

DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

PURPOSE: Assist the preparation, accuracy, and delivery of the DD Form 214 for retiring and separating Airmen, once the Airman's DD Form 214 Worksheet is received.

PREREQUISITES: Airman is approved for separation or retirement and name appears on monthly roster.

REFERENCES:

- DoDI 1336.01, *Department of Defense Instruction (DD214/5 series)*
- AFI 36-3202, *Separation Documents*
- AFI 36-3203, *Service Retirements*
- AFI 36-2606, *Reenlistment in the United States Air Force* (Tables 5.1, 5.2, 5.3 and 5.4)
- AFI 36-2803, *Air Force Awards and Decorations Program*
- AFI 36-3206, *Administrative Discharge Procedures for Commissioned*
- AFI 36-3207, *Separating Commissioned Officers*
- AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*
- AFI 36-3208, *Administrative Separation of Airmen*
- AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*
- Personnel Services Delivery (PSD) Guide (DD Form 214, Certificate of Release/Discharge from Active Duty)

MENU PATH: Use the following programs to begin this task:

- MilPDS
- AFPC Secure - vMPF, then MPF Actions and ARMS
- Restricted Drive - DPTOT, Transitions, DD Form 214
- Education Database - supplied from BPO
- Organizational email address AFPC/DPTOT DD 214
- Right Now Web (RNT)
- Discoverer (used to process rosters)

GENERAL INFORMATION:

1. Distribution of Workload:

TFSC and Strategic Partner will pull and review monthly DISCOVERER products to determine DD214 production and distribute caseload amongst technicians.

2. Rosters: Workload listings are prepared NLT 40 days prior to the last day of the month being worked. The TFSC DD-214 Manager, will produce a DISCOVERER product to capture projected losses and at a minimum of one time per week, will run a product to capture changes, additions or deletions to the initial product. The TFSC DD-214 Manager will create a product to know technician workload and easy identification of who is working what case files. The workload listings will be maintained on the DPT restricted drive at:

R: DPTO/DPTOT/Transitions/LOCKHEED Separations-Retirement DD214 (DO NOT DELETE).

Each week the manager will perform updates to the master listing and identify changes. After each update, the manager will advise all technicians to ensure they review the updated listing.

3. Accuracy Checks: DD Form 214 accuracy is imperative as it provides civilian and government agencies with authoritative information required to administer the federal and state laws that apply to members seeking veterans' benefits, reemployment rights, unemployment insurance and more. Information on the DD Form 214 worksheet is accessed via the vMPF and source documents are retrieved from MilPDS, ARMS, and an education database are used to complete the official DD Form 214. Random Quality Assurance (QA) checks are performed within DPT to ensure the accuracy of the DD Form 214 information.

Delivery Timelines of DD Form 214: IAW AFI 36-3202, paragraph 10.1., the DD Form 214 is the document that separates a member from the AF (Title 10, U.S.C., section 1168 and paragraph 14), or ARC members. Do not issue the DD Form 214 prior to the date of separation and ensure it is made available electronically on the first duty day after the effective date. **NOTE:** Waiver authority may be granted by the Business Process Owner (BPO) to provide additional processing time as warranted. Retrieval information is provided to departing veterans via vMPF correspondence during the separation/ retirement process.

The member must contact the AFPC/A1 Service Desk by e-mailing AFPOA.A1.SD@US.AF.MIL and provide their full name, military pay date (LES has this), date of rank and a good contact phone number. As a secondary option, individuals may call AFPC/A1 at 1-800-525-0102, using options 8, 2, and 1. A representative will verify the member's identity and validate separation information before providing a USER ID, Password and website address to access Copy 1 and 4 of their official DD Form 214. This service is available for 60 days after date of separation. The link to the vMPF is below:

<https://w20.afpc.randolph.af.mil/AFPCSecureNet20/CheckPortal.aspx>

*Veterans can access their DD Form 214 or other service records, by registering for a Premium account on the e-Benefits website and requesting copies. The eBenefits link gives access to only Copy 2 (service copy and identical data as the member's Copy 4). The VA link is provided below.

www.eBenefits.va.gov

REMINDER: The DD Form 214 is not issued (or made official) until the date of separation/retirement or after. DD Form 214s are not mailed and the individual must securely retrieve their certificate using the access outlined above.

Processing Retirement DD Form 214:

From the 1st to the 5th of the month, the technician will contact the member using the personal email address indicated on the member's DD Form 214 worksheet, and provide their name as the technician who will be providing assistance and later publishing the document. The member has until approx 25th of the month to make any necessary corrections. The member will be provided a DD Form 214 Preparation Worksheet.

From the 5th-15 of each month, the technician will review each member's worksheet by following the instructions below using the AFPC Secure website under vMPF.

Processing Separation DD Form 214: DD-214 technician are generally assigned their workload based on the first three digits of the SSAN. Based on the time of release of the master DD Form 214 listing, technicians are responsible to review their portion and can begin working on assigned DD Form 214 worksheets. Technicians must ensure that as each calendar day is reached, they complete the worksheets and ensure each worksheet is made official with their DB electronic signature. Upon completion and prior to departing for the day, each technician will send a daily update of completed DD Form 214s to the TFSC, DD Form 214 Manager for reconciliation of the master listing. Technicians will ensure that an RNT case is created/updated and advise customers via a formal response on how to download the form.

