section H, Table 11, clarified mandatory required documents. Added a new Section P to provide procedures for processing a VLPAD separation. Replaced use of the Transition Assistance Program (TAP) completion memorandum with use and submission of the completed DD Form 2648. Replaced Attachment 21 (TAP memorandum) with the DD Form 2648. Updated Section H and Attachment 13 to add Attachment 24 as a mandatory document to be included in admin discharge cases.</p>
3 Aug 20	<p>Updated AFPC/DP2STM office symbol to DP2SSR throughout. Clarified routing guidance for involuntary hold beyond ETS requests in Section A. Added guidance in Section B for separation requests by Airmen under a Career Status Program enlistment contract. Revised the information in Table 11 in Section H, regarding officer involuntary separation processing. Additionally, included new NOTE (5) in Section H regarding requirement should a base want to stop an approved separation. Updated dual action processing information in Section K. Updated information on E5 transaction updates in Section M. Added clarification on orders and DD Form 214 preparation for medical separations/retirements in Section O. Revised Attachment 21, TAP Memo.</p>

SECTION A. NORMAL ETS/MANDATORY SEPARATION

INTRODUCTION:

This section covers normal separations upon Expiration of Term of Service (ETS). Airmen are entitled to separate from active duty upon ETS, unless there is a specific authority for retention. An ETS occurs when Airmen complete an enlistment contract or term of active service required by active duty orders. This application is designed to assist Airmen who have completed their obligated term of service and are approaching their ETS.

OFFICE OF PRIMARY RESPONSIBILITY (OPR): Separations and Retirements Branch (AFPC/DP1TSS)

TARGET AUDIENCE: Department of the Air Force (DAF) active duty service members

REFERENCES/RELATED PROCESSES:

[AFI 36-3208](#), *Administrative Separation of Airmen*

[AFI 36-2102](#), *Base-Level Relocation Procedure*

[AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*

[AFI 36-2110](#), *Assignments*

[AFI 36-3020](#), *Family Member Travel*

[AFI 36-3205](#), *Applying for the PALACE CHASE and PALACE FRONT Programs*

ETS/Mandatory Separation Processing

PROCEDURES:

This section outlines the specific steps and responsibilities for the Separations ETS/Mandatory Separation process.

Table 1. Step-by-Step Procedures for ETS/Mandatory Separation Processing.

STEP	ACTION OWNER	NARRATIVE
1	Airman	<p><i>Initiate Application.</i></p> <p>1. All eligible Airmen receive a virtual Military Personnel Flight (vMPF) notification 180 days prior to Expiration of Term of Service/Date of Separation (ETS/DOS). Access myPers, click the Separation link on the left hand side of the page, click the “Initiating DOS Separation” link to separate. Complete the Initiate my DOS Separation worksheet. If separating under HYT attach the IRR agreement for separation pay. Click Submit. A myPers CX incident is sent to AFPC/DP1TSS to make appropriate updates in the Military Personnel Data System (MilPDS). <i>NOTE:</i> Allow 7 to 10 days for processing.</p> <p>2. Second or subsequent career Airmen receive a system-generated email at approximately 150 days from their ETS/DOS notifying them to select the “Initiate My DOS Separation” link on vMPF. Access myPers, click the Separation link on the left hand side of the page, click the</p>

STEP	ACTION OWNER	NARRATIVE
		<p>“Initiating DOS Separation” link to separate. Complete the Initiate my DOS Separation worksheet. If separating under HYT attach the IRR agreement for separation pay. Click Submit. A myPers CX incident is sent to AFPC/DP1TSS to make appropriate updates in the Military Personnel Data System (MilPDS). NOTE: Allow 7 to 10 days for processing. If second term or career Airmen are not projected for reenlistment within 60 to 90 days of their DOS, they are automatically projected for separation.</p> <p>3. First-term Airmen without an approved Career Job Reservation (CJR) on file are automatically projected for separation 120 days prior to DOS. To apply for a CJR, contact the servicing Military Personnel Flight (MPF).</p>
2	AFPC/DP1TSS	Verification. Verify Airman’s eligibility for separation.
3	AFPC/DP1TSS	Eligible? If Yes, Go To Step 5. If NO, Go To Step 4.
4	AFPC/DP1TSS	Notification. Notify MPF via CMS for reasons of ineligibility.
5	AFPC/DP1TSS	<p>Update Separation in MilPDS. Complete separation update in MilPDS.</p> <p>1. 120 days prior to ETS/DOS, update separation in MilPDS for first term Airmen without an approved CJR. An automatic email is sent to Airmen notifying them of the approved separation.</p> <p>2. 90 days prior to ETS/DOS, submit CMS case to MPF requesting AF Form 418 (Selective Reenlistment Program (SRP) Consideration for Airmen in the Air Force/Air Force Reserve) signed by unit commander for Airmen with ineligible reenlistment codes. Upon verifying AF Form 418 update member’s separation accordingly. An automatic email is sent to Airmen notifying them of the approved separation. NOTE: If an Airman becomes eligible to reenlist after they have been projected for separation, they must have their MPF contact AFPC/DP1TSS to cancel the separation.</p> <p>3. Thirty days prior to ETS/DOS, update separation in MilPDS for career Airmen without a projected reenlistment. An automatic email is sent to Airmen notifying of the approved separation. NOTE: Refer the Airman to the MPF if they intend to reenlist or extend their enlistment.</p>
6	AFPC/DP1TSS	Notification. Notify Airman of the approved separation.
7	AFPC/DP1TSS	Complete Separation Actions. Pull roster from Orders Processing Application (OPA) 120 days prior to DOS.
8	AFPC/DP1TSS	Complete Separation Actions. Upon receipt of the Pre-Separation Order Worksheet and DOS, produce the AF Form 100, Request and Authorization for Separation.
9	AFPC/DP1TSS and AFPC/DP1OSC	<p>Complete Separation Actions.</p> <p>1. (DP1TSS) Update E53 transaction in MilPDS.</p> <p>2. (DP1OSC) Upon receipt of the Airman’s DD Form 214 worksheet and DOS, produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty.</p>
10	AFPC/DP1TSS	Complete Separation Actions. Monitor systems for rejects.
11	AFPC/DP1TSS	System Rejects? If Yes, Go To Step 12. If No, Go To Step 13.
12	AFPC/DP1TSS	Complete Separation Actions. Correct any system rejects.
13	AFPC/DP1TSS	System Updates. DOS correctly consummates.
14	Airman	Follow Post Approval Separation Actions. Receive approval notification from AFPC/DP1TSS, and follow the Post Approval Separation Actions at Attachment 7 .

STEP	ACTION OWNER	NARRATIVE
15	MPF	<p>Final Out-Process. Final out-process the Airman regardless of their location. Mail all source documents to ARMS at:</p> <p style="text-align: center;">AFPC/DP1ORM 550 C Street West, Suite 21 JBSA Randolph, TX 78150-4723</p> <p>Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.</p>

Roles and Responsibilities

1. AIRMEN:

- a. Receive a vMPF notification 180 days prior to ETS/DOS to initiate separation. **Access myPers, click the Separation link on the left hand side of the page, click the “Initiating DOS Separation” link to separate.** Complete the Initiate my DOS Separation worksheet. If separating under HYT attach the IRR agreement for separation pay. Click Submit. A notification with intent to separate is sent to AFPC/DP1TSS to begin separation actions upon Airmen submitting separation action. Upon confirmation of separation update, refer to [Attachment 7](#) to complete Post Approval Separation Actions.
- b. Airmen with an approved voluntary separation date may request withdrawal of their separation date if they meet the following conditions:
 - Must not have expended funds against their separation orders including household goods shipments or travel of family members. **EXCEPTION:** Under extreme hardship with supporting justification
 - Must not have departed their unit of assignment on terminal leave for separation in accordance with [AFI 36-2606](#), paragraph 5.7, *Reenlistment in the United States Air Force*
 - Must be eligible for extension of enlistment or reenlistment in accordance with AFI 36-2606 and approved by their commander to extend or reenlist. An approved AF901 or AF1411 must be sent to AFPC/DP1TSS.
 - Must not be high year tenure (HYT) restricted

For HQ AGR Airmen: Obtain a copy of DD Form 214, **Certificate of Release or Discharge from Active Duty** and AF Form 100, **Request and Authorization for Separation** at final out-processing. Fax both forms to AF/REAMO at DSN 425-1181 or commercial (703) 588-1181.

2. MILITARY PERSONNEL FLIGHT (MPF):

- a. Track members approaching their DOS with the LOSS roster. Prompt member to initiate either reenlistment/extension action, or access the **“Initiating DOS Separation” link** on myPers. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from the web-link.
- b. Educate and assist commanders and Airmen with the myPers web-based separation application process.
- c. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- d. Mail all source documents in accordance with AFI 36-2608, Attachment 2 to the Automated Records Management System (ARMS):

HQ AFPC/DP1ORM

550 C Street West
Suite 21
JBSA-Randolph, TX 78150-4723

- e. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.
 - f. When applicable, transfer an active Unfavorable Information File (UIF) of the separating airman when he/she is transferred to the Individual Ready Reserve (IRR) because of a remaining military service obligation. The member's UIF must be forwarded to the Reserve Service Programs Branch at the Air Reserve Personnel Center (address below). The Reserve Service Programs Branch acts as the servicing MPF for all members assigned to the Individual Ready Reserve. This process helps to ensure a warm handoff of this important personnel information, which could be needed in the future should the member be recalled from the IRR. POC: ARPC/DPAMR, DSN 847-3550.
 - g. Follow instructions outlined in DOS Separation Cancellation section below for requesting cancellation of a separation for purposes of airman's reenlistment or extension.
3. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**
Establish policy and procedures as they relate to separations.
4. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**
- a. Make appropriate separation updates in MilPDS. Refer to [Section M](#) for ETS Voluntary Separation update instructions and E5 Transaction update instructions.
 - b. Determine eligibility based on the criteria in AFI 36-3208, Chapter 2. For Separations Pay, determine eligibility based on the criteria in AFI 36-3208, Chapter 9.
 - c. Refer to [Attachment 7](#) for Post Approval Separations Actions.
 - d. Produce AF Form 100, **Request and Authorization for Separation**.
 - e. Cancel approved separation date. Refer to [Section M](#) for update instructions to cancel approved separation.
5. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**
- a. Produce DD Form 214, **Certificate of Release or Discharge from Active Duty**.

DOS Separation Cancellation

MPFs DO NOT cancel separations; all cancellations are done by AFPC. When Airmen have been projected for separation (Record Status 20) and have executed an authorized reenlistment/extension, IAW AFI 36-2606, *Reenlistment or Extension of Enlistment in the United States Air Force*, the MPF Career Development Element must immediately request the projected separation action be cancelled. The following action(s) are executed:

1. The MPF will immediately process a "Separation Cancellation (Reenl/Ext)" case in the Case Management System (CMS) to AFPC Separations (DP1TSS) requesting the Separation be cancelled for immediate reenlistment/extension.
2. The MPF must attach a copy of the AF Form 1411, *Extension of Enlistment in the USAF* or the AF Form 901, *Reenlistment Eligibility Annex to DD Form 4* to the case type.

3. After AFPC has taken action to remove the projected Separation, the MPF must immediately project the extension/reenlistment data in MilPDS, or the member will be projected for Separation during end-of-day processing.

NOTE: The MPF can prevent these action(s) by timely projecting all reenlistments and updating the Airman's extension in MilPDS. The MPF is highly encouraged to work with their PSM office to create rosters identifying Airmen within 180 days of DOS who have no projected reenlistment on file to obtain the Airman's reenlistment intent.

AFPC Separations (DP1TSS) will remove the projected separation action and/or restore the Airman's record to MilPDS and notify the MPF once that action has been completed, by referring the case to the MPF originating office. AFPC/DP1TSS will return any CMS without action when there is no supporting documentation to support the requested action. If clarification is required on the Airman's eligibility to reenlist/extend, the case should be forwarded to AFPC/DP2SSM (Reenlistments) for assistance.

Transaction Reporting And Control (TRAC) Briefing

The TRAC program assists HQ USAF planners in projecting and managing enlisted force strength levels and provides resource managers sufficient lead-time to effectively backfill personnel separating from the DAF. Access myPers and proceed to the TRAC Briefing. **NOTE:** To access the TRAC briefing, Airmen must be eligible to reenlist and be within 12 months from their DOS. The system automatically performs an internal eligibility check. After reviewing the TRAC briefing, if intending to separate on DOS, Airmen will go to myPers (article 35841). Enlisted members who desire to initiate separation upon their ETS/DOS will use the [Initiate My DOS Separation](#) link in the article to submit a separation request. Members should not submit a request any earlier than 180 days prior to their ETS/DOS. Once the request is submitted it will initiate a myPers incident to AFPC/DP1TSS to make appropriate updates in MilPDS.

PALACE FRONT

PALACE FRONT is a program that allows active Air Force officers and enlisted Airmen to transfer from the United States Air Force (USAF) to the Air National Guard (ANG) or Air Force Reserve (USAFR) the day after separation from the Air Force non-PALACE CHASE, normally upon completion of an Active Duty Service Commitment (ADSC) or on reaching their DOS. Guidance can be found in [AFI 36-3205](#), *Applying for the PALACE CHASE and PALACE FRONT Programs* and [AFI 36-2115](#), *Assignments Within the Reserve Components*.

Airmen interested in applying for PALACE FRONT should contact their local In-Service Recruiters (ISR). An ISR verifies applicants' eligibility and assists Airmen in locating and reserving a position for each approved applicant. An ISR also assists Airmen in completing the AF Form 1288, **Application for Ready Reserve Assignment**.

It is imperative for Airmen desiring a PALACE FRONT position to initiate the application through the ISR as soon as possible. Upon approval, the ISR provides **the approved/completed AF Form 1288 to AFPC/DP2SSR (PALACE CHASE section) no less than five duty days prior to the Airman's approved DOS** to ensure the information is updated in a timely manner to prevent a break in service. **Exception:** A members completed AF Form 1288 may be submitted within five duty days as long as the applicant, the ARC ISR or the ARC MPF contacts AFPC/DP2SSR at the time of submission.

Medical Hold

INTRODUCTION:

Medical Standards (AFPC/DP2N) determines an Airman should be placed on medical hold.

NOTE: All extensions for Medical Hold and medical evaluation board/physical evaluation board (MEB/PEB) are processed at the local MPF Career Development Office. Career Development Offices receive notification from AFPC/DP2N outlining the number of months of the approved medical extension. Airmen must agree in writing to a medical hold and execute the AF Form 1411, **Extension or Cancellation of Extension of Enlistment in the Regular Air Force (RegAF)/Air Force Reserve (AF Reserve)/Air National Guard (ANG)**. The MPF processes the extension in accordance with current DAF procedures and [AFI 36-2606](#), *Reenlistment in the United States Air Force*, Table 6.1, Rule 9. Commanders may not disapprove extensions for Airmen undergoing medical hold, MEB/PEB processing.

OPR: Sustainment Support Branch (AFPC/DP1SS) - Reenlistments

REFERENCES: [AFI 36-2606](#), *Reenlistment in the United States Air Force*, [AFI 48-123](#), *Medical Examination and Standards*; [AFI 36-3208](#) *Administrative Separation of Airmen*; [AFI 36-3207](#), *Separating Commissioned Officers*, and [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*.

TARGET AUDIENCE: Department of the Air Force active duty service members

Medical Hold – (Authority: [AFI 36-3208, para 2.6](#) and [AFI 48-123](#)). The base medical treatment facility (MTF) sends a full narrative summary to AFPC/DP2N (Medical Standards) justifying the need for medical hold. Enlisted Airmen must accept or decline medical hold in writing.

Table 2. Step-by-Step Procedures for Medical Hold Processing.

STEP	ACTION OWNER	NARRATIVE
1	AFPC/DP2N (Medical Standards)	<i>Determine Medical Hold.</i> Determine if medical hold is authorized.
2	AFPC/DP2N	<i>Send notification to MPF.</i> If medical hold is approved, send notification/instructions to the MPF. Send enlisted Airman's accept or decline memorandum to the MPF, Attachment 8 , Decline Retention Beyond ETS or Attachment 9 , Request Retention Beyond ETS.
3	AFPC/DP1TSS	<i>Rescind/Revoke Separation Orders.</i> Upon notification of Airman's medical hold, cancel approved separation and rescind/ revoke separation orders.
4	AFPC/DP1TSS	<i>Close Case.</i> Case is closed. A new case will be initiated when airman approaches new DOS.
5	MPF	<i>Update Extension.</i> Produce AF Form 1411, Extension or Cancellation of Extensions of Enlisted in the Regular Air Force (REGAF)/Air Force Reserve (AF Reserve)/Air National Guard (ANG) and update E63 transaction.
6	AFPC/DP2N	<i>Set date.</i> Set a date for completing reevaluation and disposition of the Airman's case.

STEP	ACTION OWNER	NARRATIVE
7	AFPC/DP2N	Notification: 1. Notify AFPC/DP1TSS when the Airman is removed from medical hold. 2. Notify AFPC/DP1TSS and AFPC/DPFD (Disability Branch) when the Airman is removed from Medical Hold pending a disability separation/retirement.
8	AFPC/DP1TSS	ETS/DOS Sseparation or Disability Separation/Retirement? If the Airman is pending an ETS/DOS separation, GO TO STEP 9 . If the Airman is pending a disability separation/retirement action is completed by AFPC/DPFD in STEP 10 .
9	AFPC/DP1TSS	Update. Update the DOS in MilPDS, allowing 10 calendar days for out-processing. Notify the Airman, (via email) of the approved DOS and provide instructions to obtain separation orders. NOTE: Complete this action only when an Airman is pending an ETS/DOS separation. GO TO STEP 11.
10	AFPC/DPFD (Disability Branch)	Update. Update the DOS in MilPDS, and process and distribute the Disability Separation Order. NOTE: Complete this action only when an Airman is pending separation/retirement. The MPF continues to conduct final out-processing separation actions.
11	Airman	Refer to Post Approval Separation Actions. Refer to Post Approval Separation Actions at Attachment 7 .
12	AFPC/DP1TSS and AFPC/DP1OSC	Complete Separation Actions. 1. Update E53 transaction in MilPDS. 2. Upon receipt of the Pre-Separation Order Worksheet and DOS, produce the AF Form 100, Request and Authorization for Separation . 3. (DP1OSC) Upon receipt of the Airman's DD Form 214 worksheet and DOS, produce and distribute the DD Form 214. Certificate of Release or Discharge from Active Duty.
13	MPF	Final Out-Process. Conduct final out-processing actions with the Airman, regardless of their location. Mail all source documents to ARMS at: <p style="text-align: center;">HQ AFPC/DP1ORM 550 C Street West Suite 21 JBSA Randolph, TX 78150-4723</p> Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Roles and Responsibilities

1. **AFPC MEDICAL STANDARDS BRANCH (AFPC/DP2N):**
 - a. Determine if medical hold is authorized.
 - b. If medical hold is approved, update MilPDS to place the Airman on Medical Hold. Refer to [Section M](#) for Medical Hold update instructions.
 - c. Send notification instructions to the Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR)).

2. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.

3. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**

- a. Upon notification of medical hold, cancel approved separation and rescind/revoke orders. Refer to [Section M](#) for update instructions to cancel approved separation.
- b. Upon notification of release from medical hold with no further action, make appropriate separation and E53 transaction updates in MilPDS. Refer to [Section M](#) for Approval of ETS Voluntary Separation update instructions and E5 Transaction update instructions.
- c. Notify MPF of approved DOS and orders completion.

4. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**

Produce AF Form 100, **Request and Authorization for Separation** and DD Form 214, **Certificate of Release or Discharge from Active Duty**.

5. **MILITARY PERSONNEL FLIGHT (MPF):**

- a. Notify Airman when separation order has been rescinded/revoked.
- b. Produce AF Form 1411, **Extension or Cancellation of Extensions of Enlisted in the Regular Air Force (REGAF)/Air Force Reserve (AF Reserve)/Air National Guard (ANG)** in accordance with [AFI 36-3206](#).
- c. Make appropriate extension and E63 transaction updates in MilPDS.
- d. Upon notification of release from medical hold with no further action, retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from the web-link.
- e. Educate and assist commanders and Airmen with the myPers web-based separation application process.
- f. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- g. Mail all source documents (in accordance with [AFI 36-2608](#), Attachment 2) to ARMS:
HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA Randolph, TX 78150-4723
- h. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Involuntary Retention Beyond ETS

INTRODUCTION:

Airmen may not be held involuntarily past their ETS/DOS unless court martial charges have, or are anticipated to be preferred (court-martial or investigation). The Staff Judge Advocate (SJA) must notify AFPC/DP2SSR immediately, in writing, to involuntarily extend an enlisted Airman's ETS/DOS ([Attachment 10](#)). AFPC must receive notification prior to the Airman's ETS/DOS. Involuntary hold requests will be submitted via CMS to the AFPC Invol Sep Submit Tier 2 box. The case type is Sep REBETS. Verbal notification is authorized when time does not permit written notification. Written confirmation of the verbal notice should be provided to AFPC/DP2SSR within five workdays. Upon

notification, AFPC/DP2SSR ensures all actions are completed to involuntarily retain the Airmen beyond ETS.

NOTE: Airman cannot be retained beyond their ETS/DOS for administrative actions, i.e., Article 15 actions, administrative (involuntary) separation actions, etc. Administrative Hold is not authorized for Airmen separating on their ETS/DOS. Airmen may request to voluntarily extend for completion of such actions.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#) *Administrative Separation of Airmen*; [AFI 36-3207](#), *Separating Commissioned Officers*, and [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*

TARGET AUDIENCE: Department of the Air Force active duty service members

Table 3. Step-by-Step Procedures for Retention Beyond ETS Processing.

STEP	ACTION OWNER	NARRATIVE
1	Wing Commander/ Legal Office	Notification. Immediately notify AFPC/DP2SSR in writing with a courtesy copy to MPF and the unit commander when anticipating preferring of charges on an Airman. Refer to Attachment 10 . NOTE: Extension updates are completed in 1-3 month increments. If the condition continues past the initial ETS adjustment, an additional request must be made.
2	AFPC/DP2SSR	Notification. Upon notification of preferring of charges, cancel approved separation, update MilPDS to extend DOS and notify AFPC/DP1TSS to rescind/revoke separation orders.
3	AFPC/DP1TSS	Rescind/Revoke Separation Orders. Upon notification from AFPC/DP2SSR rescind/revoke separation orders.
4	MPF	Assist Commanders/Judge Advocate (JA) officer. Assist commanders and JA officers with procedures, if notified of further administrative/disciplinary action. NOTE: The MPF does not have authority to involuntarily extend an Airman's ETS.
5	Wing Commander or Legal Office	Notification. Immediately notify AFPC/DP2SSR in writing when action is complete and no further action is warranted.
6	AFPC/DP2SSR	Notification. Notify AFPC/DP1TSS to update separation.
7	AFPC/DP1TSS and AFPC/DP1OSC	Update MilPDS. 1. Update MilPDS with a DOS 10 calendar days from notification date. 2. Upon receipt of Airman's pre-separation order worksheet, issue separation orders within 48 hours. 3. (DP1OSC) Upon receipt of the Airman's DD Form 214 worksheet and DOS, issue the DD Form 214.
8	MPF	Final Out-Process. Final out-process the Airman regardless of their location. Mail the source documents to ARMS at: HQ AFPC/DP1ORM 550 C Street West Suite 21

STEP	ACTION OWNER	NARRATIVE
		JBSA Randolph, TX 78150-4723 Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Releasing a Hold on an Approved Separation - The SJA will immediately notify, AFPC/DP2SSR in writing, see [Attachment 11](#), Release from Retention Beyond ETS or [Attachment 12](#), Release from Beyond ETS, with negative results. AFPC/DP2SSR will update the date of separation in MilPDS allowing Airmen ten calendar days to out process. Upon receipt of the pre-separation orders worksheet from the Airman, AFPC/DP1TSS will provide the separation order to the Airman within 48 hours, and the MPF will final out-process the Airman.

R U L E	A If AFI 36-3208 retention condition is	B Consent of airman is	C and ETS is adjusted forward by
1	Term of enlistment is extended by law	Not required	Prescribed duration of extension period
2	Enroute to place of separation		1 month
3	Under court-martial charges or on conviction by court-martial		1 to 3 months (Note 3)
4	Declined to reenlist as scheduled		7 days

NOTES:

1. When the condition that required retention terminates before the adjusted ETS expires, separate the Airman as soon as possible. Regardless of prior ETS update actions, no authority exists to delay the separation.
2. If an individual is in a deserter or in AWOL status, military confinement, or on appellate review leave (duty status codes 06, 07, 16, 17, or 52), the MPF cannot extend the Airman’s DOS or ETS, even if it has expired. This includes executing a new extension as well as entering a previously executed one prior to making up the bad time.
3. If the condition continues beyond the initial ETS adjustment period, additional update transactions may be made. Follow-up actions must be done every 30 days to complete any further extension which may be required.

Roles and Responsibilities

1. MILITARY PERSONNEL FLIGHT (MPF):

- a. Advise and assist commanders and JA officers with procedures.
- b. Monitor transaction registers (TR) for extension by AFPC/DP2SSR and notify AFPC/DP2SSR if a reject occurs. **NOTE:** MPF does not have authority to involuntarily extend an Airman’s ETS.
- c. Upon notification of the Airman’s DOS, update the SSN in virtual out-processing (vOP) and utilize the short notice checklist in accordance with [AFI 36-2102](#).
- d. Coordinate with Reenlistment Section to ensure the reenlistment code is updated prior to separation.
- e. Educate and assist commanders and Airmen with the separation process.

- f. Refer to [Attachment 7](#) for Post Approval Separations Actions.
 - g. Mail all source documents (in accordance with AFI 36-2608, Attachment 2) to ARMS:
HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA-Randolph, TX 78150-4723
 - h. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.
2. **LEGAL OFFICE/WING COMMANDER:**
- a. Immediately notify AFPC/DP2SSR in writing when anticipating preferring charges on an Airman. Refer to [Attachment 10](#).
 - b. Immediately notify AFPC/DP2SSR and MPF in writing when action is complete and no further action is warranted. Refer to [Attachment 11](#) or [Attachment 12](#).
3. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**
Establish policy and procedures as they relate to separations.
4. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):**
- a. Upon notification of preferring charges, update MilPDS to extend DOS. Refer to [Section M](#) for Retention Beyond ETS/Medical Hold update instructions.
 - b. Upon notification of release “*With No Further Action*”, notify AFPC/DP1TSS to make appropriate separation updates in MilPDS.
 - c. Upon notification of Court Martial Actions/results, refer to the [Appellate Review Leave PSD Guide](#) for further guidance. **NOTE:** Unless the Court Martial directs discharge an Airman cannot be administratively separated after being retained beyond their DOS. The DOS is established for 10 calendar days from notification of release.
 - d. Notify the MPF of the approved DOS.
5. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**
- a. Upon notification of preferring charges from AFPC/DP2SSR, rescind/revoke separation orders.
 - b. Upon notification from AFPC/DP2SSR of release “*With No Further Action*”, make appropriate separation and E53 transaction updates in MilPDS. Refer to [Section M](#) for Approval of ETS Voluntary Separation update instructions and E5 Transaction update instructions.
 - c. Produce AF Form 100.
 - d. Notify the MPF of orders completion.
6. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**
Produce DD Form 214.

SECTION B. ENLISTED PRIOR TO EXPIRATION OF TERM OF SERVICE (PETS) SEPARATION

INTRODUCTION:

The enlisted Prior to Expiration of Term of Service (PETS) voluntary separation program is designed to assist in voluntarily applying for a separation date prior to the Airman's expiration term of service. The vMPF provides the capability for Airmen to apply and submit a request for PETS separation on-line. This electronic application replaces the AF Form 31, **Airman's Request for Early Separation/Separation Based on Change in Service Obligation**. **EXCEPTION:** Airmen assigned to Basic Military Training (BMT), or students (non-prior service) assigned to Technical Training School (TTS) are not required to utilize the electronic application unless AFPC is the approval authority (reference AFI 36-3208, Table 3.1).

For Airmen who do not have access to the electronic application, the AF Form 31, may be accomplished and forwarded to AFPC for further processing. Each local MPF establishes procedures for Airmen assigned to BMT, or students (non-prior service) assigned to TTS, whose separation authority is at base level. All processing actions to include completion of the AF Form 100 and the DD Form 214 are still the responsibility of each local MPF for Airmen assigned to BMT or students (non-prior service) assigned to TTS regardless of the approval authority level.

The Case Management System (CMS) provides the capability for the commander, base separation authority (BSA) and AFPC to view the Airman's request, complete their required action and if applicable, attach files to the application.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*, [AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

1. If eligible, Airmen may apply for PETS using the application located on the vMPF. **NOTE:** The types of PETS programs and eligibility criteria are available in **Attachment 3**.
2. Airmen applying for waiver of the GI Bill Transfer of Education Benefits (TEB) ADSC must complete and submit the waiver memorandum at [Attachment 20](#). The **memorandum must be completed before submission** of the separation request. Airmen will contact AFPC.DP2SST.EducationBenefits@us.af.mil to obtain information on the potential required recoupment amount that will be included in the waiver memorandum. **NOTE:** Attachment 20 is not required for Airmen who are applying for separation under PALACE CHASE.
3. Airmen on a NCO Career Status Program (CSP) contract may apply for voluntary separation under an appropriate provision (e.g., miscellaneous reasons, pregnancy, etc).
 - a. Application must be submitted no earlier than 12 months and no later than 180 calendar days prior to the desired DOS. Airmen requesting a date less than 180 days will submit a waiver request with justification. Airmen requesting separation for pregnancy or hardship do not have to request a DOS of at least 180 days out, nor include a waiver for such.

b. Normally Airmen will not apply for separation prior to completing any remaining ADSCs. However, Airmen with ADSCs beyond a desired DOS may apply; a waiver request and justification will be required.

c. **All requests for separation by Airmen under CSP** will be forwarded to AFPC Separations for final decision.

4. Airmen applying for PETS separation should be prepared to separate on the date requested.

5. Miscellaneous Reasons and Hardship separations, where the airman has less than 12 months remaining until ETS, are approved by the BSA. However, all hardship separations, regardless the remaining amount of time to ETS, are reviewed at AFPC to ensure they meet approval criteria.

Table 4. Step-by-Step Procedures Enlisted Voluntary Separation Action prior to ETS (PETS).

STEP	ACTION OWNER	NARRATIVE
1	Airman	Initiate Application. Access myPers , click vMPF Self-Service Application, upon accessing the vMPF, click Self-Service Actions link and review PETS separation eligibility criteria and restriction information. BEFORE applying , if having an ADSC for Post 9/11 GI Bill, ensure Attachment 20 is completed, to include contacting AFPC.DP2SST.EducationBenefits@us.af.mil for required recoupment information. Attachment 20 is not required for Airmen who are applying for separation under PALACE CHASE. On the vMPF main web page, select Self-Service Actions, Separations and Voluntary Separation . Click the “Apply for Voluntary Separation” button to complete the PETS application. Complete all steps to include entering the commander’s grade, name and organizational/official email address in the boxes provided and select the “Submit” button to forward to the unit commander for recommendation. NOTE: Ensure validation of the commander’s email address (i.e., global address listing). To view the status of an application, click the “View My Application” button. Do not use this application for normal Expiration Term of Service/Date of Separation (ETS/DOS).
2	Unit Commander	Recommendation. Upon receipt of an automatic email notification, access CMS and click the “HR Review” button to review the Airman’s application. Recommend approval or disapproval; provide reason if disapproval is recommended; annotate comments, if applicable and forward application to the base separation authority (BSA - Wing Commander or delegated representative).
3	Base Separation Authority (BSA)	Recommendation. Upon receipt of automatic email notification, access CMS and click the “HR Review” button to review the Airman’s application. Review AFI 36-3208, Table 3.1 to verify appropriate decision options. NOTE: The unit commander and Airmen will receive an automatic email notification of the BSA’s decision action.
4	Base Separation Authority (BSA)	Decision Point. Is requested DOS less than 12 months from ETS? If yes, GO TO STEP 5 . If no, GO TO STEP 8 .
5	Base Separation Authority (BSA)	Separation Authority is at Base Level. If approved GO TO STEP 6 . If disapproved, GO TO STEP 13 . NOTE: An automatic email notification will be sent to the unit commander and the Airman of the disapproval decision.

6	AFPC/DP1TSS	Separation Authority is at Base Level & Request is Approved. Verify eligibility in accordance with AFI 36-3208, administratively correct provision, if applicable, update the approved separation in MilPDS and GO TO STEP 14. NOTE: An automatic email will be sent to the commander and the Airman of approved request.
7	Airman	Refer to Post Approval Separation Actions at Attachment 7 upon notification of approval from AFPC.
8	Base Separation Authority (BSA)	Recommendation. Provide recommendation of approval/disapproval and forward Airman's application to AFPC using CMS.
9	AFPC/DP1TSS	Separation Authority is <u>not</u> at Base Level. Is the Airman eligible? If yes, GO TO STEP 10. Verify eligibility and complete internal coordination of the Airman's application. If the Airman is ineligible GO TO STEP 13. Disapprove Application; an automatic email notification is sent to the Airman and unit commander of ineligibility/disapproval.
10	Assignment Functional	Recommendation. Assignment functional makes an approval/disapproval recommendation and forwards case to the TFSC.
11	AFPC/DP1TSS	Decision Point. Recommend approval? If yes, GO TO STEP 6. If no, GO TO STEP 12.
12	AFPC/DP1TSS	Complete Separation Actions. Request Disapproved. Update separation disapproval in CMS and click the "Close Case" button to close the CMS case file. NOTE: An automatic email notification will be sent to the unit commander and the Airman of the disapproval.
13	Unit Commander/ Airman	Receive Notification. Receive disapproval notification.
14	AFPC/DP1TSS	Complete Separation Actions. Retrieve roster from OPA to identify Airman separating at 120 days from DOS.
15	AFPC/DP1TSS	Complete Separation Actions. Upon receipt of the Pre-Separation Order Worksheet and DOS, produce the AF Form 100, Request and Authorization for Separation.
16	AFPC/DP1TSS and AFPC/DP1OSC	Complete Separation Actions. 1. Update E53 transaction in MilPDS. 2. (DP1OSC) Upon receipt of the Airman's DD Form 214 worksheet and DOS produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty.
17	AFPC/DP1TSS	Monitor systems for rejects.
18	AFPC/DP1TSS	Correct any system rejects.
19	AFPC/DP1TSS	System Updates. DOS correctly consummates.
20	MPF	Final Out-Process. Final out-process the Airman, regardless of their location. Mail all source documents to ARMS at: HQ AFPC/DP1ORM 550 C Street West Suite 21 JBSA Randolph, TX 78150-4723 Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Roles and Responsibilities

1. **AIRMEN:**

a. Access [myPers](#); click “I Would Like To”..., click Apply for Separation [vMPF], upon accessing the vMPF, click Self-Service Actions –link, select “**Voluntary Separation**” button. Thoroughly review the program description and eligibility criteria on the Introduction Page. **BEFORE applying**, if having an ADSC for Post 9/11 GI Bill, ensure **Attachment 20** is completed, to include contacting AFPC.DP2SST.EducationBenefits@us.af.mil for required recoupment information. NOTE: Attachment 20 is not required for Airmen who are applying for separation under PALACE CHASE. Click the “**Apply for Voluntary Separation**” button, review separation eligibility and restriction information for the PETS program separation provision. Click the “**Next**” button to proceed to the next screen. **NOTE: Do not use this application for normal Expiration Term of Service/Date of Separation (ETS/DOS).**

Step 1 of 8 – Utilize the drop down menu and select the appropriate separation provision. Review complete program description and eligibility criteria at [Attachment 3](#), Enlisted PETS Program. Click the “**Next**” button to proceed to the next screen. **NOTE:** Applicants applying under the Force Management Programs must select the “Miscellaneous” provision. For information on specific program, access the Separations page on [myPers](#).

Step 2 of 8 – Utilize the pop-up calendar, select a separation date and review the additional eligibility criteria. The date must be a future date and the applicant should be prepared to separate on the date requested. **NOTE:** Requested separation date must allow eight weeks for application processing time to include out-processing actions and any requested terminal leave time. If the requested DOS is less than the required timeframe, justification must be provided in the justification block. If approved, the approved date is normally the requested separation date. However, AFPC will consider a different date based on the Commander's recommendation and justification. If AFPC cannot support either requested separation date, the application will be disapproved. An extension of a separation date to allow for out-processing/terminal leave will not be favorably considered. Click the “**Next**” button to proceed to the next screen. **NOTE:** If the reason for the separation request is **Pregnancy** the following rules apply. If the Airman plans to separate while pregnant, the requested date must be prior to the anticipated date of delivery. Select a date at least 30 days prior to the anticipated delivery date and include 30 days to process the application. If OCONUS the requested separation date must be prior to 25 weeks due to travel restrictions. This will ensure sufficient processing time for the application and out-processing to include terminal leave if requested. If the Airman plans to separate after childbirth, they must apply no later than 12 months from date of delivery. The requested date of separation can be no more than 12 months from the date of application. AFPC has the authority to approve an earlier or later date than requested.

Step 3 of 8 – Enter the justification to support the request. There are 4,000 characters available. If additional information is needed, create a separate word document, use “**Add Attachment**” button in Step 8 and attach additional information. Overseas personnel requesting a date of separation (DOS) prior to DEROS must provide curtailment justification in remarks for the chain of command to approve. Click the “**Next**” button to proceed to the next screen.

Step 4 of 8 – Read and acknowledge each statement concerning reenlistment bonus and medical education in the box provided. Verify with the local Finance office regarding repayment of unearned portions of a reenlistment bonus, advance pay, or other indebtedness. Both boxes must be checked before the application can proceed. Click the “**Next**” button to proceed to the next screen.

Step 5 of 8 – If the separation provision is Pregnancy or Childbirth. Select the “**I Request Discharge**”, “**I Request Release**” or the “**N/A**” button. If the Airman has a Military Service Obligation (less than eight years total service), request either to be discharged or released from active duty. Click the “**Next**” button to proceed to the next screen.

Step 6 of 8 – Enter the commander’s grade, name and organizational/official email address in the boxes provided in order to submit the application. This will generate an automatic email notification to the commander. If separation reason is PALACE CHASE, refer to [Section C](#) for Enlisted PALACE CHASE guidance. The commander’s information is not required. Click the “**Next**” button to proceed to the next screen. **NOTE:** Ensure validation of commander’s email address (i.e., global address listing).

Step 7 of 8 – Utilize the drop down menu and select “Base AD CSS” for the appropriate Squadron Command Agency. Select “**Agency Not Found**” if unable to locate the correct agency. Click the “**Next**” button to proceed to the next screen.

Step 8 of 8 – Use the “**Add Attachment**” button to attach supporting/mandatory documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. Supporting documents are **mandatory** if the reason for separation is:

Separation Reason	Mandatory Supporting Document(s)
Air Force Non-Fulfillment of Enlistment or Reenlistment Agreement	DD Form 4, Enlistment/Reenlistment Document Armed Forces Of The United States
Early Release to Further Education	Acceptance Letter from School
Medical Education	Acceptance Letter from School
PALACE CHASE	AF Form 2631, PALACE CHASE Statement of Understanding/Contract ; AF Form 1288, Application for Ready Reserve Assignment , Career Data Brief, myFitness Tracker report, Individual Medical Readiness (IMR) screen shot and proof of COVID-19 vaccine (IMR Immunization Tab)
Hardship/Dependency	Written statements or supporting documents
Pregnancy	AF Form 469, Duty Limiting Condition Report ; If childbirth separation attach birth certificate or documentation of birth
Officer Training Program	Letter of Interest
Force Management Programs	Statement of Understanding

NOTE 1: The **DD Form 368, Request for Conditional Release**, is **not used for official approval of separation** by the active duty DAF for individuals applying for separation in order to join another Service either as enlisted or in order to go to a commissioning program. Regardless of completion of the DD Form 368, Airmen must still apply for separation via vMPF for official approval. The notification of contingent approval email and memorandum the Airman receives are the official documents to be provided to the other Service. While **there is no specific provision for Enlisted Airmen to inter-service transfer**, Airmen desiring to separate in order to enlist in another Service will apply under miscellaneous reasons. **Airmen must inform the gaining Service recruiter that the DD Form 368 is not the final Department of the Air Force approval for separation.**

NOTE 2: Ensure assignment availability code (AAC) 81 has been updated in system for pregnancy prior to submitting the application (Exception: not applicable if Airman is applying after childbirth for pregnancy separation). The date of availability is the expected delivery date plus 12 weeks maternity leave.

- b. If all supporting/mandatory documents are not received by AFPC, the application may be disapproved for lack of supporting documentation. **Airmen applying for waiver of the GI Bill Transfer of Education Benefits (TEB) ADSC must complete and submit the waiver memorandum at [Attachment 20](#).** NOTE: Attachment 20 is not required for Airmen who are applying for separation under PALACE CHASE. Click the “**Finish**” button to proceed to the next screen.
- c. Save the application before exiting the application. If the application is not saved and submitted within ten calendar days, it will be deleted. Allow sufficient time (6-8 weeks) to process the application. Click “**Submit Application**” to complete the application.
- d. Select the “**View My Application**” button to review and check the status of an application. This button is only available after the Airman saves or submits an application, or when the Airman has an approved active separation application on file.
- e. Select the “**Make Changes to My Application**” button to make changes/corrections to the application. **NOTE:** Do not submit the application unless prepared to separate on requested date.
- f. Upon notification of approval, refer to Post Approval Separation Actions at [Attachment 7](#).

2. **COMMANDER:**

- a. Access [myPers](#), click on the “CMS” button. Request CMS access through the MPF superintendent or the base MPF CMS administrator. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**(Total)**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”.
- b. Under the “**Inbox – Referred (Total)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review Airman’s application. This is the ONLY means of forwarding the application to the BSA. **NOTE:** The Airman’s case can be accessed by SSN or case number but the “**HR Review**” button will not be visible.
- c. Under “**Unit Commander Coordination**” heading:

Step 1. The Airman’s personnel data from MilPDS is provided to assist in making an approval/disapproval recommendation. The data is current as of the date of the application. Review the Airman’s application along with any attached documents. The commander should not make a recommendation on the application until the required documents are attached and the local/worldwide manning has been considered. Contact the local PSM office at MPF/FSS or AF Functional for worldwide and the local manning in the Airman’s AFSC. Attach manning numbers to CMS. If additional documents are required, the commander has the ability to scan and attach documents to the CMS case.

Step 2. Provide comments in the box provided. **Comments are mandatory if recommending disapproval. Provide justification for disapproval for Separation Authorities consideration.** AFPC will only accept the commander or section commander recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is required, create a separate word document, use “**Add Attachment**” button, and attach the additional information. **NOTE:** Only the Unit Commander or Acting Unit Commander or other person on “G series order may complete the Unit Commander Coordination in “**HR Review**”.

Step 3. Enter base separation authority organization/official email address in the box provided. An automatic email notification is generated to the BSA email address provided. A BSA is a commander who may exercise separation authority to include General officers who command units, commanders of divisions or wings, or commander who exercise special or general court-martial jurisdiction. In some cases, the authority is delegated in accordance with AFI 36-3208. If assistance is needed in determining the BSA, contact the servicing MPF.

Step 4. Utilize the drop down menu and select “**Base AD Separation Authority/Endorsement.**” Contact the local MPF, if the designated BSA is unknown or select “**Agency Not Found**” if unable to locate the designated agency.

d. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application will be forwarded to BSA and may be disapproved for lack of supporting documentation. Select the “**Refer**” button to forward application to the base separation authority. Supporting documents are mandatory if the reason for separation is:

Separation Reason	Mandatory Supporting Document(s)
Air Force Non-Fulfillment of Enlistment or Reenlistment Agreement	DD Form 4, Enlistment/Reenlistment Document Armed Forces Of The United States
Early Release to Further Education	Acceptance Letter from School
Medical Education	Acceptance Letter from School
PALACE CHASE	AF Form 2631, PALACE CHASE Statement of Understanding/Contract ; AF Form 1288, Application for Ready Reserve Assignment , Career Data Brief, myFitness Tracker report, Individual Medical Readiness (IMR) screen shot and proof of COVID-19 vaccine (IMR Immunization Tab)
Hardship/Dependency	Written statements or supporting documents
Officer Training Program	Letter of Interest
Force Management Programs	Statement of Understanding

NOTE: Advertise a list of available scanners within the unit to assist Airmen in attaching and scanning documents into the application.

e. Forward the Airman’s application using CMS to the base approval authority. This is the only avenue to forward the application to the BSA.

f. An application cannot be referred back to the Airman within CMS. **NOTE:** Local base routing procedures may dictate additional coordination outside of CMS. Once the commander clicks the “**Refer**” button, the application is sent directly to the BSA. **NOTE:** If the application was misrouted and the Airman is properly assigned to the appropriate organization within CMS, MPF personnel can forward the case in CMS to the correct “**Base AD CSS**”. Do not use this method to forward an application at any other time unless directed by AFPC.

3. **BASE SEPARATION AUTHORITY (BSA):**

a. Base Separation Authority are commanders who may exercise separation authority to include General officers who command units; commanders of divisions or wings or

commander who exercise special or general court-martial jurisdiction. In some cases, the authority is delegated in accordance with AFI 36-3208.

- b. Access [myPers](#) and click on the “CMS” button. Under the “Summary of Cases Requiring Action” heading, click the number in the “Total” column. Identify the Airman’s name and “PPA-Voluntary Separation”
- c. Under the “Inbox – Referred (Total)” heading, click the “Review” button identifying the Airman, scroll to the bottom of the page and click the “HR Review” button to review Airman’s application. **NOTE:** The Airman’s case can be accessed by SSN or case number but the “HR Review” button will not be visible.
- d. Under “Base Separation Authority Action” heading:

Step 1. The Airman’s personnel data from MilPDS is provided to assist in making a recommendation or approving/disapproving decision. The data is current as of the date of the application. Review the Airman’s application along with any attached documents. Refer to [AFI 36-3208, Table 3.1](#), to verify the appropriate decision action for the type of PETS program the Airman is requesting. **Miscellaneous Reasons and Hardship separations, where the airman has less than 12 months remaining until DOS, are approved by the BSA. However, all hardship separations, regardless the remaining amount of time to ETS, are reviewed at AFPC to ensure they meet approval criteria.** In instances where the BSA only makes a recommendation, forward the application to AFPC for final decision. **NOTE:** The BSA should not make a recommendation on the application until the required documents are attached and local/worldwide manning has been considered. Contact local PSM office at MPF/FSS or AF Functional for worldwide and local manning in the Airman’s AFSC. Attach manning numbers to CMS. If additional documents are required, the BSA has the ability to scan and attach the documents to the CMS case.

Step 2. Provide comments for the decision in the box provided. Comments are mandatory if disapproving, or making a recommendation to the application. AFPC will only accept the wing commander or designee recommendation; authority cannot be further delegated. There are 4,000 characters available; if additional information is needed, create a separate word document and use “Add Attachment” button and attach the additional information.
- e. Use the “Add Attachment” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application will be forwarded to AFPC and may be disapproved for lack of supporting documentation. Select the “Refer” button to proceed to forward application to AFPC. Supporting documents are mandatory if the reason for separation is:

Separation Reason	Mandatory Supporting Document(s)
Air Force Non-Fulfillment of Enlistment or Reenlistment Agreement	DD Form 4, Enlistment/Reenlistment Document Armed Forces Of The United States
Early Release to Further Education	Acceptance Letter from School
Medical Education	Acceptance Letter from School
PALACE CHASE	AF Form 2631, PALACE CHASE Statement of Understanding/Contract ; AF Form 1288, Application for Ready Reserve Assignment , Career Data Brief, myFitness Tracker report, Individual Medical Readiness (IMR) screen shot and proof of COVID-19 vaccine (IMR Immunization Tab)
Hardship/Dependency	Written statements or supporting documents

Officer Training Program	Letter of Interest
Force Management Programs	Statement of Understanding

f. Make a recommendation on the above types of PETS programs and forward the application to AFPC eligibility check and/or final decision. **NOTE:** Provide rationale on all other disapproved requests. **Comments are mandatory if recommending disapproval of an application.** **NOTE:** After final endorsement, an application cannot be referred back to the unit commander or Airmen within CMS.

4. **MILITARY PERSONNEL FLIGHT (MPF):**

- a. Assist the commander and Airmen with the vMPF web-based separation application process. Provide assistance in electronically attaching documents to separation application.
- b. Final out-process separating Airmen to include geographically separated units (GSU).
- c. Retain an advisory role in the redesigned voluntary separation process and provide guidance to Airmen after they have exhausted support from the Web-Link.
- d. Publish a list to the squadron commanders of separation reasons, and who is delegated to serve as the separation approval authority for each PETS type.
- e. Refer to [Attachment 7](#) for Post Approval Separations Actions. Mail all source documents (in accordance with AFI 36-2608, Attachment 2) to ARMS:

HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA Randolph, TX 78150-4723

- f. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.
- g. When applicable, transfer an active Unfavorable Information File (UIF) of the separating airman when he/she is transferred to the Individual Ready Reserve (IRR) because of a remaining military service obligation. The member's UIF must be forwarded to the Reserve Service Programs Branch at the Air Reserve Personnel Center (address below). The Reserve Service Programs Branch acts as the servicing MPF for all members assigned to the Individual Ready Reserve. This process helps to ensure a warm handoff of this important personnel information, which could be needed in the future should the member be recalled from the IRR. POC: ARPC/DPAMR, DSN 847-3550.

5. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.

6. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**

- a. Refer to [AFI 36-3208, Table 3.1](#) to verify the appropriate decision action for the type of PETS program the Airman is requesting.
- b. Access [myPers](#), click vMPF Self-Service Application, upon accessing the vMPF, click Self-Service Actions link and click on the "CMS" button.
- c. Under the "Summary of Cases Requiring Action" heading, click the number in the "Total" column.
- d. Under the "Inbox – Referred (Total)" heading, click the "Review" button identifying the Airman, scroll to the bottom of the page and click the "HR Review" button to review the Airman's application.
- e. Click the "HR Review" button to review the Airman's application.

f. Under “**BPO Action**” heading:

Step 1. Validate the Airman’s eligibility for the requested action and ensure the web-based application is properly completed. Utilize the web-based application and the RSLOSS SURF see [Attachment 5](#) to assist in determining the Airman’s eligibility, see [Attachment 3](#).

NOTE 1: If additional information is required, email the Airman requesting the additional information/documentation. Save the sent email to your desktop and attach it to the CMS case. Exit the application by clicking on the “X” in the upper right hand corner. Immediately click the browser back arrow once to return to the CMS case.

NOTE 2: If you wait too long, click the browser back arrow twice. Provide comments in the CMS “**Action/Comments**” area of the CMS case, i.e., pending further documentation. In the “**Follow up on this case:**” field, click the drop down calendar and select the suspense date (10 days), click on the “**Follow**” button, Click “**OK**”, Click the “**Add Attachments for this Case**” button and follow the instructions listed to attach the email. Click the “**Finish**” button. Once documents are received, attach them to the CMS case and refer the CMS case to the Assignment Functional, if applicable. If documents are not received within ten days, disapprove the Airman’s request.

Step 2. If the application requires the Assignment Functional Manager’s coordination, exit the application by clicking on the “x” in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case. (**NOTE:** if you wait too long, click the browser back arrow twice). Provide comments in the CMS **Action/Comments**” area of the CMS case for the Assignment Functional, click on the down error next to the “**Refer Case To:**” box, select the correct agency, click the “**Refer**” button, and click “**OK**”.

Step 3. Upon completion of internal coordination (if applicable) and validation, approve or disapprove the application. Click the “**HR Review**” button, under “**BPO Action**” heading provide approval/disapproval comments for the decision in the box provided. There are 4,000 characters available. Click “**Close Case**” button. An automatic email will be sent to the commander and the Airman of approved/disapproved request.

- Make the appropriate updates in MilPDS. If approved, refer to [Section M](#) for Approval of Enlisted PETS Voluntary Separation update instructions and E5 Transaction update instructions
- Refer to [Attachment 7](#) for Post Approval Separations Actions
- Produce AF Form 100, **Request and Authorization for Separation**
- Cancel approved separation date when necessary. Refer to [Section M](#) for update instructions to cancel approved separation

7. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**

a. Produce DD Form 214, **Certificate of Release or Discharge from Active Duty**

8. **AFPC (ASSIGNMENT FUNCTIONAL MANAGER):**

a. Access [myPers](#) and click on the “**CMS**” button. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Unread**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”

b. Under the “**Inbox – Referred (Unread)**” heading, click the “**Review**” button identifying the Airman and review the Airman’s application in CMS

- c. Provide approval/disapproval recommendation in the CMS “**Action/Comments**” area of the CMS case for the Assignment Function, click on the down error next to the “**Refer Case To:**” box, select the correct separation agency, click the “**Refer**” button, click “OK”

SECTION C. ENLISTED PALACE CHASE

INTRODUCTION:

Airmen desiring to leave active duty and request to transfer to an Air Reserve Component will apply for PALACE CHASE separation utilizing the vMPF PETS Voluntary Separation application. The PALACE CHASE program is an early release program which allows active duty Air Force enlisted Airmen to request transfer from active military service to an Air Reserve Component. The Air Force may waive a portion of applicants remaining term of enlistment (TOE) if they agree to all the terms outlined on the PALACE CHASE CONTRACT, AF Form 2631.

OPR: Separations Branch, PALACE CHASE (AFPC/DP2SSR)

REFERENCES: [AFI 36-3205](#), *Applying for the PALACE CHASE and PALACE FRONT Programs*, [AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*, [AFI 36-2005](#), *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories-Reserve of the Air Force and United States Air Force (Temporary)*.

TARGET AUDIENCE: Air Force active duty service members

Table 5. Step-by-Step Procedures for Enlisted Palace Chase.

STEP	ACTION OWNER	NARRATIVE
1	Airmen	<p>Initiate application. Access myPers PALACE CHASE Knowledge article to review separation eligibility criteria. Also, refer to AFI 36-3205, Table 1.1 and contact the ARC In Service Recruiter assigned to the Airmen’s MPF prior to starting a PALACE CHASE application. Must provide the ISR with a current: CDB, myFitness Tracker Report and IMR printouts. ARC ISR will generate the AF Form 1288 and AF Form 2631. <i>NOTE:</i> The AF Form 1288 must have a completed first endorsement prior to submitting application to AFPC.</p> <p>IMPORTANT! Squadron Commanders are the only personnel authorized to complete the first endorsement. IMPORTANT! Applicant’s duty status must be “PRESENT FOR DUTY or LEAVE”. Applicants CANNOT apply if duty status is “TDY” AND the “End” date is more than 30 days after the application start date. Applicant CANNOT be in “TDY” status for more than 30 day during the entire application process. NOTE: Enlisted members on an “Indefinite Enlistment” contract must have an ADSC that does not expire within 6 months of their requested DOS in order to apply for PALACE CHASE. Those with less than 6 months on their ADSC, or have no ADSC, can apply for voluntary separation under Miscellaneous Reasons.</p> <p>Link to Applicant Field Tutorial</p>
2	In-Service Recruiter (ISR)	<p>Determine Eligibility. Prescreen all Airmen to determine if the Airman is eligible for accession into the ARC. Assist the Airmen completing the applicable forms. AF Form 1288 and</p>

		AF Form 2631 should be generated by the ARC ISR and completed by the Airmen. Review myFitness Tracker Report, CDB and IMR screenshots to verify Airmen is qualified to apply.
3	Airmen	First Endorsement Coordination. Coordinate with Squadron Commander for AF Form 1288 first endorsement.
4	Unit Commander	CC Recommendation. Using the AF Form 1288 First endorsement provide an approval/disapproval recommendation. When recommending approval Commanders are required to describe the applicant's service. When recommending disapproval Commanders are required to provide an explanation. Comments must be provided in the "Remarks" section. NOTE: AF Form 1288 first endorsement must be returned to the Airmen within 14 days.
5	Airmen	Submit Application. On the vMPF main web page, select "Self-Service Actions", "Separations", and "Voluntary Separation" to view the Introduction Page. You can review the individual separation provisions on the Introduction Page. Select "PALACE CHASE" to review information on the PALACE CHASE program. When ready to begin a PALACE CHASE application select "Apply for Voluntary Separation". Complete steps one through eight to submit application to AFPC/DP2SSR. IMPORTANT! Failure to submit a complete application will result in the application being returned to the Airmen without action. Link to Applicant Field Tutorial
6	AFPC/DP2SSR	Eligibility Verification. Determine eligibility using documents submitted by Airmen, current MilPDS information and CMS. Is the applicant eligible to apply and was a complete application submitted? If yes, route application to the appropriate assignment team for coordination. GO TO STEP 7. If no, GO TO STEP 8.
7	AFPC/DP1TA	Assignment Recommendation. Provide an approval/disapproval recommendation and include manning percentages. When recommending disapproval, a complete explanation is required and remarks must include manning percentages. Manning percentages must include current AFSC, unit, skill level, grade and worldwide percentages. Refer case (CMS) to AFPC PALACE CHASE SEPS TIER 2 (DP2SSR) within 14 days.
8	AFPC/DP2SSR	Returned Without Action. Application will be returned to the Airmen without action and no decision was made on the member's application. Airmen is authorized to reapply as soon as the disqualifying factor is changed, missing information available or assignment information is obtained. IMPORTANT! Airmen must reapply by opening a new "Voluntary Separation Application" - PROCESS COMPLETE

9	AFPC/DP2SSR	Approval or Disapproval Decision. If application is Approved, GO TO STEP 10 . If application is Disapproved, GO TO STEP 11 . NOTE: Final approval is contingent upon receipt of ARC assignment information.
10	AFPC/DP2SSR	Tentative Approval. Was AF Form 1288 submitted with complete blocking information in the second endorsement? If Yes, application is Final Approved, GO TO STEP 12 . If No, notify the Airmen, the Commander and the ISR of the Tentative Approval GO TO STEP 13 . IMPORTANT! Completed AF Form 1288 must be received by AFPC/DP2SSR before the 91st day following Tentative Approval notification.
11	AFPC/DP2SSR	Application Disapproved. Disapproval decisions are made after a complete evaluation of the application and a thorough review of recommendations from all levels. Update disapproval in CMS; notify the ISR and the Airman and Airmen's Commander. NOTE: If application is disapproved the Airman may not reapply for 120 days from the date the applicant was notified of disapproval. PROCESS COMPLETE.
12	AFPC/DP2SSR	Final Approval. When the application is final approved, notify the Airman, the Commander and the ISR. The applicant is now authorized to begin pre-defined out-processing actions in Attachment 7 GO TO STEP 16 .
13	In-Service Recruiter	Assignment Coordination. Contact the Gaining ARC Personnel Employment Element to obtain the assignment information. Assignment blocking will be provided on the AF Form 1288, second endorsement section. NOTE: AFPC/DP2SSR must receive assignment information NLT the 91st day following tentative approval notification.
14	Gaining ARC Personnel Employment Element	ARC Assignment. Units MUST complete/validate all required medical clearance prior to providing assignment information in the second endorsement of the AF Form 1288. Return completed AF Form 1288 to ISR.
15	ISR	AF Form 1288 Submission. ISR completes third endorsement. ISR will submit the completed AF Form 1288 to AFPC/DP2SSR with second and third endorsements using Attachment 22 for guidance. Was assignment information provided to AFPC/DP2SSR prior to the 91 st day? If yes, GO TO STEP 12 . If no, GO TO STEP 11 .
16	Airmen	Begin Out-processing. Notify MPF prior to starting pre-defined out-processing actions in Attachment 7 . Is Airmen projected to the ANGUS? If yes, GO TO STEP 18. If no, GO TO STEP 17.
17	Active Duty or Reserve Military Personnel Flight	Reenlistment. (AFRC Airmen only) Completes the DD Form 4-1-2; reenlistment should cover the entire period of the PALACE CHASE contract date in years and weeks. <i>Only applies to Airmen projected to AFRC assignments.</i>

18	AFPC/DP1TSS and AFPC/DP1OSC	<p>Complete Separation Actions.</p> <p>1. Update E53 transaction in MilPDS.</p> <p>2. Upon receipt of the Pre-Separation Order Worksheet and the DOS, produce the AF Form 100, Request and Authorization for Separation.</p> <p>3. (DP1OSC) Upon receipt of the Airman’s DD Form 214 worksheet and DOS, produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty.</p>
19	Active Duty Military Personnel Flight	<p>Final Out-Process. Conduct final out-processing action with the Airman regardless of their location. Mail all source documents to ARMS at AFPC/DP1ORM, 550 C Street West, Suite 21, JBSA Randolph, TX 78150-4723. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.</p>
20	Airmen	<p>Report to ARC Assignment. Airmen reports to gaining ARC MPF. Report date is DOS, plus Joint Travel Federal Regulation travel time, plus 7 days. IMPORTANT! Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 10 days WILL be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 30 days WILL administratively classified as a "deserter", dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI's National Crime Information Center (NCIC) computer.</p>
21	Gaining ARC Personnel Employment Element	<p>Gain Airmen. Gain/Enlist the Airman within 10 days after the DOS to ensure member’s seamless transition from RegAF to ARC. PALACE CHASE effective gain date will always be the day after RegAF DOS. If experiencing gain issues contact AFPC/DP2SSR IMMEDIATELY. PROCESS COMPLETE.</p>

Roles and Responsibilities

1. **AIRMEN:** [Link to Applicant Field Tutorial](#)

- a. Access myPers PALACE CHASE Knowledge article to review program basics, eligibility and related resources. To access the PALACE CHASE page, navigate to the myPers main page, from the “Learn More About” column select “[Separation](#)”, on the separation main page select “[PALACE CHASE](#)”. In the section marked, “Eligibility” select the link marked “[PALACE CHASE application criteria](#)” This document is directly linked to the AFI 36-3205, Table 1.1 for [PALACE CHASE](#) eligibility criteria. **IMPORTANT!** In addition to the PALACE CHASE eligibility you will also need to check with the ISR to ensure you meet the accession standards for the ARC.

Airmen are **REQUIRED** to contact an ARC recruiter to complete the prescreen process prior to starting a PALACE CHASE application. Information regarding Air Force Reserve recruiters located at <http://afreserve.com/>. Information regarding Air National Guard recruiters located at <http://goang.com/>. Contact an In-Service Recruiter prior to submitting a PALACE CHASE application. Airmen will provide the ISR with a current Career Date Brief (showing valid security

clearance), myFitness Tracker Report (member must be current and **CANNOT** be exempt in any area *Exception:* applicants with an AAC 81 – Pregnancy are allowed to have myFitness Tracker Report and Individual Medical Readiness printout (showing current PHA, dental and no restrictions such as non-vaccination for COVID 19). ISR will assist the Airman in completing the AF Form 2631 and the AF Form 1288.

- b. Advise ISR of desired ARC assignment locations.
- c. Contact Squadron Commander to coordinate completion of the AF Form 1288 first endorsement. The first endorsement must be signed by the applicants current Squadron Commander. Commanders must provide a recommendation and return to the completed first endorsement to the applicant within 14 day. Commanders must describe the Airman’s service if recommending approval. If recommending disapproval the commander must provide a full explanation.
- d. When application package is complete and the applicant is prepared to begin the PALACE CHASE application, the applicant should access the vMPF. From the vMPF homepage, select “Self-Service Actions” link and then select the “Separation” link. In the “Separation Application” Colum select “Voluntary Separation” Thoroughly, review the program description and eligibility criteria on the Introduction Page. When ready to submit the application select the “Apply for Voluntary Separation” link in then Introduction Colum. **NOTE:** On the “Initiate Voluntary Separation” page, you can select “Save”, “Cancel”, “Back” or “Next”. When ready select “Next”. Carefully review the prepopulated information on this screen. Don’t forget to select “Save” prior to selecting the “Log out” option.
 - **IMPORTANT!** Incorrect information will cause your application to be returned without action.
- e. **Step 1 of 8** –Select separation provision. From the drop-down menu, select the “PALACE CHASE” separation provision. Select “Next”. You will receive a pop-up reminder regarding the required forms. Select “OK” to proceed to the next screen.
Step 2 of 8 – DOS selection. Prior to selecting your DOS carefully review the guidelines below. Utilize the pop-up calendar to select your requested date of separation and select the “Next” button to proceed to the next screen.
 - Applicants may not apply for PALACE CHASE if the requested DOS is less than 6 months from the current DOS.
 - **CONUS Enlisted Airmen:** Select a DOS no less 4 months and no more than 12 months from application submission date.
 - **Overseas Enlisted Airmen only:** Overseas Airmen must follow these guidelines when choosing a requested DOS. Choose the rule set based on your situation.
 - **Rule A.** If current DEROS and DOS dates fall within the same month and year, you must open your application no more than 15 months but no less than 12 months prior to your CURRENT separation date. Airmen may request a separation date up to 6 months prior to the current established DEROS. **IMPORTANT!** The DEROS will only be adjusted after the application is approved and updated in MilPDS. DEROS WILL NOT be adjusted prior to PALACE CHASE application approval.
 - **Rule B.** If current DEROS and DOS dates DO NOT fall within the same month and year, you must open your application no more than 9 months but no less than 6 months prior to the current DEROS. Airmen must request a separation equal to the current established DEROS.
 - Prior to selecting a DOS please consider that approved applications can take as long as 3 months to be approved and out processing can take as much as 60 days. **WARNING!** All leave **MUST** be taken prior to your approved DOS. Leave only transfers when the applicant has an approved “full time AGR/STAT Tour” position in the ARC.

- When done select “Next”.

Step 3 of 8 – MANDATORY: Reason for request. Enter the justification for your application. AFPC will read these comments please be specific when listing justification. Airmen **MUST** include In-Service Recruiters name, telephone number and branch of affiliation (MSgt John Doe, 123-555-1212, Air National Guard). When done select “Next”

Step 4 of 8 - Read and acknowledge each statement in the boxes provided. Select the “Next” button to proceed to the next step.

Step 5 of 8 – Select “N/A” and then select “Next” to proceed to the next step.

- **IMPORTANT!** If you are requesting discharge or release from your Active Duty commitment due to pregnancy or childbirth and you **DO NOT** wish to affiliate with the ARC or ANG, you must apply for a pregnancy/childbirth voluntary separation provision.

Step 6 of 8 - Enter the applicant’s unit/squadron commander’s grade/name, and enter commander’s official email address. Re-enter the commander’s official email address and select the “Next” button to proceed to the next screen. (Lt Col John Doe 60 AMXS john.doe@us.af.mil)

Step 7 of 8 - Select the unit/squadron Commanders Support Staff (CSS) from the drop-down menu and select the “Next” button. If your unit/squadron is not listed select “Agency Not Found”. **NOTE:** Selecting “Agency not found” will add significant time to the application process.

Step 8 of 8 – Use the “Add Attachment” button to attach the AF Form 1288, AF Form 2631, CDB showing valid security clearance, myFitness Tracker Report showing current with no exemptions in any area, proof of COVID-19 vaccination, Individual Medical Readiness printout (IMR) showing current in PHA and dental. *Exceptions:* applicants with an AAC 81 – Pregnancy are allowed to have myFitness Tracker Report exemptions; airmen with shaving waivers (must provide AF Form 469 with application). **NOTE:** Add hire letter or intent to hire letter from gaining unit when available. These documents must be scanned into one .pdf document. Select “Finish” button to complete the application. **NOTE:** You can save the application at any time during the application process. However, if the application is not saved or submitted within ten calendar days, it will be deleted. When the application is ready to be submitted select “Submit Application”. Carefully review the application statement in the pop box, select “OK” to complete the application.

- **IMPORTANT!** Print the application control number and provide that number to your ISR.

f. After submission the application package will be reviewed by AFPC/DP2SSR. Applications that are incomplete **OR** if the applicant is not qualified to apply for PALACE CHASE the application will be returned without action. Qualified applicant will have their applications routed to DP1TA for recommendations. AFPC/DP2SSR will carefully review the entire case to include all recommendations and all source documents and AFPC will adjudicate the application.

g. AFPC/DP2SSR will notify the applicant of one of the following application outcomes.

- **DISAPPROVED** – Applicant will be notified of the disapproval reason by AFPC. Applicant will not be able reapply for 120 days from the date the applicant was notified of disapproval.
- **TENTATIVE APPROVAL** - When application is approved but lacks an ARC assignment the application will be tentatively approved. AFPC/DP2SSR will notify the applicant, the Commander and the ISR of the tentative approval. The applicant and the ISR must work with the gaining ARC MPF to secure a position at the gaining unit. **IMPORTANT!** AFPC/DP2SSR must receive assignment information NLT the 91st day following tentative approval notification. ISRs may submit an extension request. Requests will be in a memo

format and include reason for extension and get well date. The memo must be signed by the ISR Supervisor. **NOTE:** Airmen who are tentatively approved with a DOS that is 9 to 12 months out will be granted up to 180 days to submit a completed AF Form 1288. **DO NOT** begin any pre-defined out-processing actions until application is final approved.

- **FINAL APPROVED** - AFPC/DP2SSR will update approval in MilPDS, and notify the Airman, the Commander and the ISR. AFPC will coordinate DEROS adjustment as required. Airman is now able to begin pre-defined out-processing actions in [Attachment 7](#).
- h. When application is Final Approved notify MPF separation **BEFORE** completing any pre-defined out-processing actions in [Attachment 7](#). MPF will load out processing checklist.
 - **IMPORTANT!** Applicants **MUST NOT** begin out-processing prior to MPF loading the final out-processing checklist.
- i. Airmen reports to gaining ARC MPF. Report date is NLT DOS plus 10 days.
 - **IMPORTANT!** Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 10 days **WILL** be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 30 days **WILL** administratively classified as a “deserter”, dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI’s National Crime Information Center (NCIC) computer.
- j. Contacts the ISR for questions related to an individual application or status updates.
 - **IMPORTANT!** All applicants must remain qualified throughout the entire application process. It is the applicant’s responsibility to notify ISR of any change in their qualifications.
 - **IMPORTANT!** DO NOT go into TDY status for more than 30 days during the application process

2. **IN-SERVICE RECRUITER (ISR):**

- a. Serves as the applicants’ primary point of contact throughout the entire application process.
- b. Determines if the Airman is eligible for accession into the ARC. Reference applicable accession regulations to ensure the Airman meets the minimum qualifications for accession into the ANG or AFRC. **NOTE: NO WAIVERS WILL BE GRANTED** for applicant not meeting the standards set forth in AFI 36-3205 Table 1.1.
 - **IMPORTANT!** Applicant **CANNOT** be exempt in any area of the Air Force Fitness Assessment. *Exception:* applicants with an AAC 81 – Pregnancy are allowed to have myFitness Tracker Report exemptions. All applicants with an ALC X, Y, or C are not qualified to apply for the PALACE CHASE program, regardless of gaining unit or service SG waiver.
 - **IMPORTANT!** Applicant **CANNOT** have had an “EC” EPR in the last three years nor a referral on the last EPR. Applicant **CANNOT** be currently serving on the control roster nor have a current UIF.
- c. Generates the AF Form 2631. Ensure the applicant correctly completes sections 1, 2, 4 and 5 of AF Form 2631. Applicant **MUST** sign the 2631 prior to submission and the ISR should sign as a witness.
- d. Generates the AF Form 1288. Ensures the applicant completes all sections, initials and signs the AF Form 1288.
- e. Ensures applicant meet the gaining ARC medical standards set forth in applicable medical standards regulations.
- f. Coordinates with the Gaining ARC Personnel Element for completion of the second endorsement of the AF Form 1288. **NOTE:** Airmen who are tentatively approved with a DOS that is 9 to 12 months out will be granted up to 180 days to submit a completed AF Form 1288.

ISRs may submit an extension request. Requests will be in memo format and include reason for extension and a get-well date. The memo must be signed by the ISR Supervisor.

- g. Completes AF Form 1288 third endorsement.
- h. ISR will submit the completed AF Form 1288 with second and third endorsements. Submit documents to AFPC/DP2SSR using [Attachment 22](#) for guidance. **IMPORTANT!** ISR must select a DOS of no less than 45 days when submitting AF Form 1288 for final approval.
- i. All applicants must remain qualified throughout the entire application process. ISR's must notify the TFSC whenever changes in the applicants' qualification cause the applicant to be no longer qualified for the PALACE CHASE program.
 - **IMPORTANT!** Ensure the applicant does not go on TDY for more than 30 days during the application process.
- j. Contacts the TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.

3. **ACTIVE DUTY LOSING COMMANDER:**

- a. Using the AF Form 1288 First endorsement provides an approval/disapproval recommendation. When recommending approval Commanders are required to describe the applicant's service. When recommending disapproval Commanders are required to provide an explanation. Comments must be provided in the "Remarks" section. **NOTE:** AF Form 1288 first endorsement must be returned to the Airmen within 14 days.
- b. May not delegate authority to lower level.
- c. Contacts the applicants ISR or TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.
- d. When the applicant request a DOS change or application withdraw, Commanders must coordinate on the CMS case. The applicant will submit the voluntary separation application change request in vMPF. CMS will automatically produce an email notification. Upon receipt of automatic email notification, access CMS to complete the coordination. Access CMS from the Air Force Personnel Center secure site. Select "[CMS](#)" link in the application list. From the main CMS page, review the section titled "Summary of Cases Requiring Action" heading, click the number in the "Total" column. Provide approval or disapproval recommendations within CMS. Refer the application to AFPC/DP2SSR for action. **NOTE:** Commanders can request CMS access through the MPF superintendent or the base MPF CMS administrator.
- e. All applicants must remain qualified throughout the entire application process. Commanders must notify the TFSC when changes in the applicants' qualification cause the applicant to be no longer qualified for the PALACE CHASE program.
 - **IMPORTANT!** Ensures the applicant does not go on TDY for more than 30 days during the application process.
- f. Contact the applicants ISR or TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.

4. **ACTIVE DUTY MILITARY PERSONNEL FLIGHT (MPF):**

- a. Provide Commanders with CMS access through the MPF superintendent or the base MPF CMS administrator.
- b. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from the web-link.
- c. Educate and assist commanders and Airmen with the vMPF web-based separation application process.
- d. Refer to [Attachment 7](#) for Post Approval Separations Actions.

- e. Ensures the applicant does not go on TDY for more than 30 days during the application process.
- f. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.
- g. Mail all source documents (in accordance with AFI 36-2608, Attachment 2) to ARMS:
 HQ AFPC/DP1ORM
 550 C Street West
 Suite 21
 JBSA Randolph, TX 78150-4723
- h. Contacts the applicants ISR or TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.
 - **IMPORTANT!** All applicants must remain qualified throughout the entire application process. MPF personnel must notify the TFSC when changes in the applicants' qualification cause the applicant to be no longer qualified for the PALACE CHASE program.

5. **PALACE CHASE SECTION (AFPC/DP2SSR):**

- a. Establish policy and procedures as they relate to PALACE CHASE applications.
- b. AFPC/DP2SSR PALACE CHASE office serves at the primary OPR for the PALACE CHASE and PALACE FRONT programs.
- c. Access AFPC Secure Applications, Select "**CMS**". Under the "Select Responsibility" tab select "Agency Name" AFPC Palace Chase Separations (DP2SSR) to begin working new applications. Sort applications by date and work applications oldest to newest.

Step 1 of 3. Access MilPDS and print the RSLOSS SURF outlined in [Attachment 5](#) for each applicant.

Step 2 of 3. Return to CMS and open each application and verify the applicant meets the eligibility criteria set forth in AFI 36-3205 Table 1.1. Complete the initial review of the RLOSS SURF and the application attachments. **NOTE:** If the application was incorrectly submitted, missing documentation or if the Airmen is found to be disqualified for PALACE CHASE, return the application without action.

 - **IMPORTANT!** At application submission, applicant's duty status must be "PRESENT FOR DUTY or LEAVE". Applicants **CAN NOT** apply if duty status is "TDY" **AND** the "END" date is more than 30 days after the application start date. Applicant **CANNOT** be in "TDY" status for more than 30 days at any time during the entire application process.
 - **IMPORTANT!** The applicants Squadron Commander **MUST** sign the AF Form 1288 First Endorsement prior to application submission.
 - **IMPORTANT!** Applicant must provide AFPC/DP2SSR with a current CDB (showing valid security clearance), myFitness Tracker Report (member must be current and **CAN NOT** be exempt in any area) and an IMR printout (showing current in PHA, dental and proof of COVID-19 vaccination). **NOTE:** Applicants with an AAC 81 – Pregnancy are allowed to have myFitness Tracker Report exemptions.

Step 3 of 3. Return to CMS; provide the current assignment statement in the Action/Comments area of the CMS application. In the "**Refer Case to**" dropdown box select the correct DP1TA Enlisted Assignments team. When coordination is complete select the "**Refer**" button, verify that the application is being referred to the correct assignment team and select "**OK**". **NOTE:** Applicants currently serving in Special Duty AFSC be routed to the SDI assignment team and their PAFSC assignment team.
- d. The applicants Assignment Functional Manager, AFPC/DP1TA will make recommendation on the case and they will refer the case back to PALACE CHASE office, AFPC/DP2SSR.

Whether recommending approval or disapproval, a complete explanation is required and remarks must include manning percentages. Manning percentages must include current AFSC, unit, skill level, grade and worldwide percentages. When the assignment recommendation is complete AFPC/DP1TA will refer the case to “[AFPC Palace Chase – Assignment Recommendation](#)” box. **NOTE:** When AFPC/DP1TA recommends disapproval, a complete explanation is required and remarks must include manning percentages. Manning percentages must include current AFSC, unit, skill level, grade and worldwide percentages.

- e. Access AFPC Secure Applications, Select “[CMS](#)”. Under the “Select Responsibility” tab select “Agency Name” AFPC Palace Chase - Asgmt Recommendation to begin working applications. Sort the applications by date and work applications oldest to newest.

Step 1 of 3. Carefully review the entire case to include all recommendations and all source documents. Approve or disapprove the application base on the available information and the applicant likely success in the ARC.

Step 2 of 3. Update case in CMS with either an approval for disapproval. Notify the applicant, commander and ISR of the decision.

- **DISAPPROVED** - Disapproval decisions are made only after a complete evaluation of the application and it is determined that the applicants voluntary separation is not in the best interest of the Air Force. Disapproved applications should be closed by using the “HR review” function in CMS. Access MilPDS; update the applicants force adjustment reason code. **NOTE:** Applicant **CAN NOT** reapply for 120 days following the date the applicant was notified of the disapproval.

Approved applications are either final approved or tentative approved based on the level of completion on the AF Form 1288. **IMPORTANT! DO NOT** begin any pre-defined out-processing actions until application is final approved.

- **TENTATIVE APPROVAL** - When application is approved but lacks an ARC assignment the application will be tentatively approved. AFPC/DP2SSR will notify the applicant, the Commander and the ISR of the tentative approval. The applicant and the ISR must work with the gaining ARC MPF to secure a position at the gaining unit. **IMPORTANT!** AFPC/DP2SSR must receive assignment information NLT the 91st day (or 181st day for those with applicable DOS) following tentative approval notification. ISRs may submit an extension request. Requests will be in a memo format and include reason for extension and get well date. The memo must be signed by the ISR Supervisor.
- **FINAL APPROVED** - AFPC/DP2SSR will update approval in MilPDS, and notify the Airman, the Commander and the ISR. AFPC will coordinate DEROS adjustment as required. Airman will now be able to begin pre-defined out-processing actions in [Attachment 7](#). **NOTE:** (Overseas Applicants Only) AFPC/DP2SSR will coordinate the DEROS adjustment as required. DEROS adjustment is coordinated through RNT, forward DEROS adjustment notifications to AFPC/DP2LWA DEROS team.

Step 3 of 3. In CMS Click the “[HR Review](#)” button, under “[BPO Action](#)” heading provide approval/disapproval comments for the case in the box provided. Click “[Close Case](#)” button. Attach SAF/PC transmittal to the CMS case. An automatic email will be sent to the commander and the Airman of approved/disapproved. An additional email notification should be sent the ISR.

- f. When the applicant request a DOS change or application withdraw, Commanders will coordinate on the CMS case by making either an approval or disapproval recommendation. DP2SSR will approve or disapprove the request based upon the likely impact of the request on the Air Force, the ARC and the applicant.

Refer to [Section M](#) for Change of Approved Voluntary/Involuntary Separation update instructions.

- **IMPORTANT!** Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 10 days **WILL** be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 30 days **WILL** administratively classified as a “deserter”, dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI’s National Crime Information Center (NCIC) computer.
- **IMPORTANT!** All applicants must remain qualified throughout the entire application process. Applicants must notify their ISR if any condition arises that would cause the applicant to be no longer qualified for the PALACE CHASE program **OR** accession into the ARC.

6. **AFPC/DP1TSS SEPARATIONS AND RETIREMENTS BRANCH:**

- a. Update E53 transaction in MilPDS. Refer to [Section M](#) for ETS Voluntary Separation update instructions and E5 Transaction update instructions.
- b. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- c. Produce AF Form 100, Request and Authorization for Separation
- d. (DP1OSC) produces DD Form 214, Certificate of Release or Discharge from Active Duty.

7. **AFPC/DP1TA ASSIGNMENT FUNCTIONAL MANAGER:**

- a. Access AFPC Secure Applications and select “CMS” button. Under the “Summary of Cases Requiring Action” heading, select the number in the “Unread” column. Identify the Airman’s name.
- b. Under the “Inbox – Referred (Unread)” heading, select the “Review” button identifying the Airman and review the Airman’s application in CMS.
- c. Provide approval/disapproval recommendation in the CMS “Action/Comments” area of the CMS case. Whether recommending approval or disapproval, a complete explanation is required and remarks must include manning percentages. Manning percentages must include current AFSC worldwide, unit, skill level and grade.
- d. When recommendation is complete, open to the “Refer Case To” dropdown box and select “AFPC Palace Chase – Assignment Recommendation” then select the “Refer”. Confirm the “Refer to” location then select “OK.”
 - **IMPORTANT! DO NOT use the "HR review" function.**

8. **GAINING ARC PERSONNEL EMPLOYMENT ELEMENT:**

- a. Must give PALACE CHASE applicants placement priority IAW AFI 35-2115.
- b. Determine applicant eligibility **PRIOR** to providing assignment information in the AF Form 1288 Second Endorsement.
- c. Ensure the applicant has been medically cleared prior to completion of the AF Form 1288 Second Endorsement.
- d. Completes the second endorsement of the AF Form 1288 with assignment data. Include the complete mailing address in the remarks section. Return the form to the applicants In-Service Recruiter.
- e. May release PALACE CHASE members for enlistment into the RegAF or transfer into another ANGUS or USAFR unit or an IMA position.
- f. Gaining ARC Personnel Employment Element **CAN NOT** release PALACE CHASE members for transfer to non-Air Force components.
 - **IMPORTANT!** Gaining ARC Personnel Employment Element **MUST** notify AFPC/TFSC when member fails to report, is found to be an unsatisfactory participant or when the member is found to have committed unsatisfactory behavior or performance. These Airmen are subject to recall.

- **IMPORTANT!** Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 10 days **WILL** be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element within 30 days **WILL** be administratively classified as a "deserter”, dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI's National Crime Information Center (NCIC) computer.

SECTION D. ENLISTED SEPARATION WITHDRAWAL OR CHANGE OF PETS APPROVED SEPARATION DATE

INTRODUCTION:

Airmen may apply to withdraw, change or cancel an approved separation. Airmen should request the withdrawal, change or cancellation no later than 4-6 weeks prior to the approved date of separation for timely processing. Airmen must also provide justification on reasons for withdrawal, change or cancellation in the remarks area of the application.

Table 6. Step-by-Step Procedures for Enlisted Separation Withdrawal or Change of Pets Approved Separation Date.

STEP	ACTION OWNER	NARRATIVE
1	Airman	Initiate Cancel or Change Pending/Approved Application. To withdraw or change the separation application, initiate a “ Cancel or Change Pending/Approved Application ” using the vMPF. Include justification/documentation and submit to commander for recommendation.
2	Commander	Review request. Upon receipt of automatic email notification, access CMS and click the “ HR Review ” button to review the Airman’s request, make a recommendation and submit application with all attachments/documentation to the BSA. Notification will be generated every 7 days until the unit commander coordinates on the case.
3	Base Separation Authority (BSA)	Recommendation. Upon receipt of automatic email notification, access CMS and click the “ HR Review ” button to review the Airman’s request. Provide recommendation or approval/disapproval and forward to AFPC. Notification will be generated every 7 days until the BSA coordinates on the case. EXCEPTION: PALACE CHASE withdrawals/date change requests are sent directly to the PALACE CHASE office who will accomplish steps 4 through 9.
4	AFPC/DP1TSS	Validation. If yes, GO TO STEP 5 . If no, GO TO STEP 8 .
5	AFPC/DP1TSS	Approved or Disapproved? If approved, GO TO STEP 7 . If disapproved, GO TO STEP 6 .
6	AFPC/DP1TSS	Request Disapproved. Notify the Airman of disapproval and the Airman continues to out-process.
7	AFPC/DP1TSS	Request Approved. Update change request in MilPDS, amend orders and notify the Airman to continue out-processing actions. If withdrawal/cancellation is approved, update MilPDS, rescind/revoke orders and notify the Airman to cease out-processing actions.
8	AFPC/DP1TSS	Review & Forward Request. Review the application for accuracy and ensure it is in accordance with AFI 36-3208, Table 3.1 and forward to AFPC approval authority for final determination.
9	AFPC/DP1TSS	Approved/Disapproved? If approved, GO TO STEP 7 . If disapproved, GO TO STEP 6 .

10	MPF	<p>Final Out-Process. Final out-process the Airman regardless of their location. Mail all source documents to ARMS at: HQ AFPC/DP1ORM 550 C Street West Suite 21 JBSA Randolph, TX 78150-4723</p> <p>Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division. NOTE: Not required if withdrawn/cancelled.</p>
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Roles and Responsibilities

1. AIRMAN:

a. Access [myPers](#), click the vMPF Self-Service Application, upon accessing the vMPF, click Self-Service Actions link and select “**Cancel or Change Pending/Approved Application**” button. Thoroughly review the cancel or change application instructions. Click the “**Apply for Voluntary Separation**” button, review separation eligibility and restriction information for the PETS program separation provision. Click the “**Next**” button to proceed to the next screen.

Step 1. If requesting to cancel a separation date, utilize the pop-up calendar, select previously approved separation date and review the additional eligibility criteria. Click the “**Next**” button to proceed to the next screen. If requesting a change to a separation date, utilize the pop-up calendar, select new requested separation date and review the additional eligibility criteria. Click the “**Next**” button to proceed to the next screen.

Step 2. Enter the justification to support the request. There are 4,000 characters available. If additional information is required, create a separate word document, use “**Add Attachment**” button and attach additional information. Overseas personnel requesting a date of separation (DOS) prior to DEROS must provide curtailment justification in remarks for the chain of command to approve. Click the “**Next**” button to proceed to the next screen.

b. If all supporting/ mandatory documents are not received by AFPC, the application may be disapproved for lack of supporting documentation. Click the “**Finish**” button to proceed to the next screen. Click “**Submit Request**” to complete the application.

c. If an application is in the pending status, (BSA has not taken action), the Airman may request to cancel or change an application before the BSA takes action. If the BSA recommends or approves/disapproves the application, the request will proceed to the approval authority.

2. COMMANDER:

Access [myPers](#) and click on the “**CMS**” button. Request CMS access through the MPF superintendent or the base MPF CMS administrator.

a. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Unread**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”.

b. Under the “**Inbox – Referred (Unread)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review the Airman’s application. This is the ONLY means of forwarding the application to the base separation authority (BSA).

c. Under “**Unit Commander Coordination**” heading:

Step 1. The Airman’s personnel data from MilPDS is provided to assist in making an approval/disapproval recommendation. The data is current as of the date of the application.

Review the Airman's application along with any attached documents. If additional documents are required, the commander has the ability to scan and attach documents to the CMS case.

Step 2. Provide comments in the box provided. *Comments are mandatory if recommending disapproval.* AFPC will only accept the commander or section commander recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is needed, create a separate word document and use **"Add Attachment"** button and attach the additional information.

Step 3. Enter base separation authority organization/official email address in the box provided. An automatic email notification is generated to the BSA email address provided. BSAs are commanders who may exercise separation authority to include General officers who command units; commanders of divisions or wings, or commander who exercise special or general court-martial jurisdiction. In some cases, the authority is delegated in accordance with AFI 36-3208. If assistance is required in determining the BSA, contact the servicing MPF. **EXCEPTION:** PALACE CHASE withdrawal/date change requests are sent directly to the PALACE CHASE Office.

Step 4. Utilize the drop down menu and select **"Base AD Separation Authority/Endorsement"**. Contact the local MPF if the designated BSA is unknown or select **"Agency Not Found"** if unable to locate the designated agency.

- d. Use the **"Add Attachment"** button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application may be disapproved for lack of supporting documentation. Select the **"Refer"** button to forward application to the base separation authority.
- e. If the application is in the pending status and the Airman requests to cancel or change the application, the commander will receive both the original and the change application from the Airman.
- f. An application cannot be referred back to the Airman within CMS. **NOTE:** Local base routing procedures may dictate additional coordination outside of CMS. Once the commander clicks the **"Submit"** button, the application is sent directly to the base separation authority. **NOTE:** If the application was misrouted and the Airman is properly assigned to the appropriate organization within CMS, MPF or CSS personnel can forward the case in CMS to the correct Base AD CSS. Do not use this method to forward an application at any other time unless directed to do so by AFPC.

3. **BASE SEPARATION AUTHORITY (BSA):**

- a. Access [myPers](#) and click on the **"CMS"** button. Under the **"Summary of Cases Requiring Action"** heading, click the number in the **"Total"** column. Identify the Airman's name and **"PPA-Voluntary Separation"**
- b. Under the **"Inbox – Referred (Total)"** heading, click the **"Review"** button identifying the Airman, scroll to the bottom of the page and click the **"HR Review"** button to review the Airman's application.
- c. Under **"Base Separation Authority Action"** heading:

Step 1. The Airman's personnel data from MilPDS is provided to assist in making a recommendation or approving/disapproving decision. The data is current as of the date of the application. Review the Airman's application along with any attached documents. The BSA should not make a recommendation on the application until the required documents are attached. If additional documents are required, the BSA has the ability to scan and attach the documents to the CMS case. **NOTE:** Refer to [AFI 36-3208, Table 3.1](#), to verify the

appropriate decision action for the type of PETS program the Airman is requesting. In instances where the BSA only makes a recommendation, forward the application to AFPC for final decision.