PSDG REFERENCE	vMPF DD FORM 214 REFERENCE								
1.	Select the reason for creating the DD Form 214 from the dropdown menu.								
2.	Review DD Form 214 Worksheet application:								
3.	<p>Item 1: <u>NAME (partially prepopulated)</u></p> <p>The full name is typed in capital letters. It is shown as LAST FIRST MIDDLE. NOTE: The first and last name will prepopulate. The middle name must be completed as it appears on the DD Form 4-1 in ARMS. Abbreviations for junior, senior, second, or other designations will be displayed as shown on the Airman's DD Form 4, Enlistment/Reenlistment Document - Armed Forces of the United States, or AF Form 281, Notification of Change in Member's Official Records. If a name is too long, indicate with an "*" after the first name and continue the name in block 18: (ex: ITEM 1 CONT: "*" LONGORIA"</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> Enlisted: DD Form 4-1-2, Enlistment/Reenlistment Document - Armed Forces of the United States <p>Officer: Enter Active Duty Orders (EAD Orders)</p> <p>Enter the Airman's middle name in the text box provided.</p> <div data-bbox="386 898 1433 1234" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px;"> <p>1. <u>Name</u> COX, CHRISTOPHER HOWARD</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Last Name</td> <td><input type="text" value="COX"/></td> </tr> <tr> <td>First Name</td> <td><input type="text" value="CHRISTOPHER"/></td> </tr> <tr> <td>Middle Name</td> <td><input type="text" value="HOWARD"/></td> </tr> <tr> <td>Suffix</td> <td><input type="text"/></td> </tr> </table> </div>	Last Name	<input type="text" value="COX"/>	First Name	<input type="text" value="CHRISTOPHER"/>	Middle Name	<input type="text" value="HOWARD"/>	Suffix	<input type="text"/>
Last Name	<input type="text" value="COX"/>								
First Name	<input type="text" value="CHRISTOPHER"/>								
Middle Name	<input type="text" value="HOWARD"/>								
Suffix	<input type="text"/>								
4.	<p>Item 2: <u>COMPONENT (prepopulated)</u></p> <p>Enter the component the Airman is serving in at the time of separation. If the information provided by MilPDS is correct, no action is required.</p> <div data-bbox="386 1434 1463 1514" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px;"> <p>2. <u>Department, Component and Branch</u> AIR FORCE--REGAF</p> <div style="float: right; border: 1px solid #ccc; padding: 2px;">Air Force--REGAF ▼</div> </div>								
5.	<p>Item 3: <u>SOCIAL SECURITY NUMBER (prepopulated)</u></p> <p>This item is self-explanatory. Ensure the SSN is correctly displayed. The SSN cannot be changed.</p> <div data-bbox="386 1745 1390 1822" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px;"> <p>3. <u>SSN</u> [REDACTED]</p> <p style="text-align: right;"><i>SSAN cannot be changed.</i></p> </div>								

<p>6.</p>	<p>Item 4a/b: <u>RANK and PAY GRADE (prepopulated)</u></p> <p>The Airman's active duty grade held on the date of separation will be placed here.</p> <p>NOTE: For retirement, use the ARMS' Retirement Order, which states the rank the member will hold on their last day of active service (it may be different from what is on the DD Form 214 WS).</p> <p>Use the drop down menu provided.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>4a. <u>Grade, Rate, or Rank</u> SRA SRA <input type="text"/></p> <p>4b. <u>Pay Grade</u> E4 E4 <input type="text"/></p> </div>
<p>7.</p>	<p>Item 5: <u>DATE OF BIRTH (prepopulated)</u></p> <p>This field will populate with the date of birth as recorded within the Military Personnel Data System (MilPDS). The data will convert to the form in a "YYYYMMDD" format.</p> <p>If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the calendar provided.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>5. <u>Date of Birth</u> 15 MAR 1990 15 MAR 1990 <input type="text"/></p> </div> <p><u>How to navigate the calendar:</u> Arrows on the bottom move forward or backward. One arrow will move forward/backward one month; two arrows will move forward/backward one year and three arrows will move forward/backward ten years. NOTE: If the arrows do not appear, exit the application and reenter. Occasionally, the calendar may become unstable depending on the browser used.</p>
<p>8.</p>	<p>Item 6: <u>RESERVE OBLIGATION TERMINATION DATE (separations only)</u></p> <p>This section, leave the text box blank and "N/A" will automatically be printed on the "official" form. An entry other than "N/A" must have an entry in block 9. Airmen with an MSO must be transferred to an Air Reserve component (AFRS or ANG). Individuals with a separation reason of "DISCHARGE" do NOT have an MSO.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>6. <u>Reserve Obligation Termination Date</u> <input type="text"/></p> </div>

9.

Item 7a: PLACE OF ENTRY INTO ACTIVE DUTY (Requires manual validation)

Enter the city and the state where the member lived when ordered to active duty as shown on the latest DD Form 4/3, Enlistment/Reenlistment Document - Armed Forces of the United States or Extended Active Duty Order (whichever document is most recent). Reserve and Guard members will use the address listed on their active duty orders. For Regular Air Force members this is the enlistment office where the member entered the Air Force on extended active duty (DD Form 4/3). The place of entry should never change during a continuous period of active duty.

SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document - Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).

The information provided by MilPDS defaults to the location where the member is currently stationed—that data is incorrect. This information will need changed: Enter the “city” and select the “state” from the drop down menu provided.