Step 2. Provide comments for the decision in the box provided. *Comments are mandatory if disapproving or making a recommendation to the application.* AFPC will only accept the wing commander or designee recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is needed, create a separate word document, use “**Add Attachment**” button, and attach the additional information.

d. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application may be disapproved for lack of supporting documentation. Select the “**Refer**” button to proceed to forward application to AFPC. **NOTE:** After final endorsement, an application cannot be referred back to the unit commander or the Airman within CMS. **EXCEPTION:** PALACE CHASE withdrawals/date change requests are sent directly to the PALACE CHASE Office.

4. **MILITARY PERSONNEL FLIGHT (MPF):**

a. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from the web-link.

b. Notify Airman when separation orders are rescinded/revoked.

c. Educate and assist commanders and Airmen with the vMPF web-based separation application process.

d. Refer to [Attachment 7](#) for Post Approval Separations Actions.

e. Mail all source documents (in accordance with AFI 36-2608, Attachment 2) to ARMS:

HQ AFPC/DP1ORM

550 C Street West

Suite 21

JBSA Randolph, TX 78150-4723

f. Ensure procedures are identified within the unit to obtain the necessary documentation or consolidation and distribution to AFPC Records Division.

5. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.

6. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**

a. Refer to [AFI 36-3208, Table 3.1](#), to verify the appropriate decision action for the type of PETS program the Airman is requesting. **EXCEPTION:** PALACE CHASE withdrawals/date change requests are sent directly to the PALACE CHASE Office and will accomplish the below actions.

b. Access [myPers](#) and click on the “**CMS**” button. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Unread**” column.

c. Under the “**Inbox – Referred (Unread)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review the Airman’s application.

d. Click the “**HR Review**” button to review the Airman’s application.

e. Under “**BPO Action**” heading:

Step 1. Validate the Airman’s eligibility for the requested change or withdraw/cancellation and ensure the web-based application is properly completed. Utilize the web-based application and the RSLOSS SURF (see [Attachment 5](#)) to assist in determining the Airman’s eligibility

(see [Attachment 3](#)). **NOTE:** If additional information is required, email the Airman requesting the additional information/documentation. Save the sent email to your desktop, you will need to attach it to the CMS case. Exit the application by clicking on the “x” in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case. **NOTE:** If you wait too long, click the browser back arrow twice). Provide comments in the CMS “**Action/Comments**” area of the CMS case, i.e., pending further documentation. In the “**Follow up on this case:**” field, click the drop down calendar and select the suspense date (10 days), click on the “**Follow**” button, Click “**OK**”, Click the “**Add Attachments for this Case**” button and follow the instructions listed to attach the email. Then click the “**Finish**” button. Once documents are received, attach them to the CMS case and refer the CMS case to the Assignment Functional, if applicable. If documents are not received within ten days, disapprove the Airman’s request.

Step 2. If the application requires the Assignment Functional Manager’s coordination, exit the application by clicking on the “x” in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case. (**NOTE:** If you wait too long, click the browser back arrow twice).

Provide comments in the CMS “**Action/Comments**” area of the CMS case for the Assignment Function, click on the down error next to the “**Refer Case To:**” box, select the correct agency, click the “**Refer**” button, click “**OK**”.

Step 3. Upon completion of internal coordination (if applicable) and validation, Approve or disapprove the application. Click the “**HR Review**” button, under “**BPO Action**” heading provide approval/disapproval comments for the decision in the box provided. There are 4,000 characters available. Click “**Close Case**” button. An automatic email will be sent to the commander and the Airman of approved/disapproved request.

f. Make the appropriate updates in MilPDS. If approved, refer to [Section M](#) for Change of Approved Voluntary/Involuntary Separation or Cancel Approved Separation for update instructions and E5 Transaction update instructions.

g. Refer to [Attachment 7](#) for Post Approval Separations Actions.

h. Amend AF Form 100, **Request and Authorization for Separation**.

7. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**

a. Produce DD Form 214, **Certificate of Release or Discharge from Active Duty**.

8. **AFPC ASSIGNMENT FUNCTIONAL MANAGER:**

a. Access [myPers](#) and click on the “**CMS**” button. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Unread**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”.

b. Under the “**Inbox – Referred (Unread)**” heading, click the “**Review**” button identifying the Airman and review the Airman’s application in CMS.

c. Provide approval/disapproval recommendation in the CMS “**Action/Comments**” area of the CMS case for the Assignment Function, click on the down error next to the “**Refer Case To:**” box, select the correct separation agency, click the “**Refer**” button, click “**OK.**”

SECTION E. OFFICER (VOLUNTARY) SEPARATION

INTRODUCTION:

An officer may apply for voluntary separation for various reasons. Some common reasons include, completion of required service when an officer has fulfilled their ADSC, 7-day option, miscellaneous or pregnancy. An application may be submitted no earlier than 12 months and no later than six months prior to the requested separation date. **Officers desiring to apply for voluntary separation are required to meet with their immediate commander or supervisor prior to submitting an application.**

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3207](#), *Separating Commissioned Officers* and [AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

1. If eligible, officers may apply for separation using the application located on the vMPF. **NOTE:** The types of officer separation programs and eligibility criteria are available in [Attachment 4](#).
2. Officers applying for separation should be prepared to separate on the date requested.
3. Officers applying for waiver of the GI Bill Transfer of Education Benefits (TEB) ADSC must complete and submit the waiver memorandum at [Attachment 20](#). **The memorandum must be completed before submission** of the separation request. Officers will contact AFPC.DP2SST.EducationBenefits@us.af.mil to obtain information on the potential required recoupment amount that will be included in the waiver memorandum. **NOTE:** Attachment 20 is not required for officers who are applying for separation under PALACE CHASE.

Table 7. Step-by-Step Procedures for Officer Voluntary Separation.

STEP	ACTION OWNER	NARRATIVE
1	Airman	<p>Initiate Application. Access myPers to review the officer separation eligibility criteria and restriction information. BEFORE applying, if having an ADSC for Post 9/11 GI Bill, ensure Attachment 20 is completed, to include contacting AFPC.DP2SST.EducationBenefits@us.af.mil for required recoupment information. Attachment 20 is not required for officers who are applying for separation under PALACE CHASE. On the vMPF main web page, select Self-Service Actions, Separations, and Voluntary Separation. Click the “Apply for Voluntary Separation” button to complete the application. Complete all steps to include entering the commander’s grade, name and organizational/official email address in the boxes provided and select the "Submit" button to forward to the unit commander for recommendation. NOTE: Ensure validation of</p>

STEP	ACTION OWNER	NARRATIVE
		commander's email address (i.e., global address listing). To view the status of an application, click the "View My Application" button.
2	Unit Commander	Recommendation/Briefing. Upon receipt of an automatic email notification, access the Case Management System (CMS) and click the "HR Review" button to review the Airman's application. Brief the officer, have the Airman acknowledge receipt of the briefing and answer questions 2a-f. Forward the application with approval/ disapproval recommendation to the wing commander. NOTE 1: If recommending disapproval, comments are mandatory and must be provided in the justification box. NOTE 2: If 7-day option or completion separation, route directly to AFPC and not to the wing commander.
3	Wing Commander or Equivalent	Recommendation. Upon receipt of automatic email notification, access CMS and click the "HR Review" button to review the Airman's application. Review AFI 36-3207, paragraph 2.4 to verify appropriate decision options; provide recommendation for approval/disapproval and forward the Airman's application to AFPC using CMS. NOTE: The unit commander and the Airman will receive an automatic email notification of the wing commander's decision action.
4	AFPC/DP2SSR	Receive and Review Application. Receive the Airman's application using CMS, review for eligibility and validate the approval authority.
5	AFPC/DP2SSR	Is the Airman eligible? If yes, GO TO STEP 7. If no, GO TO STEP 6. If separation is for completion and CC recommended approval GO TO STEP 12.
6	AFPC/DP2SSR	Airman is Ineligible. Select disapproval, enter mandatory comments on application and close case. NOTE: An automatic email will be sent to the Airman with notification of ineligibility or disapproval.
7	Assignment Functional	Recommendation. Make an approval/disapproval recommendation and forward the case to AFPC/DP2SSR.
8	AFPC/DP2SSR	Receive Application. Receive and review assignment functional and any other recommendations. NOTE: For 7-day option and completion separations, if recommended approval GO TO STEP 12; if recommended disapproval GO TO STEP 9.
9	AFPC/DP2SSR	Prepare package and send via CMTS to the Secretary of the Air Force Personnel Council (SAFPC).
10	SAFPC	Review, board, and make final approval/disapproval decision.
11	AFPC/DP2SSR	Is the separation approved? If yes, GO TO STEP 12. If no, GO TO STEP 13.
12	AFPC/DP2SSR	Update Application. Update approval in MilPDS. Click the "Close Case" button to close the CMS case file. NOTE: An automatic email will be sent to the commander and the Airman of approved request.
13	AFPC/DP2SSR	Update Application. Update disapproval in CMS. Click the "Close Case" button to close the CMS case file. NOTE: An automatic email will be sent to the commander and the Airman of disapproved request.
14	AFPC/DP1TSS and AFPC/DP1OSC	Complete Separation Actions. 1. Update E53 transaction in MilPDS. 2. Upon receipt of the Pre-Separation Order Worksheet and DOS, produce the AF Form 100, Request and Authorization for Separation.

STEP	ACTION OWNER	NARRATIVE
		3.(DP1OSC) Upon receipt of the Airman's DD Form 214 worksheet and DOS, produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty .
15	Airman	Action. Receive approval notification and begin outprocessing actions. Refer to Post Approval Separation Actions at Attachment 7 .
16	Airman	Action. Receive disapproval notification.
17	MPF	Final Out-Process. Final out-process the Airman regardless of their location. Mail all source documents to ARMS at: AFPC/DP1ORM 550 C Street West, Suite 21, JBSA Randolph, TX 78150-4723 Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Roles and Responsibilities

1. **AIRMEN:**

- a. Access [myPers](#), click the vMPF Self-Service Application, upon accessing the vMPF, click Self-Service Actions link, then select “**Voluntary Separation**” button. Thoroughly review the program description and eligibility criteria on the Introduction Page. **BEFORE applying**, if having an ADSC for Post 9/11 GI Bill, ensure **Attachment 20** is completed, to include contacting AFPC.DP2SST.EducationBenefits@us.af.mil for required recoupment information. NOTE: Attachment 20 is not required for officers who are applying for separation under PALACE CHASE. Click the “**Apply for Voluntary Separation**” button, review separation eligibility and restriction information for the separation program requested. Click the “**Next**” button to proceed to the next screen.

Step 1 of 10 – Utilize the drop down menu and select the appropriate separation provision. Review complete program description and eligibility criteria at [Attachment 4](#), Officer Voluntary Separation Programs; Separations page on myPers for Force Management Programs (as applicable). Click the “**Next**” button to proceed to the next screen.

Step 2 of 10 – Utilize the pop-up calendar, select a separation date and review the additional eligibility criteria. The date must be a future date and you should be prepared to separate on the date requested. Requested separation date must allow eight weeks for application processing time, out-processing actions and any requested terminal leave. Approval for separation is based on the requested separation date only. An extension of a separation date to allow for out-processing/terminal leave will not be favorably considered. Click the “**Next**” button to proceed to the next screen.

Step 3 of 10 – Enter the justification to support the request. If separation application request is for the Voluntary Separation Pay (VSP) Program, state so in the justification by using the following statement, “I am requesting to separate under the Voluntary Separation Pay (VSP) Program”. There are 4,000 characters available. If additional information is required, create a separate word document, use “**Add Attachment**” button in Step 10, and attach the additional information. Overseas personnel requesting a date of separation (DOS) prior to DEROS must provide curtailment justification in remarks for the chain of command to approve. **NOTE:** Short Tour Locations only - DEROS curtailments are not authorized if applying under the LADSC Waiver Program. Click the “**Next**” button to proceed to the next screen.

Step 4 of 10 - Select one of the statements concerning Reserve Commission. Click on the selection link for further explanation and guidance. **NOTE:** All Regular officers are required to “Tender their Resignation”. Click the “Next” button to proceed to the next screen.

Step 5 of 10 – Select the “Yes” or “No” button concerning public property/funds. Enter the grade and name of the counselor in the box provided. Utilize the pop-up calendar and select the date counseled. The date counseled must be a previous date. Select “Yes” or “No” button if planning to take Terminal Leave. If yes, utilize the pop-up calendar and select the terminal leave start date. Click the “Next” button to proceed to the next screen.

Step 6 of 10 – Read and acknowledge each statement concerning bonuses and medical education in the box provided. Verify with the local Finance office regarding repayment of unearned portions of bonuses, advance pay, or other indebtedness. All boxes must be checked before the application will proceed. Click the “Next” button to proceed to the next screen.

Step 7 of 10 - Only SECAF Approved Early Separation Program applicants, (i.e. FYXX LADSC Waiver Program or VSP Program) must read and acknowledge the Statement of Understanding box. Applicants must sign the Statement of Understanding and attach it to their application. Click the “Next” button to proceed to the next screen. Only applicants entitled to separation pay (i.e. VSP Program) must read and attach the Ready Reserve Agreement to Receive Voluntary Separation Pay. The Ready Reserve Agreement to Receive Voluntary Separation Pay for VSP is located in the governing Personnel Services Delivery Memorandum (PSDM) for the program. Click the “Next” button to proceed to the next screen.

Step 8 of 10 – Enter the commander’s grade, name and organizational/official email address in the boxes provided in order to submit the application. This will generate an automatic email notification to the commander. Click the “Next” button to proceed to the next screen.

Step 9 of 10 – Utilize the drop down menu and select “Base AD CSS” for the appropriate Squadron Command Agency. Select “Agency Not Found” if unable to locate the correct agency. Click the “Next” button to proceed to the next screen.

Step 10 of 10 - Use the “Add Attachment” button to attach supporting/mandatory documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. Supporting documents are **mandatory** if the reason for separation is:

Separation Reason	Mandatory Supporting Document(s)
Hardship	Statements (including financial statements, if applicable), affidavits, letters, telegrams, etc.
Completing Required Active Service	N/A
Enlisting and Retiring	AF Form 1160, Military Retirement Actions
SECAF Approved Early Separation Program	Signed Ready Reserve Agreement (only if receiving separation pay). Statement of Understanding. NOTE: Airmen must sign, print and attach to the application. The agreement is filed in the ARMS.
Physician Re-Deferment Program	Acceptance Letter from appropriate school, Joint Service Graduate Medical Education Selection Board (JSGMESB) approval letter, Statement of Understanding, Active Duty Service Commitment (ADSC) Statement
Attending School	Acceptance Letter from School
Transfer to Another Service	Copy of any documentation indicating acceptance to the other Service. The DD

Separation Reason	Mandatory Supporting Document(s)
	Form 368, Request for Conditional Release, is not used
Transfer to Another Service – Armed Forces Health Professions Scholarship Program; Uniformed Services University of Health Sciences	Letter requesting to apply in accordance with AFI 41-110, paragraph 3.4.3.1, signed by Unit Commander and endorsed by Wing Commander
Transfer to Another Service – Public Health Service	Letter of Intent to Hire
Separating Instead of Acquiring ADSC	Completed one of the following: <ul style="list-style-type: none"> • Assignment Notification RIP • 365-declination statement
PALACE CHASE	AF Form 2631, PALACE CHASE Statement of Understanding/Contract ; AF Form 1288, Application for Ready Reserve Assignment , Career Data Brief, myFitness Tracker report, Individual Medical Readiness (IMR) screen shot and proof of COVID-19 vaccine (IMR Immunization Tab)
Pregnancy	See Note 1
Selective Service System	N/A
Miscellaneous Reasons	Documents to show separation is in the best interests of the DAF

NOTE 1: Ensure AAC 81 has been updated in system for pregnancy prior to submitting the application. (Exception: not applicable if officer is applying after childbirth for pregnancy separation). The date of availability is the expected delivery date plus 12 weeks maternity leave. Also, include either the **AF Form 469 Duty Limiting Condition Report** (if pregnant) or supporting documentation of childbirth (if applying after childbirth).

NOTE 2: Completion of Required Active Service and Separating Instead of Acquiring an ADSC separation requests are not forwarded to the Base Separation Authority (BSA).

- b. If all supporting/mandatory documents are not received by AFPC, the application will not be disapproved for lack of supporting documentation. **Airmen applying for waiver of the GI Bill Transfer of Education Benefits (TEB) ADSC must complete and submit the waiver memorandum at [Attachment 20](#).** NOTE: Attachment 20 is not required for officers who are applying for separation under PALACE CHASE. Click the “**Finish**” button to proceed to the next screen.
- c. Save the application before exiting the application. If the application is not saved and submitted within ten calendar days, it will be deleted. Allow sufficient time (8 weeks) to process the application. Click “**Submit Application**” to complete the application.
- d. Select the “**View My Application**” button to review and check the status of an application. This button is only available after the Airman saves or submits an application or when the Airman has an approved active separation application on file.
- e. Select the “**Withdraw/Change My Application**” button to make changes/corrections to the application. **NOTE:** Do not submit the application unless prepared to separate on requested date.
- f. Upon notification of approval, refer to the Post Approval Separation Actions at [Attachment 7](#) for all out-processing actions.

2. **COMMANDER:**

- a. Access CMS and click on the “CMS” button. Request CMS access through the MPF superintendent or the base MPF CMS administrator. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**(Total)**” column. Identify the Airman’s name and “**PPA-Voluntary Separation.**”
- b. Under the “**Inbox – Referred (Total)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review the Airman’s application. This is the ONLY means of forwarding the application to the wing commander/AFPC. **NOTE:** The Airman’s case can be accessed by SSN or case number but the “**HR Review**” button will not be visible.
- c. Under “**Unit Commander Coordination**” heading:

Step 1. The Airman’s personnel data from MilPDS is provided to assist in making an approval/disapproval recommendation. The data is current as of the date of the application. Review the Airman’s application along with any attached documents. If additional documents are needed, the commander has the ability to scan and attach documents to the CMS case.

Step 2. Answer questions 2a-f.

Step 3. If recommending “approval” of separation but disagree with requested separation date, provide justification “i.e., deployment, TDY etc.” with recommended separation date in comments area. Provide comments in the box provided. Comments are mandatory if recommending disapproval. AFPC will only accept the commander recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is needed, create a separate word document, use “**Add Attachment**” button, and attach the additional information. **NOTE:** For Force Management Programs, Unit commanders may make a recommendation in the commander’s justification portion. Additionally, commanders must advise in comment portion of the on-line application of any condition, which exists, that renders the officer ineligible, i.e., officer is pending involuntary discharge, etc.

Step 4. Enter wing commander or equivalent organization/official email address in the box provided. An automatic email notification is generated to the wing commander email address provided. **If 7-day option or completion separation, route directly to AFPC and not to the wing commander.**

Step 5. Utilize the drop down menu and select “**Base AD Separation Authority/Endorsement**”. Contact the local MPF if the designated wing commander or equivalent is unknown or select “**Agency Not Found**” if unable to locate the designated agency.

- d. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application will not be processed. Select the “**Submit**” button to forward application to the wing commander. Supporting documents are **mandatory** if the reason for separation is:

Separation Reason	Mandatory Supporting Document(s)
Hardship	Statements (including financial statements, if applicable), affidavits, letters, telegrams, etc.
Completing Required Active Service	N/A
Enlisting and Retiring	AF Form 1160, Military Retirement Actions
SECAF Approved Early Separation Program	Signed Ready Reserve Agreement (only if receiving separation pay.

Separation Reason	Mandatory Supporting Document(s)
	Statement of Understanding. NOTE: Airmen must sign, print and attach to the application. The agreement is filed in ARMS.
Physician Re-Deferment Program	Acceptance Letter from appropriate school, Joint Service Graduate Medical Education Selection Board (JSGMESB) approval letter, Statement of Understanding, Active Duty Service Commitment (ADSC) Statement
Attending School	Acceptance Letter from School
Transfer to Another Service – Armed Forces Health Professions Scholarship Program; Uniformed Services University of Health Sciences	Letter requesting to apply in accordance with AFI 41-110, paragraph 3.4.3.1, signed by Unit Commander and endorsed by Wing Commander
Transfer to Another Service – Public Health Service	Letter of Intent to Hire
Separating Instead of Acquiring ADSC	Completed one of the following: <ul style="list-style-type: none"> • Assignment Notification RIP • 365-declination statement
PALACE CHASE	AF Form 2631, PALACE CHASE Statement of Understanding/Contract ; AF Form 1288, Application for Ready Reserve Assignment , Career Data Brief, myFitness Tracker report, Individual Medical Readiness (IMR) screen shot and proof of COVID-19 vaccine (IMR Immunization Tab)
Pregnancy	See Note 1
Selective Service System	N/A
Miscellaneous Reasons	Documents to show separation is in the best interests of the DAF

NOTE 1: Ensure AAC 81 has been updated in system for pregnancy prior to submitting the application. (Exception: not applicable if officer is applying after childbirth for pregnancy separation). The date of availability is the expected delivery date plus 12 weeks maternity leave. Also, include either the **AF Form 469 Duty Limiting Condition Report** (if pregnant) or supporting documentation of childbirth (if applying after childbirth).

NOTE 2: Completion of Required Active Service and Separating Instead of Acquiring an ADSC separation requests are not forwarded to the Base Separation Authority (BSA).

NOTE 3: Advertise a list of available scanners within the unit to assist Airmen in attaching and scanning documents into the application.

Forward the Airman’s application using CMS to the base approval authority. This is the only avenue to forward the application to the wing commander. An application cannot be referred back to the Airman within CMS. Local base routing procedures may dictate additional coordination outside of CMS. Once the commander clicks the “Refer” button, the application is sent directly to the wing commander or to AFPC for separation types listed in Note 2 above.

3. **WING COMMANDER OR EQUIVALENT:**

- a. Upon receipt of automatic email notification, access [myPers](#) and click on the “CMS” button. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Total**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”.
- b. Under the “**Inbox – Referred (Total)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review the Airman’s application. *NOTE:* The Airman’s case can be accessed by SSN or case number but the “**HR Review**” button will not be visible.
- c. Under “**Wing Commander Coordination** ” heading:
- Step 1.** The Airman’s personnel data from MilPDS is provided to assist in making a recommendation or approving/disapproving decision. The data is current as of the date of the application. Review the Airman’s application along with any attached documents. The wing commander should not make a recommendation on the application until the required documents are attached. If additional documents are required, the wing commander has the ability to scan and attach the documents to the CMS case. *NOTE:* Refer to AFI 36-3207, paragraph 2.4 to verify the appropriate decision action for the type of separation program the Airman is requesting. Forward the application to AFPC for final action/decision.
- Step 2.** Provide comments for the decision in the box provided. Comments are mandatory if disapproving or making a recommendation to the application. AFPC will only accept the wing commander or equivalent recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is required, create a separate word document and use “**Add Attachment**” button and attach the additional information.
- d. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application will not be processed. Select the “**Submit**” button to forward application to AFPC. Supporting documents are **mandatory** if the reason for separation is:

Separation Reason	Mandatory Supporting Document(s)
Hardship	Statements (including financial statements, if applicable), affidavits, letters, telegrams, etc.
Completing Required Active Service	N/A
Enlisting and Retiring	AF Form 1160, Military Retirement Actions
SECAF Approved Early Separation Program	Signed Ready Reserve Agreement (only if receiving separation pay). Statement of Understanding. <i>NOTE:</i> Airmen must sign, print and attach to the application. The agreement is filed in the ARMS.
Physician Re-Deferment Program	Acceptance Letter from appropriate school, Joint Service Graduate Medical Education Selection Board (JSGMESB) approval letter, Statement of Understanding, Active Duty Service Commitment (ADSC) Statement
Attending School	Acceptance Letter from School
Transfer to Another Service – Armed Forces Health Professions Scholarship Program; Uniformed Services University of Health Sciences	Letter requesting to apply in accordance with AFI 41-110, paragraph 3.4.3.1, signed

Separation Reason	Mandatory Supporting Document(s)
	by Unit Commander and endorsed by Wing Commander
Transfer to Another Service – Public Health Service	Letter of Intent to Hire
Separating Instead of Acquiring ADSC	Completed one of the following: <ul style="list-style-type: none"> • Assignment Notification RIP • 365-declination statement
PALACE CHASE	AF Form 2631, PALACE CHASE Statement of Understanding/Contract ; AF Form 1288, Application for Ready Reserve Assignment , Career Data Brief, myFitness Tracker report, Individual Medical Readiness (IMR) screen shot and proof of COVID-19 vaccine (IMR Immunization Tab)
Pregnancy	See Note 1
Selective Service System	N/A
Miscellaneous Reasons	Documents to show separation is in the best interests of the DAF

NOTE 1: Ensure AAC 81 has been updated in system for pregnancy prior to submitting the application. (Exception: not applicable if officer is applying after childbirth for pregnancy separation). The date of availability is the expected delivery date plus 12 weeks maternity leave. Also, include either the **AF Form 469 Duty Limiting Condition Report** (if pregnant) or supporting documentation of childbirth (if applying after childbirth).

NOTE 2: Completion of Required Active Service and Separating Instead of Acquiring an ADSC separation requests are not forwarded to the BSA.

NOTE 3: Provide rationale on all other disapproved requests. Comments are mandatory if recommending disapproval of an application. An application cannot be referred back to the unit commander or Airmen within CMS.

4. MILITARY PERSONNEL FLIGHT (MPF):

- a. Assist the commander and Airmen with the vMPF web-based separation application process. Provide assistance with electronically attaching documents to separation application.
- b. Final out-process separating Airmen to include geographically separated units (GSU).
- c. Retain an advisory role in the redesigned voluntary separation process and provide guidance to Airmen after they have exhausted support from the web-link.
- d. When applicable, transfer an active Unfavorable Information File (UIF) of the separating officer when he/she is transferred to the Individual Ready Reserve (IRR) because of a remaining military service obligation. The member's UIF must be forwarded to the Reserve Service Programs Branch at the Air Reserve Personnel Center (address below). The Reserve Service Programs Branch acts as the servicing MPF for all members assigned to the Individual Ready Reserve. This process helps to ensure a warm handoff of this important personnel information, which could be needed in the future should the member be recalled from the IRR. POC: ARPC/DPAMR, DSN 847-3550.

5. AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):

Establish policy and procedures as they relate to separations.

6. MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

- a. Refer to [AFI 36-3207](#), paragraph 2.4, to verify the appropriate decision action for the type of officer separation program the Airman is requesting.
- b. Access [myPers](#) and click on the “CMS” button.
- c. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Total**” column.
- d. Under the “**Inbox – Referred (Total)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page.
- e. Click the “**HR Review**” button to review the Airman’s application. The Airman’s case can be accessed by SSN or case number, but the “**HR Review**” button will not be visible.
- f. Under “**BPO Action**” heading:

Step 1. Validate the Airman’s eligibility for the requested program and ensure the web-based application is properly completed. Utilize the web-based application and the RSLOSS SURF, [Attachment 5](#) to assist with determining the Airman’s eligibility, [Attachment 4](#). **NOTE:** If additional information is required, email the Airman requesting the additional information/documentation. Save the sent email to your desktop and attach it to the CMS case. Exit the application by clicking the “x” in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case. (**NOTE:** If you wait too long, click the browser back arrow twice). Provide comments in the CMS “**Action/Comments**” area of the CMS case, i.e., pending further documentation. In the “**Follow up on this case:**” field, click the drop down calendar and select the suspense date (10 days), click on the “**Follow**” button, click “**OK**”, click the “**Add Attachments for this Case**” button and follow the instructions listed to attach the email. Click the “**Finish**” button. Once documents are received attach them to the CMS case and refer the CMS case to the Assignment Functional, if applicable. If documents are not received within ten days, disapprove the Airman’s request.

Step 2. If the application requires the Assignment Functional Manager’s coordination, exit the application by clicking on the “x” in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case. (**NOTE:** if you wait too long, click the browser back arrow twice). Provide comments in the CMS “**Action/Comments**” area of the CMS case for the Assignment Function, click on the down error next to the “**Refer Case To:**” box, select the correct agency, click the “**Refer**” button, click “**OK**”.

Step 3. Upon completion of internal coordination (if applicable) and validation, approve or disapprove the application. Click the “**HR Review**” button, under “**BPO Action**” heading provide approval/disapproval comments for the decision in the box provided. There are 4,000 characters available. Click “**Close Case**” button. An automatic email will be sent to the commander and the Airman of approved/disapproved request.

- h. Make the appropriate updates in MilPDS. If approved, Refer to [Section M](#) for Approval of Officer Voluntary Separation update instructions.

7. AFPC ASSIGNMENT FUNCTIONAL MANAGER:

- a. Access [myPers](#) and click on the “CMS” button. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Unread**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”.
- b. Under the “**Inbox – Referred (Unread)**” heading, click the “**Review**” button identifying the Airman and review the Airman’s application in CMS.
- c. Provide approval/disapproval recommendation in the CMS “**Action/Comments**” area of the CMS case for the Assignment Function, click on the down error next to the “**Refer Case To:**” box, select the correct separation agency, click the “**Refer**” button, click “**OK**”.

8. SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

- a. Update E53 transaction in MilPDS. Refer to [Section M](#) for ETS Voluntary Separation update instructions and E5 Transaction update instructions.
- b. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- c. Produce AF Form 100, **Request and Authorization for Separation**.

9. DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):

- a. Produces DD Form 214, Certificate of Release or Discharge from Active Duty.

7 – Day Option

7-DAY OPTION: Officers may apply for separation within seven calendar days of receiving notification of an assignment in lieu of accepting the assignment. If the officer elects to exercise the 7-Day Option and is a lieutenant through lieutenant colonel, they must request separation under the provisions of AFI 36-2110. If an officer has an assignment selection date, (date placed on the Vulnerable Mover's List-VML) and wishes to apply for separation, the 7-Day Option rules apply. For specific guidelines on appropriate separation dates and 7-Day Option, see [AFI 36-3207](#), *Separating Commissioned Officers* and [AFI 36-2110](#), *Assignments*.

PALACE FRONT

PALACE FRONT is a program that allows active Air Force officers and enlisted Airmen to transfer from the United States Air Force (USAF) to the Air National Guard (ANG) or Air Force Reserve (USAFR) the day after separation from the Air Force non-PALACE CHASE, normally upon completion of ADSC or on reaching their DOS. Guidance can be found in [AFI 36-3205](#) and [AFI 36-2115](#).

Airmen interested in applying for PALACE FRONT should contact their local ISR. An ISR will verify the applicants' eligibility and assist the Airman in locating and reserving a position for each approved applicant. ISR will also assist Airmen in completing the AF Form 1288.

It is imperative for Airmen desiring a PALACE FRONT position to initiate the application through the ISR as soon as possible. Upon approval, the ISR provides **the approved/completed AF Form 1288 to AFPC/DP2SSR (PALACE CHASE section) no less than five duty days prior to the Airman's approved DOS** to ensure the information is updated in a timely manner to prevent a break in service. **Exception:** A members completed AF Form 1288 may be submitted within five duty days as long as the applicant, the ARC ISR or the ARC MPF contacts AFPC/DP2SSR at the time of submission.

Gaining ARC Personnel Employment Element: Gain/Enlist/Oath the Airman within 10 days after the DOS to ensure member's seamless transition from RegAF to ARC. PALACE FRONT effective gain date will always be the day after RegAF DOS. If experiencing gain issues contact AFPC/DP2SSR IMMEDIATELY.

SECTION F. OFFICER PALACE CHASE

INTRODUCTION:

Active Duty Officers desiring to transfer to an Air Reserve Component will apply for PALACE CHASE separation utilizing the vMPF Officer Voluntary Separation application. The PALACE CHASE program is an early release program that allows active Air Force officers to request transfer from active military service to an Air Reserve Component. The Air Force may waive a portion of applicants remaining ADSC if the applicant agrees to all the terms outlined in the PALACE CHASE Contract, AF Form 2631.

OPR: Separations Branch, PALACE CHASE (AFPC/DP2SSR)

REFERENCES: [AFI 36-3205](#), *Applying for the PALACE CHASE and PALACE FRONT Programs*; [AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*; [AFI 36-2005](#), *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary)*; [AFI 36-2115](#), *Assignments Within the Air Reserve Components* and [AFI 36-2254](#), *Reserve Personnel Participation*

TARGET AUDIENCE: Active Duty Officers

Table 8. Step-by-Step Procedures for Officer Palace Chase.

STEP	ACTION OWNER	NARRATIVE
1	Airmen	Initiate Application. Access myPers PALACE CHASE Knowledge article to review separation eligibility criteria. Also, refer to AFI 36-3205, Table 1.1 and contact the ARC In Service Recruiter assigned to the Airmen’s MPF prior to starting a new PALACE CHASE application. Must provide the ISR with a current: CDB, myFitness Tracker Report and IMR printouts. ARC ISR will generate the AF Form 1288 and AF Form 2631. NOTE: The AF Form 1288 must have a completed first endorsement prior to submitting application to AFPC. Additionally, Airmen MUST draft a personal memorandum providing justification for PALACE CHASE application. IMPORTANT! Applicant’s duty status must be “PRESENT FOR DUTY or LEAVE”. Applicants CANNOT apply if duty status is “TDY” AND the “End” date is more than 30 days after the application start date. Applicant CANNOT be in “TDY” status for more than 30 day during the entire application process. (<i>AFRC applicants only</i>) Airmen should discuss the Reserve Scroll process with the ISR. Members without an approved Reserve Scroll on or before their DOS will have a break in service resulting in a loss of benefits.
2	In-Service Recruiter (ISR)	Determine Eligibility. Prescreen all Airmen to determine if the Airman is eligible for accession into the ARC. AF Form 1288 and AF Form 2631 should be generated by the ARC ISR and completed by the Airmen. Review myFitness Tracker Report,

STEP	ACTION OWNER	NARRATIVE
		CDB and IMR screenshots to verify Airmen is qualified to apply. <i>(AFRC Only)</i> It is highly recommended that the ISR initiate the Reserve Scroll process as soon as possible.
3	Airmen	First endorsement Coordination. Contact Squadron Commander or comparable commander to schedule the Voluntary Separation briefing.
4	Unit Commander	Separation Briefing. Conduct Voluntary Separation briefing ref AFI 36-3207 Para 2.1. Complete AF Form 1288 First Endorsement. Using the AF Form 1288 First Endorsement provide an approval/disapproval recommendation. When recommending approval Commanders are required to describe the applicant's service. When recommending disapproval Commanders are required to provide an explanation. Comments must be provided in the "Remarks" section. NOTE: AF Form 1288 first endorsement must be returned to the Airmen within 14 days.
5	Airmen	Submit Application. On the vMPF main web page, click " <i>Self-Service Actions</i> ", " <i>Separations</i> ", and " <i>Voluntary Separation</i> " to view the Introduction Page. You can review the individual separation provisions on the Introduction Page. Click PALACE CHASE to review information on the PALACE CHASE program. When ready to begin a PALACE CHASE application click "Apply for Voluntary Separation". Complete steps one through ten to submit application to the Squadron Commander. IMPORTANT! Failure to submit a complete application will result in the application being returned to the Airmen without action. Ensure validation of commander's email address (i.e., global address listing). Failure to accurately complete this step will add significant delays to the application.
6	Squadron Commander	Recommendation. Upon receipt of automatic email notification, access CMS and click the "HR Review" button and review the Airman's application. Provide an approval/disapproval recommendation for the voluntary separation application and complete questions 2a-f. When recommending approval Commanders are required to describe the applicant's service. When recommending disapproval Commanders are required to provide a full explanation. Comments must be provided in the justification box. Select "Submit" to route the application to the Base Separation Authority (BSA). IMPORTANT! Only Squadron Commanders are authorized to make recommendations. Authority cannot be delegated.
7	Wing Commander or Equivalent	Recommendation. Upon receipt of automatic email notification, access CMS and click the "HR Review" button to review the Airman's application. Provide an approval/disapproval recommendation. Comments are mandatory for disapproval recommendations and must be provided in the justification box.

STEP	ACTION OWNER	NARRATIVE
		Forward the Airman's application to AFPC using the "Submit" button. NOTE: The unit commander and the Airman will receive an automatic email notification of the BSA's decision action.
8	AFPC/DP2SSR	Eligibility Check IAW AFI 36-3205. Verify eligibility using; documents submitted by applicant and current MilPDS information. Is the applicant eligible to apply and was a complete application submitted? If yes, generate SAF/PC transmittal sheet, update MilPDS with applicant's requested separation and route application to the appropriate assignment team for coordination. When complete GO TO STEP 9. If no, GO TO STEP 11
9	AFPC/DP1TA	Coordination. Make an approval/disapproval recommendation on the SAF/PC transmittal sheet. All areas of the transmittal sheet must be completed prior to returning the case to AFPC/DP2SSR. AO's must include a recommendation, AO information AND manning percentages (Worldwide, Wing, and Unit). Additionally, disapproval recommendations must include a complete explanation in the remarks section. Completed transmittal is returned to DP2SSR for submission to SAF/PC. NOTE: Regardless of core ID, Airmen with 11U, 12U and 18X as a secondary AFSC require a secondary recommendation from the RPA functional team
10	AFPC/DP2SSR	SAF/PC Submission. Assemble the final application package; personal memorandum, letter of intent to hire, AF Form 1288, myFitness Tracker Report, CMS printer template and SAF/PC transmittal. Build the Airmen's application into CMTARS and forward the application to SAFPC.
11	AFPC/DP2SSR	Returned Without Action. Applications will be returned to the Airmen when the applicant is found to be disqualified, the application is incomplete or if assignment information is not received. The applicant is authorized to reapply as soon as the disqualifying factor is corrected, the missing information made available or when the assignment information is obtained. IMPORTANT! Airmen must reapply by opening a new " Voluntary Separation Application " - PROCESS COMPLETE
12	SAFPC	Adjudicate Request. Approve or Disapprove the applicant's resignation request, update CMTARS and provide AFPC/DP2SSR with the official instrument. NOTE: Approvals are tentative, final approval is contingent upon receipt AF Form 1288 second endorsement. NOTE: Disapproved applications; Airman may not reapply for 120 days from the date the applicant was notified by AFPC/DP2SSR. SAF/PC is the only agency authorized to adjudicate Officer PALACE CHASE applications, all other agencies make recommendations.
13	AFPC/DP2SSR	Approval/Disapproval Notification. If disapproved, GO TO STEP 14. If approved, GO TO STEP 15. NOTE: Final approval is contingent upon receipt of ARC assignment information.
14	AFPC/DP2SSR	Application Disapproved. Update disapproval in CMS and MilPDS; notify the ISR, the Airman and Airmen's Commander.

STEP	ACTION OWNER	NARRATIVE
		NOTE: If application is disapproved the Airman may not reapply for 120 days from the date the applicant was notified of disapproval. PROCESS COMPLETE.
15	AFPC/DP2SSR	Tentative Approval. Was AF Form 1288 submitted with complete blocking information in the second endorsement? If yes, application is Final Approved, GO TO STEP 19. If no, notify the Airmen, the Commander and the ISR of the Tentative Approval GO TO STEP 16. IMPORTANT! Completed AF Form 1288 must be received by AFPC/DP2SSR before the 91st day following Tentative Approval notification.
16	ISR	Assignment Coordination. Contact the Gaining ARC Personnel Employment Element to obtain the assignment information. Assignment blocking will be provided on the AF Form 1288, second endorsement section. NOTE: AFPC/DP2SSR must receive assignment information NLT the 91 st day (or 181 st day for those with applicable DOS) following tentative approval notification.
17	Gaining ARC Personnel Employment Element	ARC Assignment. Units MUST complete/validate all required medical clearance prior to providing assignment information in the second endorsement of the AF Form 1288. Return completed AF Form 1288 to ISR.
18	ISR	AF Form 1288 Submission. ISR completes third endorsement. ISR must confirm scroll is complete before submitting the final AF Form 1288. ISR will submit the completed AF Form 1288 to AFPC/DP2SSR with second and third endorsements using Attachment 22 . Was assignment information provided to AFPC/DP2SSR prior to the 91st day (or 181 st if applicable)? If yes, GO TO STEP 19. If no, GO TO STEP 14.
19	AFPC/DP2SSR	Final Approval. AFPC/DP2SSR will update approval in MilPDS, and notify the Airman, the Commander and the ISR. Airman will be able to begin pre-defined out-processing actions in Attachment 7 .
20	Airmen	Begin Out-processing. Complete Separation Actions outlined in Attachment 7 . Airman should contact the gaining ARC Unit to coordinate start date. IMPORTANT! (AFRC Only) Reserve Scroll process must be approved in order to final approve and establish a DOS. (ANGUS Only) Airmen must be administered the oath of office the day following their DOS.
21	AFPC/DP1TSS and AFPC/DP1OSC	Process Separation Actions. 1. Update E53 transaction in MilPDS. 2. Upon receipt of the Pre-Separation Order Worksheet and DOS, produce the AF Form 100, Request and Authorization for Separation. 3. (DP1OSC) Upon receipt of the Airman's DD Form 214 worksheet and DOS, produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty.
22	MPF	Final Out-Process. Final out-process the Airman, regardless of their location. Mail all source documents to ARMS at:

STEP	ACTION OWNER	NARRATIVE
		HQ AFPC/DPIORM 550 C Street West Suite 21 JBSA Randolph, TX 78150-4723 Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.
23	Airmen	Report to ARC. Airmen reports to gaining ARC MPF. Report date is DOS, plus JTFR travel time, plus 7 days. IMPORTANT! (ANGUS ONLY) Airmen must reports to the gaining ANGUS Personnel Employment Element NLT the next day following the Airmen’s DOS. The oath must administered by an Officer of the ANGUS the day following the applicants release from the active duty. IMPORTANT! Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 10 days WILL be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 30 days WILL administratively classified as a "deserter", dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI's National Crime Information Center (NCIC) computer.

Roles and Responsibilities

1. **AIRMEN:** [Link to Applicant Field Tutorial](#)

- a. Access myPers PALACE CHASE Knowledge article to review program basics, eligibility and related resources. To access the PALACE CHASE page, navigate to the myPers main page, from the “Learn More About” column select “[Separation](#)”, on the separation main page select “[PALACE CHASE](#)”. In the section marked, “Eligibility” select the link marked “[PALACE CHASE application criteria](#)” This document is directly linked to the AFI 36-3205, Table 1.1 [PALACE CHASE](#) eligibility criteria.
 - **IMPORTANT!** In addition to the PALACE CHASE eligibility you will also need to check with the In-Service Recruiter to ensure you meet the accession standards for the ARC. All applicants must remain qualified throughout the entire application process.
 - **IMPORTANT!** At application submission, applicant’s duty status must be “PRESENT FOR DUTY or LEAVE”. Applicants **CANNOT** apply if duty status is “TDY” **AND** the “END” date is more than 30 days after the application start date. Applicant **CANNOT** be in “TDY” status for more than 30 days at any time during the entire application process.
- b. Contact ANGUS or Reserve In-Service Recruiter. Information regarding Air Force Reserve recruiters located at <http://afreserve.com/>. Information regarding Air National Guard recruiters located at <http://goang.com/>. The applicant is required to contact an ARC recruiter to complete the prescreen process and locate a tentative position. **IMPORTANT!** Applicant must provide the AFPC/DP2SSR with a current CDB (showing valid security clearance), myFitness Tracker Report (member must be current and **CAN NOT** be exempt in any area) and an IMR printout (showing current in PHA, dental, and proof of CIVID-19 vaccine). **NOTE:** Exemptions – Applicants with an AAC 81 – Pregnancy are allowed to have myFitness Tracker Report exemptions; airmen with shaving waivers (must provide AF Form 469 with application).