<p>7a. <u>Place Of Entry Into Active Duty</u> UNIVERSAL CITY, TX</p>	<p>City NASHVILLE</p>
	<p>State Tennessee</p>
<p>7b. <u>Home Of Record At Time Of Entry</u> UNIVERSAL CITY, TX</p>	<p>City MADISON</p>
	<p>State Tennessee</p>

Item 7b: HOME OF RECORD AT TIME OF ENTRY (requires manual validation—data reflected in ‘virtual’ is incorrect)

The home of record as shown on the latest DD Form 4/1, Enlistment/Reenlistment Document - Armed Forces of the United States or Extended Active Duty (EAD) order is input here. For active duty officers use the address on the application for appointment. For Guard and Reserve members use the address listed in Item 7a. SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document - Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders)

The information provided by MilPDS INCORRECTLY defaults to the location where the member is currently stationed. This information will need to be changed: enter the “city” and then select the “state” from the drop down menu provided

<p>10.</p>	<p>Item 8a: <u>LAST DUTY ASSIGNMENT AND MAJOR COMMAND (prepopulated)</u></p> <p>Unit and MAJCOM of assignment where the Airman last performed duty in their career field. Do not enter place of reassignment for separation processing. Provide the numerical designation and title exactly as it appears in the military record. The MAJCOM will be listed as a 3-digit entry from MilPDS. The information provided by MilPDS is valid and should remain the same.</p> <p>8a. Last Duty Assignment And Major Command OL DPT0 AF PERSONNEL CTR FO (APC)</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">OL DPT0 AF PERSONNEL CTR FO (APC)</div>
<p>11.</p>	<p>Item 8b: <u>STATION WHERE SEPARATED</u> will state "JBSA RANDOLPH TX"</p> <p>The information provided by MilPDS will INCORRECTLY state the Airman's current duty location. Field must read the location where the document is being certified/prepared: JBSA RANDOLPH TX (for the Randolph TFSC) or other authorized location.</p> <p>8b. Station Where Separated JBSA RANDOLPH AFB TX</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">JBSA RANDOLPH TX</div> Set to "HQ ARPC CO"
<p>12.</p>	<p>Item 9: <u>COMMAND TO WHICH TRANSFERRED</u></p> <p>For Airmen listed on the Permanent Disabled Retirement List (PDRL), or Temporary Disabled Retirement List (TDRL) who were discharged or retired, enter "NOT APPLICABLE."</p> <p>If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the drop down menu provided. <i>NOTE:</i> If the type of separation for block 23 indicates discharge or retirement, this field will read "Not Applicable."</p> <p>9. Command To Which Transferred</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Not Applicable</div>
<p>13.</p>	<p>Item 10: <u>SGLI COVERAGE (prepopulated)</u></p> <p>This information is provided by MilPDS and should be correct. It will reflect the current coverage level in thousands of dollars at the time of the member's retirement, or "NONE," if the Airman elected no coverage.</p> <p>10. SGLI Coverage 400,000</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$400,000</div>

14.

Item 11: PRIMARY SPECIALTY

Enter the Primary Specialty and all additional AFSC(s), which the Airman served 1 year or more during their continuous active military service on the current DD Form 214. **NOTE:** Officers may have been returned to active duty or converted from enlisted to officer.

List only those AFSCs that were held for the periods of service covered by the DD214 (12a-12b). In each AFSC, show the highest skill level in which the Airman performed duties. For each AFSC, provide the AFSC title (**Not Duty Title**) with the years and months of service.

For Airmen separated from basic military training or officer training school and no AFSC was awarded, use the reporting identifier (RI). Use other RI(s) as awarded AFSC(s) according to AFI 36-2101. Do Not Use reporting identifiers 9A100, 9A200, 9J000, 9P000, or 9U000. Use the AFSC title applicable to the AFSC at the time the duty was performed.

Refer to the most current AFI for further instructions. Item 11 only provides enough space for 4 AFSC(s); any additional AFSC(s) must be typed in Item 18 - Remarks.

SOURCE DOCUMENTATION:

- Enlisted: Duty History - MilPDS; EPR(s) - ARMS/PRDA
- Officer: Duty History - MilPDS; OER(s)/OPR(s) - ARMS/PRDA

If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the drop down menu provided. Provide the years and months the AFSC was held by the Airman by selecting from the drop down menu(s) provided.

To determine the years and months, use the AFSC calculator. Begin with the date the Airman entered active duty and the end date will be one day prior to the next AFSC. **DO NOT USE** suffixes, and prefixes are authorized by the BPO as an exception for unique situations (e.g., “J” for joint). **Enter the years and months served in each AFSC. For the first entry on enlisted having served directly from BMT, subtract 2 months (an average regardless of actual time spent) for BMT attendance.**

11. <u>Primary Specialty</u> 3S051, PERSONNEL JOURNEYMAN	3S051, PERSONNEL Select a PAFSC Years: -3 Months: -6
NO DATA T3S051, PERSONNEL TECHNICIAN	Select an AFSC Years: -- Months: --
NO DATA	Select an AFSC Years: -- Months: --
NO DATA	Select an AFSC Years: -- Months: --

15.	<p>Item 12: <u>RECORD OF SERVICE</u></p> <p>Item 12a: <u>DATE ENTERED ACTIVE DUTY THIS PERIOD</u></p> <p>For Officers: This date is the date of entry on current tour of AD. For Enlisted: This date is the date entered active duty (EAD) for this period of continuous active duty (may span several enlistments).</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> • Enlisted: DD Form 4/1, Enlistment/Reenlistment Document - Armed Forces of the United States • Officer: Enter Active Duty Orders (EAD Orders) <p>If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the calendar provided.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> 12a. <u>Date Entered Active Duty This Period</u> 15 MAR 2011 </td> <td style="padding: 5px; text-align: right;"> 15 MAR 2011  </td> </tr> <tr> <td style="padding: 5px;"> 12b. <u>Separation Date This Period</u> 14 MAR 2017 </td> <td style="padding: 5px; text-align: right;"> 14 MAR 2017  </td> </tr> </table> <p>Item 12b: <u>SEPARATION DATE THIS PERIOD</u></p> <p>For retiring Airmen, use the day prior to the Airman’s “date of retirement”, or the date prior to being placed on the Temporary Disability Retirement List (TDRL). Separation date should be that reflected in MilPDS and on the Separation order AF Form 100 (ARMS).</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> • Enlisted: MilPDS; DPP-Personnel Programs, Retirements/Separations. • Officer: MilPDS, DPP-Personnel Programs, Retirements/Separations. <p>If the information provided by MilPDS is correct, no action is required If the information provided by MilPDS is incorrect, select the correct information from the calendar provided.</p> <p>Note: To calculate years of service or changes to an item in block 12, you must ‘save’ the document. Upon ‘save’, the dates will calculate.</p>	12a. <u>Date Entered Active Duty This Period</u> 15 MAR 2011	15 MAR 2011 	12b. <u>Separation Date This Period</u> 14 MAR 2017	14 MAR 2017 
12a. <u>Date Entered Active Duty This Period</u> 15 MAR 2011	15 MAR 2011 				
12b. <u>Separation Date This Period</u> 14 MAR 2017	14 MAR 2017 				

16.

Item 12c: **NET ACTIVE SERVICE THIS PERIOD**

Before completing block 12c (Net Active Service This Period) ensure block 12a (Date Entered AD This Period) accurately reflects the member’s start date and block 12b (Separation Date This Period) reflects the last day of continuous active duty.

If the information provided by MilPDS is correct, no action is required. Verify the information from the respective retirement or separation order (ARMS).

If the information provided by MilPDS is incorrect, ensure correct information is used for blocks 12a and 12b and recalculate by using the “recalculate” link.

12c. Net Active Service This Period 06 00 00	Years: 06 ▾	Months: 00 ▾	Days: 00 ▾
12d. Total Prior Active Service 00 00 00	Years: 00 ▾	Months: 00 ▾	Days: 00 ▾
12e. Total Prior Inactive Service 00 00 01	Years: 00 ▾	Months: 00 ▾	Days: 01 ▾

Item 12d: **TOTAL PRIOR ACTIVE SERVICE**

Complete this block by totaling each of the Airmen’s previous DD Form 214, **Certificate of Release or Discharge from Active Duty**, all prior DD Forms 214(s), and active duty served in current or other U.S. military services. Calculate the inclusive periods exactly as for block 12c.

If the service period is 30 days, avoid using a computer generated TAFMS as they are not always current. If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect ensure correct information is being used for blocks 12a and 12b, and were recalculated using the “recalculate” link. If information is still incorrect, manually enter the correct information.

Item 12e: **TOTAL PRIOR INACTIVE SERVICE** (Requires manual validation)

Total of all inactive service is input here. This includes inactive time not credited toward pay date. For delayed enlistment, calculate the difference in time between the DD Form 4/4 (date entered active duty) and the date the member entered into the Reserves reflected on the DD Fm 4/1. Add one day to the calculation & manually enter the data.

SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1 and 4/3, **Enlistment/Reenlistment Document - Armed Forces of the United States**, AF Form 1613, **Statement of Service**
- Officer: AF Form 1613, **Statement of Service**

If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect ensure correct information is being used for blocks 12a and 12b and were recalculated using the “recalculate” link. If the information is still incorrect, select the correct information from the drop down menu provided.

17. Item 12f: **FOREIGN SERVICE** (Requires manual computation)

Enter Foreign Service time accomplished during continuous active military service. This includes service within Alaska and Hawaii and other areas outside the Continental United States (CONUS).

Any source document may be used that reflects actual time an Airman was overseas, except TDY orders (they do not provide actual start or end dates).

This includes any period of TDY of 1 day or more. When entering the month(s) do not input the number "12." 12 months is considered one year and must be carried over and added to the year(s) column. When entering the days do not input "30." 30 days is considered one month and must be carried over and included in the month(s) column.

12f. Foreign Service 00 00 00	Years: 00 ▾	Months: 00 ▾	Days: 00 ▾
12g. Sea Service 00 00 00	Years: 00 ▾	Months: 00 ▾	Days: 00 ▾

Note: For personnel assigned overseas, only the time counted for the actual overseas assignment will count. Time spend deployed/TDY to an overseas location from an overseas location are not computed as that would "double-dip" foreign service time.

SOURCE DOCUMENTATION:

- Enlisted: APR(s)/EPR(s), Approved Decorations in ARMS, MilPDS: Duty History, TDY Reporting
- Officer: OER(s)/OPR(s), Approved Decorations in ARMS, MilPDS: Duty History, TDY Reporting

If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the drop down menu provided.

Item 12g: **SEA SERVICE**

Sea Service reflects the time assigned to a ship during current period of continuous active service. There is no section within MilPDS for this information to be entered; therefore, leave this information blank. The Airman will provide this information to us. An approved decoration can be used as a source document.

When you enter month(s) do not place the number "12." Twelve months is considered one year and must be carried over and added to the year(s) column. When entering days do not place "30." Thirty days is considered one month and must be carried over and included in the month(s) column.