- c. ISR will assist the Airmen in completing the AF Form 2631 and the AF Form 1288. **NOTE:** ISR should sign as the witness on the AF 2631. All applicants must also draft a personal memorandum providing justification for PALACE CHASE application **IMPORTANT!** (AFRC applicants only) applicants should discuss the Reserve Scroll process with their ISR. Members without an approved Reserve Scroll dated prior to their approved DOS will have a break in service.
- d. All officer applicants must contact their Squadron Commander or comparable commander to schedule Voluntary Separation briefing, ref AFI 36-3207 Para 2.1. Airmen should be counseled by the commander regarding the reasons and timing of the separation request, effects the separation could have on member's benefits and the character of the Airmen's service. **NOTE:** Commanders must provide a recommendation and return to the completed first endorsement to the applicant within 14 days. Commanders must describe the Airman's service if recommending approval. If recommending disapproval the commander must provide a full explanation.
IMPORTANT! Squadron Commander or Wing Commander **MUST** sign the AF Form 1288 First Endorsement prior to application submission.
- e. When application package is complete and the applicant is prepared to begin the PALACE CHASE application. The application can be started from the vMPF homepage, select "Self-Service Actions" link and then select the "Separation" link. Read the Voluntary Separation Introduction information. Thoroughly, review the program description and eligibility criteria on the Introduction Page.
- f. When ready to submit the application select the "Apply for Voluntary Separation" link in then Introduction column. **NOTE:** On the "Initiate Voluntary Separation" page, you can select "Save", "Cancel", "Back" or "Next". When ready select "Next". Carefully review the prepopulated information on this screen. Select "Save" prior to selecting the "Log out" option. **NOTE:** Application submission Field Tutorial is available on the PALACE CHASE Knowledge Article located here [Link to Applicant Field Tutorial](#).
- Step 1 of 10** - From the drop-down menu, select "PALACE CHASE", read the pop-up reminder regarding the required forms, select "OK" to proceed to the next screen.
- Step 2 of 10** – DOS selection. Prior to selecting your DOS carefully review the guidelines below. Utilize the pop-up calendar to select your requested date of separation and select the "Next" button to proceed to the next screen. **Applicants may not apply for PALACE CHASE if the requested DOS is less than 6 months from the most current longest remaining ADSC.**
- **CONUS Officer Applicant:** Select a DOS no less 6 months and no more than 12 months from application submission date.
 - **Overseas Officer Applicant:** Select one of the following rules when choosing a DOS. Choose the rule based on your current situation:
 - Rule A. If current DEROS and highest ADSC dates fall within the same month and year, you must begin your application no more than 15 months but no less than 12 months prior to your CURRENT highest ADSC. Airmen may request a separation date up to 6 months prior to the current established highest ADSC.
 - Rule B. If current DEROS and highest ADSC dates DO NOT fall within the same month and year, you must open your application no more than 12 months but no less than 9 months prior to the current DEROS. Airmen must request a separation equal to the current established DEROS.
 - Prior to selecting a DOS please consider that approved applications can take as long as 4 months to be approved, out processing can take as much as 60 days and all leave must be used prior to your requested DOS. **IMPORTANT!** Leave will not transfer to

Traditional or Drill positions in the ARC. Only Airmen with approved AGR positions will be able to carry leave to the ARC. Contact MPF if you plan to sell back any leave prior to your DOS.

- After DOS selection is complete select “Next”.

Step 3 of 10 - Reason for request. You can paste your Personal Memo comments into this section. **IMPORTANT!** Airmen **MUST** include In-Service Recruiters name, telephone number and branch of affiliation (Example, MSgt John Doe, 123-555-1212, Air National Guard)

Step 4 of 10 - Select “I agree to accept an Air Force Reserve Commission” and select the “Next” button. **IMPORTANT!** (AFRC applicants only) applicants should discuss the Reserve Scroll process with their ISR. Members without an approved Reserve Scroll dated prior to their DOS will have a break in service.

Step 5 of 10 – Select the “Yes” or “No” button concerning public property/funds. Enter the grade and name of the officer that completed the Voluntary Separation briefing as outlined in AFI 36-3207 Para 2.1. Utilize the pop-up calendar and select the date that you completed your Voluntary Separation Briefing. Complete the “Counseled by” section. Select “Yes” or “No” if planning to take Terminal Leave. If yes, utilize the pop-up calendar and select the terminal leave start date. Terminal leave **MUST** be taken prior to your approved DOS. **IMPORTANT!** Leave will not transfer to Traditional or Drill positions in the ARC. Only Airmen with approved AGR positions will be able to carry leave to the ARC. Select the “Next” button to proceed to the next screen.

Step 6 of 10 - Read and acknowledge each statement. All boxes must be checked before the application will proceed. Select the “Next” button to proceed to the next screen.

Step 7 of 10 – Ignore this section, select “Next” to proceed to the next screen. This section applied to applicants applying under the Officer FYXX Force Management Programs.

Step 8 of 10 - Enter the applicant’s unit/squadron commander’s grade/name, and enter commander’s official email address. Re-enter the commander’s official email address and select the “Next” button to proceed to the next screen. (Lt Col John Doe 60 AMXS john.doe@us.af.mil)

Step 9 of 10 - Select the unit/squadron Commanders Support Staff (CSS) from the drop-down menu and select the “Next” button. If your unit/squadron is not listed you may select “Agency Not Found”. **IMPORTANT!** Selecting “Agency not found” will add significant time to the application process. The MPF superintendent or the base MPF CMS administrator can assist if your unit isn’t loaded into CMS.

Step 10 of 10 – Use the “Add Attachment” button to attach the AF Form 1288, AF Form 2631, personal memorandum, CDB showing valid security clearance, myFitness Tracker Report showing current with no exemptions in any area and Individual Medical Readiness printout (IMR) showing current in PHA, dental, and proof of COVID-19 vaccine. **Exceptions:** applicants with an AAC 81 – Pregnancy are allowed to have AFFMS II exemptions; airmen with shaving waivers (must provide AF Form 469 with application). **NOTE:** Add hire letter or intent to hire letter from gaining unit when available. These documents must be scanned into one .pdf document. Select “Finish” button to complete the application. **NOTE:** You can save the application at any time during the application process. However, if the application is not saved or submitted within ten calendar days, it will be deleted. When the application is ready to be submitted select “Submit Application”. Carefully review the application statement in the pop box, select “OK” to complete the application.

- **IMPORTANT!** Print the application control number and provide that number to your ISR.
- g. After submission the application package will be reviewed by AFPC/DP2SSR. Applications that are incomplete or if the applicant is not qualified to apply for PALACE CHASE the

application will be returned without action. Qualified applications will be routed to the assignment functional DP1TA for recommendations. AFPC/DP2SSR will coordinate the application with Secretary of the Air Force Personnel Council (SAF/PC) for adjudication. SAF/PC will return the application to AFPC/DP2SSR for coordination.

- h. AFPC/DP2SSR will notify the applicant of one of the following application outcomes.
 - **DISAPPROVED** – Applicant will be notified of the disapproval reason by AFPC. Applicant will not be able reapply for 120 days from the date the applicant was notified of disapproval.
 - **TENTATIVE APPROVAL** - When application is approved but lacks an ARC assignment the application will be tentatively approved. AFPC/DP2SSR will notify the applicant, the Commander and the ISR of the tentative approval. The applicant and the ISR must work with the gaining ARC MPF to secure a position at the gaining unit. **IMPORTANT!** AFPC/DP2SSR must receive assignment information NLT the 91st day following tentative approval notification. **NOTE:** Airmen who are tentatively approved with a DOS that is 9 to 12 months out will be granted up to 180 days to submit a completed AF Form 1288. ISRs may submit an extension request. Requests will be in a memo format and include reason for extension and get well date. The memo must be signed by the ISR Supervisor. **DO NOT** begin any pre-defined out-processing actions until application is final approved.
 - **FINAL APPROVED** - AFPC/DP2SSR will update approval in MilPDS, and notify the Airman, the Commander and the ISR. Airman is now able to begin pre-defined out-processing actions in [Attachment 7](#).
- i. When application is Final Approved notify MPF separation **BEFORE** completing any pre-defined out-processing actions in [Attachment 7](#). MPF will load out processing checklist.
 - **IMPORTANT!** Applicants **MUST NOT** begin out-processing prior to MPF loading the final out-processing checklist.
- j. Report date is NLT DOS plus 10 days.
 - **IMPORTANT!** Airmen who fail to report to the Gaining ARC Personnel Employment Element within 10 days **WILL** be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element within 30 days **WILL** administratively be classified as a “deserter”, dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI’s National Crime Information Center (NCIC) computer.
- k. Contact the ISR for questions related to an individual application or status updates.
 - **IMPORTANT!** All applicants must remain qualified throughout the entire application process. It is the applicant’s responsibility to notify ISR of any change in their qualifications.
 - **IMPORTANT! DO NOT** go into TDY status for more than 30 days during the application process

2. **IN-SERVICE RECRUITER (ISR):**

- a. Serves as the applicants’ primary point of contact throughout the entire application process.
- b. Determine if the Airman is eligible for accession into the ARC. Reference applicable accession regulations to ensure the Airman meets the minimum qualifications for accession into the ANGUS or AFRC. **NOTE: NO WAIVERS WILL BE GRANTED** for applicant not meeting the standards set forth in AFI 36-3205 Table 1.1.
 - **IMPORTANT!** Applicant **CANNOT** be exempt in any area of the Air Force Fitness Assessment. *Exceptions:* applicants with an AAC 81 – Pregnancy are allowed to have AFFMS II exemptions; airmen with shaving waivers (must provide AF Form 469 with application). All applicants with an ALC X, Y, or C are not qualified to apply for the PALACE CHASE program, regardless of gaining unit or SG waiver.

- **IMPORTANT!** Applicant **CANNOT** have had a referral OPR (See AFI 36-3205 for complete guidance). Applicant **CANNOT** be currently serving on the control roster nor have a current UIF.
- c. Generates the AF Form 2631. Ensure the applicant correctly completes sections 1, 2, 4 and 5 of AF Form 2631. Applicant **MUST** sign the 2631 prior to application submission. The applicant's ISR should sign as a witness.
- d. Generates the AF Form 1288. Ensures the applicant completes all sections, initials and signs the AF Form 1288.
- e. Coordinates with the Gaining ARC Personnel Element for completion of the second endorsement of the AF Form 1288.
- f. Ensures applicant meet the gaining ARC medical standards set forth in applicable medical standards regulations.
- g. Completes AF Form 1288 third endorsement certifying the applicant is qualified for assignment into the ARC.
- h. ISR will submit the completed AF Form 1288 with second and third endorsements. Submit documents to AFPC/DP2SSR using [Attachment 22](#). **IMPORTANT!** ISR must select a DOS of no less than 45 days when submitting AF Form 1288 for final approval.
- i. All applicants must remain qualified throughout the entire application process. ISR's must notify the TFSC whenever changes in the applicants' qualification cause the applicant to be no longer qualified for the PALACE CHASE program.
 - **IMPORTANT!** Ensure the applicant does not go on TDY for more than 30 days during the application process.
- j. Contacts the TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.

3. **ACTIVE DUTY LOSING COMMANDER:**

- a. Commanders must have access to CMS in order to complete the coordination on PALACE CHASE applications. **NOTE:** Commanders can request CMS access through the MPF superintendent or the base MPF CMS administrator.
- b. Conduct Voluntary Separation briefing as outlined in AFI 36-3207 Para 2.1, Airmen should be counseled by their Commander regarding the reasons and timing of the separation request, effects the separation could have on member's benefits and the character of the Airmen's service.
- c. Using the AF Form 1288 first endorsement section provide recommendation. When recommending approval, must describe applicant's service. Provides full explanation, if recommending disapproval. IAW AFI 36-3205 para 1.5.1, AF Form 1288 first endorsement must be returned to the Airmen within 14 days. Authority to complete the AF Form 1288 First Endorsement may not be delegated to a lower level.
- d. The applicant will submit the voluntary separation application in vMPF. CMS will automatically produce an email notification. Upon receipt of automatic email notification, access CMS to complete the coordination. Access to CMS can also be gained from the Air Force Personnel Center secure site. Select "[CMS](#)" link in the application list. From the main CMS page, review the section titled "Summary of Cases Requiring Action" heading, click the number in the "Total" column
- e. Confirm the applicants name and select "[HR Review](#)". The Airman's personnel data from MilPDS is provided to assist in making an approval/disapproval recommendation. Review the Airman's application along with any attached documents. The application data is current as of the date of the application. **NOTE:** Commanders Field Tutorial is available on the PALACE CHASE Knowledge Article located here. [Link to Commander Field Tutorial](#).

Step 1 of 3. Provide an approval/disapproval recommendation for the voluntary separation application.

Step 2 of 3. Complete questions 2a-f.

Step 3 of 3. Comments must be provided in the justification box. When recommending approval Commanders are required to describe the applicant's service. When recommending disapproval Commanders are required to provide a full explanation. Select "**Submit**" to route the application to the Base Separation Authority (BSA). Select "OK" to confirm submission of the recommendation. Select the "**Close Window**" button to complete the application coordination.

IMPORTANT! Only Squadron Commanders are authorized to make recommendations. Authority cannot be delegated.

- f. When the applicant request a DOS change or application withdraw, Commanders must coordinate on the CMS case. The applicant will submit the voluntary separation application change request in vMPF. Upon receipt of automatic email notification, access CMS to complete the coordination. Access to CMS can also be gained from the Air Force Personnel Center secure site. Select "**CMS**" link in the application list. From the main CMS page, review the section titled "Summary of Cases Requiring Action" heading, click the number in the "Total" column. Provide approval or disapproval recommendations for change request.). Select "OK" to confirm submission of the recommendation. Select the "**Close Window**" button to complete the application coordination. **IMPORTANT!** Refer all application change requests to AFPC/DP2SSR for action.
- g. All applicants must remain qualified throughout the entire application process. Commanders should notify the ISR when changes in the applicants' qualifications occur and the Commander feels that these changes would affect the applicant's success in the ARC.
 - **IMPORTANT!** Ensure the applicant does not go on TDY for more than 30 days during the application process.
- h. Contact the applicants ISR or TFSC for questions related to an individual application or status updates. TFSC 800-525-0102

4. **WING COMMANDER OR EQUIVALENT:**

- a. Commanders must have access to CMS in order to complete the coordination on PALACE CHASE applications. **NOTE:** Commanders can request CMS access through the MPF superintendent or the base MPF CMS administrator.
- b. The Squadron Commander will route the voluntary separation application in CMS. CMS will automatically produce an email notification. Upon receipt of automatic email notification, access CMS to complete the coordination. Access to CMS can also be gained from the Air Force Personnel Center secure site. Select "**CMS**" link in the application list. From the main CMS page, review the section titled "Summary of Cases Requiring Action" heading, click the number in the "Total" column.
- c. Confirm the applicants name and select "**HR Review**". Locate the "Wing Commander Coordination" section of the application. The Airman's personnel data from MilPDS is provided to assist in making an approval/disapproval recommendation. Review the Airman's application along, any attached documents and the Squadron Commanders recommendation. The application data is current as of the date of the application.
 - **Step 1 of 3.** Provide an approval/disapproval recommendation for the voluntary separation application.
 - **Step 2 of 3.** Comments must be provided in the justification box. When recommending approval Commanders are required to describe the applicant's service. When recommending disapproval Commanders are required to provide a

full explanation. Select “[Submit](#)” to route the application to AFPC/DP2SSR. Select “OK” to confirm submission of the recommendation. **IMPORTANT!** Wing Commander must coordinate on the application; authority cannot be delegated to Executive or Deputy Commander.

- **Step 3 of 3.** Select the “[Close Window](#)” button to complete the application coordination.

- d. All applicants must remain qualified throughout the entire application process. Commanders should notify the ISR when changes in the applicants’ qualifications occur and the Commander feels that these changes would affect the applicant’s success in the ARC.
 - **IMPORTANT!** Ensure the applicant does not go on TDY for more than 30 days during the application process
- e. Contact the applicants ISR or TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.

5. **ACTIVE DUTY MILITARY PERSONNEL FLIGHT (MPF):**

- a. Provide Commanders with CMS access through the MPF superintendent or the base MPF CMS administrator.
- b. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from the web-link.
- c. Educate and assist commanders and Airmen with the vMPF web-based separation application process.
- d. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- e. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and submission to ARMS - AFPC/DP1OR
- f. All applicants must remain qualified throughout the entire application process. MPF personnel should notify the ISR when changes in the applicants’ qualifications occur and these changes could affect the applicant’s success in the ARC.
 - **IMPORTANT!** Ensure the applicant does not go on TDY for more than 30 days during the application process
- g. Mail all source documents (in accordance with AFI 36-2608, Attachment 2) to ARMS:
HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA Randolph, TX 78150-4723
- h. Contact the applicants ISR or TFSC for questions related to an individual application or status updates. TFSC 800-525-0102.

6. **PALACE CHASE SECTION (AFPC/DP2SSR):**

- a. Establish policy and procedures as they relate to PALACE CHASE applications.
- b. AFPC/DP2SSR office serves at the primary OPR for the PALACE CHASE and PALACE FRONT programs.
- c. Access AFPC Secure Applications, Select “[CMS](#)”. Under the “Select Responsibility” tab select the AFPC Palace Chase Separations (DP2SSR) tab to begin working phase one applications. Sort applications by date and work applications oldest to newest.
 - **Step 1 of 5.** Access MilPDS and print the RSLOSS SURF outlined in [Attachment 5](#) for each applicant
 - **Step 2 of 5.** Return to CMS and open the application, verify applicant meets the eligibility criteria set forth in AFI 36-3205 Table 1.1. Complete the initial review of the RLOSS SURF

and the application attachments. **NOTE:** If the application was incorrectly submitted, missing documentation or if the Airmen is found to be disqualified for PALACE CHASE, return the application without action.

- **IMPORTANT!** At application submission, applicant's duty status must be "PRESENT FOR DUTY or LEAVE". Applicants **CANNOT** apply if duty status is "TDY" **AND** the "END" date is more than 30 days after the application start date. Applicant **CANNOT** be in "TDY" status for more than 30 days at any time during the entire application process.

IMPORTANT! Applicant must provide AFPC/DP2SSR with a current CDB (showing valid security clearance), myFitness Tracker Report (member must be current and **CAN NOT** be exempt in any area) and an IMR printout (showing current in PHA and dental). **NOTE:** Exceptions – Applicants with an AAC 81 – Pregnancy are allowed to have myFitness Tracker Report exemptions; airmen with shaving waivers (must provide AF Form 469 with application).

- **IMPORTANT!** The applicants Squadron Commander or Wing Commander **MUST** sign the AF Form 1288 First Endorsement prior to application submission.

Step 3 of 5. Validate the Squadron Commander and Wing Commander Coordination has been correctly completed IAW AFI 36-3205 Chapter 1. Applications that lack the correct coordination will be returned without action.

Step 4 of 5. Access MilPDS, Navigate to DPP – Personnel Programs, "Retirements/Separations". Input applicants SSN and run applicant query. Select "R/S Info" section and input the requested separation into the applicant's record. Update the record as required and save the information.

Step 5 of 5. Return to CMS; provide the current assignment statement in the Action/Comments area of the CMS application. In the "Refer Case to" dropdown box select the correct DP1TA Officer Assignments team. When complete select the "Refer" button, verify that the application is being referred to the correct assignment team and select "OK". Attach the SAF/PC Transmittal routing sheet to case. **NOTE:** Airmen with a CAFSC or PAFSC in the 11U, 12U or 18A AFSC will be routed to both the PAFSC and CAFSC assignment teams.

- d. AFPC/DP1TA assignment teams will make recommendation on the case and they will refer the case to "AFPC Palace Chase – Assignment Recommendation" box. **NOTE:** When AFPC/DP1TA is recommending disapproval, a complete explanation is required and remarks must include manning percentages. Manning percentages must include current AFSC, unit, grade and worldwide percentages.
- **IMPORTANT!** Assignment team must utilize the SAF/PC Transmittal routing sheet when coordinating on an application. Applications referred without a completed SAF/PC Transmittal must be returned to the Assignment team.

- e. Access AFPC Secure Applications, Select "CMS". Under the "Select Responsibility" tab select "Agency Name" AFPC Palace Chase - Asgmt Recommendation to begin working applications. Sort the applications by date and work applications oldest to newest. Assemble and submit the SAF/PC application package.

Step 1 of 3. Combine applicant's personal memorandum, letter of intent to hire, AF Form 1288, myFitness Tracker Report, CMS printer template and SAF/PC transmittal. Build the application into CMTARS and forward the application to Secretary of the Air Force Personnel Council (SAF/PC) for adjudication. SAF/PC will review the application and adjudicate the request. The CMTARS application will be updated and the official instrument will be attached to the case. **IMPORTANT!** SAF/PC is the only agency authorized to adjudicate Officer PALACE CHASE applications.

Step 2 of 3. Coordinate either the approval or disapproval process based on the SAF/PC decision. CMS case is updated, applicant, Commander and ISR are notified of the decision.

- **DISAPPROVED** –In CMS Click the “[HR Review](#)” button, under “[BPO Action](#)” heading provide disapproval comments for the case in the box provided. Click “[Close Case](#)” button. Attach SAF/PC transmittal to the CMS case. An automatic email will be sent to the commander and the Airman of approved/disapproved. An additional email notification should be sent the ISR. Access MilPDS; cancel the requested separation request and update the applicants force adjustment reason code. Applicant **CAN NOT** reapply for 120 days following the date the applicant was notified of the disapproval.

Approved applications require complete AF Form 1288 second endorsement in order to be “Final Approved”. If the AF Form 1288 is missing a completed second endorsement; coordinate with the Airmen and ISR to have the assignment information provided.

- **TENTATIVE APPROVAL** - When application is approved but lacks an ARC assignment the application will be tentatively approved. AFPC/DP2SSR will notify the applicant, the Commander and the ISR of the tentative approval. The applicant and the ISR must work with the gaining ARC MPF to secure a position at the gaining unit. **IMPORTANT!** AFPC/DP2SSR must receive assignment information NLT the 91st day following tentative approval notification. **NOTE:** Airmen who are tentatively approved with a DOS that is 9 to 12 months out will be granted up to 180 days to submit a completed AF Form 1288. ISRs may submit an extension request. Requests will be in a memo format and include reason for extension and get well date. The memo must be signed by the ISR Supervisor. **DO NOT** begin any pre-defined out-processing actions until application is final approved.
- **FINAL APPROVED** - AFPC/DP2SSR will update approval in MilPDS, and notify the Airman, the Commander and the ISR. AFPC will coordinate DEROS adjustment as required. Airman is now able to begin pre-defined out-processing actions in [Attachment 7](#). **NOTE:** (Overseas Applicants Only) AFPC/DP2SSR will coordinate the DEROS adjustment as required. DEROS adjustment is coordinated through RNT, forward DEROS adjustment notifications to AFPC/DP2LWA DEROS team.

Step 3 of 3. In CMS Click the “[HR Review](#)” button, under “[BPO Action](#)” heading provide approval/disapproval comments for the case in the box provided. Click “[Close Case](#)” button. Attach SAF/PC transmittal to the CMS case. An automatic email will be sent to the commander and the Airman of approved/disapproved. An additional email notification should be sent the ISR.

- f. When the applicant request a DOS change or application withdraw, Commanders will coordinate on the CMS case by making either an approval or disapproval recommendation. DP2SSR will approve or disapprove the request based upon the likely impact of the request on the Air Force, the ARC and the applicant.

7. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**

- a. Update E53 transaction in MilPDS. Refer to [Section M](#) for ETS Voluntary Separation update instructions and E5 Transaction update instructions.
- b. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- c. Produce AF Form 100, Request and Authorization for Separation.

8. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**

- a. Produce DD Form 214, Certificate of Release or Discharge from Active Duty.

9. **SECRETARY OF THE AIR FORCE PERSONNEL COUNCIL (SAFPC):**

- a. Serve as approval/disapproval authority for PALACE CHASE applications.
- b. Serve as approval/disapproval authority for changes to an approved separation date if requested an earlier date than the previously approved separation date.

10. **AFPC ASSIGNMENT FUNCTIONAL MANAGER:**

- a. Access AFPC Secure Applications and select “**CMS**” button. Under the “Summary of Cases Requiring Action” heading, select the number in the “**Unread**” column. Identify the Airman’s name.
- b. Under the “Inbox – Referred (Unread)” heading, select the “**Review**” button identifying the Airman and review the Airman’s application in CMS.
- c. Provide approval/disapproval recommendation in the CMS “Action/Comments” area of the CMS case. When recommending disapproval, a complete explanation is required and remarks must include manning percentages. Manning percentages must include current AFSC worldwide, unit, skill level and grade.
- d. When recommendation is complete, open to the “**Refer Case To**” dropdown box and select “**AFPC Palace Chase – Assignment Recommendation**” then select the “**Refer**”. Confirm the “Refer to” location then select “**OK.**”
 - **IMPORTANT!** Attach the completed SAF/PC transmittal to the CMS case. Assignment team must utilize the SAF/PC Transmittal routing sheet when coordinating on an application. Applications referred to AFPC/DP2SSR without a completed SAF/PC Transmittal will be returned to the Assignment team.
 - **IMPORTANT! DO NOT use the "HR review" function.**

11. **GAINING ARC PERSONNEL EMPLOYMENT ELEMENT:**

- a. Must give PALACE CHASE applicants placement priority IAW AFI 35-2115.
- b. Determine applicant eligibility **PRIOR** to providing assignment information in the AF Form 1288 Second Endorsement.
- c. Ensure the applicant has been medically cleared prior to completion of the AF Form 1288 Second Endorsement.
- d. Completes the second endorsement of the AF Form 1288 with assignment data. Include the complete mailing address in the remarks section. Return the form to the applicants In-Service Recruiter.
- e. (ANGUS Only) Administer the state ANGUS oath for Reserve officers on the day following their release from active duty.
- f. May release PALACE CHASE members for enlistment into the RegAF or transfer into another ANGUS or USAFR unit or an IMA position.
- g. Gaining ARC Personnel Employment Element **CAN NOT** release PALACE CHASE members for transfer to non-Air Force components.
 - **IMPORTANT!** Gaining ARC Personnel Employment Element **MUST** notify AFPC/TFSC when member fails to report, is found to be an unsatisfactory participant or when the member is found to have committed unsatisfactory behavior or performance. These Airmen are subject to recall.
 - **IMPORTANT!** Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 10 days **WILL** be listed as “absent”. Airmen who fail to report to the Gaining ARC Personnel Employment Element with-in 30 days **WILL** administratively classified as a “deserter”, dropped from the unit rolls and placed in the FBI’s Wanted Persons File located in the FBI’s National Crime Information Center (NCIC) computer.

SECTION G. OFFICER SEPARATION WITHDRAWAL OR CHANGE OF AN APPROVED SEPARATION DATE

INTRODUCTION:

An Airman may apply to withdraw, change or cancel an approved separation for documented hardships or withdraw an approved separation for best interest of the DAF. If an Airman is requesting to change or withdraw an approved separation date, they must provide AFPC justification.

EXCEPTION: Officers cannot submit a withdrawal request if they are within 30 days of their approved DOS unless the reason is for hardship.

1. HARDSHIP: The package must identify the hardship and show, with written evidence, how retention on active duty will ease or solve the problem. In addition, Airmen must show how the hardship developed, or deteriorated, after the application date and could not reasonably foresee the hardship at the time the Airman made separation plans. The commander must have knowledge and provide comments and recommendation of approval/disapproval.

2. BEST INTEREST OF THE DEPARTMENT OF THE AIR FORCE: The Airman initiates the request and includes written evidence to reflect retention on active duty is clearly in the best interest of the DAF. The commander must have knowledge; provide comments and recommendation of approval/disapproval.

NOTE: For VSP only - Withdrawal of a previously approved separation application for those officers who would otherwise be eligible for the retention board (i.e., reduction in force (RIF), force shaping) will be allowed only for cases of unique hardship to the Airman or in the best interest of the DAF. Officers who have their DOS withdrawn will then be eligible for the applicable retention board. Officers with a previously approved separation application as of the release of a VSP Program PSDM are not eligible for VSP and may not withdraw their approved separation in order to resubmit under VSP.

Table 9. Step-by-Step Procedures for Officer Separation Withdrawal or Change of an Approved Separation.

STEP	ACTION OWNER	NARRATIVE
1	Airman	<i>Initiate Withdraw/Change My Application.</i> To withdraw or change the separation application, Airmen must select “ Withdraw/Change My Application ” button using vMPF. Include justification /documentation or wing commander endorsement memorandum/email if the wing commander was not the original approval process and submit to commander for recommendation.
2	Commander	<i>Review request.</i> Upon receipt of automatic email notification, access CMS and click the “ HR Review ” button to review the Airman’s request, make a recommendation and submit application with all attachments/documentation to wing commander.
3	Wing Commander or Equivalent	<i>Recommendation.</i> Upon receipt of automatic email notification, access CMS and click the “ HR Review ” button to review the Airman’s request. Provide approval/disapproval for recommendation

STEP	ACTION OWNER	NARRATIVE
		and forward to AFPC/DP2SSR. NOTE: This action <u>must</u> be accomplished within seven days or emails will be sent every seven days until action is taken.
4	AFPC/DP2SSR	Review BSA endorsement.
5	AFPC/DP2SSR	Is application for approved completion of service separation? If yes, GO TO STEP 7 , If no, GO TO STEP 6 .
6	Assignment Functional	Recommendation. Make an approval/disapproval recommendation and forward the case to AFPC/DP2SSR.
7	AFPC/DP2SSR	Approval/Disapproval? If approved, GO TO STEP 8 . If disapproved, GO TO STEP 9 .
8	AFPC/DP2SSR	Request Approved. Update change request in MilPDS, notify AFPC/DP1TSS to amend orders and notify the Airman to continue out-processing actions. If withdrawal/cancellation is approved, update MilPDS, notify AFPC/DP1TSS to rescind/revoke orders and notify the Airman to cease out-processing actions.
9	AFPC/DP2SSR	Request Disapproved. Notify the Airman of disapproval and the Airman continues to out-process for previously approved DOS.
10	Airman	Outprocessing Actions. Receive approval notification for DOS change and begin outprocessing actions. Refer to Post Approval Separation Actions at Attachment 7 . Receive approval notification for withdrawal; cease any outprocessing actions. Receive disapproval notification and continues to out-process for previously approved DOS.
11	AFPC/DP1TSS	Request Approved. 1. Update E54 transaction in MilPDS. 2. Amend/Rescind/Revoke as applicable the AF Form 100, Request and Authorization for Separation.

Roles and Responsibilities

1. **AIRMEN:**

- a. Access [myPers](#), click the vMPF Self-Service Application, upon accessing the vMPF, click Self-Service Actions link, then select “**Voluntary Separation**” and select “**Withdraw/Change My Application**” button. Thoroughly review the cancel or change application instructions. Click the “**Next**” button to proceed to the next screen
 - Step 1.** If requesting to cancel a separation date, utilize the pop-up calendar, select previously approved separation date and review the additional eligibility criteria. Click the “**Next**” button to proceed to the next screen. If requesting a change to a separation date, utilize the pop-up calendar, select new requested separation date, and review the additional eligibility criteria. Click the “**Next**” button to proceed to the next screen.
 - Step 2.** Enter the justification to support the request. There are 4,000 characters available. If additional information is required, create a separate word document, use “**Add Attachment**” button and attach additional information. Overseas personnel requesting a date of separation (DOS) prior to DEROS must provide curtailment justification in remarks for the chain of command to approve. Click the “**Next**” button to proceed to the next screen.

Step 3. Read and acknowledge the question concerning the use of entitlements. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/ mandatory documents are not received, the application will not be processed. Select the “**Submit**” button to proceed to forward application to AFPC. For withdrawal of requested/ approved DOS, a memorandum signed by the wing commander must be submitted with the application; and if the withdrawal request is submitted within 30 days of the approved DOS, a memorandum stating the hardship must be attached. Supporting documents are **mandatory** if the reason for change an approved DOS or withdrawal is:

Separation Reason	Mandatory Supporting Document(s)
ALL Reasons listed below (requested changes only)	Memorandum indorsed by the wing commander and the additional documents listed below for each reason
Hardship	Additional statements (including financial statements, if applicable), affidavits, letters, telegrams, etc.
Completing Required Active Service	Memorandum indorsed by wing commander
SECAF Approved Early Separation Program	Review appropriate PSDM located in the Separations page on myPers
Physician Re-Deferment Program	Memorandum stating reason for change request, i.e., request a DOS closer to but no earlier than 30 days from class start date
Attending School	Memorandum from school stating class start date has changed
Transfer to Another Service	Copy of any documentation indicating acceptance to the other Service
Transfer to Another Service – Armed Forces Health Professions Scholarship Program; Uniformed Services University of Health Sciences	Memorandum from school stating class start date has changed
Transfer to Another Service – Public Health Service	Letter of Intent to Hire, ONLY if hire date has changed
Separating Instead of Acquiring ADSC	N/A
Pregnancy	Memorandum indorsed by wing commander and either the AF Form 469 Duty Limiting Condition Report (if pregnant) or supporting documentation of childbirth (if applying after childbirth).
Miscellaneous Reasons	Memorandum indorsed by wing commander
WITHDRAWAL REQUESTS (more than 30 days from approved DOS)	Memorandum from wing commander
WITHDRAWAL REQUESTS (less than 30 days from approved DOS)	Memorandum for hardship, endorsed by unit commander and wing commanders with comments stating reasons for recommending approval or disapproval

- b. If all supporting/mandatory documents are not received by AFPC, the application will not be processed. Click “**Submit Request**” to complete the application.
- c. If an application is in the pending status, (wing commander has not taken action), the Airman may request to cancel or change an application before the wing commander takes action. If the wing commander recommends or approves/disapproves the application, the request will proceed to the approval authority.

2. **COMMANDER:**

- a. Access [myPers](#) and click the “**CMS**” button. Request CMS access through the MPF superintendent or the base MPF CMS administrator.
- b. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Unread**” column. Identify the Airman’s name and “**PPA-Voluntary Separation**”.
- c. Under the “**Inbox – Referred (Unread)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review the Airman’s application. This is the **ONLY** means of forwarding the application to the wing commander. **NOTE:** The Airman’s case can be accessed by SSN or case number but the “**HR Review**” button will not be visible.
- d. Under “**Unit Commander Coordination**” heading:
 - Step 1.** The Airman’s personnel data from MilPDS is provided to assist in making an approval/disapproval recommendation. The data is current as of the date of the application. Review the Airman’s application along with any attached documents. If additional documents are required, the commander has the ability to scan and attach documents to the CMS case.
 - Step 2.** Provide comments in the box provided. Comments are mandatory if recommending disapproval. AFPC will only accept the commander recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is required, create a separate word document and use “**Add Attachment**” button and attach the additional information.
 - Step 3.** Enter wing commander organization/official email address in the box provided. An automatic email notification is generated to the wing commander email address provided. **EXCEPTION:** Enlisted PALACE CHASE applications are sent directly from the unit commander to AFPC.
 - Step 4.** Utilize the drop down menu and select “**Base AD Separation Authority/Endorsement**”. Contact the local MPF if the designated wing commander is unknown or select “**Agency Not Found**” if unable to locate the designated agency.
- e. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application will not be processed. Select the “**Refer**” button to forward application to the base separation authority. Supporting documents are **mandatory** if the reason for change of an approved DOS or withdrawal is:

Separation Reason	Mandatory Supporting Document(s)
ALL Reasons listed below (requested changes only)	Memorandum indorsed by the wing commander and the additional documents listed below for each reason
Hardship	Additional statements (including financial statements, if applicable), affidavits, letters, telegrams, etc.

Separation Reason	Mandatory Supporting Document(s)
Completing Required Active Service	Memorandum indorsed by wing commander
SECAF Approved Early Separation Program	Review appropriate PSDM located in the Separations page on myPers
Physician Re-Deferment Program	Memorandum stating reason for change request, i.e., request a DOS closer to but no earlier than 30 days from class start date
Attending School	Memorandum from school stating class start date has changed
Transfer to Another Service	Copy of any documentation indicating acceptance to the other Service
Transfer to Another Service – Armed Forces Health Professions Scholarship Program; Uniformed Services University of Health Sciences	Memorandum from school stating class start date has changed
Transfer to Another Service – Public Health Service	Letter of Intent to Hire, ONLY if hire date has changed
Separating Instead of Acquiring ADSC	N/A
Pregnancy	Memorandum indorsed by wing commander and either the AF Form 469 Duty Limiting Condition Report (if pregnant) or supporting documentation of childbirth (if applying after childbirth).
Miscellaneous Reasons	Memorandum indorsed by wing commander
WITHDRAWAL REQUESTS (more than 30 days from approved DOS)	Memorandum from wing commander
WITHDRAWAL REQUESTS (less than 30 days from approved DOS)	Memorandum for hardship, endorsed by unit commander and wing commanders with comments stating reasons for recommending approval or disapproval

- f. If the application is in the pending status and the Airman requests to cancel or change the application, the commander will receive both the original and the change application from the Airman.
- g. An application cannot be referred back to the Airman within CMS. **NOTE:** Local base routing procedures may dictate additional coordination outside of CMS. Once the commander clicks the “**Submit**” button, the application is sent directly to the base separation authority. **NOTE:** If the application was misrouted and the Airman is properly assigned to the appropriate organization within CMS, CSS personnel/base CMS coordinator can forward the case in CMS to the correct Base AD CSS. Do not use this method to forward an application at any other time unless directed to do so by AFPC.

3. WING COMMANDER OR EQUIVALENT:

- a. Access [AFPC Secure](#) and click on the “CMS” button. Under the “**Summary of Cases Requiring Action**” heading, click the number in the “**Total**” column. Identify the Airman’s name and “PPA-Voluntary Separation”

- b. Under the “**Inbox – Referred (Total)**” heading, click the “**Review**” button identifying the Airman, scroll to the bottom of the page and click the “**HR Review**” button to review the Airman’s application. **NOTE:** The Airman’s case can be accessed by SSN or case number but the “**HR Review**” button will not be visible.
- c. Under “**Wing Commander Coordination**” heading:
Step 1. The Airman’s personnel data from MilPDS is provided to assist in making a recommendation or approving/disapproving decision. The data is current as of the date of the application. Review the Airman’s application along with any attached documents. If additional documents are required, the wing commander has the ability to scan and attach the documents to the CMS case. **NOTE:** Refer to [AFI 36-3207](#), paragraph 2.4, to verify the appropriate decision action for the type of officer separation program the Airman is requesting. Forward the application to AFPC for final decision.
Step 2. Provide comments for the decision in the box provided. Comments are mandatory if disapproving or making a recommendation to the application. AFPC will only accept the wing commander or equivalent recommendation; authority cannot be further delegated. There are 4,000 characters available. If additional information is needed, create a separate word document and use “**Add Attachment**” button and attach the additional information.
- d. Use the “**Add Attachment**” button to attach supporting documents to support the application. If supporting documents are not in electronic form, scan and attach them to the application. If all supporting/mandatory documents are not received, the application will not be processed. Select the “**Refer**” button to forward application to Air Force Personnel Center. **NOTE:** Provide rationale on all other disapproved requests. Comments are mandatory if recommending disapproval of an application. **NOTE:** An application cannot be referred back to the unit commander or the Airman within CMS. Supporting documents are **mandatory** if the reason for change of an approved DOS or withdrawal is:

Separation Reason	Mandatory Supporting Document(s)
ALL Reasons listed below (requested changes only)	Memorandum indorsed by the wing commander and the additional documents listed below for each reason
Hardship	Additional statements (including financial statements, if applicable), affidavits, letters, telegrams, etc.
Completing Required Active Service	Memorandum indorsed by wing commander
SECAF Approved Early Separation Program	Review appropriate PSDM located in the Separations page on myPers
Physician Re-Deferment Program	Memorandum stating reason for change request, i.e., request a DOS closer to but no earlier than 30 days from class start date
Attending School	Memorandum from school stating class start date has changed
Transfer to Another Service	Copy of any documentation indicating acceptance to the other Service
Transfer to Another Service – Armed Forces Health Professions Scholarship Program; Uniformed Services University of Health Sciences	Memorandum from school stating class start date has changed
Transfer to Another Service – Public Health Service	Letter of Intent to Hire, ONLY if hire date has changed
Separating Instead of Acquiring ADSC	N/A

Separation Reason	Mandatory Supporting Document(s)
PALACE CHASE	AF Form 1288, Application for Ready Reserve Assignment , when assignment has changed
Pregnancy	Memorandum indorsed by wing commander and either the AF Form 469 Duty Limiting Condition Report (if pregnant) or supporting documentation of childbirth (if applying after childbirth).
Miscellaneous Reasons	Memorandum indorsed by wing commander
WITHDRAWAL REQUESTS (more than 30 days from approved DOS)	Memorandum from wing commander
WITHDRAWAL REQUESTS (less than 30 days from approved DOS)	Memorandum for hardship, endorsed by unit commander and wing commanders with comments stating reasons for recommending approval or disapproval

4. **MILITARY PERSONNEL FLIGHT (MPF):**

- a. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from the web-link.
- b. Notify Airman when separation orders are rescinded/revoked.
- c. Educate and assist commanders and Airmen with the vMPF web-based separation application process.
- d. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- e. Mail all source documents (in accordance with AFI 36-2608, Attachment 2) to ARMS:
HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA Randolph, TX 78150-4723
- f. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

5. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.

6. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):**

- a. Refer to [AFI 36-3207](#), paragraph 2.4, to verify the appropriate supporting documentation for the type of separation action the Airman is requesting.
- b. Access [myPers](#) and click on the “CMS” button. Under the “Summary of Cases Requiring Action” heading, click the number in the “Unread” column.
- c. Under the “Inbox – Referred (Unread)” heading, click the “Review” button identifying the Airman, scroll to the bottom of the page. **NOTE:** The Airman’s case can be accessed by SSN or case number but the “HR Review” button will not be visible.
- d. Click the “HR Review” button to review the Airman’s application.
- e. The Airman’s case can be accessed by SSN or case number but the “HR Review” button will not be visible.
- f. Under “BPO Action” heading:
Step 1. Validate the Airman’s eligibility for the requested change/withdraw and ensure the web-based application is properly completed. Utilize the web-based application and the

RSLOSS SURF, [Attachment 5](#) to assist in determining an Airman's eligibility, [Attachment 4](#).

NOTE: If additional information is required, email the Airman requesting the additional information/documentation. Save the sent email to your desktop and attach it to the CMS case. Exit the application by clicking on the "x" in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case.

(**NOTE:** If you wait too long, click the browser back arrow twice). Provide comments in the CMS "Action/Comments" area of the CMS case, i.e., pending further documentation. In the "Follow up on this case:" field, click the drop down calendar and select the suspense date (10 days), click on the "Follow" button, Click "OK", Click the "Add Attachments for this Case" button and follow the instructions listed to attach the email. Click the "Finish" button. Once documents are received attach them to the CMS case and refer the CMS case to the Assignment Functional, if applicable. If documents are not received within ten days, disapprove the Airman's request.

Step 2. If the application requires the Assignment Functional Manager's coordination, exit the application by clicking on the "x" in the upper right hand corner. Immediately click the browser back arrow once, this will take you back into the CMS case. (**NOTE:** If you wait too long, click the browser back arrow twice).

Provide comments in the CMS "Action/Comments" area of the CMS case for the Assignment Function, click on the down error next to the "Refer Case To:" box, select the correct agency, click the "Refer" button, click "OK".

Step 3. Upon completion of internal coordination (if applicable) and validation, approve or disapprove the application. Click the "HR Review" button, under "BPO Action" heading provide approval/disapproval comments for the decision in the box provided. There are 4,000 characters available. Click "Close Case" button. An automatic email will be sent to the commander and the Airman of approved/disapproved request.

g. Make the appropriate updates in MilPDS. If approved, refer to [Section M](#) for Cancel Approved Separation or Change of Approved Voluntary/Involuntary Separation as Applicable.

7. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**

- a. Update E54 transaction in MilPDS. Refer to [Section M](#) for ETS Voluntary Separation update instructions and E5 Transaction update instructions.
- b. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- c. Amend the AF Form 100.

8. **DD FORM 214 PROCESSING SECTION AFPC/DP1OSC:**

Produce DD Form 214.

9. **AFPC ASSIGNMENT FUNCTIONAL MANAGER:**

- a. Access [myPers](#) and click on the "CMS" button. Under the "Summary of Cases Requiring Action" heading, click the number in the "Unread" column. Identify the Airman's name and "PPA-Voluntary Separation".
- b. Under the "Inbox – Referred (Unread)" heading, click the "Review" button identifying the Airman and review the Airman's application in CMS.
- c. Provide approval/disapproval recommendation in the CMS "Action/Comments" area of the CMS case for the Assignment Function, click on the down error next to the "Refer Case To:" box, select the correct separation agency, click the "Refer" button, click "OK".

SECTION H. INVOLUNTARY (ADMINISTRATIVE) DISCHARGE

This section applies to active duty *enlisted* and *officers*. Enlisted include Airmen (other than those assigned to Basic Military Training or students assigned to Technical Training School) who are administratively separated under AFI 36-3208, *Administrative Separation of Airmen*, Chapters 4 and 5. Officers include those administratively separated under AFI 36-3206 and 36-3207. This guidance does not alter or change the base level processing of administrative separations with the exception of the responsibility for establishing the date of separation, completion of the AF Form 100, **Request and Authorization for Separation**, DD Form 214, **Certificate of Release or Discharge From Active Duty**, and MilPDS updates. This application is designed to assist the MPF in executing and out-processing those Airmen approved for administrative discharge.

NOTE 1: For all administrative discharges in accordance with AFI 36-3208, *Administrative Separation of Airmen*, chapter 5, AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, chapter 3, or in lieu of court martial, the [Attachment 24](#) (Administrative Discharge or In-Lieu-Of Court-Martial Separations Checklist) checklist must be accomplished.

NOTE 2: If the discharge reason is under AFI 36-3208, paragraph 5.11, or AFI 36-3206, para 2.3.7, ensure the guidance in [Section J](#) is completed first.

NOTE 3: Only AFPC updates active duty enlisted separation requests and cancellations unless further delegated. The MPF is delegated the authority for MilPDS updates for Airman assigned to Basic Military Training (BMT), non-prior service (NPS) students assigned to Technical Training School, or permanent party who are in entry-level status, approved for involuntary separations for which the Separation Authority has approved.

NOTE 4: These instructions do not apply to individuals discharged under court martial sentence while in appellate leave status. Refer to the [Appellate Review Leave PSD Guide](#) for Airmen separating on appellate leave. Officer Involuntary Separations will continue to be processed in accordance with AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers* and [AFI 36-3207](#), *Separating Commissioned Officers*. If discharge is approved by Secretary of the Air Force (SAF), Post Approval Separation Actions in [Attachment 7](#) are applicable.