<p>18.</p>	<p>Item 12h: <u>INITIAL ENTRY TRAINING</u> (Requires manual validation)</p> <p>This is the first date entered into an official course of Basic Military Training conducted by the current branch of service, or other U.S. military service; to include the Coast Guard and Air Reserve Component (ARC) members. As a default, use the date in 12a. Do not leave blank. If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the calendar provided. See above for “How to navigate the calendar”</p> <table border="1" data-bbox="349 441 1299 598"> <tr> <td data-bbox="349 441 998 514"> <p>12h. <u>Initial Entry Training</u> 15 MAR 2011</p> </td> <td data-bbox="998 441 1299 514"> <p>15 MAR 2011 </p> </td> </tr> <tr> <td data-bbox="349 514 998 598"> <p>12i. <u>Effective Date Of Pay Grade</u> 27 SEP 2013</p> </td> <td data-bbox="998 514 1299 598"> <p>27 SEP 2013 </p> </td> </tr> </table> <p>Item 12i: <u>EFFECTIVE DATE OF PAY GRADE</u></p> <p>Enter the effective date of the active duty grade held at retirement (Item 4b). Ensure the official document shows year, month, and day.</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> • Enlisted: Retirement Orders in ARMS • Officer: Retirement Orders in ARMS <p>If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the correct information from the calendar provided.</p> <p>See above for “How to navigate the calendar”</p>	<p>12h. <u>Initial Entry Training</u> 15 MAR 2011</p>	<p>15 MAR 2011 </p>	<p>12i. <u>Effective Date Of Pay Grade</u> 27 SEP 2013</p>	<p>27 SEP 2013 </p>
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<p>12i. <u>Effective Date Of Pay Grade</u> 27 SEP 2013</p>	<p>27 SEP 2013 </p>				

<p>19.</p>	<p>Item 13: <u>DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED</u></p> <p>All decorations, unit awards and service awards are listed here with the exception of badges. Show area of operation for Armed Forces Expeditionary Medal.</p> <p>Badges are not available within MilPDS at this time and must be entered manually. All decorations, unit awards and service awards should reflect the correct title as it appears in AFI 36-2803. The awards will automatically populate item 13. Do not type in //See Remarks// this will be added by the system when submitted.</p> <p>CHECK IF THERE ARE PROJECTED DECORATIONS not otherwise reflected due to the close out date being a future date. INCLUDE PROJECTED DECORATIONS on the DD form 214.</p> <p>EXAMPLE: Meritorious Service Medal, Air Force Good Conduct Medal with two oak leaf clusters, National Defense Service Medal with one bronze service star</p> <p>Note: Projected decorations will auto populate on the close out date of the decorations (usually the date of separation). If certifying the DD Form 214 prior to the close out date, you must manually enter the decoration as it will not auto populate.</p> <p><u>SOURCE DOCUMENTATION:</u></p> <ul style="list-style-type: none"> • Enlisted: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS • Officer: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS <p>If the information provided by MilPDS is correct, no action is required. If the information provided by MilPDS is incorrect, select the information that is incorrect and correct it.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>13. <u>Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized</u> AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon</p> </td> <td style="width: 50%; padding: 5px;"> <p>AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon</p> </td> </tr> </table>	<p>13. <u>Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized</u> AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon</p>	<p>AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon</p>
<p>13. <u>Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized</u> AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon</p>	<p>AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon</p>		

20.

Item 14: **MILITARY EDUCATION** (Requires manual entry)

All formal in-service training courses completed during continuous active military service should be listed here.

Use titles and abbreviations from the current Guide to Evaluation of Educational Experiences in the Armed Services. The AETC web site for referencing formal USAF School course information in question is located at <https://etca.randolph.af.mil/default1.asp>. Omit ancillary training courses and any course with less than 8 hours in duration. Per DoDI 1336.01, NO COMBAT SKILL COURSES can be listed on a DD Form 214.

If no training was completed, enter "None." **NOTE:** Generally, most 214(s) will reflect a form of basic military training. When item 14 is full, the additional information will automatically go to the Remarks box when the document is submitted. If there is any additional education to update, enter it manually in Item 14. However, if the DD Form 214 is already submitted and continued in Item 18 the additional education should be added to Item 18. Do not type in //See Remarks// this will be added by the system when submitted. **The amount of week, months or hours is listed when available.**

EXAMPLE: Fire Prevention Technician, 4 weeks, Nov 1974
 Public Information officer, 8 weeks, Dec 1975
 Squadron Officer School, 11 weeks, Dec 1979 (by correspondence)

Edit capability is available for this item.

Number of weeks and month and year course was completed is not currently available within MilPDS but data available off-line to cut and paste.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS: Education/Training data SURF, DPTOT education database
- Officer: MilPDS: Education/Training data SURF, DPTOT education database

If the information provided by MilPDS is correct, no action is required

If the information provided by MilPDS is incorrect, validate/confirm education information using MilPDS, education database and ETCA. Only information that is updated in MilPDS or in the education database will be manually updated in this area.

Space has been provided, where required information must be present. Below is the data as it was cut and paste into the date field. Upon entry, add the known weeks after the course. Use a semicolon between course entries, commas between data of a course, and end the entire box with a period.

14. Military Education AIRMAN LEADERSHIP COURSE, DEC 2015..	AF BASIC MILITARY TRG, 8 WKS, MAY 2011; (IP2) PERSONNEL APPRENTICE, 7 WKS, DEC 2011; AIRMAN LEADERSHIP COURSE, DEC 2015..
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DD Form 214 Tool				
Data as of 18NOV2014				
The information herein is For Official Use Only (FOUO) which much be protected under the FOIA and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.				
SSAN	AMF	GRADE	ITEM 14	REMARKS
	COX CHRISTOPHER HOWARD	(E4) SRA	AF BASIC MILITARY TRG, MAY 2011; (IF2) PERSONNEL APPRENTICE, DEC	