NOTE 5: Once the administrative discharge action is approved, only the approving authority may request action to revoke the approved separation.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*; [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*; [AFI 36-2102](#), *Base-Level Relocation Procedure*; [AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*; [AFI 36-2110](#), *Assignments*; [AFI 36-3020](#), *Family Member Travel*; [AFI 36-3207](#), *Separating Commissioned Officers*, [AFI 36-2406](#), *Officer and Enlisted Evaluation Systems*

TARGET AUDIENCE: Department of the Air Force active duty service members

Enlisted Involuntary Separations

Table 10. Step-by-Step Procedures for Involuntary (Administrative) Discharge - Enlisted.

STEP	ACTION OWNER	NARRATIVE
1	Unit Commander	Initiate Package. Airman is notified of pending separation action. (Airman told to initiate outprocessing actions)
2	Legal Office	Review: JA makes comments and recommendations using an official memorandum. See note under Roles and Responsibilities regarding JA requirements for processing involuntary hold beyond ETS actions.
3	Discharge Authority (Base/NAF/MAJCOM)	Decision Point. Approval? If yes, GO TO STEP 4. If no, Process Ends.
4	MPF	<p>Approved Administrative Discharge.</p> <ol style="list-style-type: none"> 1. Receive approved administrative discharge memorandum from the discharge authority (See Attachment 6). 2. Ensure a CMS case for lost time (if applicable) has been completed prior to the discharge authority approving the administrative discharge. 3. Ensure the appropriate duty status has been updated in MilPDS prior to forwarding the approved package to AFPC. 4. Ensure the appropriate reenlistment eligibility (RE) code has been updated to 2K (formally notified by the unit commander of initiation of involuntary separation action) in MilPDS prior to forwarding the approved package to AFPC. 5. If an Airman has an assignment updated in MilPDS, update AAC 21 to have the assignment cancelled prior to submitting the case. The AAC 21 must be updated before submitting the case. 6. Ensure Promotion Eligibility Status (PES) is correct in MilPDS. 7. Ensure Demotion has been updated in MilPDS. 8. Instruct and assist Airmen in completing the Pre-Separation Order worksheet at Attachment 1. 9. Complete Involuntary Administrative Discharge checklist at (Attachment 13). 10. If the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11, ensure the unit commander completes the Mental Disorder Discharge Checklist for Commanders at Attachment 18 and the Airman completes Attachment 17. The commander must indicate in the notification memorandum the specific diagnosed separation reason (e.g., adjustment disorder, disruptive behavior disorder, etc) that the member is being separated for. 11. If the Airman is being separated in accordance with AFI 36-3208, chapter 5, or ILO court martial ensure the commander has completed the Attachment 24 checklist.

STEP	ACTION OWNER	NARRATIVE
		<p>12. Access CMS using AFPC Secure, select CMS Case Type: Separation (Involuntary Discharge) and refer to to “AFPC INVOL SEPARATION SUBMISSION (DP2SSR)”.</p> <p>13. Attach the following information to the CMS case:</p> <ul style="list-style-type: none"> • Discharge Authority memorandum directing the discharge (Attachment 6) • Receipt of Notification Memorandum (AFI 36-3208, Fig 6.3) <i>or</i> the Airman’s Acknowledgement-Board Hearing Memorandum (AFI 36-3208, Fig 6.7) • Member’s request for Discharge In Lieu of Court Martial if applicable (if discharge is under Chapter 4) • Airman’s Statement (AFI 36-3208, Fig 6.8) • EPR: Refer to AFI 36-2406, Table 4.2, item 9 (Notes 1 and 5) for requirement. Basic policy is as follows: E-3 or below with less than 36 months Total Active Federal Military Service do not receive an EPR unless it is a Directed By Commander (DBC) report and the airman has a minimum of 20 months time in service (TIS). Additionally, for TSgts and below, if the airman is undergoing discharge due to unsatisfactory duty performance (i.e., AFI 36-3208, para 5.26.1) then a DBC EPR is required. If being separated for reasons other than unsatisfactory duty performance then a DBC evaluation is not required. If an airman has less than 20 months TIS an EPR is not authorized and an LOE is utilized • LOE: In addition to the above, refer to AFI 36-2406, para 5.2.1.5 and Table 5.2 (Note 3) for requirement. Basic policy is as follows: If airman is E-3 or below with less than 36 months active service, and being involuntarily separated, a LOE is required for cases involving parenthood, non-disability mental disorder cases, unsatisfactory performance (i.e., AFI 36-3208, para 5.26.2-6), or failure in the fitness program • Involuntary Administrative Discharge Checklist (Attachment 13) • Pre-separation order worksheet (Attachment 1) • Medical Clearance Memorandum (Attachment 23) • DD Form 2648 (TAP Completion) (Attachment 21) • Mental Disorder Discharge Checklist (Attachment 18). NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11. • Conditions That Interfere With Military Service Statement of Understanding (Attachment 17). NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11.

STEP	ACTION OWNER	NARRATIVE
		<ul style="list-style-type: none"> • Mental Health Diagnosis. NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11. • SG Endorsement Memorandum. NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11. • Attachment 24 (Administrative Discharge or In-Lieu-Of Court-Martial Separations Checklist). <p>NOTE: AFPC will establish a DOS for two duty days (five duty days for overseas personnel) after the package is submitted, reviewed by AFPC, is complete and processed. AFPC will return the case if all applicable actions are not complete. If more than two days are required, justification must be submitted in the form of a digitally signed email or official memorandum. Justification must be for military necessity, not personal convenience. If less than two days is requested, provide justification to AFPC for consideration on a case-by-case basis.</p> <p>14. Update the Airman’s social security number (SSN) into virtual Out-Processing (vOP) upon notification of DOS. NOTE: Separation orders will be produced immediately upon establishment of DOS by AFPC/DP2SSR. Completed orders are accessible to the Airman in vOP, Personnel Records Display Application (PRDA) and ARMS. Orders may also be obtained from Orders Processing Application (OPA).</p> <p>15. Provide Airmen with Discharge Review Fact sheet. See Attachment 14.</p>
5	AFPC/DP2SSR	Receive, review, and verify documentation.
6	AFPC/DP2SSR	Does the Airman have a MEB pending? If yes, GO TO STEP 7 , If no, GO TO STEP 8 .
7	SAFPC/GCMCA	Receive package for dual action processing. Enlisted over 16 years of service go to SAFPC. Enlisted with less than 16 years of service as of the separation date go to the General Court-Martial Convening Authority (GCMCA). See Section K for dual action processing procedures.
8	AFPC/DP2SSR	<p>Update Separation in MilPDS. Complete separation update in MilPDS:</p> <ol style="list-style-type: none"> 1. Establish the Airman’s DOS based on information provided on the Involuntary Administrative Discharge Checklist at Attachment 13. 2. Update separation in MilPDS. 3. Refer the CMS to AFPC/DP1TSS box for order completion.
9	AFPC/DP2SSR	Complete Separation Actions. Update E53 transaction in MilPDS.
10	AFPC/DP2SSR	Complete Separation Actions. Verify DEERS information.
11	AFPC/DP2SSR	Complete Separation Actions. Upon receipt of the Pre-Separation Order Worksheet and DOS, produce the AF Form

STEP	ACTION OWNER	NARRATIVE
		100, Request and Authorization for Separation. Proceed to Step 13.
12	AFPC/DP1OSC	Complete Separation Actions. Produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty.
13	AFPC/DP2SSR	Complete Separation Actions. Notify MPF of approved DOS and completion of separation order using CMS.
14	MPF	Action. Receive notice of completed separation action.
15	Airmen	Complete Out-processing Actions. Upon notification of discharge, refer to the vMPF to initiate pre-separation actions, retrieve separation orders from vOP and complete Post Approval Separation Actions at Attachment 7 .
16	MPF	Final Out-Process. Final out-process the Airman regardless of their location. Mail complete administrative discharge package to ARMS at AFPC/DP1ORM, 550 C Street West, Suite 21, JBSA Randolph, TX 78150-4723. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Roles and Responsibilities

1. AIRMEN:

- a. Complete Conditions That Interfere With Military Service Statement of Understanding ([Attachment 17](#)). **NOTE:** This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11.
- b. Complete the Pre-Separation Orders Worksheet ([Attachment 1](#).)
- c. Upon notification of discharge, contact your MPF to begin out-processing actions to include the unit checklist, the short-notice separation out-processing checklist and vOP; upon notification of established DOS, complete all base out-processing actions."

2. MILITARY PERSONNEL FLIGHT (MPF):

- a. Retain an advisory role in the separation process and provide guidance to Airmen.
- b. Upon receipt of a discharge notification memorandum from judge advocate (JA) or the unit (or receipt of an approved memorandum from the discharge authority - See [Attachment 6](#). If a discharge notification memorandum is not received from JA or the unit), provide a hardcopy Pre-Separation Order Worksheet to Airmen (See [Attachment 1](#)).
- c. Instruct and assist Airmen in completing the Pre-Separation Order worksheet at [Attachment 1](#).
- d. Provide Airmen with Discharge Review Fact sheet. See [Attachment 15](#).
- e. Ensure a CMS case for lost time (if applicable) has been completed prior to the discharge authority approving the administrative discharge.
- f. Ensure the appropriate duty status has been updated in MilPDS prior to forwarding the approved package to AFPC.
- g. Ensure the appropriate reenlistment eligibility (RE) code has been updated to 2K (has been formally notified by the unit commander of initiation of involuntary separation action) in MilPDS prior to forwarding the approved package to AFPC.
- h. Coordinate with the Assignments Section, to ensure the Airman is not projected to relocate prior to sending the package to AFPC.

- i. Ensure Promotion Eligibility Status (PES) is correct in MilPDS.
- j. Ensure demotion has been updated in MilPDS (If applicable).
- k. Coordinate with the Employments Section, to ensure the correct duty status is updated prior to separation.
- l. Complete Involuntary Administrative Discharge checklist ([Attachment 13](#)). **NOTE:** This must be completed by the MPF.
 - m. If the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11, ensure the unit commander completes the Mental Disorder Discharge Checklist at [Attachment 18](#) and the Airman completes the Conditions That Interfere With Military Service Statement of Understanding at [Attachment 17](#). Additionally, ensure that the **commander indicates in the notification memorandum the specific diagnosed separation reason (e.g., adjustment disorder, disruptive behavior disorder, etc) that the member is being separated for.**
 - n. If the Airman is pending a Medical Evaluation Board (MEB), refer to [Section K](#) for Dual Action processing.
 - o. If the Airman is retirement eligible, ensure the Airman is counseled and given the opportunity to apply for retirement. If the Airman chooses to apply for retirement refer to [Section K](#) for Dual action processing.
 - p. If the Airman is being separated **in accordance with AFI 36-3208, chapter 5, or ILO court martial, ensure the commander has completed the [Attachment 24](#) checklist.**
 - q. Access CMS using AFPC Secure, select CMS Case Type: Separation (Involuntary Discharge) and refer the case to “**AFPC INVOL SEPARATION SUBMISSION (DP2SSR)**”. Attach the following information to the case:
 - Discharge Authority memorandum directing the discharge ([Attachment 6](#))
 - Receipt of Notification Memorandum (AFI 36-3208, Fig 6.3) *or* the Airman’s Acknowledgement-Board Hearing Memorandum (AFI 36-3208, Fig 6.7)
 - Airman’s Statement (AFI 36-3208, Fig 6.8). **NOTE:** Only attached if the Airman is board entitled or lengthy service qualified and providing a waiver.
 - Member’s request for Discharge In Lieu of Court Martial if applicable (if discharge is under Chapter 4).
 - **EPR: Refer to AFI 36-2406, Table 4.3, item 9 (Notes 1, 3, 8) for requirement. Basic policy is as follows: If airman is undergoing discharge due to unsatisfactory (substandard) duty performance (i.e., AFI 36-3208, para 5.26.1) then a DBC EPR is required. If being separated for reasons other than substandard duty performance then a DBC evaluation is not required.**
 - **LOE: Refer to AFI 36-2406, para 5.2.1.2.2 and Table 5.2 (Note 3) for requirement. Basic policy is as follows: If airman is E-3 or below with less than 36 months active service, and being involuntarily separated, a LOE is required for cases involving parenthood, non-disability mental disorder cases, unsatisfactory performance, or failure in the fitness program.**
 - Involuntary Administrative Discharge Checklist ([Attachment 13](#))
 - Pre-separation order worksheet ([Attachment 1](#))
 - Mental Disorder Discharge Checklist ([Attachment 18](#))
 - DD Form 2648 (TAP Completion) ([Attachment 21](#)) (**Member cannot refuse TAP**)
 - Conditions That Interfere With Military Service Statement of Understanding ([Attachment 17](#)). **NOTE:** This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11.
 - Mental Health Diagnosis. **NOTE:** This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11.

- SG Endorsement Memorandum. **NOTE:** This is only applicable if the Airman is being separated in accordance with AFI 36-3208, paragraph 5.11, as special processing is required.
 - [Attachment 24](#) (Administrative Discharge or In-Lieu-Of Court-Martial Separations Checklist).
- r. Upon notification of the Airman's DOS, update the Airman's SSN into vOP and utilize the short notice checklist in accordance with AFI 36-2102, Attachment 17.
 - s. Conduct final out-processing actions.
 - t. Mail the complete administrative discharge package (in accordance with AFI 36-2608, Attachment 2) to **ARMS:**

HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA-Randolph, TX 78150-4723
 - u. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

3. **STAFF JUDGE ADVOCATE (SJA):**

The SJA must be proactive when submitting requests to involuntarily extend airmen IAW AFI 36-3208, paragraph 2.4. Requests should always be submitted no later than the airman's ETS. **Attachments 10 and 11** provide templates for requesting extension and for release from hold.

4. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.

5. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):**

- a. If the Airman is pending an MEB, refer to [Section K](#). Review to see if member has any of the following codes: AAC 37, ALC C, W, X, or Y, or RE code 4K.
- b. Review the administrative discharge for completeness.
- c. Return the case to MPF using CMS requesting missing/correct documents.
- d. Establish DOS. **NOTE:** The DOS is established based on information provided on the Involuntary Administrative Discharge Checklist ([Attachment 13](#)). AFPC establishes the DOS two duty days (five duty days for overseas personnel) after receipt and review of the completed package (five duty days for overseas personnel). AFPC returns the case if all applicable actions are not complete. If more than two days is required, justification **must** be submitted in the form of a digitally signed email or official memorandum. Justification must be for military necessity, not personal convenience. If less than two days is requested, provide justification to AFPC for consideration on a case-by-case basis. If the DOS must be changed after it is established by AFPC, a memorandum or digitally signed email with justification is required. It must also state the discharge authority and JA are aware/concurs with the DOS change.
- e. Make appropriate separation updates in MilPDS. Refer to [Section M](#) for Approval of Enlisted Involuntary Separation update instructions. If approved separation date is change or cancelled, refer to [Section M](#) for Change of Approved Voluntary/Involuntary Separation or Cancel Approved Separation update instructions as applicable.
- f. Update E54 transaction in MilPDS. Refer to [Section M](#) for ETS Voluntary Separation update instructions and E5 Transaction update instructions.
- g. Correct all Defense Joint Military System (DJMS) E53/4 rejects.
- h. Refer to [Attachment 7](#) for Post Approval Separations Actions.
- i. Produce AF Form 100, **Request and Authorization for Separation**.
- j. Notify MPF of approved DOS and completion of separation order using CMS.

6. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**

Produce DD Form 214, **Certificate of Release or Discharge from Active Duty.**

7. **FINANCIAL SERVICES OFFICE (FSO):**

- a. Assist Airmen in calculating leave balance.
- b. Assist Airmen with travel pay entitlements.

Officer Involuntary Separations

Table 11. Step-by-Step Procedures for Involuntary (Administrative) Discharge - Officer.

STEP	ACTION OWNER	NARRATIVE
1	Show Cause Authority (Base/NAF/MAJCOM)	<p><i>Initiate Package.</i> The package consist of the following memorandums/documents, but not limited to:</p> <ul style="list-style-type: none"> • Supporting documentation: OPRs, LOCs, LOAs, LORs, Article 15s, etc. • Base Level CC and JA memorandums to Show Cause Authority requesting to initiating action (AFI 36-3206, Atch 3) • Show Cause Notification Memorandum (AFI 36-3206, Atch 4) • Airman’s Acknowledgement of Receipt of Show Cause Notification • Airman’s response to Notification Memorandum (AFI 36-3206, Atch 5) • Record of Board of Inquiry (if applicable) • Airman’s Statement or Conditional/Unconditional waivers (AFI 36-3207, Atch 20 or 21) • If the Airman is being separated in accordance with AFI 36-3206, paragraph 2.3.7, ensure the applicable commander completes the Mental Disorder Discharge Checklist for Commanders at Attachment 18 and the Airman completes Attachment 17. • Mental Health Diagnosis. NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3206, paragraph 2.3.7. • SG Endorsement Memorandum. NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3206, paragraph 2.3.7. • Attachment 24 (Administrative Discharge or In-Lieu-Of Court-Martial Separations Checklist)
2	JA and CC (Base/NAF/MAJCOM)	<p><i>Review:</i></p> <ol style="list-style-type: none"> 1. JA makes comments and recommendations using an official memorandum. 2. CC makes comments and recommendations using an official memorandum. 3. Load the entire original administrative discharge package into the Legal Transit System and forward to AFPC/DP2SSR. <p>Besides the documents listed in Step 1, also include:</p>

STEP	ACTION OWNER	NARRATIVE
		<ul style="list-style-type: none"> • Medical Clearance Memorandum • DD Form 2648 (TAP Completion) (Attachment 21) must be submitted by MPF prior to establishing final DOS
3	AFPC/DP2SSR	<p>Review package for completeness.</p> <ol style="list-style-type: none"> 1. Upon receipt update status in Legal Transit and reassign the case to AFPC/DP2SSR. 2. Review package for the following memorandums/documents, but not limited to: <ul style="list-style-type: none"> • Supporting documentation: OPRs, LOCs, LOAs, LORs, Article 15s, etc. • Base Level CC and JA memorandums to Show Cause Authority requesting to initiating action (AFI 36-3206, Attch 3) • Show Cause Notification Memorandum (AFI 36-3206, Attch 4) • Airman’s Acknowledgement of Receipt of Show Cause Notification • Airman’s response to Notification Memorandum (AFI 36-3206, Attch 5) • Airman’s Statement or Conditional/Unconditional waivers (AFI 36-3207, Attch 20 or 21) • If the Airman is being separated in accordance with AFI 36-3206, paragraph 2.3.7, ensure the applicable commander completes the Mental Disorder Discharge Checklist for Commanders at Attachment 18 and the Airman completes Attachment 17. • If the officer is being separated in accordance with AFI 36-3206, chapter 3, or ILO court martial, ensure the commander has completed the Attachment 24 checklist. • WG/JA review and WG/CC Memo • NAF/JA review and NAF/CC Memo (as applicable) • MAJCOM/JA review and MAJCOM /CC Memo • Medical Clearance Memorandum • Mental Health Diagnosis. NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3206, paragraph 2.3.7. • SG Endorsement Memorandum. NOTE: This is only applicable if the Airman is being separated in accordance with AFI 36-3206, paragraph 2.3.7. • DD Form 2648 (TAP Completion) (Attachment 21) must be submitted by MPF prior to establishing final DOS
4	AFPC/DP2SSR	<p>Is the package complete? If yes, GO TO STEP 6, If no, GO TO STEP 5. For incomplete packages notify JA of any missing documents and suspend the case until all documents are</p>

STEP	ACTION OWNER	NARRATIVE
		received. NOTE: For incomplete packages notify JA of missing documents and suspend case until all are received.
5	Base/NAF/MAJCOM	Package Incomplete. JA provide missing documents directly to AFPC/DP2SSR. Attach missing documents and provide via the Legal Transit system.
6	AFPC/DP2SSR	Package Complete. Staff discharge package, add ADSC information to the package (for possible recoupment, if applicable).
7	AFPC/DP2SSR	Does the Airman have a MEB pending? If yes, GO TO STEP 8 , If no, GO TO STEP 9 . If Airman is pending a MEB, suspense the discharge case file pending receipt of MEB determination. If the Airman is returned to duty, forward only administrative discharge case to AF/JAA through Legal Transit. If the Airman is not returned to duty, forward both cases to SAFPC for final disposition.
8	SAFPC	Receive package for dual action processing. Forward the case through Legal Transit to AF/JAA.
9	AF/JAA	Receive package for review and recommendation. AF/JAA will reassign the case to SAFPC in Legal Transit.
10	SAFPC	Determination. Render a decision on the administrative discharge, and attach the SAF instrument into Legal Transit. Reassign the case to AFPC/DP2SSR for processing.
11	AFPC/DP2SSR	Final Disposition. Receive SAFPC decision. Update DOS in MilPDS as applicable. <ol style="list-style-type: none"> 1. Close the case after SAF instrument is retrieved. 2. Notify the MPF upon receipt of SAF instrument. 3. If an administrative discharge is directed by SAFPC, provide the MPF with instructions for processing. 4. Establish Airman's projected date of separation. (10 calendar days for CONUS and 20 calendar days for OCONUS). 5. Refer notification to AFPC/TFSC for orders (AF Form 100) to be created.
12	AFPC/DP2SSR	Is recoupment required? If yes, GO TO STEP 13 , If no, GO TO STEP 14 .
13	AFPC/DP2SSR	Case Management System. Open a recoupment action in the Case Management System (CMS).
14	AFPC/DP2SSR	Complete Separation Actions. Update E53 transaction in MilPDS.
15	AFPC/DP2SSR	Complete Separation Actions. Produce the AF Form 100, Request and Authorization for Separation.
16	MPF	Final Disposition. Upon immediate receipt of SAFPC decision from AFPC, notify the Unit CC, Wing CC, and JA office of the Airman's projected date of separation. (10 calendar days for CONUS and 20 calendar days for OCONUS)
17	Airman	Outprocess. Complete final outprocessing actions.

Roles and Responsibilities

1. **AIRMEN:** Upon notification of discharge, contact your MPF to begin out-processing actions to include the unit checklist, the short-notice separation out-processing checklist and vOP; upon notification of established DOS, complete all base out-processing actions.
2. **MILITARY PERSONNEL FLIGHT (MPF):**
 - a. Retain an advisory role in the separation process and provide guidance to Airmen.
 - b. Upon receipt of a discharge notification memorandum from HQ AFPC notify the judge advocate (JA) and the unit CC
 - c. Instruct and assist Officer in completing the Pre-Separation Order worksheet at [Attachment 1](#).
3. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.
4. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):**
 - a. If the Airman is pending an MEB, case is sent to SAFPC by the disabilities office, if the Airman has an ADSC, attach the information within package for SAFPC.
 - b. Review the administrative discharge for completeness and send to AFJAA.
 - c. Case is forwarded from AFJAA to SECAF for final determination. **NOTE:** Allow 2-6 months for processing at SECAF.
 - d. Receive SAF instrument from SECAF with determination.
 - e. Update MilPDS with separation data (10 calendar days for officers stationed stateside and 20 calendar days for overseas).
 - f. Forward to MPF, with instructions to include Separation Designator Code, DOS and Tracer Code.
 - g. Process CMS case for recoupment if applicable.
 - h. Mail the complete administrative discharge package (in accordance with AFI 36-2608, Attachment 2) to ARMS at:

HQ AFPC/DP1ORM
550 C Street West
Suite 21
JBSA-Randolph, TX 78150-4723
 - i. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.
 - j. Update E53 transaction in MilPDS.
 - k. Produce the AF Form 100, **Request and Authorization for Separation**.
5. **FINANCIAL SERVICES OFFICE (FSO):**
 - a. Assist Airmen in calculating leave balance.
 - b. Assist Airmen with travel pay entitlements.

SECTION I. CONSCIENTIOUS OBJECTOR

INTRODUCTION:

Conscientious Objector includes Airmen who object to participation in military service of any kind in war in any form or Airmen who sincerely object to participation as a combatant in war in any form, but whose convictions are such as to permit military service in a non-combatant status.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3204](#), *Procedures for Applying as a Conscientious Objector*; [AFI 36-3208](#), *Administrative Separation of Airmen*; [AFI 36-3207](#), *Separating Commissioned Officers*; and [DoD Directive 1300.06](#), *Conscientious Objectors*

TARGET AUDIENCE: Department of the Air Force active duty service members

Table 12. Step-by-Step Procedures for Conscientious Objector.

STEP	ACTION OWNER	NARRATIVE
1	Airman	Submit Application. Submit conscientious objector application to the Military Personnel Flight (MPF) or the Commander's Support Staff (CSS), if applicable.
2	MPF	Review Application. Review application and screen the personnel records in the Automated Records Management System (ARMS).
3	MPF	Sign Statements. Have Airman sign the appropriate statement concerning benefits at AFI 36-3204, Attachment 4. Schedule Airmen for interviews with the Chaplain and Psychiatrist.
4	Commander	Appoint Judge Advocate (JA). Appoint a JA as an investigating officer (IO) to interview the Airmen under oath. Assemble all the relevant material and interview other witnesses.
5	MPF	Forward case to Investigating Officer (IO). Forward the entire case to the IO for review.
6	Investigating Officer (IO)	Conduct hearing. Conduct a hearing, giving the Airman the opportunity to provide additional evidence. Create a comprehensive record of the hearing. Prepare a report and forward to the MPF.
7	MPF	Forward case to Staff Judge Advocate. Forward the case to SJA for legal review.
8	Staff Judge Advocate	Review case. Review case for legal sufficiency. If additional investigations are required, send the case back to the IO. If the application is complete, send the case to Wing/CC with a recommendation.
9	Wing Commander	Make recommendation. Make recommendation and forward the case to the appropriate major command (MAJCOM). SJA will load the entire conscientious objector application package into the Legal Transit System and forward to MAJCOM.

STEP	ACTION OWNER	NARRATIVE
10	MAJCOM JA & CC/CV or CD	Review case. Review case for legal sufficiency, make recommendation, and forward case via the Legal Transit System to AFPC/DP2SSR. The case requires both JA and either CC or CV/CD recommendation.
11	AFPC/DP2SSR	Review case for completeness. Review case for completeness.
12	AFPC/DP2SSR	Make recommendation. Recommend approval/disapproval and forward case to SAFPC for final determination.
13	SAFPC	Review case. Review case, approve/disapprove and send case back to AFPC/DP2SSR for disposition.
14	AFPC/DP2SSR	Notification. Notify the MPF or CSS of the final determination. If Airman is approved for CO status, update MilPDS accordingly.
15	MPF	Notification. Notify the Airman of the final determination.

Roles and Responsibilities

1. **AIRMEN:**

Submit the application to the servicing MPF Personnel Relocation Element or to the immediate command if serving in the Air National Guard/Air Force Reserve and not serving on extended active duty.

- a. Include information requested in [AFI 36-3204](#), Attachment 2 and any other information deemed relevant.
- b. Include an extensive description of the individual's personal background, a thorough description of the individual's beliefs, and a listing of the private organizations to which the individual belongs.

2. **MILITARY PERSONNEL FLIGHT (MPF):**

Notify the unit commander, review the personnel records of the applicant of pertinent information and counsel the Airman regarding the effect of a CO determination on Veteran Affairs (VA) entitlements. The MPF also schedules a chaplain and psychiatrist interview.

3. **COMMANDER:**

- a. Request appointment of a judge advocate as an Investigating Officer (IO).
- b. Provide recommendation to Wing Commander after the Investigating Officer's report is completed.

4. **WING COMMANDER:**

- a. Appoint a judge advocate as an Investigating Officer (IO) to interview and applicant under oath, assemble all the relevant material and interview other witnesses.
- b. Make recommendation and forward case to the appropriate MAJCOM.

5. **INVESTIGATING OFFICER (IO):**

- a. Review AFI 36-3204, Chapter 3, which contains procedures that permit the IO to conduct a hearing on the matter, which the applicant may attend with counsel.
- b. Investigating Officer prepares a report that states his/her conclusions concerning the applicant's beliefs, the reasons and recommendations concerning disposition of the case.
- c. IO must give the applicant a copy of the final report and allow the applicant to submit rebuttal material within 15 calendar days after receiving the report.

6. **STAFF JUDGE ADVOCATE (SJA):**

- a. Return the case to the investigating officer for further investigation if necessary. If case is complete, the SJA will forward to the commander who appointed the investigating officer.
- b. If the local SJA acts as the investigating officer, the SJA of the next higher echelon in the chain of command of the applicant will provide the legal review.
- c. Base SJA will forward case via the Legal Transit System to the MAJCOM.

7. **MAJOR COMMAND (MAJCOM):**

After reviewing for legal sufficiency both the JA and either CC or CV/CD make recommendations and forward via the Legal Transit System to AFPC/DP2SSR.

8. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):**

Review case for completeness and take the following actions:

- a. Enlisted
 - Approve application
 - Recommend disapproval and forward case to SAFPC for final determination
- b. Officer
 - Recommend approval/disapproval and forward case to SAFPC for final Determination

9. **SECRETARY OF THE AIR FORCE PERSONNEL COUNCIL (SAFPC):**

Review case, approve/disapprove and return to AFPC/DP2SSR.

SECTION J. INVOLUNTARY (ADMINISTRATIVE) MENTAL DISORDER DISCHARGE

INTRODUCTION:

DoDI 1332.14, *Enlisted Administrative Separations*, dated 22 Mar 18, and DoDI 1332.30, *Commissioned Officer Administrative Separations*, dated 11 May 18, affects the processing of administrative discharges for Airmen diagnosed with a mental disorder and who have also been assigned to an imminent danger pay area or who have filed an unrestricted report of sexual assault. **The procedures outlined in this section must be followed before discharge under AFI 36-3208, paragraph 5.11, or under AFI 36-3206, paragraph 2.3.7, may be initiated.**

NOTE: Effective 1 July 2018 all non-disability mental disorder separations will be given an SPD code from the “FV” (Condition, Not a Disability) family. Tracer codes will be used to identify the specific diagnosed separation reason (e.g., adjustment disorder, disruptive behavior disorder, etc) that the member is being separated for. See Personnel Services Delivery Memorandum (PSDM) 18-48, *Using Separation Program Designators (SPDs), Separation Program Tracers (SPTs), and Determining Types of Separation or Retirement*, for complete information on these changes.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*; [AFI 36-3206](#) *Administrative Discharge Procedures for Commissioned Officers*; and [AFI 36-2406](#), *Officer and Enlisted Evaluation Systems*; **Personnel Services Delivery Memorandum (PSDM) 18-48**, *Using Separation Program Designators (SPDs), Separation Program Tracers (SPTs), and Determining Types of Separation or Retirement*

TARGET AUDIENCE: Department of the Air Force active duty service members

Table 13. Step-by-Step Procedures for Involuntary (Administrative) Mental Disorder Discharge.

STEP	ACTION OWNER	NARRATIVE
1	Psychiatrist/ Psychologist	Evaluate the Airman. Evaluate the Airman and provide the diagnosis to the commander.
2	Commander	Initiate Discharge. Initiate involuntary discharge action.
3	Commander	Is the discharge under AFI 36-3208, paragraph 5.11 or AFI 36-3206, paragraph 2.3.7. If yes, GO TO STEP 4 . If no, GO TO Pre-defined Involuntary (Administrative) Discharge Process. Section H.
4	Commander	Action. Complete checklists at Attachment 18 and Attachment 17 . The commander must indicate in the notification memorandum the specific diagnosed separation reason (e.g., adjustment disorder, disruptive behavior disorder, etc) that the member is being separated for.
5	Commander	Airman assigned to an imminent danger pay (IDP) area or filed an unrestricted report of sexual assault? If no, GO TO Pre-defined Involuntary (Administrative) Discharge Process. Section H . If yes, proceed to step 6. NOTE: The

STEP	ACTION OWNER	NARRATIVE
		current list of IDP zones is found in the DoD Financial Management Regulation, Vol 7A, figure 10.1.
6	Military Treatment Facility (MTF)	Forward Diagnosis. Forward the mental health diagnosis and the supporting documentation, to include a peer or higher-level mental health professional review, to AF Surgeon General (AF/SG) for endorsement. NOTE: This can be delegated to Air Force Medical Operations Agency (AFMOA/SGHW).
7	Air Force Medical Operating Agency (AFMOA/SGHW)	Endorse. Endorse diagnosis and provide decision to MTF.
8	MTF	Forward. Forward the decision to the commander.
9	Commander	Did AFMOA/SGHW concur with diagnosis? If yes, GO TO Pre-defined Involuntary (Administrative) Discharge Process. If no, GO TO STEP 10.
10	Commander	Consult. Consult with Staff Judge Advocate (SJA) and MTF concerning reevaluation of separation action.

Roles and Responsibilities

1. **COMMANDER:**

- a. Initiate involuntary discharge action.
- b. Review [AFI 36-3208](#), paragraph 5.11 (for enlisted), or [AFI 36-3206](#), paragraph 2.3.7 (for officers), to determine the type of discharge. If the basis for discharge is **not** either of those paragraphs, continue to initiate separation in accordance with the applicable provision and proceed to the Involuntary (Administrative) Discharge Process at [Section H](#) for further guidance.
- c. **If basis for discharge is in accordance with AFI 36-3208, paragraph 5.11 (enlisted) or AFI 36-3206, paragraph 2.3.7 (officers), you must indicate in the notification memorandum the specific diagnosed separation reason (e.g., adjustment disorder, disruptive behavior disorder, etc) that the member is being separated for.**
- d. Counsel Airmen regarding their deficiencies and afford them the opportunity to overcome them.
- e. Document or observe behavior of specific deficiencies in appropriate counseling or personnel records and include history from supervisors, peers and others as necessary. Indicate the counseling methods and dates.
- f. Ensure Steps 1 through 4 on the Mental Disorder Discharge Checklist at [Attachment 18](#) is complete prior to initiating involuntary discharge. If diagnosis is in accordance with [AFI 36-3208](#), paragraph 5.11, or [AFI 36-3206](#), paragraph 2.3.7 and the Airman was assigned to an imminent danger pay area **or filed an unrestricted report of sexual assault**, ensure Step 5 through 9 on the checklist are also completed prior to initiating involuntary discharge.
- g. Ensure the Airman completes the Conditions That Interfere With Military Service Statement of Understanding at [Attachment 17](#).
- h. If AFMOA/SGHW does not concur with the diagnosis, consult with the SJA and MTF concerning the reevaluation of the discharge action.
- i. Initiate an Enlisted Performance Report (EPR) or Letter of Evaluation (LOE) in accordance with [AFI 36-2406](#), Tables 4.3 and 5.2 as required for enlisted personnel.

2. **PSYCHIATRIST/PSYCHOLOGIST (PHD-Level):**
 - a. Evaluate the Airman in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM).
 - b. Provide diagnosis to the commander.
 - c. If diagnosis is in accordance with [AFI 36-3208](#), paragraph 5.11, or [AFI 36-3206](#), paragraph 2.3.7 and the Airman was or is assigned to an imminent danger pay area **or filed an unrestricted report of sexual assault**, ensure remaining required Steps are completed on the Checklist.

3. **MILITARY TREATMENT FACILITY (MTF):**
 - a. If the Airman is being discharged in accordance with [AFI 36-3208](#), paragraph 5.11 or [AFI 36-3206](#), paragraph 2.3.7 and the Airman was or is currently assigned to an imminent danger pay area **or filed an unrestricted report of sexual assault**. Forward the psychiatrist/PhD-level clinical psychologist diagnosis with supporting documentation to a peer or higher-level mental health professional for review. After this review forward for endorsement by AF/SG. **NOTE:** This can be delegated to Air Force Medical Operations Agency (AFMOA/SGHW).
 - b. Inform Airmen the diagnosis does not qualify as a disability or entitle the Airman to disability benefits, [Attachment 17](#). **NOTE:** If this statement does not appear in the diagnosis, it may be included in the discharge notification memorandum.
 - c. Forward the AFMOA/SGHW decision to the commander, if applicable. **NOTE:** Forward through the command channels the diagnosis of an Airman being discharged in accordance with [AFI 36-3208](#), paragraph 5.11, or [AFI 36-3206](#), paragraph 2.3.7 who has served or who is currently serving in an imminent danger pay area **or filed an unrestricted report of sexual assault** to obtain the AF/SG or designee endorsement.

4. **AIR FORCE MEDICAL OPERATING AGENCY (AFMOA/SGHW):**
 - a. Review and endorse the diagnosis from a psychiatrist or PhD-level clinical psychologist in accordance with the Diagnostic and Statistical Manual or Mental Disorders for an Airman being discharged in accordance with [AFI 36-3208](#), paragraph 5.11, or [AFI 36-3206](#), paragraph 2.3.7 who has served or who is currently serving in an imminent danger pay area **or filed an unrestricted report of sexual assault**.
 - b. Provide the decision to the originating MTF.

SECTION K. Dual Action Processing

INTRODUCTION:

This section covers Dual Action Processing. Dual action processing involves referral of separation action to the Secretary of the Air Force Personnel Council (SAFPC) for officers and enlisted with 16 or more years of service as of the date of separation. For enlisted airmen with less than 16 years of service as of the separation date, the General Court-Martial Convening Authority (GCMCA) is the decision authority for discharges that could result in an Under Other Than Honorable Conditions characterization. All others will be referred to SAFPC for final decision. Dual Action is required when an Airman subject to involuntary discharge under AFIs 36-3206, 3207, or 3208, and is eligible to apply for retirement and applies for retirement, or is eligible for disability separation/retirement. Refer to [Section H](#) Involuntary Administrative Discharge, for procedures for administrative discharges.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*; [AFI 36-3207](#), *Separating Commissioned Officers*; [AFI 36-3212](#), *Physical Evaluation for Retention, Retirement, and Separation*; and [AFI 36-3203](#), *Service Retirements*

TARGET AUDIENCE: Department of the Air Force active duty service members

Table 14. Step-by-Step Procedures Dual Action Processing.

STEP	ACTION OWNER	NARRATIVE
1	Staff Judge Advocate (SJA)	<p><i>Provide Package to MPF.</i> Provide the entire administrative discharge package to MPF upon approval from the discharge authority. Ensure the entire package consist of the following memorandums/documents, but not limited to:</p> <ul style="list-style-type: none"> • Unit CC Discharge Notification Memo • Unit CC Recommendation for Discharge Memo • Airman’s Acknowledgement (AFI 36-3208, fig 6.3 or 6.7) • Airman’s Statement (AFI 36-3208, fig 6.4 or 6.8) • Wing/JA Legal Review Memo • Wing/CC’s Discharge Recommendation Memo (if not the discharge authority) • Discharge Authority Memo (directing discharge) • Discharge Board Proceedings, • Medical Clearance Memorandum • DD Form 2648 (TAP Completion) (Attachment 21) • EPRs, LOCs, LOAs, LORs, Article 15s, etc.
2	MPF	<p><i>Approved Administrative Discharge.</i></p> <ol style="list-style-type: none"> 1. Receive approved administrative discharge from the discharge authority.

STEP	ACTION OWNER	NARRATIVE
		<p>2. Coordinate with local MTF to determine if Medical Evaluation Board (MEB) is pending. If yes, ensure the Airman's Assignment Availability Code (AAC) 37 is updated in MilPDS.</p> <p>3. Determine if the Airman is retirement eligible. If the Airman is eligible, advise the Airman on retirement application entitlement.</p> <p>4. Ensure a CMS case for lost time (if applicable) has been completed prior to the discharge authority approving the administrative discharge.</p> <p>5. Ensure the appropriate duty status has been updated in MilPDS prior to forwarding the approved package to AFPC.</p> <p>6. Ensure the appropriate reenlistment eligibility (RE) code has been updated in MilPDS prior to forwarding the approved package to AFPC.</p> <p>7. Send a copy of the entire administrative discharge package via CMS (for enlisted only) to the "AFPC Invol Separations Submission (DP2SSR)" workflow email box. Suspense for creation of CMS case is 5 days. Officer dual action processing will be done via the Legal Transit System.</p> <p><i>NOTE:</i> If the Airman is retirement eligible and applies, ensure the retirement application is included in the package. Hardcopy AF Form 1160, Military Retirement Actions must be used. Review the Retirements PSD Guide, Section K, Process A Request for Retirement in Lieu Of Administrative/Judicial Action.</p>
3	AFPC/DP2SSR	<p>Review package for completeness.</p> <ol style="list-style-type: none"> 1. Upon receipt, review package for completeness. 2. Notify MPF of any missing documents and suspense the case until all documents are received. 3. Coordinate and staff discharge package to appropriate office within AFPC for further actions.
4	AFPC/DP2SSR	<p>Is Airman MEB or retirement eligible?</p> <ol style="list-style-type: none"> 1. If Dual Action is due to a MEB, suspense discharge case file pending receipt of MEB determination. If the Airman is returned to duty, execute discharge package (Step 5). If the Airman is not returned to duty, input discharge case into Disabilities myPers incident so that both cases are forwarded to SAFPC for final disposition (GO TO STEP 6 and 7). 2. If Dual Action is due to the Airman applying for retirement, forward both cases to SAFPC for final disposition (GO TO STEP 7).
5	AFPC/DP2SSR	<p>Final Disposition.</p> <ol style="list-style-type: none"> 1. Notify the MPF upon receipt of final disposition. 2. If an administrative discharge is directed by SAFPC or GCMCA, provide the MPF with instructions for processing. 3. If an administrative discharge is directed, follow discharge instructions in Section H. <i>NOTE:</i> The entire package is not re-submitted using CMS in these cases, only Attachment 1 and Attachment 13. 4. If a retirement or medical separation/retirement is directed, refer the MPF to the appropriate agency.
6	AFPC/DPFDD	<p>Coordinate. Coordinate on MEB action.</p>
7	SAFPC/GCMCA	<p>Dual Action. Render a decision regarding the dual action.</p>

STEP	ACTION OWNER	NARRATIVE
8	SAFPC/GCMCA	<i>Determination.</i> If MEB approved GO TO STEP 9. If MEB not approved, direct the AFI which the Airman's separation and/or retirement will be executed. Forward the decision to AFPC for processing.
9	AFPC/DPFDD	<i>Medical Processing.</i> Proceed with medical processing.

Roles and Responsibilities

1. **STAFF JUDGE ADVOCATE (SJA):**

Provide MPF the entire administrative discharge package upon approval from the discharge authority. SJA will upload officer discharge packages in the Legal Transit System and forward.

2. **COMMANDER:**

- a. Notify MPF upon notification of Airmen pending a MEB.
- b. Do not allow Airmen to depart pending final determination from SAFPC/GCMCA.
- c. Notify Airman of SAFPC/GCMCA decision.

3. **MILITARY PERSONNEL FLIGHT (MPF):**

- a. Retain an advisory role in the separation process and provide guidance to Airmen.
- b. Upon approval of discharge package from the discharge authority, coordinate with local Military Treatment Facility (MTF) to determine if Medical Evaluation Board (MEB) is pending. If yes, ensure MilPDS has AAC: 37, pending MEB updated on the Airman's file. **NOTE:** The execution of the administrative separation will be placed on hold by AFPC/DP2SSR pending receipt of final disposition.
- c. If the Airman is retirement eligible, ensure the Airman is counseled and given the opportunity to apply for retirement. **NOTE:** The Airman must apply on the hardcopy AF Form 1160. Do not advise Airmen to apply for retirement on the vMPF.
- d. Upload the entire original administrative discharge package into CMS (for enlisted). **NOTE:** If the Airman applies for retirement then send retirement application with discharge case file.
- e. Upon receipt of SAFPC decision from AFPC, notify the Airman/unit CC and provide a hardcopy Pre-Separation Order Worksheet to the Airman at [Attachment 1](#).
- f. If an administrative discharge is directed, follow discharge instructions in [Section H](#).
- g. Upon notification of the Airman's DOS, update the Airman's SSN into vOP and utilize the short notice checklist in accordance with [AFI 36-2102](#), Attachment 17.
- h. If final separation disposition is under AFI 36-3208, refer to [Attachment 7](#) for post approval separation actions and conduct final out-processing actions.

4. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**

Establish policy and procedures as they relate to separations.

5. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR - SEPARATIONS):**

- a. Upon receipt of administrative discharge package review the package for completeness.
- b. Notify the MPF for missing documents if applicable and suspense the case until all documents are received.
- c. If Dual Action is because of a MEB, coordinate and forward entire discharge case to

AFPC/DPFDD, Disability Division pending MEB disposition. If the MEB determines the Airman is returned to duty, establish the DOS and execute the administrative discharge following instructions in [Section H](#). **NOTE:** The entire package is not re-submitted using CMS in these cases, only [Attachment 1](#) and [Attachment 13](#).

e. If Dual Action is due to the Airman applying for retirement, coordinate with AFPC Retirements Branch and forward both cases to SAFPC for a decision.

f. Upon receipt of SAFPC or GCMCA (when applicable) decision, forward a copy of the SAFPC/GCMCA decision to the MPF.

g. If the administrative discharge is directed, AFPC/DP2SSR will execute the administrative discharge, following instructions in [Section H](#). **NOTE:** The entire package is not re-submitted using CMS in these cases, only [Attachment 1](#) and [Attachment 13](#).

h. Forward the entire administrative discharge package to ARMS.