<p>21.</p>	<p>Item 15a: <u>COMMISSIONED THROUGH SERVICE ACADEMY</u></p> <p>Mark "Yes" if the officer received their commission through the Air Force Academy. Mark "NO" if the officer did not.</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> Officer: MilPDS: Loss Management SURF; SOC (Source of commission) <p>Item 15b: <u>COMMISSIONED THROUGH ROTC SCHOLARSHIP</u></p> <p>Mark "Yes" if the officer received their commission through the ROTC Scholarship. Mark "NO" if the member did not.</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> Officer: MilPDS: Loss Management SURF; SOC (Source of commission) <p>Item 15c: <u>ENLISTED UNDER LOAN REPAYMENT PROGRAM</u></p> <p>Mark "YES" and the number of years of commitment, if the member enlisted under the Loan Repayment Program. Mark "NO" if the member did not.</p> <p>SOURCE DOCUMENTATION: Enlisted: AF Form 3008, Supplement to Enlistment Agreement - United States Air Force</p> <table border="1" data-bbox="349 877 1128 1155"> <tr> <td>15a. <u>Commissioned Through Service Academy</u></td> <td><input type="radio"/> Yes</td> </tr> <tr> <td></td> <td><input type="radio"/> No</td> </tr> <tr> <td>15b. <u>Commissioned Through ROTC Scholarship</u></td> <td><input type="radio"/> Yes</td> </tr> <tr> <td></td> <td><input type="radio"/> No</td> </tr> <tr> <td>15c. <u>Enlisted Under Loan Repayment Program</u></td> <td><input type="radio"/> Yes</td> </tr> <tr> <td></td> <td><input type="radio"/> No</td> </tr> </table>	15a. <u>Commissioned Through Service Academy</u>	<input type="radio"/> Yes		<input type="radio"/> No	15b. <u>Commissioned Through ROTC Scholarship</u>	<input type="radio"/> Yes		<input type="radio"/> No	15c. <u>Enlisted Under Loan Repayment Program</u>	<input type="radio"/> Yes		<input type="radio"/> No
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	<input type="radio"/> No												
15c. <u>Enlisted Under Loan Repayment Program</u>	<input type="radio"/> Yes												
	<input type="radio"/> No												
<p>22.</p>	<p>Item 16: <u>DAYS ACCRUED LEAVE PAID</u></p> <p>This item should not be left blank. Enter "0" for zero or a negative balance; do not use any fractions other than ".5". This item should never exceed 60.0 days accrued leave during a career; unless a number of the leave days sold was prior to 10 February 1976. NOTE: Any days prior to this date do not count toward the 60 day total.</p> <p>Enter the number of days paid for current period of service and not for career. This information is provided by the Airman.</p> <p>EXAMPLE: 33.0; 30.5, or 00.0</p> <table border="1" data-bbox="349 1585 1266 1648"> <tr> <td>16. <u>Days Accrued Leave Paid</u></td> <td><input type="text" value="0"/></td> </tr> </table>	16. <u>Days Accrued Leave Paid</u>	<input type="text" value="0"/>										
16. <u>Days Accrued Leave Paid</u>	<input type="text" value="0"/>												

<p>23.</p>	<p>Item 17: <u>MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION</u></p> <p>Annotate this entry if the SF Form 603, Health Record-Dental or 603A, Health Record- Dental Continuation, indicates Separation examination and treatment are completed within 90 days of separation, retirement, or release. This information is provided by the Airman.</p> <p>Information provided by the Airman.</p> <div data-bbox="354 478 1105 590" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p>17. Member Was Provided Complete Dental Examination And All Appropriate Dental Services Within 90 Days Prior To Separation <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>
<p>24.</p>	<p>Item 18: REMARKS (Manual entry)</p> <p>Administrators Only: Refer to AFI 36-3202, <i>Separation Documents</i>, and Table 4 and select the appropriate rule necessary to complete the DD Form 214, Certificate of Release or Discharge from Active Duty. A drop down menu is provided for selection of appropriate remarks. All remarks placed on the DD Form 214 must be in accordance with the AFI. No other entries will be made, unless specifically authorized by the Business Process Owner (BPO).</p> <p>This block is used when needed from Block 11 - AFSC, Block 13 - Decorations and Block 14 - Education. Copy and paste the continued items from Block 13 and 14.</p> <p>Block 11 will pre-populate from AFSC, when the box titled "ARE YOU GOING TO INPUT ADDITIONAL AFSCs IN THE REMARKS BOX?" is clicked.</p> <p>Below the remarks block pre-populate "Select a comment" for all Retired members with a Separation Code of "RBD" will have a remark. Select number "42 - Retirees", which states, "Subject to recall to active duty by the Secretary of the Air Force." This comment will be at the bottom of the remarks block.</p> <p>With exception to Retirement DD214s, add the "1st Term Airman" statement from the drop down menu "Member (has/has not) completed their first full term of service" Annotate the has/has not appropriately depending if they completed their first contract (initial ADSC if officer).</p> <p>----- NOTHING FOLLOWS ----- will be automatically placed at the end of the remarks by the system</p> <div data-bbox="337 1486 1430 1759" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p>18. <u>Remarks</u></p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>Select a comment to add <input type="button" value="Add"/></p> </div>