6. **DISABILITY DIVISION (AFPC/DPFDD):**

Upon receipt of the discharge case file from AFPC/DP2SSR, suspend the case file pending final disposition of MEB. If the Airman is returned to duty, forward the discharge case file to AFPC/DP2SSR for execution. If the Airman is not returned to duty, forward both case files to SAFPC for final determination.

For enlisted members with less than 16 years of service as of the date of separation when the administrative discharge could result in an Under Other Than Honorable Conditions discharge forward the medical case file to the servicing legal office for inclusion in the discharge case file for GCMCA final determination.

7. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR - RETIREMENTS):**

Upon receipt of discharge case file and retirement application, review retirement application for eligibility. If the Airman is not eligible, forward discharge case file to the Separations Branch for execution. If the Airman is eligible for retirement, forward both case files to SAFPC for final determination.

8. **SECRETARY OF THE AIR FORCE PERSONNEL COUNCIL (SAFPC):**

NOTE: GCMCA is decision authority for dual action cases for enlisted airmen with less than 16 years of service as of the date of separation when the administrative discharge could result in an Under Other Than Honorable Conditions discharge.

a. Render a decision regarding the dual action and direct the AFI which the Airman's separation and/or retirement will be executed.

b. Forward the decision to the appropriate AFPC branch for execution of separation/retirement under the applicable AFI.

SECTION L. LENGTHY SERVICE PROBATION (LSP) PROCESSING

INTRODUCTION:

This section covers Lengthy Service Probation Processing (LSP). LSP processing involves referral of separation action to the SAFPC in accordance with AFI 36-3208, Section 6F and applies to an Airman who has completed at least 16, but less than 20 years' active service creditable toward retirement at the time discharge action starts. These Airman, nearing retirement eligibility, are entitled to special consideration for probation upon their request. They are not discharged until their cases have been reviewed by SAFPC. If that review results in an offer of probation, the terms of the probation for each case will be set out in the authorizing correspondence.

NOTE: An approved discharge will be executed, if the Airman does not request LSP.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen* and [AFI 36-3212](#), *Physical Evaluation for Retention, Retirement, and Separation*

TARGET AUDIENCE: Department of the Air Force active duty service members

Table 15. Step-by-Step Procedures for Lengthy Service.

STEP	ACTION OWNER	NARRATIVE
1	Staff Judge Advocate (SJA)	<p><i>Provide Package to MPF.</i> Provide the entire administrative discharge package to the MPF upon approval from the discharge authority. Ensure the entire package consist of the following memorandums/documents, but not limited to:</p> <ul style="list-style-type: none"> • Unit CC Discharge Notification Memo • Unit CC Recommendation for Discharge Memo • Airman's Acknowledgement (AFI 36-3208, fig 6.3 or 6.7) • Airman's Statement (AFI 36-3208, fig 6.4 or 6.8) • Wing/JA Legal Review Memo • Wing/CC's Discharge/LSP Recommendation Memo (if not the discharge authority) • Discharge Authority Memo with LSP Recommendation (directing discharge) • Discharge Board Proceedings • Medical Clearance Memorandum • DD Form 2648 (TAP Completion) (Attachment 21) • EPRs, LOCs, LOAs, LORs, Article 15s, etc. <p>Load the entire original administrative discharge package into the Legal Transit System and forward to the MAJCOM.</p>
2	MPF	<p><i>Approved Administrative Discharge.</i></p> <ol style="list-style-type: none"> 1. Receive approved administrative discharge from the SJA.

STEP	ACTION OWNER	NARRATIVE
		2. Coordinate with local MTF to determine if MEB is pending. If a MEB is pending ensure the Airman's Assignment Availability Code (AAC) 37 is updated in MilPDS.
3	Commander	Notification. Notify the MPF if the Airman is pending a MEB.
4	Major Command (MAJCOM)	MAJCOM/JA Review. Provide comments and recommendations using an official memorandum.
5	Major Command (MAJCOM)	MAJCOM/CC Review. 1. Provide recommendation using an official memorandum. 2. Add recommendation memorandum to administrative discharge package in the Legal Transit System and forward to AFPC/DP2SSR.
6	AFPC/DP2SSR	Review package for completeness. 1. Upon receipt, review package for completeness. 2. If missing documents return via the Legal Transit System and suspend the case until all documents are received.
7	AFPC/DP2SSR	Is Airman pending MEB? If Airman <u>is not</u> pending a MEB GO TO STEP 9 . If Airman <u>is</u> pending a MEB, suspend the discharge case file pending receipt of a MEB determination, and GO TO STEP 8 . If the Airman is returned to duty, forward only Lengthy Service Probation (LSP) case to SAFPC. If the Airman is not returned to duty, forward both cases to SAFPC for final disposition.
8	AFPC/DPFDD	Coordinate. Coordinate on MEB action.
9	SAFPC	Decision. Render a decision regarding the LSP and MEB, if applicable; and offer probation or direct the administrative discharge.
10	SAFPC	Determination. If MEB <u>is</u> approved GO TO STEP 11 . If MEB <u>is not</u> approved, forward the LSP decision to AFPC for processing.
11	AFPC/DPFDD	Medical Processing Proceed with medical processing.
12	AFPC/DP2SSR	Final Disposition. Notify the MPF upon receipt of final disposition.
13	MPF	Final Disposition. Upon receipt of SAFPC decision from AFPC, notify the Unit CC. If an administrative discharge is directed, follow discharge instructions in Section H . NOTE: The entire package is not submitted using CMS in these cases, only Attachment 1 and Attachment 13 .
14	AFPC/DP2SSR	Administrative Discharge. If an administrative discharge is directed follow the discharge instructions in Section H . NOTE: The entire package is not submitted using CMS in these cases, only Attachment 1 and Attachment 13 .

Roles and Responsibilities

1. **STAFF JUDGE ADVOCATE (SJA):**

Load the entire original administrative discharge package into the Legal Transit System and forward to the MAJCOM. Provide the MPF with the entire administrative discharge package upon approval from the discharge authority.

2. **COMMANDER:**

a. Notify the MPF upon notification of Airmen pending an MEB.

- b. Do not allow Airmen to depart pending final determination from SAFPC.
 - c. Notify Airman of SAFPC decision.
3. **MILITARY PERSONNEL FLIGHT (MPF):**
- a. Retain an advisory role in the separation process and provide guidance to Airmen. Upon approval of discharge package from discharge authority, coordinate with local Military Treatment Facility (MTF) to determine if Medical Evaluation Board (MEB) is pending. If yes, ensure MilPDS has AAC: 37, pending MEB updated on the Airman's file.
 - b. Forward the entire original administrative discharge package and one copy to the MAJCOM for comments and recommendations.
 - c. Upon receipt of SAFPC decision from AFPC, notify the Unit CC.
 - d. If an administrative discharge is directed, follow discharge instructions in [Section H](#) for DOS establishment. **NOTE:** The entire package is not submitted using CMS in these cases, only [Attachment 1](#) and [Attachment 13](#).
 - e. Upon notification of the Airman's DOS, update the Airman's SSN into vOP and utilize the short notice checklist in accordance with [AFI 36-2102](#), Attachment 17.
 - f. If final separation disposition is directing discharge under AFI 36-3208, refer to [Attachment 7](#) for post approval separation actions and conduct final out-processing actions.
4. **MAJOR COMMAND (MAJCOM):**
- a. MAJCOM/JA makes comments and recommendations using an official memorandum.
 - b. MAJCOM/CC makes recommendation using an official memorandum. Add recommendation memorandum to administrative discharge package in the Legal Transit System and forward to AFPC/DP2SSR.
5. **AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):**
Establish policy and procedures as they relate to separations.
6. **MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):**
- a. Upon receipt of administrative discharge package review the package for completeness.
 - b. Notify MPF of missing documents (if applicable) and suspense the case until all documents are received.
 - c. If the Airman is pending a MEB, coordinate and notify AFPC/DPFDD, Disability Division of pending administrative discharge. If the MEB determines the Airman is returned to duty, forward only LSP case to SAFPC. If the Airman is not returned to duty, forward both cases to SAFPC for final disposition.
 - d. Upon receipt of SAFPC decision, forward a copy of the SAFPC decision to the MPF.
 - e. If the administrative discharge is directed, AFPC/DP2SSR will execute the administrative discharge, following instructions in [Section H](#). **NOTE:** The entire package is not submitted using CMS in these cases, only [Attachment 1/Attachment 13](#).
 - f. Forward the entire administrative discharge package to ARMS.
7. **DISABILITY DIVISION (AFPC/DPFDD):**
Upon notification of discharge case file from AFPC/DP2SSR, suspense case file pending final disposition of MEB. If the Airman is returned to duty, notify AFPC/DP2SSR. If the Airman is not returned to duty, forward both case files to SAFPC for final decision.
8. **SECRETARY OF THE AIR FORCE PERSONNEL COUNCIL (SAFPC):**

- a. Render a decision regarding the LSP and offer probation or direct the administrative discharge.
- b. Forward the decision to AFPC for processing.

SECTION M. MILITARY PERSONNEL DATA SYSTEM (MIPDS) UPDATE INSTRUCTIONS

Approval of Expiration of Term Of Service (ETS) Voluntary Separation

INTRODUCTION:

This instruction is used to update an ETS voluntary separation. This update action is accomplished upon approval from the appropriate authority for the separation action. The Airman's record status (RS) must be in 10. **NOTE:** Only AFPC updates active duty enlisted ETS separation requests, approvals, and cancellations unless further delegated.

OPR: Separations and Retirements Branch (AFPC/DP1TSS)

REFERENCES: AFI 36-3208, *Administrative Separation of Airmen*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

1. Prior to completing an update or query retrieve a RSLOSS SURF. See [Attachment 5](#) for instructions on retrieving the SURF. **NOTE:** Retirement eligible Airmen may inadvertently select this option believing they are initiating their retirement. If the Total Active Federal Military Service Date (TAFMSD) shows the Airman has 19 or more years DO NOT UPDATE the separation. Notify the Retirements Branch immediately using email.
2. Verify the reenlistment code prior to updating record. Do not process separation requests if the RE Codes are not applicable for separation. Refer to [AFI 36-2606](#), Tables 5.1, 2, 3, and 4. The most common reenlistment codes that should not be process for separation are 2K, 2J, 2L, and 3B. Notify MPF Reenlistment Office the separation cannot be processed until the reenlistment code is compatible with their separation. **NOTE:** An AF Form 418, **Selective Reenlistment Program (SRP) Consideration for Airmen in the Regular Air Force/Air Force Reserve** may be required before the reenlistment code can be changed.
3. **Determining the Separation Program Designator (SPD) Code** - Airmen separating on their ETS/DOS are assigned one of 4 SPD codes. This is determined by the RE code and whether the Airman has a Military Service Obligation (MSO). The MSO is 8 years from their Date of Initial Entry to Military Service (DIEMS), Date Initial Entry Uniformed Services (DIEUS), or Total Active Federal Military Service Date (TAFMSD) (whichever is earliest).
 - KBK, Discharged- if the RE code begins with a 2 (except 2X/2A) or 4 (except 4D), or is a 3D or 3E, the Airman is discharged with no MSO regardless of time served. or – if the Airman has fulfilled their MSO, regardless of RE code.
 - MBK, Released - If the RE code begins with a 1 or 3 (except 3D & 3E) and the Airman has not completed their MSO, they are released
 - LBK or JBK – if the RE code is 2X, the SPD code is based on years of service and/or if entitled to separation pay and the Airman agrees to serve in the Individual Ready Reserve (IRR) for 3 years.

- Airmen are entitled to separation pay, if they served 6 years and they are NOT separating in their first enlistment (i.e. 6-yr enlistee that separates with exactly 6 years on their DOS do *not* receive separation pay).
- JBK – Discharged, the Airman is not entitled to separation pay or declines to serve in IRR
- LBK - Released– RE code is 2X/2A, the Airman is entitled to Separation pay, and agrees to serve in the IRR for 3 years. After the RE code and the correct SPD have been verified, update the separation in MilPDS.

RESPONSIBILITIES:

SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

Process and approve enlisted voluntary separation requests in accordance with [AFI 36-3208](#).

NAVIGATION:

AFPC: Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES: *NOTE:* Update of enlisted separation approval requires the user to enter two update screens (Enlisted Separation and Addl Separation Info).

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window appears.
3. Select Enlisted Separation.
4. Move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear. *NOTE:* An approved separation can be updated without a prior separation request on file.
5. Update the following fields: *NOTE:* The List of Values (LOV) provides a list of options within each field.
 - a. Separation Action – APR
 - b. Application date (date Airmen rendered intent to separation)
 - c. Separation date (DOS from the LOSS SURF)
 - d. Separation ID – Q (Voluntary Separation)
 - e. SPD1 (MBK, KBK, LBK or JBK as appropriate)
 - f. Tracer Action – A
 - g. Character of Discharge - 1 (Honorable)
 - h. Remarks – Although not mandatory it is highly encourage to place remarks
 - i. Apr/Dis Level – 1 (HAF/AFPC)
6. Click the OK button.
7. Save the update by clicking the Save button.
8. Click on Addl Separation Info. The Further Assignment Information window will appear.
9. Update the appropriate items as applicable. *NOTE:* At a minimum the Entlmt Sevr Readj Pay, Force Adj Prog Yr (FY of date of separation), and Force Adj Rsn will be updated. For each field, click the drop down menu for the LOV for appropriate data items.

10. Verify if their Reenlistment Eligibility Status has flipped. Manually change the RE code if applicable.

Cancel Approved Separation

INTRODUCTION:

This update is accomplished upon approval of an Airman's request for withdraw for separation, erroneous update, medical hold or when directed by AFPC. The Airman's record status must be 2X. This update is accomplished to cancel an approved voluntary or involuntary separation. Cancellations require the update of only one field for enlisted separations and two fields for officer separations.

NOTE: Only AFPC updates active duty enlisted and officer's separation requests, approvals, and cancellations unless further delegated. The MPF is delegated the authority for Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: : [AFI 36-3206](#) *Administrative Discharge Procedures for Commissioned Officers*; [AFI 36-3207](#), *Separating Commissioned Officers*, and [AFI 36-3208](#), *Administrative Separation of Airmen*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a RSLOSS SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MILITARY PERSONNEL FLIGHT (MPF):

Cancel an approved separation request for enlisted personnel for which they have authority. (Airmen assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only).

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

Update and approve cancellation requests in accordance with [AFI 36-3206](#), [AFI 36-3207](#) and [AFI 36-3208](#).

SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

Update and approve cancellation requests for enlisted voluntary separation in accordance with [AFI 36-3208](#).

NAVIGATION:

1. **MPF:** Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

2. **AFPC:** Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Enlisted Separation or Officer Separation (as applicable)
4. Click in the Details field being updated. The Further Assignments Information window will appear
5. In the Separation Action field, click the drop down menu for the LOV and select CNX from the list.
6. Remarks field, although optional, it is highly encouraged to type comments into the Remarks field, i.e., the reason the separation was cancelled.
7. Click the OK button.
8. Save the update by clicking the Save button.
9. Close the window or application by clicking the X located in the top right corner of each window.
10. **Additional update requirements for officer cancellations:**
 - a. Return to the main Assignment Information window.
 - b. Click the Misc Info button. The General Ret/Sep Information window will appear.
 - c. Select Service Dates
 - d. The current DOS should reflect 08-Sep-3888 or the previous DOS on file, i.e., if the officer has a previous DOS established, update the previous DOS which is on file. Refer to the LOSS SURF attached to the original application.
 - e. Update the correct DOS and DOS reason fields. **NOTE:** Normally this is the DOS and DOS reason prior to the approved separation.
11. Click the OK button.

Medical Hold

INTRODUCTION:

This update is accomplished by the local MPF when Medical Standards (AFPC/DP2N) determines an Airman should be placed on medical hold. This process emulates the Air Force Personnel Data System 95J update action.

NOTE: All extensions for Medical Hold and MEB/PEB are processed at the local MPF, Career Development Office. Career Development Offices receives notification from AFPC/DP2N outlining the number of months of the approved medical extension. Airmen must agree in writing to a medical hold and execute the AF Form 1411, **Extension or Cancellation of Extension of Enlistment in the Regular Air Force (RegAF)/Air Force Reserve (AF Reserve)/Air National Guard (ANG)**. The MPF will process the extension in accordance with current DAF procedures and [AFI 36-2606](#), *Reenlistment in the United States Air Force*, Table 6.1, Rule 9. Commanders may not disapprove extensions for Airmen undergoing medical hold, MEB/PEB processing.

OPR: Sustainment Support Branch (AFPC/DP1SS)

REFERENCES: : [AFI 36-2606](#), *Reenlistment in the United States Air Force*, [AFI 48-123](#), *Medical Examination and Standards*; [AFI 36-3208](#) *Administrative Separation of Airmen*; [AFI 36-3207](#),

Separating Commissioned Officers, and [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*.

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MEDICAL TREATMENT FACILITY (MTF):

Notify AFPC/DP2N of need to place an Airman on medical hold.

MEDICAL STANDARDS (AFPC/DP2N):

Has sole responsibility to approve and update medical holds.

NAVIGATION: AFPC/DP2SSR: Select Personnel Programs; Retirements/Separations. Double-click each selection or click to highlight each selection then click the Open Button. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Medical Hold (AFPC/DP2N only):
 - a. Select Medical Standards and Medical Standard.
 - b. Click the Open button or double-click each selection. The Find Person window will appear.
 - c. Type the Airman’s SSN in the Social Security field.
 - d. Click the Find button. The People window populates with the Airman’s current information.
 - e. Click the MEB Info button. The Medical Standards window will appear.
 - f. Place the cursor to the left of MEB, move the cursor down, and click in the Details field being updated. The Extra Person Information window will appear.
 - g. Update the MEB Recommendation field to “D,” Med Stds Disp Date to the current or past date (DD-MMM-YYYY), and Med Stds Disp to “F.”
2. Click the OK button, and save the update by clicking the Save button.
3. Close the window or application by clicking the “X” located in the top right corner of each window.

NOTE: If the Airman is already projected for a medical separation or is in Administrative Hold status, the transaction will reject.

Involuntary Retention Beyond ETS

INTRODUCTION:

This update is accomplished when the Airman is involuntarily retained beyond ETS/DOS for Court Martial Actions ([AFI 36-3208](#), paragraph 2.4).

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#) *Administrative Separation of Airmen*; [AFI 36-3207](#), *Separating Commissioned Officers*, and [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*.

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

1. Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.
2. If an Airman has an approved separation on file, the separation must be cancelled. Refer to [Cancel Approved Separation](#) for update instructions. Upon cancellation and/or verification of no approved separation on file, update the extension in MilPDS.
3. The following update steps must be followed in order:
 - Cancel Approved Separation (if applicable)
 - Extension update
 - E6 update

UPDATE EXTENSION IN MilPDS:

NAVIGATION:

AFPC/DP2SSR: Select Personnel Programs; Retirements/Separations. Double-click each selection or click to highlight each selection then click the Open Button. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman’s current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Extension.
4. Move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear.
5. Update the following fields: **NOTE:** The LOV provides a list of options within each field.
 - a. Reason – Reference the Table Below
 - b. Nr Months – Table below for all other reasons
 - c. Source Document – CA
 - d. DJMS Ext Flag – P
 - e. Number of Extensions – 1 for first, 2 for second, etc.

	A	B	C
R U L E	If AFI 36-3208 retention condition is	Consent of Airman is	and ETS is adjusted forward by
1	Term of enlistment is extended by law	Not required	Prescribed duration of extension period

2	Enroute to place of separation		1 month
3	Under court-martial charges or on conviction by court-martial		1 to 3 months (Note 3)
4	Declined to reenlist as scheduled		7 days

NOTES:

NOTE 1: When the condition that required the retention terminates before the adjusted ETS expires, separate the Airman as soon as possible. Regardless of prior ETS update actions, no authority exists to delay the separation.

NOTE 2: If an Airman is in a deserter or in AWOL status, military confinement, or on appellate review leave (duty status codes 06, 07, 16, 17, or 52), AFPC cannot extend the Airman’s DOS or ETS, even if it has expired. This includes executing a new extension as well as entering a previously executed one prior to making up the bad time.

NOTE 3: If the condition continues beyond the initial ETS adjustment period, additional update transactions may be made. Due to the flow time for TU transaction to HQ DFAS, Airmen in these situations must be extended for 3 months, with follow-up action every 30 days to complete any further extension which may be required.

6. Click the OK button.
7. Save the update by clicking the Save button.

UPDATE E6 IN MILPDS:

NAVIGATION: AFPC Total Force Service Center; Select Active Duty MPF; Customer Support; Career Enhancement; DJMS Actions; DJMS Reporting Ext/Reenl

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the SSAN field and press the Ctrl + F11 function key to execute the query.
2. Update the following fields: **NOTE:** The LOV provides a list of options within each field.
 - a. Source Document – A3
 - b. Lv Settlement – 2
 - c. Vol Exten Nbr – 1
 - d. Ret/Sep SDN Jumps – 911
 - e. SRB Bonus Type – 0
 - f. SRB Mult Proj – 0
 - g. SRB Payment Option – 0
 - h. Action – E6/Ext/Reenl
3. Click the Submit button.
4. Save the update by clicking the Save button

Initial Separation Request (Palace Chase)

This application updates an Airman’s initial separations request.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3207](#), *Separating Commissioned Officers*, [AFI 36-3208](#), *Administrative Separation of Airmen*

TARGET AUDIENCE: Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

Military Transition Operations Branch (AFPC/DP2SSR):

Responsible for updating enlisted and officer separation request.

NAVIGATION:

Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Double-click each selection or click to highlight each selection then click the Open button. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman’s current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Enlisted Separation or Officer Separation, move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear.
4. Type information in the fields as discussed below to update a separation request. The Separation Action field is used to select the type of action being updated (i.e., Request for or Approval of Separation). The LOV is equivalent to a table lookup in the Air Force Personnel Data System. All other update fields have been taken from the required Air Force Personnel Data System DIN.
5. The following update fields are mandatory:
 - a. Separation Action: REQ
 - b. Date of Application
 - c. Separation Date: DD-MMM-YYYY
 - d. Char of Discharge: optional for requests
 - e. Separation ID: List of Values (LOV) is available
 - f. Reserve Commission Requested: Officer only-blank field allowed
 - g. Reserve Commission Suspense Date: Officer only-blank field allowed
 - h. SPD1 - Reference Personnel Services Delivery Memorandum (PSDM) 18-48, *Using Separation Program Designators (SPDs), Separation Program Tracers (SPTs), and Determining Types of Separation or Retirement*, for applicable SPD code listing. **NOTE:** This PSDM is FOUO. If you do not have this PSDM contact AFPC/DP3SA and it will be provided with further instructions.
 - i. Tracer Action - Reference PSDM 18-48 for applicable tracer code
 - j. Remarks: Although not mandatory it is highly encourage to place remarks
 - k. Apr/Dis Level – 1 (HAF/AFPC)
6. Click the OK button.

7. Save the update by clicking the Save button.

Disapprove Separation Request

This update is accomplished to disapprove a separation request.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3207](#), *Separating Commissioned Officers and* [AFI 36-3208](#), *Administrative Separation of Airmen*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

1. Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.
2. Disapproval of a Request for Separation update is accomplished upon notification of a separation request disapproval from the appropriate authority for the separation action. Current application must be in “REQ” and record status must be 1X.

RESPONSIBILITIES:

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

Update the disapproval when a request for separation is disapproved for officer and enlisted requests for separation when applicable.

NAVIGATION:

Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Double-click each selection or click to highlight the selection then click the Open button. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field.
2. Press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman’s current information.
3. Click the R/S Info button. The Extra Assignment Information window will appear.
4. Select Enlisted Separation or Officer Separation, move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear.
5. In the Separation Action field change “REQ” to “DIS”. Tab to “Remarks” and type the appropriate information.
6. Tab to Disapproval Reason, click the drop down menu for the LOV and select the Disapproval Reason from the list.
7. Click the OK button.
8. Save the update by clicking the Save button.
9. Close the window or application by clicking the “X” located in the top right corner of each window.

Approval of Enlisted PETS Voluntary Separation

INTRODUCTION:

This update is accomplished to update PETS voluntary separation. This update action is accomplished upon approval from the appropriate authority for the separation action. An Airman's record status (RS) must be 10.

1. Only AFPC updates active duty enlisted separation requests, approvals, and cancellations unless further delegated.
2. The MPF is delegated the authority for MilPDS updates for Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School approved for a PETS separation, which the Separation Authority is Base Level. **NOTE:** AFPC will update PETS approved separations on Basic Military Training or non-prior service (NPS) students when the Separation Authority is AFPC.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a RSLOSS SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MILITARY PERSONNEL FLIGHT (MPF):

Process and approve separation requests for **Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only** when approved for a PETS separation for which the Separation Authority is Base Level.

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

Approve separation requests in accordance with [AFI 36-3208](#).

SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

Process and approve enlisted voluntary separation requests in accordance with [AFI 36-3208](#).

NAVIGATION:

1. **MPF:** Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.
2. **AFPC:** Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES:

NOTE: Update of enlisted separation approval requires the user to enter two update screens (Enlisted Separation and Addl Separation Info).

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e.,

SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.

2. Click the R/S Info button. The Extra Assignment Information window will appear.

3. Select Enlisted Separation

4. Move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear. **NOTE:** An approved separation can be updated without a prior separation request on file

5. Update the following fields: **NOTE:** The LOV provides a list of options within each field.

- a. Separation Action – APR
- b. Application date (date Airmen applied for separation or date of update for directed PETS separation, i.e. DOS Rollback)
- c. Separation date (date the Airman approved to voluntarily separation early or date directed to separate, i.e. DOS Rollback)
- d. Separation ID – List of Values (LOV) is available
- e. SPD1 - Reference PSDM 18-48 for applicable SPD code listing. **NOTE:** This PSDM is FOUO; if you do not have this PSDM, contact AFPC/DP3SA and it will be provided with further instructions.
- f. Tracer Action - Reference PSDM 18-48 for applicable tracer code
- g. Character of Discharge - 1 (Honorable)
- h. Remarks – Although not mandatory it is highly encourage to place remarks
- i. Apr/Dis Level – 1 (HAF/AFPC) or 3 (Base Level)

NOTE: In addition, update the following fields using AF Form 1288 when the Airman is transferring to a Reserve or Guard unit (PALACE FRONT/CHASE):

- j. Sep Accessing PAS
- k. Sep Accessing AFR Sec ID, (Reserve only)
- l. Sep Accessing Position Nbr (enter MAJCOM ID followed by position number)
- m. Recruiter ID. **NOTE:** Unless annotated, all optional update fields apply to enlisted and officer separations, and are updated when an Airman is separating under PALACE CHASE/FRONT or transferring between ANG and/or AFRC units.

6. Click the OK button.

7. Save the update by clicking the Save button.

8. Click on Addl Separation Info. The Further Assignment Information window will appear.

9. Update the appropriate items as applicable. **NOTE:** At a minimum the Entlmt Sevr Readj Pay, Force Adj Prog Yr (FY of date of separation), and Force Adj Rsn should be updated. For each field, click the drop down menu for the LOV for appropriate data items.

10. Verify if their Reenlistment Eligibility Status has flipped. Manually change the RE code if applicable.

Change of Approved Voluntary/Involuntary Separation

INTRODUCTION:

This update action is accomplished when data items change after the approval is updated. The record status must be 20. To update a change to an approved voluntary or involuntary separation or certain data within the approved separation update. **NOTE:** Only AFPC updates active duty enlisted separation requests, approvals, and cancellations unless further delegated. The MPF is delegated the authority for MilPDS updates for Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School approved for a PETS separations for which the

Separation Authority is Base Level. **NOTE:** AFPC will update/change approved PETS separations on Basic Military Training or non-prior service (NPS) students when the Separation Authority is AFPC.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3206](#) *Administrative Discharge Procedures for Commissioned Officers*, [AFI 36-3207](#), *Separating Commissioned Officers and* [AFI 36-3208](#) *Administrative Separation of Airmen*; [AFI 36-3209](#), *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MILITARY PERSONNEL FLIGHT (MPF):

Process and approve/change separation requests for **Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only** when approved for a PETS separation for which the Separation Authority is Base Level.

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

Update separation requests in accordance with [AFI 36-3208](#), [AFI 36-3206](#) and [AFI 36-3207](#), and verify eligibility and update in MilPDS.

SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

Process and approve/change enlisted voluntary separation requests in accordance with [AFI 36-3208](#).

NAVIGATION:

1. **MPF:** Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.
2. **AFPC:** Select Personnel Programs and Retirements/Separations. Double-click each selection or click to highlight each selection then click the Open button. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman’s current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Enlisted Separation or Officer Separation, move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear.
4. Update only those date items changed since the approval update. Strict rules exist for changing certain data items (i.e., SPD 1/2/3/4), and in many cases, a change to these fields will require a cancellation, followed by a new request or approval. Some of the more common changes involve updates to the “Separation Date,” “Air Force Reserve Commission Requested,” “Sep Accessing PAS,” etc.

5. Save the update by clicking the Save button.
6. Close the window or application by clicking the “X” located in the top right corner of each window.

NOTE: If the E53 transaction was previously updated, an E54 must be updated. See E5 Transaction Update Instructions.

Approved Officer Voluntary Separation

This action is accomplished to update an approved voluntary separation for officers. This update action is accomplished upon approval from the appropriate authority for the separation action. The Airman’s record status (RS) must be in 10. **NOTE:** Only AFPC updates active duty officer separation requests, approvals, and cancellations.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: : [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers* and [AFI 36-3207](#), *Separating Commissioned Officers*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a RSLOSS SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

Process and approve separation requests in accordance with [AFI 36-3206](#) and [AFI 36-3207](#).

NAVIGATION:

AFPC: Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES:

NOTE: Update of officer separation approval requires the user to enter three update screens (Officer Separation, Addl Separation Info, and Service Dates).

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman’s current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Officer Separation
4. Move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear. **NOTE:** An approved separation can be updated without a prior separation request on file.
5. Update the following fields: **NOTE:** The LOV provides a list of options within each field.
 - a. Separation Action: APR
 - b. Date of Application: (date Airmen applied for separation)
 - c. Separation Date: DD-MMM-YYYY (date Airman approved to separate)

- d. Char of Discharge: List of Values (LOV) is available
- e. Separation ID: List of Values (LOV) is available
- f. Reserve Commission Requested:
- g. Reserve Commission Suspense Date:
- h. SPD1 SPD1 - Reference PSDM 18-48 for applicable SPD code listing. **NOTE:** This PSDM is FOUO; if you do not have this PSDM, contact AFPC/DP3SA and it will be provided with further instructions.
- i. Program Tracer Tracer Action - Reference PSDM 18-48 for applicable tracer code
- j. Remarks: Although not mandatory it is highly encourage to place remarks
- k. Approval Date: Date the separation authority approved the separation
- l. Apr/Dis Level – 1 (HAF/AFPC)

NOTE: Update the following fields using AF Form 1288 when the Airman is transferring to a Reserve or Guard unit (PALACE FRONT/CHASE):

- m. Sep Accessing PAS
 - n. Sep Accessing AFR Sec ID, (Reserve only)
 - o. Sep Accessing Position Nbr (enter MAJCOM ID followed by position number)
 - p. Recruiter ID. **NOTE:** Unless annotated, all optional update fields apply to enlisted and officer separations, and are updated when an Airman is separating under PALACE CHASE/FRONT or transferring between ANG and/or AFRC units.
7. Click the OK button.
 8. Save the update by clicking the Save button.
 9. Click on Addl Separation Info. The Further Assignment Information window will appear.
 10. Update the appropriate items as applicable. **NOTE:** At a minimum the Entlmt Sevr Readj Pay, Force Adj Prog Yr (FY of date of separation), and Force Adj Rsn should be updated. For each field, click the drop down menu for the LOV for appropriate data items.

Officer Service Dates: Return to main assignment folder

1. Click on Misc Info button. The General Ret/Sep Information window will appear.
2. Select service dates and click on details line.
3. Update applicable DOS reason for separation.
4. Close the window or application by clicking the X located in the top right corner of each window.

Approved Enlisted Involuntary Separation

INTRODUCTION:

This update action is used to update an enlisted involuntary separation. This update action is accomplished upon approval from the appropriate authority for the separation action. The Airman's record status (RS) must be in 10.

NOTE: Only AFPC updates active duty enlisted separation requests, approvals, and cancellations unless further delegated. The MPF is delegated the authority for MilPDS updates for Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School approved for involuntary separations for which the Separation Authority has approved.

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a RSLOSS SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MILITARY PERSONNEL FLIGHT (MPF):

Process and approve separation requests for **Airmen assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only** when approved for an involuntary separation by the Separation Authority.

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

Approve separation requests in accordance with [AFI 36-3208](#).

NOTE: Verify the reenlistment code prior to updating record. Do not process separation requests if the RE Codes are not applicable for separation, [AFI 36-2606](#) Tables 5.1, 2, 3, and 4). RE code should have been updated upon commander notification.

NAVIGATION:

1. **MPF:** Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.
2. **AFPC:** Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES:

NOTE: Update of enlisted separation approval requires the user to enter two update screens (Enlisted Separation and Addl Separation Info).

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Enlisted Separation.
4. Move the cursor down, and click in the Details field being updated. The Further Assignments Information window will appear. **NOTE:** An approved separation can be updated without a prior separation request on file
5. Update the following fields: **NOTE:** The LOV provides a list of options within each field.
 - a. Separation Action – APR
 - b. Application date - **NOTE:** For Involuntary Separation Updates, the application date is the Date of Notification as annotated on the Airman's Acknowledgment Memorandum. **EXCEPTION:** For an approved separation under AFI 36-3208, Chapter 4, use the date on the Separation Authority Approval Memorandum.
 - c. Separation date - ASAP
 - d. Separation ID – R (involuntary Separation)
 - e. SPD1 - Reference PSDM 18-48 for applicable SPD code listing. **NOTE:** This PSDM is FOUO; if you do not have this PSDM, contact AFPC/DP3SA and it will be provided with further instructions.

- f. Tracer Action - Reference PSDM 18-48 for applicable tracer code
 - g. Character of Discharge - Reference the Separation Authority's Memorandum
 - h. Remarks – Although not mandatory it is highly encourage to place remarks
 - i. Apr/Dis Level – 1 (HAF/AFPC) or 3 (Base Level)
6. Click the OK button.
 7. Save the update by clicking the Save button.
 8. Click on Addl Separation Info. The Further Assignment Information window will appear.
 9. Update the appropriate items as applicable. **NOTE:** At a minimum the Entlmt Sevr Readj Pay, Force Adj Prog Yr (FY of date of separation), and Force Adj Rsn should be updated. For each field, click the drop down menu for the LOV for appropriate data items.

Confirm Separation

This update action causes the approved separation record to drop from the MPF file and is projected to the gaining unit (if applicable).

OPR: Military Transition Operations Branch (Retirements and Separations (AFPC/DP2SSR))

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.

RESPONSIBILITIES:

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR) & SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

Under most circumstances, this action is automatic and requires no update from the user. This will continue to be true in MilPDS. When the effective date of separation is equal to or less than the current date, the confirmation will update automatically during the next end of day processing as long as the DJMS Status code is D, E or O.

NAVIGATION:

AFPC: Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignment Folder will populate with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window will appear.
3. Select Enlisted Separation or Officer Separation (as applicable), move the cursor down and click in the Details field for the approved Separation being confirmed. The Further Assignment Information window will appear.
4. Change the “Separation Action” field from “APR” to “CON.” Click the OK button.

5. Save the update by clicking the Save button.
6. Close the window or application by clicking the “X” located in the top right corner of each window.

NOTE: If the Airman is not previously approved for separation, follow the procedures for updating an approval of voluntary/involuntary separation. Update “CON” in the “Separation Action” field. Click the OK button. Save the update by clicking the Save button and close the application.

Defense Joint Military Pay System (DJMS) - E5 Transaction

INTRODUCTION:

This update supports the flow of separation data to the Defense Joint Military Pay System using output of the E53--Report, E54--Change, and E56--Cancel formats. [Table B-1](#) indicates what action must be taken to clear a DJMS reject.

OPR: Separations and Retirements Branch (AFPC/DP1TSS)

REFERENCES: [AFI 36-3206](#) *Administrative Discharge Procedures for Commissioned Officers*, [AFI 36-3207](#), *Separating Commissioned Officers*, [AFI 36-3208](#), *Administrative Separation of Airmen*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

1. Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 5](#) for instructions on retrieving the SURF.
2. DJMS transactions are updated by AFPC or the MPF handling the separation no earlier than 120 days and no later than 10 days before the approved separation date. **NOTE:** The MPF has the authority to update Airmen assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only.
3. Correction transactions are also available when an update is needed to correct the pay file when MilPDS is correct. These “by-pass” transactions duplicate the E5C, E5D, and E5F in the Air Force Personnel Data System.
4. **NOTE:** AFPC/DP1TSS is responsible for correcting any E5 transaction rejects for pay transactions they process. The applicable base MPF is responsible for correcting any E5 transaction rejects for pay transactions they process (e.g., Technical Training bases).

NAVIGATION:

Select Relocations and Employment, Personnel Relocations, and DJMS. Double-click each selection or click to highlight each selection then click the Open button. The DJMS window will appear in query mode. If the Airman’s record has dropped from file, an E5 transaction update may be needed or a reject notice will appear after the record has dropped from file. Return to the Responsibilities window and select the Global Transaction Process followed by DJMS.

UPDATE PROCEDURES:

1. Type the Airman’s SSN in the SSAN field and press the F8 function key. The system will return the Airman’s record.
2. Select the appropriate transaction by clicking on the Radio button to the left of the transaction name. DJMS Status is a non-updateable field. The data displayed reflects the status of the DJMS

update requirement. Once the appropriate transaction has been updated, the code will change when the record is re-queried.

3. The Source Document ID is mandatory for all transactions. The field is divided into two parts. First, type the two-position source document code selected from the LOV. Tab to the next area of the field and type the date (DD-MMM-YYYY) of the document. Oracle will translate the date into the correct Julian Date.

4. Updating Addresses:

a. Updating a domestic address for the E53 - Report or the E54 - Change - Futur Mail Adrs St, Futr Mail Adrs Dom City, Futr Mail Adrs State, and Future Mail Adrs Zip. Click the OK button.

b. Updating a foreign (non-APO/FPO) address: Futur Mail Adrs St, and Futur Mail Adrs Forn. Click the OK button.

c. Updating an APO/FPO address: Adrs Main Dom Forn ID, and Futr AFO FPO Code. Click the OK button.

NOTE: For TTG and BMT, when updating an Airman’s future mailing address do not use punctuation as part of the address as this can cause a reject at DFAS. Example: “260 Gramercy Drive.” Do not include the period. When updating a domestic address as part of the E503/E504 in MILPDS the mailing/street address, city, state, zip code are required. When updating a foreign (non-APO/FPO) address enter the mailing/street address and foreign locale.

5. Additional fields may be required for specific separation transactions:

6. Involuntary Separations entitling Airmen to separation pay: Mos Svc Sev Rea Sep Pay (three digit field with leading zeros (if applicable)), and Gr Dsablty Servnc (numeric only).

7. Air Force Reserve officer and enlisted personnel (Service Component “V”): Days Alwbl Tvl Times Res.

8. Click the “Submit” button. A processing complete message will appear.

9. E-56 - Cancel. Oracle will automatically generate the E56 action to cancel a separation already reported to the pay file (E53 already input) when the separation cancellation transaction is updated. The DJMS transaction is manually updated by typing the Source Document ID. When the separation date on the pay file is different from the separation date in MilPDS, include Ret/Sep Date in the E56 transaction.

10. Correction transactions are updated when the pay file is wrong, but the Personnel Data file (DJMS Status code) is correct. First, select the appropriate transaction E53/E54/E56 and click in the Correct box. Update the fields according to the instructions above. Output transactions will reflect E53/E54/E56 and the DJMS Status code will not change.

Table 16. AFPC/DP2SSR/ AFPC/DP1TSS Action For DJMS Reject (This Table Is Used In Conjunction With A T93 Printout From The FSO).

I T E M	A	B	C
	If MMPA Inquiry	and	AFPC Action
1	N7 line reflects correct data	NN line is clear (no data found).	No action required (see note).
2	N7 line is blank; ETS or DOS is incorrect on MMPA	NN line shows a rejected E53 or E53.	E5C with correction indicated by DJMS reject code.
3	N7 line reflects correct data	NN line shows a rejected E53.	E5F with RAC to rejected E53.

4	N7 line reflects separation, but separation has been cancelled	NN line is clear or reflects any rejected E5# transaction.	E5F with RAC to DOS on N7 or NN line.
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SECTION N. FISCAL YEAR FORCE MANAGEMENT PROGRAMS

Information regarding Fiscal Year Force Management programs when authorized by the order of the Secretary of the Air Force, will be outlined in the appropriate PSDM located in the Separations page on myPers. Click on the appropriate FY Force Management Programs for application procedures and general guidance.

SECTION O. BASIC MILITARY TRAINING/STUDENTS (NON-PRIOR SERVICE) TECHNICAL TRAINING SCHOOL PROCEDURES

INTRODUCTION:

This section covers separations guidance for enlisted voluntary/involuntary separation actions for Airmen assigned to Basic Military Training (BMT) or students (non-prior service) assigned to Technical Training School. All processing actions to include completion of AF Form 100 and the DD FM 214 are still the responsibility of each local MPF.

OPR: Airman Support and Transition Branch (AFPC/DP3SA)

REFERENCES: [AFI 36-3208](#), *Administrative Separation of Airmen*; [AFI 36-2102](#), *Base-Level Relocation Procedure*; [AFI 36-3202](#), *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*; [AFI 36-2110](#), *Assignments*; [AFI 36-3020](#), *Family Member Travel*; [AFI 36-3205](#), *Applying for the PALACE CHASE and PALACE FRONT Programs*; [Personnel Services Delivery Memorandum \(PSDM\) 18-48](#), *Using Separation Program Designators (SPDs), Separation Program Tracers (SPTs), and Determining Types of Separation or Retirement*

TARGET AUDIENCE: Department of the Air Force active duty service members

GENERAL INFORMATION:

PETS VOLUNTARY SEPARATION ACTIONS:

NOTE: BMT or Technical Training students are not authorized to apply for voluntary separation with limited exceptions: pregnancy or diagnosed with sickle cell anemia. Contact AFPC/DP3SA (Separations) before initiating a voluntary separation action.

1. If eligible, Airmen may apply for PETS using the application located on the vMPF. **NOTE:** The types of PETS programs and eligibility criteria are available in [Attachment 3](#). Airmen assigned to BMT or students (non-prior service) assigned to Technical Training School are not required to utilize the electronic application unless AFPC is the approval authority (refer to AFI 36-3208, Table 3.1).
2. If AFPC is the separation approval authority and Airman does not have access to the electronic application, the AF Form 31, **Airman's Request for Early Separation/Separation Based on Change in Service Obligation**, may be accomplished and forwarded to AFPC for further processing. **NOTE:** If an Airman has access to the electronic application, refer to [Section B](#) Enlisted Prior to Expiration of Term of Service (PETS) Separation for further guidance.
3. If the Separation Authority is at base-level, procedures for Airmen assigned to BMT or students (non-prior service) assigned to Technical Training School are established by each local MPF.
4. Upon approval of separation by the appropriate Separation Authority, all processing actions to include completion of AF Form 100 and the DD Form 214 are completed by AFPC DP1TSS and DP1OSC **NOTE:** If AFPC is the separation approval authority, AFPC updates the approved separation in MilPDS.

INVOLUNTARY (ADMINISTRATIVE) SEPARATION ACTIONS:

1. This section applies to active duty *enlisted* Airmen assigned to BMT or students assigned to Technical Training School who are administratively separated under [AFI 36-3208](#), *Administrative Separation of Airmen*, Chapters 4 and 5.
2. This section is designed to assist the MPF in executing and out-processing Airmen approved for administrative discharge.
3. If the Airman is pending a Medical Evaluation Board (MEB), refer to [Section K](#), Dual Action Processing.
4. Upon receipt of approved administrative discharge package for the appropriate Separation Authority, refer to the Responsibilities below beginning at item f. for further guidance. **NOTE:** Although [Section H](#), Involuntary (Administrative) Discharge is guidance reserved for processing Airman *not* assigned to BMT or Technical Training, refer to this section for further assistance if needed. The Involuntary Administrative Discharge checklist at [Attachment 13](#) can be utilized for local requirements if necessary to assist MPF in ensuring all required actions are completed prior to separating the Airman.

MEDICAL SEPARATIONS/RETIREMENTS: If a service member is to be medically separated or retired, AFPC/DPPD (Disabilities) will notify the base. For a medical separation the base (MPF) is responsible for preparing the separation order and DD Form 214. For a medical retirement, AFPC will prepare the separation order and DD Form 214. AFPC/DPPD will accomplish the E5 transaction.