25.	<p>Item 19a: <u>MAILING ADDRESS AFTER SEPARATION</u></p> <p>This address must be the Airman’s permanent residential address, or the permanent residential address of someone who will forward the Airman’s mail to them as needed. This information will pre-fill from MilPDS under the customer service area. The Airman may provide an updated address by email or when the Airman submits changes.</p> <p>In the first text box: enter the complete street address.</p> <p>In the second text box: enter the complete city, state and ZIP code.</p> <p>See blue link on the application for further information.</p> <p>Item 19b: <u>NEAREST RELATIVE</u> (Requires manual entry/validation)</p> <p>This must be the name and permanent residential address of the Airman’s nearest Relative; usually provided by the Airman. Recommend using a different address from Block 19a, as the same address is redundant.</p> <p>EXAMPLES:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">3209 Woodchuck Lane</td> <td style="width: 10%; text-align: center;">Or</td> <td style="width: 45%;">c/o John Smith; P.O. Box 115</td> </tr> <tr> <td>Peoria IL 61650</td> <td></td> <td>Sydney AK 14561-1124</td> </tr> </table> <p>In the first text box: enter the name of the relative followed by a semi-colon “;” and enter the complete street address.</p> <p>In the second text box: enter complete city, state and ZIP code.</p> <p>It is acceptable to list “NOT PROVIDED” if unknown.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 20px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> 19a. <u>Mailing Address After Separation</u> 330 KITTY HAWK RD APT 2010 UNIVERSAL CITY TX 78148 </td> <td style="width: 50%; padding: 5px;"> Street Address <input style="width: 95%; border: 1px solid #ccc;" type="text" value="330 KITTY HAWK RD APT 2010"/> </td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> City, State, and ZIP Code <input style="width: 95%; border: 1px solid #ccc;" type="text" value="UNIVERSAL CITY TX 78148"/> </td> </tr> <tr> <td style="padding: 5px;"> 19b. <u>Nearest Relative</u> 330 KITTY HAWK RD APT 2010 UNIVERSAL CITY TX 78148 </td> <td style="padding: 5px;"> Name <input style="width: 95%; border: 1px solid #ccc;" type="text" value="NOT PROVIDED"/> </td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> Street Address <input style="width: 95%; border: 1px solid #ccc;" type="text"/> </td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> City, State, and ZIP Code <input style="width: 95%; border: 1px solid #ccc;" type="text"/> </td> </tr> </table> </div>	3209 Woodchuck Lane	Or	c/o John Smith; P.O. Box 115	Peoria IL 61650		Sydney AK 14561-1124	19a. <u>Mailing Address After Separation</u> 330 KITTY HAWK RD APT 2010 UNIVERSAL CITY TX 78148	Street Address <input style="width: 95%; border: 1px solid #ccc;" type="text" value="330 KITTY HAWK RD APT 2010"/>		City, State, and ZIP Code <input style="width: 95%; border: 1px solid #ccc;" type="text" value="UNIVERSAL CITY TX 78148"/>	19b. <u>Nearest Relative</u> 330 KITTY HAWK RD APT 2010 UNIVERSAL CITY TX 78148	Name <input style="width: 95%; border: 1px solid #ccc;" type="text" value="NOT PROVIDED"/>		Street Address <input style="width: 95%; border: 1px solid #ccc;" type="text"/>		City, State, and ZIP Code <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
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<p>26.</p>	<p>Item 20: <u>MEMBER REQUEST COPY 6 BE SENT TO DIRECTOR OF VETERANS' AFFAIRS</u></p> <p>Enter "YES" and specify the state the Airman would like Copy 6 (Director of Veterans' Affairs Office) of their DD Form 214, Certificate of Release or Discharge from Active Duty sent to. Otherwise, mark "NO."</p> <p>Item 20a: <u>MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON DC)</u></p> <p>Enter "YES", if the Airman would like Copy 3 (Veterans Administration) of their DD Form 214, Certificate of Release or Discharge from Active Duty to be sent to the Central Office of the Department of Veterans' Affairs; otherwise, mark "NO."</p> <p>Note: Future 2015 application will default to YES as data will be provided to the agencies regardless of indication.</p> <div data-bbox="354 636 1122 871"> <p>20. Member Requests Copy 6 Be Sent To Veterans Affairs <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>20a. Member Requests Copy 3 Be Sent To The Central Office Of The Department Of Veterans Affairs (Washington DC) <input type="radio"/> Yes <input type="radio"/> No</p> </div>
<p>27.</p>	<p>Item 21: <u>SIGNATURE OF MEMBER BEING SEPARATED</u></p> <p>Select the drop down menu selection "MEMBER NOT AVAILABLE TO SIGN." NOTE: The Airman does not electronically sign the vMPF generated DD Form 214(s). Early signature authority can be obtained from the BPO as warranted to meet production requirements.</p> <div data-bbox="354 1094 1435 1150"> <p>21. Signature of Member Being Separated <input type="text" value="Member not available to sign"/></p> </div>
<p>28.</p>	<p>Item 22: <u>TYPED NAME, GRADE, TITLE, AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN</u></p> <p>The DD Form 214 is not made official until the date of retirement or separation date; not terminal leave start date.</p> <div data-bbox="354 1413 1414 1545"> <p>22. Official Authorized to Sign <input type="text" value="Select a signature block"/></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </div>
<p>29.</p>	<p>Item 23: <u>TYPE of SEPARATION</u> (Manual Entry)</p> <p>If this item is not pre-populated by the MilPDS, refer to Attachment 1 for explanation of terms.</p> <div data-bbox="370 1707 1435 1755"> <p>23. Type of Separation <input type="text" value="Select a separation type"/></p> </div>