RESPONSIBILITIES:

MILITARY PERSONNEL FLIGHT (MPF):

- a. Establish local procedures for separation requests.
- b. Assist Airmen and commanders with the separation application process.
- c. Validate the Airman's eligibility for the requested action in accordance with AFI 36-3208
- d. Refer to [AFI 36-3208, Table 3.1](#) to verify the appropriate decision action for the type of PETS program the Airman is requesting.
- e. Publish a list to the squadron commanders of separation reasons, and who is delegated to serve as the separation approval authority for each PETS type.
- f. Make the appropriate updates in MilPDS. **NOTE: Effective 1 July 2018 all non-disability mental disorder separations will be given an SPD code from the "FV" (Condition, Not a Disability) family. Tracer codes will be used to identify the specific diagnosed separation reason (e.g., adjustment disorder, disruptive behavior disorder, etc) that the member is being separated for. See Personnel Services Delivery Memorandum (PSDM) 18-48, Using Separation Program Designators (SPDs), Separation Program Tracers (SPTs), and Determining Types of Separation or Retirement, for complete information on these changes.**
- g. Upon approval, refer to [Section M](#) for approval of enlisted PETS Voluntary Separation, or approval of Enlisted Involuntary update instructions, as applicable, and E5 Transaction update instructions. If the approved separation is changed or cancelled refer to [Section M](#) for Change of Approved Voluntary/Involuntary Separation or Cancel Approved Separation for update instructions and E5 Transaction update instructions. **The MPF is responsible for doing E5 updates and corrections to any rejects.** **NOTE:** If AFPC is the separation approval authority, AFPC will update the approved separation in MilPDS.
- h. Verify dependent information to ensure the dependent data in DEERS and MilPDS are accurate.
- i. Monitor the transaction register (TR) and make appropriate updates as required.

- j. Produce and distribute AF Form 100, **Request and Authorization for Separation**. Refer to [AFI 36-2102](#), Base-Level Relocation Procedures, Attachment 11 for instructions on preparing the AF Form 100 and the Orders Processing Application (OPA) PSD Guide for further instructions.
- k. Produce and distribute DD Form 214, **Certificate of Release or Discharge from Active Duty**. Refer to AFI 36-3202, *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)* and the DD Form 214 and 215 Process PSD Guide for further instructions.
- l. Ensure the Airman reviews the DD Form 214WS, and the official DD Form 214 for accuracy and completeness.
- m. Distribute the official DD Form 214 to the Airman and appropriate agencies in accordance with the DD Form 214 and 215 Process PSD Guide.
- n. Ensure copies 1 and 4 of the DD Form 214 electronically flows to ARMS.
- o. Process E5 transaction NET 120 calendar days, but NLT 10 calendar days from an approved separation date. For administrative discharge, process E5 as soon as possible after DOS is updated.
- p. Manage all updates with DFAS using direct MilPDS input or dataload. In the event of rejects/errors, coordinate directly with DFAS Denver and Cleveland to resolve.
- q. Correct all Defense Joint Military System (DJMS) rejects.
- r. Conduct final out-processing actions.
- s. **Mail the complete administrative discharge package to ARMS:**
 - HQ AFPC/DP1ORM
 - 550 C Street West
 - Suite 21
 - JBSA Randolph, TX 78150-4723
- t. Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division in accordance with [AFI 36-2102](#), Base-level Relocations Procedures, Table 2.1.

FINANCIAL SERVICES OFFICE (FSO):

- a. Assist Airmen in calculating leave balance.
- b. Assist Airmen with travel pay entitlements.

AIRMAN SUPPORT AND TRANSITION BRANCH (AFPC/DP3SA):

Establish policy and procedures as they relate to separations.

SECTION P. VOLUNTARY LIMITED PERIOD OF ACTIVE DUTY (VLPAD) SEPARATION PROCEDURES

INTRODUCTION:

VLPAD is a temporary program that allows Guard and Reserve component Airmen the opportunity to serve on an active duty limited period tour. The instructions below outline the procedures for Airmen separating at the end of their VLPAD tour.

OFFICE OF PRIMARY RESPONSIBILITY (OPR): Separations Branch (AFPC/DP1TSS)
Accessions Special Programs (AFPC/DP2LT)

TARGET AUDIENCE: Airmen serving on a VLPAD tour

VLPAD Separation Processing

PROCEDURES: This section outlines the specific steps and responsibilities for the Separations VLPAD Separation process.

Table 17. Step-by-Step Procedures for VLPAD Separation Processing.

STEP	ACTION OWNER	NARRATIVE
1	AFPC/DP2LT	<p><i>Initiate process thru notification to individual.</i></p> <p>1. Sends a Monthly VLPAD Separation Roster to AFR/ANG ISR reps, DP1TSS, DP2SSR & DP0 that includes Airmen at 10 months from VLPAD DOS and a list of Incidents assigned to the DP2M- Accession Special Programs queue “pending 1288” and “pending PSOW” for tracking purpose.</p> <p>2. Eight months from DOS, DP2LT will create an incident called “VLPAD Separation DOS DATE” and sends the 8 Month Standard Text Message, which includes information (separations process, ISR/AF Form 1288) and notifies members of their upcoming DOS. Incident will remain in Accession Special Programs queue with “Pending PSOW” status.</p> <p>3. Six Months from DOS, DP2LT routes the “VLPAD Separation DOS DATE” incident and requests the separation projection action and assigns officer incident via RNT to “DP2 M-Separations” and enlisted incident via RNT to “DP1 M-Separations.”</p>
2	AFPC/DP1TSS or AFPC/DP2SSR	<p><i>Update and Notification.</i> DP1TSS: Projects/approves Enlisted separation in MilPDS, sends 6 Month Standard Text Message to include attaching manual PSOW. Message covers the separation process, AF Form 100 (Request and Authorization for Separation), AF Form 1288 (Application for Ready Reserve Assignment), and request ARC transfer confirmation. DP1TSS then changes incident disposition/status details to “Approved/Awaiting Separation”, and assigns incident to “DP2 M-Accession Special Programs” queue. (Does not close incident)</p>

STEP	ACTION OWNER	NARRATIVE
		DP2SSR: Projects/approves Officer Separation in MilPDS, sends 6 Month Standard Text Message (which covers the separation process, AF Form 100, AF Form 1288, and request ARC transfer confirmation) to include attaching manual PSOW. DP2SSR then changes incident disposition/status details to “Approved/Awaiting Separation”, and assigns incident to DP2 M-Accession Special Programs queue. (Does not close incident)
3	Airman	PSOW action. Member completes and uploads manual PSOW to “VLPAD Separation DOS DATE” 6 month message incident and confirms if they are working with ISR for ARC transfer.
4	AFPC/DP2LT	<ol style="list-style-type: none"> 1. If member completes PSOW and confirms they are not transferring to ARC, sends incident to DP1TSS for processing of AF Form 100. 2. If member complete PSOW and confirms working with ISR, changes status to “pending AF Form 1288” and leaves incident assigned to DP2 M-Accession Special Programs queue. 3. If case is still assigned to the DP2 M-Accession Special Programs queue 37 days prior to DOS, route to DP1TSS for processing of projection to the IRR AF Form 100.
5	In-Service Recruiter (ISR)	AF Form 1288 Actions: Uploads AF Form 1288 (enlisted/officers) by electing “VLPAD” under “Palace Front” in myPers; incident titled “Palace Front” with VLPAD as category will be routed to DP1TSS for enlisted and DP2SSR for officers. ISR will receive the “message to ISR” when they submit AF Form 1288 via standard text entry.
6	AFPC/DP1TSS	AF Form 1288 and Separation order Actions. <ol style="list-style-type: none"> 1. DP1TSS reviews enlisted AF Form 1288 submitted by ISR and sends ISR “ARC projection” standard text entry after updating MILPDS with PAS info. 2. Searches for RNT ticket number via the Pending 1288 tab on the DP2LT VLPAD Monthly Separation roster. Downloads PSOW from “VLPAD Separation DOS DATE” incident and closes the incident. 3. Process AF Form 100 and send to member. NOTE: If AF Form 1288 is within the 30 day window prior to DOS, process the required amendment to AF Form 100.
7	AFPC/DP2SSR	AF Form 1288 and Separation order Actions. <ol style="list-style-type: none"> 1. DP2SSR reviews officer AF Form 1288 submitted by ISR and sends the ISR “ARC projection” standard text entry after updating MILPDS with PAS info. 2. Searches for RNT ticket on the DP2LT VLPAD Monthly Separation roster. Downloads PSOW from “VLPAD Separation DOS DATE” incident and closes the incident. 3. Sends incident to DP1TSS to process AF Form 100.
8	AFPC/DP1TSS	If individuals is not going into the ARC, executes AF Form 100 Separation orders to member NLT 60 days prior to DOS; provide copy of orders to member and closes incident.
9	AFPC/DP1TSS and AFPC/DP1OSC	Complete Separation Actions. <ol style="list-style-type: none"> 1. (DP1TSS) Update E53 transaction in MilPDS. 2. (DP1OSC) Upon receipt of the Airman’s DD Form 214 worksheet and DOS, produce and distribute the DD Form 214, Certificate of Release or Discharge from Active Duty.

STEP	ACTION OWNER	NARRATIVE
10	AFPC/DP1TSS	<i>Complete Separation Actions.</i> Monitor systems for rejects.
11	AFPC/DP1TSS	<i>System Rejects? If Yes, Go To Step 12. If No, Go To Step 13.</i>
12	AFPC/DP1TSS	<i>Complete Separation Actions.</i> Correct any system rejects.
13	AFPC/DP1TSS	<i>System Updates.</i> DOS correctly consummates.
14	Airman	<i>Follow Post Approval Separation Actions.</i> Receive approval notification from AFPC/DP1TSS, and follow the Post Approval Separation Actions at Attachment 7 .
15	MPF	<i>Final Out-Process.</i> Final out-process the Airman regardless of their location. Mail all source documents to ARMS at: <p style="text-align: center;">AFPC/DP1ORM 550 C Street West, Suite 21 JBSA Randolph, TX 78150-4723</p> Ensure procedures are identified within the unit to obtain the necessary documentation for consolidation and distribution to AFPC Records Division.

Roles and Responsibilities

AIRMAN:

- a. Completes and uploads manual PSOW and confirms if they working with ISR for ARC transfer.
- b. Completes required out-processing actions.

IN-SERVICE RECRUITER:

- a. Works with Airmen to facilitate ARC assignment.
- b. Uploads AF Form 1288 (enlisted/officers) by electing “VLPAD” under Palace Chase or Palace Front.

ACCESSIONS SPECIAL PROGRAMS BRANCH (AFPC/DP2LT):

- a. Send monthly VLPAD Separation Roster to AFR/ANG ISR reps, DP1TSS, DP2SSR & DP0 that includes Airmen at 10 months from VLPAD DOS and a list of Incidents assigned to the DP2M-Accession Special Programs queue “pending 1288” and “pending PSOW” for tracking purposes.
- b. Create an incident called “VLPAD Separation DOS DATE” and send the 8 Month Standard Text Message, which includes information and notifies members of their upcoming DOS.
- c. Routes the “VLPAD Separation DOS DATE” at 6 months from DOS, requests the separation projection action, and assigns officer incident via RNT to DP2 M-Separations and enlisted incident via RNT to DP1 M-Separations.
- d. Routes myPers case in accordance with Airmen PSOW response.

SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):

- a. Projects/approves enlisted separation in MilPDS and sends 6 Month Standard Text Message to include attaching manual PSOW, which covers the separation process. Changes incident disposition/status details to “Approved/Awaiting Separation”, and assigns incident to DP2 M-Accession Special Programs queue. (Do not close incident).

- b. Reviews enlisted AF Form 1288 submitted by ISR and sends ISR “message to ISR for ARC projection standard text after updating MILPDS with PAS info.
- c. Downloads PSOW from VLPAD Separation DOS DATE” incident and closes the ticket.
- d. Processes AF Form 100 and sends to Airman. **Note:** If AF Form 1288 is outside the 30 day window, process the required amendment to AF Form 100.

DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC): Produce DD Form 214, Certificate of Release or Discharge from Active Duty.

MILITARY TRANSITION OPERATIONS BRANCH (AFPC/DP2SSR):

- a. Projects/approves Officer Separation in MilPDS and sends 6 Month Standard Text Message to include attaching manual PSOW, which covers the separation process. Changes incident disposition/status details to “Approved/Awaiting Separation”, and assigns incident to DP2 M-Accession Special Programs queue. (Do not close incident).
- b. Reviews officer AF Form 1288 submitted by ISR and sends ISR ARC projection standard text. Informs ISR AF Form 1288 has been received and updates MILPDS with PAS info.
- c. Downloads PSOW from first incident and closes first incident.
- d. Sends incident to DP1TSS to processes AF Form 100. **Note:** If AF Form 1288 is outside the 30 day window, send note to DP1TSS when routing incident, indicating the AF Form 100 requires amendment.

MILITARY PERSONNEL FLIGHT (MPF): Processes Airman for separation.

Attachment 1 PRE-SEPARATION ORDER WORKSHEET

“This contains information which must be protected in accordance with AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO). “It must be protected or Privacy Act information removed prior to further disclosure.”

Only separatees who do not have access to a computer to complete the Pre-Separation Order Worksheet (PSOW) on-line, **and/or** Airmen who are administratively discharged will utilize this attachment to initiate the separation order. For those airmen with no access to a computer Use the myPers “Contact Us” link to submit the document (or have the MPF submit). Document will be internally routed to DP1 M-Separations. For administrative discharge orders, attach the worksheet to the CMS case.

Completion of the worksheet will initiate separation orders.

Ensure dependent information is correct in the Defense Eligibility Enrollment Reporting System (DEERS) (MPF – Customer Service). AFPC will use DEERS to verify dependent information. Orders can not be completed until dependent information in DEERS is accurate.

Section 1. This information is used to prepare separation documents. **PRINT LEGIBLY OR TYPE**

GRADE: _____ **NAME:** _____

SSN: _____ **UNIT & BASE:** _____

PROJECTED DEPARTURE DATE (PDD): _____

(NOTE: If separating from an overseas location, an entry is mandatory in this area. Failure to provide an accurate PDD may result in inaccurate data in the Foreign Service block of the DD Form 214. Inaccurate or non-existent data in the Foreign Service block of the DD Form 214 could adversely affect your ability to receive certain benefits/entitlements both presently and in the future.)

Section 2.

1. **FUTURE MAILING ADDRESS:** (Mandatory Item)

STREET ADDRESS	CITY
STATE/POSSESSION	POSTAL CODE

2. **I ELECT TO RECEIVE TRAVEL PAY TO** (must select one):

HOME OF RECORD PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY

NOTE: Home of Record is obtained from the DD Form 4 (Enlisted) or Entry to Active Duty (EAD) order (Officers) in the Airman's record.

3. **I PLAN TO TAKE TERMINAL LEAVE:** (Not applicable to administrative discharges):

YES NO

Indicate terminal leave start date: _____

NOTE: If requesting expedited orders due to terminal leave a print screen of the commander approved terminal leave of 60 days or more must be included.

4. **COMMENTS / REMARKS:**

Attachment 2

Pre-Separation Order Worksheet Instructions

Enlisted and officer personnel in the grade of Lieutenant Colonel and below and projected to separate from the DAF will utilize the Pre-Separation Order Worksheet. AFPC will use the information to complete the separation orders and DD Form 214, **Certificate of Release or Discharge from Active Duty**.

DEPENDENTS:

Dependent information is obtained from the Defense Eligibility Enrollment Reporting System (DEERS), therefore is not included on the PSOW. All Airmen must ensure that their dependent information is up to date in DEERS.

Airmen are only authorized travel entitlements for dependents who will physically relocate with them. Contact the local FSO for any questions.

FUTURE MAILING ADDRESS:

The future mailing address must be either the permanent residential address or the permanent residential address of someone who will forward the Airman's mail to them. The future mailing address must be a complete mailing address to complete the separation order.

Examples:

3209 Woodchuck Lane
Peoria, IL 61650

or

c/o John Smith, 123 Oak Drive
Sydney, AK 14561-1124

TRAVEL PAY ELECTION INFORMATION:

Travel entitlements and travel pay are only authorized to the place of entry (POE) or home of record (HOR) found on the DD Form 4-3, **Enlistment/Reenlistment Document – Armed Forces of the United States** or on the Entry to Active Duty (EAD) order (for Officers) regardless of where the Airman relocates. If the Airman desires to receive travel pay to their HOR, select **HOME OF RECORD**. If the Airman desires to receive travel pay to their POE, select **PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY**.

If the Airman chooses to relocate anywhere other than the HOR or POE and there is an additional cost outside of the amount of travel pay entitlement to their HOR or POE, the Airman will incur all additional out-of-pocket expenses associated with the move. The Airman will be required to pay the difference prior to the move. Contact the local FSO for any questions.

HOME OF SELECTION:

Airmen may be eligible for travel to the home of selection if the following conditions are met:

- a. Airmen who separated with severance or separation pay immediately following at least 8 years of continuous active duty service with no single break therein of more than 90 days.
- b. Involuntary Airmen who were released from active duty with readjustment or separation pay, immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

TERMINAL LEAVE:

Terminal leave, [AFI 36-3003](#) is used in conjunction with separation and is considered chargeable leave. The last day of terminal leave ends on the date of separation. Airmen will complete out-

processing the duty day prior to the start of their terminal leave. The unit commander must approve terminal leave. Terminal leave is not authorized for administrative discharges.

If an Airman requests terminal leave, select **YES** and use the calendar to select the anticipated start date. If an Airman does not request terminal leave, select **NO**.

Separations Branch will use this information to ensure the separation order is completed prior to the start date of the projected terminal leave. **NOTE:** Contact the local FSO to assist in calculating the leave balance and the MPF to assist with processing terminal leave requests. Orders cannot be processed until AFPC receives the completed worksheet. Departure on terminal leave may be delayed if AFPC is not given enough lead-time to complete the orders.

ADDITIONAL INFORMATION (REMARKS) BOX:

Communicate any relevant information to AFPC in the box provided. **EXAMPLE:** If the Airman has an aeronautical rating and/or is on flying status, provide AFPC the information in this block to include on the orders. Orders will not be amended to include this information after orders are published.

AMENDMENTS:

Separations Branch or AFPC/DP1TSS will **NOT** publish amendments to orders for reasons listed below in accordance with [AFI 36-2102](#), Attachment 11, *Base-Level Relocation Procedures*:

- a. Correct inaccurate first names, middle names, or initials
- b. Change an AFSC skill level
- c. Correct inaccurate future mailing address
- d. Change aeronautical ratings and flying status
- e. Correct Travel by Private Conveyance (TPC)

If the separation orders require an amendment for any item **NOT** listed above, use the myPers Separation Order Amendment link to submit a request. In myPers click on the Separation link on the left hand side of the page, click Amending Separation Orders, review guidance and if applicable click the Separation Order Amendment link at the bottom of the page. The request will be internally routed to DP1 M-Separations.

Attachment 3 Enlisted PETS Programs (AFI 36-3208, chapter 3)

Entering an Officer Training Program. Discharge Airmen who are selected for officer training with another armed service (For Airmen applying for discharge to enter an Air Force Reserve Officers Training Corps (AFROTC) program). The training must lead to an appointment or a commission and active service in the officer grade. This includes enlistment in the Reserve of another service for enrollment in certain ROTC scholarship and 2-year non-scholarship programs. For more information, see Title 10 U.S.C., Sections 2107 and 2104. Applications must include documents confirming program participation. **NOTE:** Do not give the discharge documents to the Airman until the oath of office or enlistment in the other armed service has been executed. This provision does not apply to Airmen who accept appointments to a service academy. Title 10 U.S.C. 516 provides that an enlistment is not terminated by acceptance of an appointment to a service academy. Discharge occurs at ETS. The separation authority sends the separation application using CMS to AFPC/DP2SSR recommending approval or disapproval and why. If approved, the discharge will be:

- a. Effective on the day before enlistment in the other service; and
- b. Contingent on such enlistment. Contingent approvals are valid for a period of 12 months from the date of approval. If at the end of this period no action has been initiated by the Airman or the gaining Service to provide an entry to active duty (EAD) order) the contingent approval is cancelled and the Airman must reapply.

NOTE: The **DD Form 368** is not used for official approval of separation by the active duty DAF for individuals applying for separation in order to join another Service either as enlisted or in order to go to a commissioning program. Regardless of completion of the DD Form 368, Airmen must still apply for separation via vMPF for official approval. The notification of contingent approval email and memorandum the Airman receives are the official documents to be provided to the other Service. Airmen desiring to separate in order to enlist in another Service will apply under miscellaneous reasons.

Early Release to Further Education. Separate Airmen up to 90 calendar days prior to expiration of term of service to enter or return to school. Usually, the date of separation should not be more than 10 days before the class start date. Aviators may apply any time during the last nine months of their service. Approve applications if the educational program meets the requirements in AFI 36-3208, and the aviator meets the eligibility criteria. Disapprove applications if there are sound military reasons.

Educational Program Requirements. Applicants must show they have been accepted for a full-time course of instruction in a recognized:

- a. Institution of higher education in a program leading to an associate, a baccalaureate, or a higher degree. This means the person must take the minimum number of credit hours for the semester, quarter or term the school requires to be classified as a full time student. It does not include night school. The institution must be accredited in the Education Directory of Colleges and Universities published by the Department of Education. The Superintendent of Documents, US Government Printing Office, Washington DC 20402-1575, sells copies of the directory.
- b. Vocational or technical school in a course that will start with a specific school term and last at least 3 months. Attendance at night school does not qualify. The school must be approved by the appropriate State Board for Vocational Education; or, it must be accredited by one of the following:
- c. Accrediting Commission for Business Schools.

- d. National Association for Practical Nurse Education and Service, Incorporated.
 - e. National League for Nursing, Incorporated.
 - f. National Association of Trade and Technical Schools.
 - g. Committee on Occupational Education of the Southern Association of Colleges and Schools.
- Eligibility Criteria.** Air National Guard and Air Force Reserve Airmen ordered to active duty for training, for unsatisfactory participation in a Reserve assignment, or as AFROTC contact violators, are not eligible for separation under this provision. Other Airmen are eligible if they:
- 1) Have been accepted for a program and meet the requirements of AFI 36-3208.
 - 2) Show that entry in the specific school term for which they have been accepted is academically the best time to enter or return to school and that completion of required service will cause a hardship.
 - 3) Have paid, or show they are able to pay, entry fees.

Medical Education. Airmen may request separation under this provision to enter accredited schools for training as physicians, dentists, osteopaths, veterinarians, optometrists, or clinical psychologists.

- a. The application must show the airman has:
 - 1) Completed the required undergraduate training.
 - 2) Completed a minimum of 2 years of active military service.
 - 3) Been accepted for entry into a specific program at an accredited institution.
 - 4) Paid the entrance fee or received a waiver of this requirement.
- b. Applicant:
 - 1) May request a separation date no more than 30 days before the date classes will start. Usually, the requested date of separation should not be more than 10 days before the class start date.
 - 2) Must acknowledge, in writing, that if they fail to enter the course of study, their separation may be revoked, and the Airman may be recalled to active duty for disciplinary action. See [AFI 36-3208](#).

Elimination from Officer Training School (OTS). For information about elimination from OTS, see [AFI 36-2013](#). Discharge Airmen if they:

- a. Request discharge at the time of their elimination
- b. Were enlisted specifically for OTS.

Air Force Non-fulfillment of Enlistment or Reenlistment Agreement. If the DAF fails to fulfill its commitments recorded on enlistment/reenlistment agreements, the Airman may be separated.

- a. **When to Apply for Discharge.** Airmen must apply for discharge within 30 days after notification of an assignment, reassignment, classification, or other action that violates their agreement with the DAF. If they fail to do so, they waive entitlement to this provision.
- b. **Requesting Separation.** Include in the request for discharge copies of the:
 - 1) Documents that show the enlistment or reenlistment agreements
 - 2) Correspondence showing the alleged failure of the DAF to meet the terms of the enlistment or reenlistment agreement that have not been changed by supplements to it.

Sole Surviving Son or Daughter. Airmen may acquire and retain sole surviving son or daughter status even if there are no other living family members. It does not depend on the existence of a family unit. A sole surviving daughter may have living brothers, and a sole surviving son may have living sisters.

- a. A sole surviving son or daughter is the only remaining son or daughter in a family where the father, mother, or one or more sons, or one or more daughters:

- 1) Was killed in action or died as a result of wounds, accident, or disease incurred in line of duty while serving in the Armed Forces.
 - 2) Is in a captured or missing in action status; or
 - 3) Is permanently 100 percent disabled, physically or mentally, as determined by the Veterans Administration or one of the military departments, and is hospitalized on a continuing basis and is not gainfully employed due to such disability
- b. Discharge an Airman who becomes a sole surviving son or daughter after enlistment on request, unless the Airman:
- 1) Has waived the right to discharge either automatically ([AFI 36-3208](#), paragraph 3.12.3) or in writing
 - 2) Is the subject of incomplete action by court martial? Process the request for administrative discharge but do not discharge, until the court-martial action is complete for more information, see AFI 36-3208, paragraph 1.9
 - 3) Is being processed for involuntary administrative separation for cause
- c. If the Airman are told of the AFI 36-3208, paragraph 3.12.2. , criteria, but enlist (in another service), reenlist, or extend their periods of active service in anyway, they waive the right to this discharge provision.
- d. Airmen, who have waived his or her right to separation as provided in AFI 36-3208, paragraphs 3.12.2., and 3.12.3., may request reinstatement of that status at any time. Consider requests for reinstatement on a case-by-case basis for merit.

Early Release from Extension. When Airmen extend their enlistments, they obligate themselves to serve the full term of the extension. For more information, see [AFI 36-2606](#). However, they may still separate PETS under any provision of this chapter if they qualify. They may ask for early release from an extension when:

- a. It would be unjust to force Airmen to serve the extension because the DAF, through no fault of the Airman, could not keep the agreement on which the extension was based.
- b. Early separation would serve the best interest of both Airmen and the DAF.

Miscellaneous Reasons. Airmen who do not qualify for separation for another reason may ask for separation under this provision. This includes applications under the new “Caregiver” policy, which allows DAF military-married-to-military members to apply for separation when adopting a child or in lieu of the spouse giving birth applying for separation. For complete information on the Caregiver separation policy see [myPers article 52167](#). As a rule, approve applications when the airman’s early separation will serve the best interest of the DAF. Usually the requested date of separation should be no less than 2 or will be no more than 12 months from the date of the application. For Airmen applying to separate in order to join another Service, the DD Form 368 is not used for final DAF approval for separation. Regardless of completion of the DD Form 368, Airmen must still apply for separation via vMPF for official approval. The notification of contingent approval email and memorandum the Airman receives are the official documents to be provided to the other Service.

- a. **PALACE CHASE Consideration.** CONUS-based Airmen must first apply for PALACE CHASE separation if:
 - 1) The requested DOS is more than 12 months before the current DOS.
 - 2) The eligibility criteria for PALACE CHASE separation are met. For more information, see AFI 36-3208, paragraph 2.14., and [AFI 36-3205](#).
- b. **Evaluating the Application.** Each application is evaluated on its own merits. This includes consideration of the:
 - 1) Reason for separation and other supporting documents, if any.

- 2) Other factors that may have a bearing on the case.
- 3) Length of service since completion of the last training or PCS.
- 4) Pending assignment, if any.
- 5) Current and projected manning in the AFSC.
- 6) Retraining potential.

Conscientious Objection. Airmen apply for discharge under this reason when they ask for conscientious objector status under [AFI 36-3204](#), *Disposition of Conscientious Objectors*. AFPC/DP2SSR may direct the discharge of Airmen found to be class 1-A-0 conscientious objectors if they cannot be used effectively as noncombatants.

Pregnancy or Childbirth.

- a. Requests for separation for pregnancy must: A female Airman may request voluntary separation based on pregnancy or childbirth if the Airman finds pregnancy or childbirth incompatible with continued military service. The separation request may be made before or after childbirth. If the Airman requests separation before childbirth, the separation date will be before delivery. If the Airmen requests separation after childbirth, the application must be submitted no later than 12 months after the date of delivery, and the requested date of separation can be no more than 12 months after the date of the application. Airmen who separate prior to childbirth are not entitled to continued medical or maternity care (unless approved for Secretarial Designated Status IAW AFI 41-210) or authorized health care benefits in the Military Health Care System (MHS). Airmen will not be retained or extended on active duty for the sole purpose of taking convalescent/maternity leave or to attend routine follow-up medical appointments. Airmen who desire to separate after childbirth must return to a present for duty status before they can separate. Airmen who were pregnant at the time of enlistment or entry into active service are not eligible for separation under this paragraph but may be subject to discharge for erroneous enlistment (paragraph 5.14). In addition, Airmen who were pregnant at the time of enlistment or entry into active service and separate are not entitled to maternity care in military facilities after their separation.
 - 1) If the Airman is applying to separate while pregnant the Airman's record must reflect AAC 81, which is updated before the application can be processed.
 - 2) Requests for separation must be supported by an AF Form 469, **Duty Limiting Condition Report**, confirming the pregnancy. If applying for a childbirth separation documentation proving birth (e.g., birth certificate) must be included.
 - 3) If the Airman plans to separate while pregnant, the requested date must be prior to the anticipated date of delivery. Select a date at least 30 days prior to the anticipated delivery date and include 30 days to process the application. If OCONUS the requested separation date must be prior to 25 weeks due to travel restrictions. This will ensure sufficient processing time for the application and out-processing to include terminal leave if requested. If the Airman plans to separate after childbirth, they must apply no later than 12 months from date of delivery. The requested date of separation can be no more than 12 months from the date of application. AFPC has the authority to approve an earlier or later date than requested.
 - 4) Acknowledge the understanding that, if the application is approved, the separation authority will set the separation date.
 - 5) Tell whether discharge or release from active duty is requested, if the Airman has an unfulfilled MSO, and is qualified transfer to the USAFR.
- b. If the immediate commander recommends approval for separation, there must be a further recommendation as to the DOS. Approval for the requested date, a later date, or an earlier one

may be recommended. In making this recommendation, the commander will look at the impact of the Airman's loss to the duty section and consider whether she can be effectively employed during her pregnancy.

c. The separation authority may take one of these actions:

- 1) Approve the separation for the date requested
- 2) Approve the separation for a later date, usually one that is at least 60 days before the date of delivery or no later than 12 months after childbirth
- 3) Approve the separation for a date before the requested one. In such a case, the separation date must be at least 30 days after the Airman is notified of the separation authority's decision
- 4) Direct that action on the request for discharge for pregnancy be discontinued, and return the case to the unit commander for more appropriate action; for example, involuntary discharge according to AFI 36-3208, Chapter 5
- 5) Recommend disapproval and forward the case to AFPC/DP2SSR for decision

d. For cases where the Airman has been approved for separation before childbirth: In some cases, pregnancy may be completed after separation is approved but before it takes place. If the pregnancy is completed:

- 1) By the birth of a living child, the approved discharge will be executed as soon as the Airman is medically qualified for separation
- 2) By other than birth of a living child, the Airman may separate as scheduled or request withdrawal of her application. The separation authority may approve the request for withdrawal or recommend disapproval and refer it to AFPC/DP2SSR for final action

Early Release for Christmas. An Airman who has an established date of separation on or after 9 December, and before 8 January of the following year, may ask for separation any time during that period. The requested DOS must be earlier than the established DOS. The base separation authority may deny the request of an eligible airman, only if the early loss of the Airman would have a critical and adverse impact on the unit's mission capability. Submit a copy of the request to ARMS for retention.

- a. **Airmen Excluded.** Airmen are not eligible for early release under this provision if they are:
 - 1) ANG or USAFR Airmen serving on initial active duty for training (IADT), active duty for training, (ADT) or involuntary EAD tours
 - 2) In a formal probation or rehabilitation program
 - 3) Being processed for involuntary discharge
 - 4) Under investigation or on international hold
 - 5) Awaiting trial, the result of trial, or the outcome of the appellate review of conviction by court martial
 - 6) Separating under the PALACE CHASE program
- b. **Overseas Returnees.** Airmen scheduled for separation in the United States for lack of retainability for reassignment are eligible, if the scheduled return date falls within the period. Airmen returning for ETS separation within 30 days of ETS are also eligible.
- c. **Airmen Scheduled for PETS Separation.** Airmen approved for PETS separation are eligible for earlier release under this provision, if the adjusted DOS falls within the period. Further adjustment of the DOS under this provision does not change the authority for separation.
- d. **ETS Separation.** If this provision is the only reason for adjusting an airman's ETS separation date, cite it as the authority for the separation.

Hardship/Dependency. Airmen may request discharge when genuine dependency or undue hardship exists. A basis for discharge may exist when:

- 1) The dependency or hardship is not temporary
- 2) Conditions have arisen or have been aggravated to an excessive degree since the Airman entered active duty
- 3) The Airman has made every reasonable effort to remedy the situation. Separation will eliminate or materially alleviate the conditions.
- 4) There are no means of alleviation readily available other than the separation
- 5) Undue hardship or dependency does not necessarily exist because:
- 6) Of altered present or expected income **-OR-**
- 7) The family is separated or must suffer the inconveniences usually incident to military service.

Evidence Required. AFPC Service Center personnel will counsel Airmen about the conditions for, and evidence needed to support separation for hardship or dependency. Written statements of the facts of the case support the application for discharge. The original, signed statements must accompany the application.

- a. In some cases, specific types of statements are required. If the application is based on a condition that is:
 - 1) Due to the death of a family member, a death certificate or other proof of death is required
 - 2) Caused by the disability of a family member, a physician's statement must tell what the disability is, and when it occurred
 - 3) Basically a financial hardship, there must be evidence of prospective civilian employment with income that would exceed the Airman's military pay
- b. In all cases, the application should:
 - 1) State specifically the hardship or dependency condition
 - 2) Give specific dates of events
 - 3) List other family members with their ages, occupations, incomes and locations
 - 4) Tell why the other family members cannot provide the necessary care or support

Red Cross Assistance. On request, the American Red Cross helps provide, or verify, information about circumstances that may be a basis for discharge for hardship or dependency.

a. **Airmen or their Dependents.** Airmen or their dependents may ask the local Red Cross chapters to help them get evidence they need to support an application for discharge. In these cases, the Red Cross does not make a formal report to the DAF, unless it is requested.

b. **The Separation Authority.** If it seems that an application should be approved, but more information is needed, the separation authority asks the local Red Cross representative to get it. The request gives the Airman's name and home address with a summary of the evidence or statements submitted with the application. Limit the request to the facts needed to act on the case.

NOTE: For additional information regarding assistance from the Red Cross, see AFI 36-3105, *Red Cross*.

Attachment 4

Officer Voluntary Separation Programs (AFI 36-3207, paragraph 2.4)

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

Officers must submit statements (including financial statements if pertinent), affidavits, letters, and telegrams showing:

- Their situation presents hardships greater than those usually experienced by military members or families
- The hardship is not temporary
- Only separation can alleviate the hardship
- Upon separation, they can eliminate or alleviate the hardship
- Officers who cannot present bonafide hardships may qualify to separate for miscellaneous reasons

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 provide satisfactory evidence of election or appointment to:

- Any office as a partisan candidate
- To a civil office requiring full-time service as a nonpartisan candidate
- 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

Completing required active service. Officers may apply to separate when they complete all ADSCs. 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. Waiver requests/justification must be included in the application justification remarks or attach justification documents.

- 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 on or before the end of the tour, or no earlier than 12 months after the end of the tour
- Officers with assignment selection dates or notified of training or education courses must apply for separation under Separating Instead of Acquiring an ADSC

Enlisting and retiring. Officers applying for separation to enlist and retire must submit a completed retirement application with justification of hardship or best interest of the DAF and a letter requesting a grade determination. If approved, the officer will receive a DOS scheduled 3 days before the end of the month and retirement effective on the first day of the following month. Refer to [AFI 36-3203, para 3.7](#) for more information.

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.

Withdrawal of Ecclesiastical Endorsement. Officers may resign ASAP when they lose required approval to serve as chaplains.

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.

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:

- 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
- Ability and willingness to pay entrance fees or proof of payment
- The enrollment date is academically best suited for beginning or resuming education.
- A delayed enrollment until the established DOS would cause undue hardship
- The DOS must be set 30 calendar days or less before the established DOS or the ADSCD

Conscientious Objector (CO). Officers may resign ASAP if approved for CO status under [AFI 36-3204](#), *Procedures for Applying as a Conscientious Objector*. Airmen must submit a “hardcopy” AF Form 780, **Officer Separation Action** to apply. This action is not accomplished through vMPF.

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. Contingent approvals are valid for a period up to 12 months from the date of the SAF/PC decision. If at the end of this period no action has been initiated by the officer or the gaining Service to provide an entry to active duty (EAD) order) the contingent approval is cancelled and the officer must reapply. **EXCEPTION:** Officers may not apply for transfer if they:

- Have a DOS scheduled within 3 months of the date of application.
- Receive notice of mandatory retirement.
- Are under investigation, have had charges preferred against them, or have been convicted by court-martial.
- Await separation for cause.
- Have an assignment selection date or are serving an overseas duty assignment.
- Are enrolled in technical or flying training or await disposition after removal from such training.
- Were considered but not selected for promotion in the primary promotion zone as defined in [AFI 36-2501](#), *Officer Promotions and Selective Continuation*.

NOTE: The DD Form 368 is not used for official approval of separation by the active duty DAF for individuals applying for separation in order to join another Service. Regardless of completion of the DD Form 368, officers must still apply for separation via vMPF for official approval. The notification of contingent approval email and memorandum the officer receives are the official documents to be provided to the other Service.

Separating Instead of Acquiring an 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. Officers assigned overseas or to a CONUS maximum stabilized tour must request a DOS in accordance with [AFI 36-2110](#), paragraph 2.37.

Transfer to an Air Reserve Component under PALACE CHASE. The DOS of officers approved under [AFI 36-3205](#), *Applying for PALACE CHASE and PALACE FRONT Programs* is normally set on the date requested but may be set for a later DOS.

Pregnancy. Requests for pregnancy separation are evaluated on their individual merits and may be disapproved if the officer's separation is determined not to be in the best interest of the DAF. Officers may apply for separation before or after delivery. If the request for separation occurs while pregnant, the separation date will be before delivery. If the request for separation occurs after childbirth the application must be submitted no later than 12 months after the date of delivery, and the requested date of separation can be no more than 12 months from date of application. Officers who desire to separate after childbirth must return to present for duty from leave before they can separate (i.e., must return from leave). Requests for separation for pregnancy must be supported by an AF Form 469, **Duty Limiting Condition Report**, confirming the pregnancy. If requesting to separate after childbirth, this must be supported by documentation (e.g., doctor's memo, birth certificate, or other source document) confirming the delivery date.

Selective Service System. Air National Guard and Air Force Reserve officers assigned to the selective service system who request release from EAD normally receive a DOS that falls on the date requested. Officers send their applications to the MPF.

Insufficient PCS qualifications on Return From Overseas. Reserve officers with six or more years of active service may request an earlier DOS when they have less than 32 calendar days remaining in their current DOS on arrival at CONUS base. Make these requests by memorandum in accordance with [AFI 36-3207](#), Attachment 5.

Miscellaneous Reasons. Officers may apply based on unique or unusual reasons when they do not qualify to apply under any of the reasons listed in the AFI. This includes applications under the new "Caregiver" policy, which allows DAF military-married-to-military members to apply for separation when adopting a child or in lieu of the spouse giving birth applying for separation. For complete information on the Caregiver separation policy see [myPers article 52167](#). The officer may request a DOS that falls no earlier than 6 months from the date of application. If an officer can clearly show their separation is in the best interests of the DAF, the requested DOS is normally approved. **NOTE:** This provision is also used for Airmen who are requesting separation to be accepted into the Armed Forces Health Professions Scholarship Program (HPSP) or the Uniformed Services University of Health Sciences (USUHS). If applying one for these programs, but changing service components, Airmen must apply under "Transfer to Another Service."

For HPSP/USUHS applicants: Approval is contingent upon acceptance into the applicable program. Upon receipt of notification of acceptance into the HPSP, applicants must provide a copy of the medical school acceptance letter and class start date. This information will be used to establish a date of separation. USUHS program manager will coordinate date of separation for applicants accepted to that program.

Limitations on Applications for Separation.

a. Officers with an assignment selection date or assignment, training or education course selection notification and are not eligible under the 7-day option policy in [AFI 36-2110](#) may apply for separation:

- 1) For hardship reasons.
- 2) Because of pregnancy.
- 3) As conscientious objectors.
- 4) For miscellaneous reasons.

NOTE: Officers may not apply for any of the reasons under paragraph [AFI 36-3207](#), paragraph 2.4, **when** their commanders notify them, verbally or in writing that they are under investigation or under consideration for discharge action under AFI 36-3206 or punitive action under the UCMJ.

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

c. Officers who want to change a requested or approved DOS use the Officer Separation web-based application. Extensions are limited to 90 days or less.

Recommending and Indorsing Applications

Wing or equivalent level commander's indorsements are required for all accelerations and extensions of an approved DOS. An email from the wing commander either to the unit commander for attachment or to AFPC will fulfill this requirement.

Withdrawing Separation Requests/Approved DOS

- Officers who wish to withdraw an approved DOS:
- May request withdrawal 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
- May request withdrawal of a pending separation application by giving reasons for the withdrawal
- If separation was approved for Separating Instead of Acquiring an ADSC, withdrawal requires memorandum with wing commander endorsement and must include reasons for approval/disapproval. **EXCEPTION:** Officers may not submit withdrawal requests within 30 days of their approved DOS unless the request is for hardship

Attachment 5

RSLOSS (Loss Management) SURF

RSLOSS (Loss Management) SURF with identified validation fields. Follow the instructions below to request, submit or print a RSLOSS SURF:

1. Click “Reports/Retrievals” from the navigator window.
2. In the “NAVIGATOR” window, click on “FOLDERS” and “OPEN.”
3. Scroll to and click on “RIP/BRIEF/SURF Interface” and “OPEN.”
4. Click on “report type” and select “SURF.”
5. Click on “REPORT NAME.”
6. Locate/click on SURF format “RSLOSS” (Loss Management) and click on “OK.”
7. Under the Individual Selection Criteria area, click on the “SSN” block.
8. Enter SSN in the following format: 123-45-6789 and press “Enter” on the keyboard; individual’s name will appear on screen.
9. After name appears in the Individual Selection Criteria area, click on “FIND.”
10. After the name appears at the bottom of the screen, click on “SUBMIT.”
11. A narrative box should appear stating the transaction was “Done...” and click on “OK.”
12. A list of requested reports/processed will appear.
13. Locate the requested product (SURF). Generally appears at the top of the list.
14. Look at the “REQUEST ID” column.
15. If column reflects “PENDING,” press F8 on the keyboard to complete processing (Upon processing, REQUEST ID should change to reflect PHASE COMPLETED.)
16. When column reflects “PHASE COMPLETED,” scroll down to bottom of page and click on “REPORT” SURF will appear and can be printed at this time.
17. Check Admin – Hold: NO, Medical Hold: NO line to ensure that Medical Hold changes to state “Y.”

Attachment 6 Administrative Discharge Memorandum

OFFICIAL LETTERHEAD

(Date)

MEMORANDUM FOR SQ/CC

FROM: (Discharge Authority)

SUBJECT: AFI 36-3208, AB Jane M. Doe, (Squadron)

The recommendation for discharge on **AB Jane M. Doe, 123-45-6789, 111th Security Forces Squadron, Randolph Air Force Base, TX** is approved. I direct that AB Doe be discharged from the United States Air Force for **Misconduct: Commission of a Serious Offense (If the separation is for more than one reason, the discharge authority must cite the primary reason)**. The authority for this action is **AFI 36-3208, Administrative Separation of Airmen, paragraph 5.52.3**. I direct an **Under Honorable Conditions (General) Discharge** without the opportunity for probation and rehabilitation.

JOHN H. SMITH, Colonel, USAF
Commander

Attachment 7 Post-Approval Separation Actions

RESPONSIBILITIES:

1. AIRMEN:

Ensure dependent information is correct in the Defense Eligibility Enrollment Reporting System (DEERS). If deletion, change or update of dependents in the DEERS is required, contact the local Customer Service Element at the MPF. **NOTE:** If the dependent information is inaccurate in either system, the separation order will not correctly reflect the number of dependents.

Upon notification of separation approval, access the Initial Separations Briefing in myPers please review the information at all of the links. Pay special attention to the requirements in the Separation Orders article, as these can impact your receipt of separation orders. After completing review of the Initial Separations Briefing proceed to the vMPF, click on the Self-Service Actions link, Separations link and then the link for the Pre-Separation Order Worksheet (PSOW). Complete the required fields in the PSOW and then check the box stating you certify you have completed the Initial Separation Briefing. You will then be able to submit your PSOW.

Refer to [Attachment 2](#) for further explanation of the Pre-Separation Order Worksheet terms. **NOTE:** Orders cannot be published until the completed Pre-Separation Order Worksheet is submitted. Orders are available approximately 60 days prior to departure; however, if separation is short notice (within 60 days), allow 2 weeks for processing. Departure on terminal leave may be delayed if AFPC is not given enough lead-time to complete orders.

If entitled to separation pay, Airmen must complete the Individual Ready Reserve (IRR) Agreement Conditional (enlisted) at [Attachment 15](#) or the Ready Reserve Agreement to Receive Separation Pay (officer) at [Attachment 16](#) and return to AFPC/DP1TSS via a myPers CX incident within 5 days of being notified of entitlement. **Enlisted Airmen who submitted an IRR agreement while applying via the “Initiate My DOS” action do not need to submit a second agreement.** **NOTE:** AFPC will determine eligibility based on the criteria in AFI 36-3208, chapter 9 for enlisted and AFI 36-3207, Attachment 2 for officers. If an Airman refuses or fails to sign the IRR Agreement and return it to AFPC/DP2SSR then their SPD code will be changed and they will not be entitled to the separation pay.

For Airmen denied government network computer access, visit the MPF for hardcopy Pre-Separation Order Worksheet. If changes to the Pre-Separation Order Worksheet are required after submitting the worksheet, contact AFPC/DP1TSS at (800) 525-0102. Click the **Save Changes** button to save the worksheet.

NOTES:

- 1) AFPC will use the information to complete the separation order and the DD Form 214, **Certificate of Release or Discharge from Active Duty.**
- 2) MilPDS will pre-populate some data from the Airman's record. AFPC personnel technicians will review and verify the personal data and correct errors as needed.
- 3) Airmen must have a projected separation in MilPDS for the worksheet to display; otherwise, an on-screen notification will display ineligibility.

- 4) Completed orders are accessible to the Airman in vOP and ARMS after they are processed. MPF also can assist the Airman in retrieving the orders.
- 5) Review the DD Form 214, **Certificate of Release or Discharge from Active Duty** Worksheet, and provide source documents of missing entries to the MPF. **NOTE:** For missing or inaccurate training data, ensure the training is updated by the MPF, then scan and attach the required support documents. Training certificates should be for formal, in-service training courses completed during continuous active military service or Professional Military Education (PME) by correspondence through the Extension Course Institute (ECI). The certificate should reflect the in-residence course length (weeks or hours).
- 6) Complete all base out-processing actions to include the Unit Checklist and vOP. Contact the MPF to schedule a final out-processing appointment.

2. **MILITARY PERSONNEL FLIGHT (MPF):**

NOTE: *The disposition of medical and dental records does not apply to PALACE FRONT and PALACE CHASE separation actions. Follow the guidelines in [AFI 36-3205](#). Provide a hardcopy Pre-Separation Order Worksheet to those Airmen denied government network computer access at [Attachment 1](#), and Pre-Separation Order Worksheet Instructions at [Attachment 2](#).*

- a. Verify dependent information to ensure the dependent data in DEERS and MilPDS are accurate. **NOTE:** If the dependent information is inaccurate in either system, the separation order will not correctly reflect the number of dependents.
- b. Monitor the transaction register (TR) and update the Airman's projected departure date (PDD) and SSN into vOP. Utilize the Short Notice Checklist if the Airman is within 30 days of their DOS.
- c. Advise and assist Airmen entitled to separation pay in completing [Attachment 15](#) or [Attachment 16](#) as applicable.
- d. Conduct final out-processing actions to include appellate review actions, (refer to [Appellate Review Leave PSD Guide](#)), port separations and geographically separated units (GSU).
- e. Once AFPC completes the E5 transaction, the E5 remark will no longer reflect on the base-level Transaction Register (TR). **NOTE:** All E5 transactions will be internally tracked and completed by AFPC within 30 days of member's DOS. Only contact AFPC via CMS to request E5 updates if receiving pay problem inquiries directly following an Airman's DOS. Utilize the following CMS case types:
 - 1) Non-Disability Separations:
Problem Type: Separation (E503 Problem)
Office: Separations and Retirements Branch (AFPC/DP1TSS)
 - 2) Disability Separations:
Problem Type: Separation (E503 Problem)
Office: AF Disabilities (AFPC/DPPFD)
- f. Assist Airmen in processing terminal leave requests.
- g. Ensure Airmen being administratively discharged complete the Initial Separation Briefing using myPers and receive the Discharge Review Fact Sheet at [Attachment 14](#). **NOTE:** If computer access is restricted, print the items and make them available to the Airman).
- h. Assist Airmen in retrieving orders when necessary using the Orders Processing Application (OPA).
- i. Final out-process the Airman regardless of their location.

- j. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from AFPC/DP1TSS or AFPC/DP2SSR.
3. **SEPARATIONS AND RETIREMENTS BRANCH (AFPC/DP1TSS):**
- a. Upon approval, update MilPDS.
 - b. Contact the Airman for any missing information for orders processing.
 - c. Determine eligibility based on the criteria in [AFI 36-3208](#), chapter 9 for enlisted and [AFI 36-3207](#), Attachment 2 for officers. Notify Airmen entitled to separation pay within 10 days of confirming separation in MilPDS. Upon receipt of the signed agreement ([Attachment 15](#) or [Attachment 16](#)), forward to ARMS. If the IRR agreement is not received, correct the Airman's SPD code in MilPDS and render the Airman ineligible for separation pay.
 - d. Verify dependent information to ensure the dependent data in DEERS and MilPDS are accurate. **NOTE:** If the dependent information is inaccurate in either system, the separation order will not correctly reflect the number of dependents. Upon notification of completion of the Pre-Separation Order Worksheet, process the separation order in the OPA. Provide orders to Airmen approximately 60 calendar days prior to the projected departure date, using the virtual Out-processing (vOP). However, if separation is short notice (within 60 days), orders will be provided as soon as possible. Completed orders are accessible to the Airman in vOP and the Automated Record Management System (ARMS). Personnel being administratively discharged will receive orders within the first duty day in conjunction with a weekend or within 48 hours of submitting the Pre-Separation Order Worksheet. **NOTE:** Notification will flow to the MPF to add the Airman's Social Security Number (SSN) to vOP.
 - e. Process E5 transaction NET 120 calendar days, but NLT 10 calendar days from an approved separation date. Manage all updates with DFAS using direct MilPDS input or dataload. In the event of rejects/errors, coordinate directly with DFAS Denver and Cleveland to resolve. Refer to [Section M](#) for E5 Transaction update instructions.
 - f. Correct all Defense Joint Military System (DJMS) rejects.
4. **DD FORM 214 PROCESSING SECTION (AFPC/DP1OSC):**
Produce the DD Form 214.
5. **FINANCIAL SERVICES OFFICE (FSO):**
- a. Assist Airmen in calculating leave balance.
 - b. Assist Airmen with travel pay entitlements.

Attachment 8 Decline Medical Hold

(Appropriate Letterhead)

FROM: (Airmen) (date)

SUBJECT: Request for Separation at ETS

TO: AFPC Separations Branch AFPC/DP2SSR

I want to be separated on, the date my (enlistment) (period of required service) expires. I do not want to be retained in the active military service beyond that time for medical treatment or evaluation. The advantages of retention for treatment or evaluation and possible disability separation/retirement have been explained to me.

(Signature)
(Name, grade,) USAF
(Unit of assignment)

OR

I, (full name), as the guardian of, (full name), do not want (him) (her) to be retained in the active military service for medical treatment or evaluation. The advantages of retention for treatment and evaluation and possible disability separation/retirement have been explained to me.

(Signature)
(Print Name)

**Attachment 9
Medical Hold
(Airmen's Request)**

(Appropriate Letterhead)

FROM: (Airmen) (date)

SUBJECT: Request for Retention Beyond ETS for Medical Treatment or Evaluation

TO: AFPC Separations Branch AFPC/DP2SSR

I want to be retained in the active military service beyond, the date my term of service expires, for medical treatment or evaluation, and if necessary, for processing for disability separation. I understand I will be subject to the obligations of military service in the same manner and to the same extent as if my (enlistment) (period of required service) had not expired.

(Signature)
(Name, grade), USAF
(Unit of assignment)

OR

I, (full name) , as the guardian of (full name) , want (him) (her) to be retained in the active military service beyond the date (his) (her) term of service expires for medical treatment or evaluation, and if necessary, processing for disability separation. I understand that retention makes (him) (her) subject to the obligations of military service in the same manner and to the same extent as if (his) (her) term of service had not expired.

(Signature)
(Print Name)

Attachment 10 Involuntary Retention Beyond ETS

DATE

MEMORANDUM FOR AFPC SEPARATIONS BRANCH AFPC/DP2SSR

FROM: SJA

SUBJECT: Request to Extend Active Duty Involuntarily– (RANK/FULL NAME/SSN)

1. Request action in accordance with AFI 36-3208, paragraph 2.4, to continue the Airmen listed below on active duty for 90 days past his approved DOS [in anticipation of the preferring of charges]/ [to complete court-martial action.]:

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>UNIT</u>	<u>CODE</u>
DOE, JOHN or 17/investigation)	SSgt	123-45-6789	00 MXS	(15/Court-Martial

2. This individual is currently under investigation with a view toward court-martial - **OR**- The court-martial is docketed for **(date)**.

3. If court-martial action, to include appellate review, is complete prior to **(date)**, SSgt Doe will be immediately released for separation. If SSgt Doe cannot be released, prior to above extension period, a written request for further extension will be forwarded before the date of separation.

JOHN DOE, Colonel, USAF
Staff Judge Advocate

NOTE: MUST BE A JUDGE ADVOCATE

cc:

1. MPF/CC
2. Unit/CC

Attachment 11

Release From Retention Beyond ETS

OFFICIAL LETTERHEAD

(Date)

MEMORANDUM FOR AFPC SEPARATIONS BRANCH (AFPC/DP2SSR)

FROM: Staff Judge Advocate

SUBJECT: Release from Retention Beyond ETS, SSgt Joseph D. Doe, SSN 123-45-6789

1. Release the above Airman from retention beyond ETS immediately. No disciplinary actions were taken against the Airman. Our office no longer requires him/her to remain on active duty.
2. Confirm action have been taken and contact me with any questions at DSN: XXX-XXXX and/or email first.last@anybase.af.mil

JOHN H. SMITH, Colonel, USAF
Staff Judge Advocate

cc:

1. MPF/CC
2. Unit/CC

Attachment 12
Release From Retention Beyond ETS - With Negative Results

OFFICIAL LETTERHEAD

(Date)

MEMORANDUM FOR AFPC SEPARATIONS BRANCH (AFPC/DP2SSR)

FROM: Staff Judge Advocate

SUBJECT: Release from Retention Beyond ETS, SSgt Joseph D. Doe, SSN 123-45-6789

1. The above Airman has been released from retention beyond ETS. Disciplinary actions were taken against the Airman and all actions have been completed. This Airman will separate within 10 calendar days from the date of this memorandum.

2. Confirm action has been taken and contact me with any questions at DSN: XXX-XXXX and/or email first.last@us.af.mil

JOHN H. SMITH, Colonel, USAF
Staff Judge Advocate

cc:

1. MPF/CC
2. Unit/CC

Attachment 13 Military Personnel Flight (MPF) Involuntary (Administrative) Discharge Checklist

“This contains information which must be protected in accordance with AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO). “It must be protected or privacy act information removed prior to further disclosure.”

Section 1. This information is completed by the MPF and is used to prepare separation documents.

WRITE LEGIBLY OR TYPE:

GRADE: _____ **NAME:** _____

SSN: _____ **UNIT & BASE:** _____

DATE OF SEPARATION - AFPC will establish a DOS two duty days (five duty days for overseas personnel) after the package is submitted, reviewed by AFPC, is complete and processed. AFPC will return the case if all applicable actions are not complete. If more than two days are required, justification **must** be submitted in the form of a digitally signed email or official memorandum.

Section 2. Verify the below items to ensure all applicable actions are completed:

1. Is the Airman in Technical School or a Pipeline Student? YES NO.
(If yes, **STOP**; all processing actions are still the responsibility of each local MPF for Airmen assigned to Basic Military Training or students (non-prior service) assigned to Technical Training School.)
2. Has the Pre-Separation Order Worksheet (Separations PSD Guide, [Attachment 1](#)) been completed as it must be attached to the CMS case? YES NO
3. Has the Reenlistment Code (RE) been verified? YES NO
(**NOTE:** Reenlistment Section must verify and update the appropriate 2K RE code in accordance with AFI 36-2606 for accuracy; if error received, read the error and make appropriate updates as required)
4. Is the Airman’s duty status Present for Duty? YES NO
(**NOTE:** If not, ensure all updates are made to bring the member Present for Duty. Cases will not be processed if duty status is other than Present for Duty.)
5. Is the Airman in civilian or military confinement? YES NO
(**NOTE:** If yes, ensure a PPA Duty Status Case is accomplished to bring the MilPDS record back to PFD.)
6. Has a CMS case been completed for lost time/duty status (*if applicable*)? YES NO
7. Is the Airman medically cleared for separation on [Attachment 23](#)? YES NO
(**NOTE:** *If no STOP*, the Airman must be medically cleared before you can submit the case to AFPC/DP2SSR for processing. MPF will need to provide the Medical Clearance Memorandum ([Attachment 23](#)) in the CMS Case.)

8. Has the Airman completed mandatory TAP YES NO
(NOTE: **If no STOP:** Enlisted Airmen must complete TAP before you can submit the case to AFPC/DP2SSR for processing. For officers, TAP must be complete before final DOS can be established. MPF will need to provide the DD Form 2648 (TAP Completion) ([Attachment 21](#)) within the CMS case.)

9. Does the Airman live in base housing/dormitory? YES NO
(If yes go to question 10; if no skip to question 11).

10. Personnel residing in government quarters **and/or** assigned overseas only: Can the Transportation Management Office (TMO) support a short notice pick-up of household goods?
 YES NO

If NO, what is the earliest date TMO can pick-up the household goods _____?
(NOTE: An official memorandum from TMO with a date must be provided before AFPC/DP2SSR will process).

****If more than two days (CONUS)/five days (overseas) are required, justification *MUST* be submitted in the form of a digitally signed email or official memorandum. Justification must be for military necessity, not personal convenience.**

11. Is the Airman pending a Medical Evaluation Board (MEB), (check for the AAC 37/RE Code 4K on file in MilPDS)? YES NO
Does the Airman have any of the following codes: ALC C, W, X, or Y due to prior medical evaluation? YES NO
(If yes, refer to [Section K](#) for Dual Action Processing. Ensure proper documentation is attached).

12. Is the Airman eligible to apply for retirement (over 19 years of TAFMS)? YES NO
(If yes, **and** the Airman applies for retirement, refer to [Section K](#) for Dual Action Processing. STOP, do not submit using CMS).

13. If the Airman was demoted, ensure the demotion is updated in MilPDS? YES NO

14. Does the Airman have an assignment projected in MilPDS? YES NO
(If yes, ensure the AAC 21 has been updated with an available date of which is past the RNLTD for the assignment and a CMS case COMPLETED to have the assignment removed from MilPDS. The case will be returned without action if assignment is still in the system.)

15. Is there a projected TDY or contingency operation in MilPDS? YES NO
(If yes, contact the Personnel Readiness Function to remove the projection. The case will be returned without action if projection is still in the system.)

16. What is the Characterization of Discharge (found on the memorandum from the Discharge Authority)? Honorable General UOTHC
(If UOTHC, must have General Court Martial authority for final decision,)

17. Is the Airman being discharged in accordance with AFI 36-3208, paragraph 5.11 (Mental Disorder)? YES NO

(If yes, see [Section J](#) for mental disorder discharge processing and ensure [Attachment 17](#) and [Attachment 18](#) and the Mental Health Diagnosis Memorandum from the Clinical Psychologist are complete and attached to the CMS case)

18. Was the Airman entitled to a Discharge board (AFI 36-3208, para 6.2.2)? YES NO

19. If yes, did the Airman waive their discharge board entitlement? YES NO
(Airman's Statement must be attached to the CMS case, fig 6.4 or 6.8)

20. Is the Airman being separated for reasons under chapter 5 of AFI 36-3208, chapter 3 of AFI 36-3206, or in lieu of court-martial? If yes ensure [Attachment 24](#) is completed and included in the discharge package. YES NO

21. Is Airman required an EPR in accordance with AFI 36-2406? YES NO

22. Ensure you have **ALL** of the following documents for the CMS case:

- a. Pre-Separation Order Worksheet (Separations PSD Guide, [Attachment 1](#))
- b. Military Personnel Flight Involuntary (Admin) Discharge Checklist (Separations PSD Guide, [Attachment 13](#)) completely filled out and signed by an MPF/FSS personnel ONLY
- c. Discharge Authority Letter (Separations PSD Guide, [Attachment 6](#))
- d. Commanders Notification Letter (AFI 36-3208, Figure 6.1, 6.2 or 6.6)
- e. Member's Request for Discharge In Lieu of Court Martial if applicable (if discharge is under chapter 4)
- f. Member's Receipt of Notification (AFI 36-3208, Figure 6.3 or 6.7)
- g. Member's Statement (AFI 36-3208, Figure 6.4, 6.8 or 6.9)
- h. Medical Clearance Memorandum (Separations PSD Guide, [Attachment 23](#))
- i. DD Form 2648 (TAP Completion) (Separations PSD Guide, [Attachment 21](#))
The following if applicable:
- j. [Attachment 17](#) (If discharge is under AFI 36-3208, Para 5.11)
- k. [Attachment 18](#) (If discharge is under AFI 36-3208, Para 5.11)
- l. Mental Health Diagnosis (If discharge is under AFI 36-3208, Para 5.11)
- m. [Attachment 24](#) (If discharge is under AFI 36-3208, chapter 5, AFI 36-3206, chapter 3, or ILO court martial)

23. I understand the case will be returned by AFPC/DP2SSR and delayed if all applicable actions are not checked and/or annotated.

Verified by MPF personnel _____

(Print Rank/Last, First Name/Signature)

Duty Phone (DSN): _____

Attachment 14

Discharge Review Fact Sheet

The Air Force Discharge Review Board is a Congressionally mandated board under 10 U.S.C. 1553 to request review of discharge characterization, narrative reason and/or RE code.

What Is a Discharge Review?

In a Discharge Review, the Discharge Review Board examines your discharge to determine whether the United States Air Force discharged you correctly. In each case, the Board looks at the equity and propriety of your discharge. The Board gives full, fair and impartial consideration to all applicable factors before reaching a decision.

The DRB will grant relief if it determines that the discharge was improper or inequitable. The DRB reviews every case on an individual basis.

A discharge is **deemed proper** unless an error of fact, law, procedure or discretion occurred with a discharge and prejudiced a member's rights. A discharge also may be considered improper if a change in Air Force policy, made expressly retroactive to the date and type of discharge, requires a change to an applicant's discharge.

A discharge is **deemed equitable** unless: 1) there is substantial doubt that a member would have received the same discharge if current policies and procedures had been in effect at the time of discharge; or 2) the discharge was inconsistent with disciplinary standards in effect at the time of discharge; or 3) relief is warranted based on the applicant's service record and other evidence, including quality of service and capability to serve. Former Airmen who received a dismissal or bad conduct discharge through a special court-martial may apply to the AFDRB for clemency. If there is good cause, the board can substitute an administrative discharge for a dismissal or punitive discharge. The decision to grant clemency would largely be based on the applicant's post-service conduct and accomplishments.

The DRB has no legal authority to grant relief based solely on compassion or because an applicant has changed for the better. Nor does it have legal authority to grant relief so that an applicant can become eligible for benefits, such as Veterans Administration benefits or GI Bill benefits, or improve employment opportunities. An applicant must prove that his/her discharge was improper or inequitable.

Liberal consideration will be given to veterans petitioning for discharge relief when the application for relief is based in whole or in part on matters relating to mental health conditions, including PTSD; TBI; sexual assault; or sexual harassment.

Who Is Eligible To Apply for a Discharge Review?

Former Air Force service members up to 15 years after discharge may apply for a discharge review. If the former Air Force member has died or is not mentally competent, the surviving spouse, next of kin, or legal representative may sign the application but legal proof must accompany the application. Contrary to popular opinion, discharges are never automatically upgraded.

How Do I Apply for a Discharge Review?

In order to apply for the DRB to review a discharge, an applicant must submit a completed DD Form 293, *Application for the Review of Discharge from the Armed Forces of the United States*, to: The Air Force Review Boards Agency Portal at <https://afrba-portal.cce.af.mil/> (preferred), by email to SAF.MR.DRB.workflow@us.af.mil, or by mail to: Air Force Discharge Review board, 3351 Celmers Lane, Joint Base Andrews, MD 20762-6435. There is no such thing as an automatic upgrade to a discharge characterization. Applicants may apply for review at any time within fifteen years of discharge.

Applicants must state in the DD Form 293 their contention as to the reason why the discharge was improper or inequitable. Applicants may submit evidence, including affidavits of witnesses, police reports and other documents, to support contentions. Applicants may also submit character letters, transcripts and other documents, describing both conduct in the service and post-service conduct, to support the claim that the discharge was inequitable.

Can I Review Previous Decisions of the Review Boards?

Yes. There is an index of decisions of the Review Boards that might help you appeal your discharge. The index identifies cases that might be similar to yours and tells why the Review Boards decide to upgrade cases. Your state Veterans Affairs Office or one of the service organizations listed on the DD Form 293 can tell you where to find the index. The discharge review reading room can be found on line: <http://boards.law.af.mil/AFboards.htm>

How Can I Get a Copy of the Instruction Under Which I Was Discharged?

To obtain a copy of the pertinent part of the instruction under which you were discharged, as well as the current version of the instruction, Air Force Instruction (AFI) 36-3207 and AFI 36-3208 are available online. You can use any internet search engine while looking up these instructions.

Do I Have To Go to Washington for the Discharge Review?

No. If an applicant requests a personal appearance, he/she will appear by video teleconference (VTC) using Zoom, with or without counsel (at their own expense if appearing with counsel), or with a representative (such as a representative from a Veteran's Service Organization).

A personal appearance before the DRB is an administrative hearing, it is not a trial. Formal rules of evidence do not apply. Applicants may make a sworn or unsworn statement. Applicants may offer the testimony of witnesses. The members of the DRB may ask questions of the applicant and any witnesses who testify. The Board evaluates the case based on documentation in the military record and additional evidence provided by the applicant. This gives the applicant latitude in presenting evidence, witnesses, and testimony in support of his/her case.

Do I Have To Appear Before a Discharge Review Board in Person?

No, applicants may request that the DRB review service records only or applicants may request a personal appearance before the DRB. If applicants are not satisfied with the DRB's findings following a records only review, a personal appearance before the DRB can be requested. However, if an applicant initially elects a personal appearance and is not satisfied with the DRB's findings, a records

review cannot be requested. Once an applicant has a personal appearance before the DRB, the only recourse for further review of discharge is to apply for relief from the Air Force Board for Correction of Military Records (AFBCMR). A records review by the DRB is recommended as the first level of review.

Where Do I Send My Request for Discharge Review?

In order to apply for the DRB to review a discharge, an applicant must submit a completed DD Form 293 to: The Air Force Review Boards Agency Portal at <https://afrba-portal.cce.af.mil/> (preferred), by email to SAF.MR.DRB.workflow@us.af.mil, or by mail to: Air Force Discharge Review board, 3351 Celmers Lane, Joint Base Andrews, MD 20762-6435.

Attachment 15

Individual Ready Reserve Agreement – Conditional for Enlisted Separation Pay

"This contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332."

AUTHORITY: Title 10 U.S.C., Section 1174

PURPOSE: To process separation pay

DISCLOSURE IS VOLUNTARY: If you do not furnish your SSN, we cannot process your separation pay.

- a. As a condition to receiving separation pay, I agree to serve in the Individual Ready Reserve for a period of not less than 3 years following my separation from active duty.
- b. I understand that if I have not completed my military service obligation (MSO) at the time of my separation from active duty, the 3-year period I have agreed to serve in the Ready Reserve will begin on the day after I have completed my MSO.
- c. I understand the Air Force is not under any obligation to offer me an enlistment in the Individual Ready Reserve and I understand that I may not be enlisted in the Individual Ready Reserve. I understand that I will not be enlisted in the Individual Ready Reserve if I am separated for reasons that make me ineligible for enlistment.
- d. I understand that if I qualify for military retired or retainer pay in accordance with Title 10 or Title 14, United States Code, and/or the Department of Veterans Affairs disability compensation pursuant to the laws administered by the Secretary of Veterans Affairs after receiving Involuntary Separation Pay (known as ISP), I will be subject to a deduction from such retired or retainer pay, or from disability compensation in the amount of any ISP paid, as prescribed under Section 1174 of Title 10, United States Code.

Name/Grade/SSN	Signature	Date
----------------	-----------	------

- (1) I do not agree to serve in the Individual Ready Reserve for a period of 3 years following my separation from active duty.
- (2) I understand that I will not receive separation pay and further understand I am not eligible for permissive TDY.

Name/Grade/SSN	Signature	Date
----------------	-----------	------

Attachment 17

Conditions That Interfere with Military Service Statement of Understanding

"This contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332."

PURPOSE: To provide information regarding disability compensation when Airmen are discharged under AFI 36-3208, paragraph 5.11 or AFI 36-3206, paragraph 2.3.7. Further, this is to provide clarification that separation under the provision of AFI 36-3208, paragraph 5.11 or AFI 36-3206, paragraph 2.3.7 does not qualify as a disability.

I understand that:

- a. The reason for my discharge does not authorize me disability compensation through the Department of the Air Force.
- b. Separation under AFI 36-3208, paragraph 5.11 (for personality or mental disorder) or under AFI 36-3206, paragraph 2.3.7 does not qualify as a disability.
- c. I may be eligible for disability compensation through the Department of Veterans Affairs (VA).
- d. If I have not applied for disability through the VA I may obtain additional information regarding application procedures through your Airman and Family Readiness Center or by contacting the VA at: <http://www.va.gov> or by calling 1-800-827-1000.

(Name/Grade/SSN)

(Signature)

(Date)

Attachment 18

Mental Disorder Discharge Checklist

The below checklist is designed to assist Commanders and Staff Judge Advocates in processing administrative discharges in accordance with AFI 36-3208, *Administrative Separation of Airmen*, paragraph 5.11 and AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, paragraph 2.3.7. Steps 1 through 5 must be met **before** initiating discharge action for Airmen diagnosed with a mental disorder. When the Airman has served or is serving in an imminent danger pay area **or filed an unrestricted report of sexual assault**, steps 6 through 9 **must** be completed before initiating discharge action. **NOTE:** Steps and criteria below also include steps performed by the Medical Treatment Facility (MTF) and are included for the Commander's situational awareness.

When or if an Airman's name is used on this form the following will apply: This document contains information that must be protected IAW AFI 33-332, *Privacy Act Program*, and DoDI 5400.11, *Privacy Act of 1974*, as amended, applies, and it is for official use only (FOUO).

Step 1	OPR Commander, supervisor Initials:_____	Yes	No	Was the Airman counseled regarding his or her deficiencies and afforded an opportunity to overcome them? Indicate counseling method and dates in the recommendation for discharge memorandum. Ensure an EPR or LOE is initiated in accordance with AFI 36-2406 , Table 4.3 or 5.2 (as applicable), if required. Documentation or observed behavior of specific deficiencies in appropriate counseling or personnel records. Include history from sources such as supervisors, peers and others, as necessary to establish that the behavior is persistent, interferes with assignment to or performance of duty, and has continued after the Service member was counseled and afforded an opportunity to overcome the deficiencies.
Step 2	OPR MTF Initials:_____	Yes	No	Has Airman been diagnosed with a mental disorder by an authorized mental health professional (an appropriately credentialed psychiatrist, clinical psychologist, licensed clinical social worker, or a psychiatric nurse practitioner) in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM)?
Step 3	OPR MTF Initials:_____	Yes	No	Does diagnosis indicate the disorder is so severe that the Airman's ability to function effectively in the military environment is significantly impaired?
Step 4	OPR MTF Initials:_____	Yes	No	Was the Airman informed that the mental disorder discharge diagnosis does not qualify as a disability nor entitle the Airman to disability benefits? NOTE: If this statement does not appear in the diagnosis, it may be added to the discharge notification memorandum.
Counseling:				
Step 5	OPR MTF Initials:_____	Yes	No	Is the diagnosis in accordance with AFI 36-3208, paragraph 5.11, or AFI 36-3206, paragraph 2.3.7, AND has the Airman served or is currently serving in imminent

				<p>danger pay area or filed an unrestricted report of sexual assault and has self-disclosed that they are a victim of a sex-related offense, an intimate partner violence-related offense, or a spousal abuse offense during service?</p> <p>If no, discharge action may proceed if deemed appropriate.</p> <p>If yes, the diagnosis must be corroborated by a peer or higher-level mental health professional and endorsed by the AF/SG or designee. (See steps 6 through 9). See note below.</p>
Step 6	OPR MTF Initials: _____ Name: _____ Date: _____	Yes	No	<p>Did a peer or higher-level mental health professional corroborate the diagnosis?</p> <p>If there is a single diagnosis is by a multidisciplinary team including at least two qualifying mental health professionals, both mental health professionals must sign the diagnosis, indicating their independent professional judgment. In addition, both mental health professionals must be military service members, DoD employees, or DoD contract civilians. NOTE: If the mental health professional conducting the peer or higher level review records their review in the member's electronic medical record vice providing a written document or endorsement, you must provide their name and the date of the review in the box under Initials.</p>
Step 7	OPR MTF Initials: _____	Yes	No	Does diagnosis address post-traumatic stress disorder?
Step 8	OPR MTF Initials: _____	Yes	No	Does diagnosis address other mental illness, co-morbidity?
Step 9	OPR MTF AFMOA/SGHW Initials: _____	Yes	No	<p>Did the AF/SG or designee endorse the diagnosis?</p> <p>NOTE: If the answer to steps 6 through 9 is yes, then discharge action may proceed if deemed appropriate.</p>

NOTE: The MTF will forward through command channels the diagnosis of an Airman who has served or who is currently serving in an imminent danger pay (IDP) area **or filed an unrestricted report of sexual assault and has self-disclosed that they are a victim of a sex-related offense, an intimate partner violence-related offense, or a spousal abuse offense during service** to obtain the AF/SG or designee endorsement. The current list of IDP zones is contained in the DoD Financial Management Regulation, Vol 7A, Figure 10.1.

 (Unit CC Rank/Signature)

When or if an Airman's name is used on this form the following will apply: This document contains information that must be protected IAW AFI 33-332, Privacy Act Program, and DoDI 5400.11, Privacy Act of 1974, as amended, applies, and it is for official use only (FOUO).

Attachment 19 SGLI Coverage During Excess Leave

MEMORANDUM FOR RECORD (AB LAST NAME, FIRST NAME)

(DATE)

FROM: (MPF BASE POC)

SUBJECT: Servicemembers Group Life Insurance (SGLI) Coverage During Excess Leave

1. In accordance with AFMAN 65-116 volume 1, Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures, Chapters 63 and 67, paragraphs 63.4 and 67.5.5.4., SGLI coverage will not stop while an Airman is in an excess-leave status without pay. All deductions for the cost of SGLI coverage while in an excess-leave status will be established as a debt on the Airman's record. At this time you may elect to decline, change or continue SGLI coverage.

2. I will (select one) decline/change/continue SGLI coverage at this time. _____ (Airman's Initials)

//SIGNED//

MPF POC, SSGT, USAF
DUTY TITLE

Attachment 20
GI Bill Transfer of Education Benefits ADSC Waiver Request

OFFICIAL LETTERHEAD

Date

MEMORANDUM FOR AFPC

FROM:

SUBJECT: Request to Waive Post-9/11 GI Bill Transfer of Education Benefits (TEB) Active Duty Service Commitment (ADSC) for Rank, Name

1. I currently have a TEB ADSC of _____. To be eligible to separate on my requested separation date of _____, I elect to forfeit my ability to transfer education benefits to my eligible dependents and request a waiver of the ADSC.
2. I understand that approval of this waiver will only allow me to separate from service and that I will lose all transferred benefits and the future ability to transfer education benefits. My dependents have/have not utilized transferred benefits; however, I understand that the amount of any such entitlement that may have been used will be treated as an overpayment. I have contacted the Air Force Personnel Center (AFPC.DP2SST.EducationBenefits@us.af.mil) and fully understand the affect a waiver of this ADSC will have on my Post-9/11 GI Bill TEB benefits and acknowledge that \$_____ is subject to recoupment and will be collected by the Department of Veterans Affairs (VA). I understand that my TEB application will be rejected in the application system and all education benefits will revert back to me and are available for my use only. I also understand that I may contact the VA (1-888-442-4551) if I have further questions regarding my benefit or recoupment.
3. I understand that approval of this request will be based on the Best Interest of the Air Force.
4. I have been counseled by my commander (Name, Squadron) on this matter. My commander may be reached at @us.af.mil or DSN XXX-XXXX.
5. If you have any questions, feel free to contact me at _____@us.af.mil or DSNXXX-XXXX.

SIGNATURE BLOCK

Attachment 21

DD Form 2648 (TAP Completion)

SERVICE MEMBER PRE-SEPARATION/TRANSITION COUNSELING AND CAREER READINESS STANDARDS EFORM FOR SERVICE MEMBERS SEPARATING, RETIRING, RELEASED FROM ACTIVE DUTY (REFRAD)			
SECTION I - PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 1142, Pre-separation Counseling; transmittal of medical records to Department of Veterans Affairs.			
PURPOSE(S): To record pre-separation counseling services and benefits requested by and provided to Service members; to identify pre-separation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed pre-separation counseling checklist will be maintained in the Service member's official personnel file. Title 10 USC 1142, requires that not later than 365 days before the date of separation, for anticipated losses, pre-separation counseling for Service members be made available. For unanticipated losses, or in the event a member of a reserve component is being demobilized under circumstances in which operational requirements make the 365-day requirement unfeasible, pre-separation counseling shall be made available as soon as possible within the remaining period.			
ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Routine Use(s) are: To the Department of Veterans Affairs for available benefits to the Service member; additional routine uses are listed in the applicable system of records notice, DAVDC-01, Defense Manpower Data Center Data. https://dpc-01.defense.gov/Privacy/SPR/links/FOUO-wide-SPRN/privacy-view/SPRN/570563/privacy-01			
DISCLOSURE: Voluntary; however, it may not be possible to initiate pre-separation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.			
SECTION II - SERVICE MEMBER PERSONAL INFORMATION			
1. NAME	2. DOD ID NUMBER	3. GRADE	4. DATE OF BIRTH
6. UNIT NAME		6a. UNIT ID CODE	7. MILITARY INST.
8. ANTICIPATED DATE OF SEPARATION	8a. REASON FOR SEPARATION	8b. TYPE OF SEPARATION	9. DATE FORM WAS INITIATED
10. MEMBER ALLOWS THIS FORM TO BE SENT TO FEDERAL AGENCIES FOR ADDITIONAL TRANSITION ASSISTANCE POST SEPARATION:			
10a. MEMBER ALLOWS THIS FORM TO BE SENT TO FEDERAL AND OTHER AGENCIES WHO LOOK FOR CRITICAL LANGUAGE SKILLS AND/OR REGIONAL EXPERTISE THAT COULD BE VITAL DURING TIMES OF NEED, CRISIS, AND/OR NATIONAL EMERGENCY:			
10b. MEMBER ALLOWS THIS FORM TO BE SENT TO STATE AGENCIES FOR ADDITIONAL TRANSITION ASSISTANCE POST SEPARATION:			
10c. POST-SEPARATION EMAIL:		10d. POST-SEPARATION PHONE NUMBER:	
SECTION III - INITIAL COUNSELING			
Service members shall receive individualized initial counseling pursuant to Title 10 U.S.C. Section 1142 and DoD policies.			
11. SPOUSE/CAREGIVER/LEGAL GUARDIAN/DESIGNEE GOING TO BE PRESENT DURING PRE-SEPARATION COUNSELING:			
12. HAS THE SERVICE MEMBER COMPLETED A PERSONAL SELF-ASSESSMENT:			
13. HAS THE SERVICE MEMBER COMPLETED AN INITIAL COUNSELING:		13a. INITIAL COUNSELING COMPLETION DATE:	
14. WHAT ARE THE SERVICE MEMBER'S POST-TRANSITION GOALS:			
15. REQUIRED CRS AND SESSIONS BY SELECTED PATHWAY OF TITLE 10 U.S.C. COMPLIANCE:			
SECTION IV - PRE-SEPARATION / TRANSITION COUNSELING / PRE-SEPARATION / TRANSITION COUNSELING NEEDS ASSESSMENT, REVIEW, AND VERIFICATION TO MEET CAREER READINESS STANDARDS (CRS) TITLE 10 U.S.C. COMPLIANCE			
Service members will be counseled on all items pre-separation in Title 10 United States Code (U.S.C.), Sections 1142(b) (1-18), Sections 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1154, and 1155 and DoD policies. Involuntarily separated Service members receive alternative benefits and programs that apply to them. Service member completed the following to meet Career Readiness Standards (CRS): *Required			
16. Completed Pre-Separation Counseling		Pre-Sep Assessment	Capstone CRS Review
17. Registered on eBenefits *			
18. Completed resume or program enrollment verification in support of the Individual Transition Plan (ITP)			
19. Prepared a criteria-based, cost-effective financial plan			
20. Completed a criteria-based Individual Transition Plan (ITP) *			
21. Completed a minimum of Military Service Opportunity Counseling (Required Active Component Only)			
22. Verify completion of employment or provide verification of employment			
23. Completed a comparison of higher education or vocational technical training institution options			
24. I HAVE COMPLETED AND RECEIVED DOCUMENTATION ON ALL ITEMS IN SECTION IV, WHICH INCLUDES ALL ITEMS LISTED ON THE PRE-SEPARATION / TRANSITION COUNSELING ADDENDUM SHEET:			
25. PRE-SEPARATION / TRANSITION COUNSELING WAS COMPLETED WITH 364 DAYS OR LESS REMAINING BEFORE SEPARATION:			
25a. PRE-SEPARATION / TRANSITION COUNSELING COMPLETED 364 DAYS OR LESS JUSTIFICATION:			
26. SERVICE MEMBER SIGNATURE & DATE		27. TRANSITION COUNSELOR SIGNATURE & DATE	

SECTION V – MANDATORY CURRICULUM ATTENDANCE	
28. DoD TRANSITION DAY:	
29. VETERANS AFFAIRS (VA) SERVICES AND BENEFITS:	
30. DOL ONE-DAY:	
SECTION VI – OTHER CURRICULUM ATTENDANCE	
31. DOL EMPLOYMENT TRACK:	
32. DOD EDUCATION TRACK:	
33. SBA ENTREPRENEURSHIP TRACK:	
34. DOL VOCATIONAL TRACK:	
SECTION VII – WARM HANDOVER REQUIREMENTS	
35. EVALUATED POST-TRANSITION TRANSPORTATION REQUIREMENTS AND DEVELOPED A PLAN TO MEET PERSONAL/FAMILY NEEDS:	
36. EVALUATED POST-TRANSITION HOUSING REQUIREMENTS AND DEVELOPED A PLAN TO MEET PERSONAL/FAMILY NEEDS:	
37. EVALUATED POST-TRANSITION PEER SUPPORT REQUIREMENTS AND DEVELOPED A PLAN TO MEET THESE NEEDS:	
SECTION VIII – WARM HANDOVER TO SUPPORTING AGENCIES CONTACT INFORMATION	
38. VETERANS AFFAIRS:	
39. DEPARTMENT OF LABOR:	
40. MILITARY ONE SOURCE:	
41. OTHER RESOURCE:	
SECTION IX – CAPSTONE REVIEW	
42. SERVICE MEMBER SIGNATURE & DATE:	43. TRANSITION COUNSELOR SIGNATURE & DATE:
SECTION X – COMMANDER OR COMMANDER'S DESIGNEE VERIFICATION	
44. APPLICABLE BUSINESS STANDARDS MET:	47. COMMANDER OR COMMANDER'S DESIGNEE SIGNATURE & DATE:
45. VIABLE COMPLETION:	
46. WAIVER REASONS EXERCISED:	
SECTION XI – REMARKS	
48. REMARKS	

SECTION XI – REMARKS (CONTINUED)

48. REMARKS

EXAMPLE ONLY

Attachment 22

PALACE CHASE AF FORM 1288 Submission

Steps for submission of completed AF Form 1288 to AFPC. In-service Recruiters are the only personnel authorized to submit AF Form 1288's to AFPC.

1. Navigate to the myPers secure site. [myPers Login](#)
2. Complete the login by either selecting "CAC Login" or by using your User ID and Password and then select "Login".
3. From the myPers home page, select the correct applicant category from the navigation banner on the top of the page. You must select "ACTIVE DUTY AF" and either "Officer" or "Enlisted". You MUST select the correct category to ensure the AF Form 1288 is routed to the correct agency.
4. Using the side bar menu select "Separation".
5. On the Active Duty Separations Home Page select "PALACE CHASE" to be directed to the PALACE CHASE Knowledge Article.
6. From the PALACE CHASE Knowledge Article, within the area marked "How To" in the section marked "In-service Recruiter" select the link marked "**PALACE CHASE (AF FORM 1288) Application**".
7. You are now at the AF Form 1288 submission web form. There are eight areas on the web form
 - a. Type of case is prepopulated according to the selections you made previously.
 - b. You MUST edit the "Subject Line" and add the applicants DOS (YYYYMMDD), LAST, FIRST. Adding this information ensures the AF Form 1288 is routed properly. Example: 20160108 Public, John.
 - c. Select the applicant correct "Component" either "Officer" or "Enlisted"
 - d. **IMPORTANT!** You **MUST** enter the "Applicants SSAN", no dashes. **DO NOT** enter the ISR's SSAN.
 - e. Enter applicants "CMS/Control #" from their PALACE CHASE application. If CMS control number is unknown, leave blank.
 - f. In the "Comments" section delete "Guard" or "Reserves" as required AND enter the applicants DOS (YYYYMMDD) Example "Transferring to Reserves 20180108"
 - g. In the "ATTACH FILE" section, select "Browse" to locate the completed AF Form 1288. **NOTE:** Attachment should be in .pdf format.
 - h. When complete, select "SUBMIT".
 - i. A message will confirm that the form was successfully submitted. **NOTE** the case will be available in your myPers "Incidents/Messages" area for one year.
8. The submission is routed to correct agency and the application will be updated with the information from the AF Form 1288. Please allow up to 10 days for AFPC to update the application.
9. The applicant, applicants commander and the ISR will receive a message when the application is "Final Approved".
10. Contact the AFPC/TFSC at 800-525-0102 for questions related to AF Form 1288 submission.

Attachment 23

Sample Medical Examination Clearance Memorandum – Involuntary Separation

MEMORANDUM FOR _____
(RANK AND FULL NAME, LAST 4 SSN) (DATE)

FROM: HQ AFPC/DP2SSR

SUBJECT: Medical Examination for Involuntary Separation

1. Department of Defense (DoD) policy requires all members of the Military Services, including Reserve Component Service members, who are separating or retiring from active duty after serving 180 days or more, to complete a comprehensive Separation History and Physical Examination (SHPE). The SHPE should be completed between 30 and 90 days prior to the separation or retirement date. The SHPE process is initiated in ASIMS. Please use the following link to begin the process:
<https://asimsimr.health.mil/imr/MyIMR.aspx>.

2. The SHPE is not a Disability Compensation exam. Service Members who plan to file a disability claim with the Veterans Administration (VA) can begin this process prior to separation or retirement (pre-discharge) using the SHPE program. Pre-discharge disability claims may result in obtaining VA disability benefits sooner versus filing disability claims after separation. SMs filing pre-discharge disability claims may have their separation health assessment (SHA) completed by the VA. When conducted by the VA, a separation exam scheduled between 180 and 90 days prior to the date of separation from active duty is acceptable and may replace the MTF administered SHPE. However, if the MTF is unable to review and finalize the SHA at least 30 days prior to date of separation, a SHPE will need to be completed by the MTF.

3. Regardless of the location of your SHPE, you must complete a DD Form 2807-1, *Report of Medical History*, and present it to the medical provider performing your SHPE. The provider will review your medical history, perform a medical examination and complete all the requirements IAW DoDI 6040.46, The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program. The results of the SHA must be filed in your health record prior to the MTF completing the endorsement below documenting your clearance for departure. You may obtain a copy of the DD Form 2807-1 at
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2807-1.pdf>.

4. If medical personnel determine your condition requires review by a Medical Evaluation Board/Physical Evaluation Board (MEB/PEB), they will update an Assignment Availability Code (AAC) 37 to identify this requirement to us. If your MEB/PEB is not resolved 60 days prior to your retirement or separation date, the MTF should take action to place you on medical hold until the MEB/PEB is resolved. If this occurs, your departure/retirement or separation could be delayed. Additionally, delays to your retirement or separation date may impact your active duty and retired pay (if applicable), as well as other benefits and entitlements. Please contact your MTF for more information on the MEB/PEB process.

5. Air Force members who are retiring are directed to visit the TRICARE Service Center (TSC) at their host medical treatment facility (MTF) to discuss continuation of TRICARE-Prime enrollment. You may also obtain additional information at TRICARE On-Line (TOL) at
<https://www.tricareonline.com/portal/page/portal/TricareOnline/Portal>.

6. You must return this memorandum to your MPF Career Development element after endorsement by the medical facility prior to scheduling your final out-processing appointment. If a Service member refuses or fails to comply with the SHPE requirement, the unit commander will be notified and the failure to comply will be documented in a brief memo that is entered into the service member's medical record in lieu of the separation exam report.

_____/signed/_____
AFPC Military Separations and Retirements

1st Ind, _____
(GRADE, NAME) (DATE)

TO: MTF

I acknowledge my requirement to ensure the SHPE is completed prior to departing for separation or retirement and I will schedule my evaluations as described above. I understand I will not be allowed to out-process without obtaining the required clearance by the MTF below.

Member's Signature

2nd Ind, MTF

(DATE)

TO: MPF Career Development Element

The above individual has completed the requirements for the SHPE and is medically cleared for separation/retirement.

(Signature - Medical Representative)