<p>30.</p>	<p>Item 24: <u>CHARACTER OF SERVICE</u> (Manual Entry)</p> <p>The "character of service" is determined under Air Force Instructions (AFI) authorizing separation. All retirements are HONORABLE.</p> <div data-bbox="349 352 1372 424" style="border: 1px solid #ccc; padding: 5px;"> <p>24. <u>Character of Service</u> <input type="text" value="Select a service character"/></p> </div>
<p>31.</p>	<p>Item 25: <u>SEPARATION AUTHORITY</u> (Manual Entry)</p> <p>The applicable directive will be cited. Select from the drop down menu - AFI 36-3203, Service Retirements and AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation for disabilities.</p> <div data-bbox="349 667 1404 772" style="border: 1px solid #ccc; padding: 5px;"> <p>25. <u>Separation Authority</u> <input type="text" value="Select a separation authority"/></p> </div>
<p>32.</p>	<p>Item 26: <u>SEPARATION CODE</u> (Requires manual validation)</p> <p>The applicable 3-character "Separation Program Designator (SPD)" for the Airman's specific authority for separation is entered here.</p> <p>On the monthly roster each Airman will have a SPD; type it in and use the drop down menu below to add the wording.</p> <p>EX: RBC - Voluntary Retirement Maximum Service or Time in Grade RBD - Voluntary Retirement Sufficient Service for Retirement SFJ - Retirement Disability, Permanent SFK - Retirement Disability, Temporary VBK - Revert to Retirement Completion of Required Active Service VFJ - Retirement Disability, Permanent VFK - Retirement Disability, Temporary</p> <div data-bbox="349 1327 1404 1423" style="border: 1px solid #ccc; padding: 5px;"> <p>26. <u>Separation Code</u> <input type="text" value="SFJ - Retirement Disability, Permanent"/> <input type="text" value="Select a separation code"/></p> </div>
<p>33.</p>	<p>Item 27: <u>REENTRY CODE</u> (Requires manual validation)</p> <p>The applicable 2-character reenlistment eligibility code will be entered for active duty and Reserve Airmen being separated from active duty. This is pre-filled by MilPDS. To find reenlistment codes see AFI- 2606, Reenlistment in the United States Air Force</p> <p>EXAMPLE: 4K Airman is pending evaluation by MEB/PEB</p> <div data-bbox="349 1705 1356 1780" style="border: 1px solid #ccc; padding: 5px;"> <p>27. <u>Reentry Code</u> <input type="text" value="3C"/></p> </div>

<p>34.</p>	<p>Item: 28: <u>NARRATIVE REASON FOR SEPARATION</u> (Manual Entry) Enter the SPD code for the specific authority for separation. This block will match the wording from the SPD Block 26.</p> <p>EXAMPLES: RBC - Voluntary Retirement Maximum Service or Time in Grade RBD - Voluntary Retirement Sufficient Service for Retirement SFJ - Retirement Disability, Permanent SFK - Retirement Disability, Temporary VBK - Revert to Retirement Completion of Required Active Service VFJ - Retirement Disability, Permanent VFK - Retirement Disability, Temporary</p> <div data-bbox="354 604 1409 724"> <p>28. <u>Narrative Reason For Separation</u></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Retirement Disability, Permanent</p> <p>Select a separation reason ▼</p> <p><input type="checkbox"/> Convenience of the Government</p> </div> </div>
<p>35.</p>	<p>Item 29: <u>DATES OF TIME LOST DURING THIS PERIOD</u> (Requires Manual Validation)</p> <p>In accordance with Title 10 U.S.C. 972, the “period or periods of time lost to be made “good” for Airmen will be shown here. Information identified using a LOSS MNGT SURF and in ARMS via an AF Form 2098.</p> <div data-bbox="354 982 1409 1066"> <p>29. <u>Dates of Time Lost During This Period</u></p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; width: 100px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">through</div> <div style="border: 1px solid #ccc; width: 100px; height: 20px; margin-left: 5px;"></div> </div> </div> </div>

<p>36.</p>	<p>Item 30: <u>MEMBER REQUEST COPY 4</u></p> <p>No action to take. Member is provided Copy 4 automatically and electronically upon retrieval. Technical Training locations will manually provide upon delivery of Copy 1.</p> <div style="background-color: #e6f2ff; padding: 5px;"> <p>30. <u>Member Request Copy 4</u> <i>Copy 4 will automatically be issued to the member.</i></p> </div>						
<p>37.</p>	<p>Item 31: <u>DUTY PHONE</u></p> <p>The duty phone number should be the number where the Airman can be contacted, if there is a question with their DD Form 214.</p> <p>EXAMPLE: DSN: 665-0000</p>						
<p>38.</p>	<p>Item 32: <u>DUTY EMAIL INFORMATION</u></p> <p>The duty email is pre-filled from the vMPF. This email address is used to contact the Airman.</p> <p>Item 33: <u>PERSONAL EMAIL INFORMATION</u></p> <p>The personal email information is completed by the Airman through the vMPF and will pre-fill on the worksheet. However, the technician has the capability to add an address. Use a valid email address that does not use any special characters except for “@” and “.”; this email address will be used to “request your coordination” and to “notify you that your final document is ready” for print.</p> <div style="background-color: #e6f2ff; padding: 10px; margin-top: 20px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><u>Duty Phone</u> 665-5850</td> <td style="width: 50%; padding: 5px;"><input style="width: 90%;" type="text" value="665-5850"/></td> </tr> <tr> <td style="padding: 5px;"><u>Duty Email Address</u> CHRISTOPHER.COX.30@US.AF.MIL</td> <td style="padding: 5px;"><input style="width: 90%;" type="text" value="CHRISTOPHER.COX.30@US.AF.MIL"/></td> </tr> <tr> <td style="padding: 5px;"><u>Personal Email Address</u> [REDACTED]@GMAIL.COM</td> <td style="padding: 5px;"><input style="width: 90%;" type="text" value="[REDACTED]@GMAIL.COM"/></td> </tr> </table> </div>	<u>Duty Phone</u> 665-5850	<input style="width: 90%;" type="text" value="665-5850"/>	<u>Duty Email Address</u> CHRISTOPHER.COX.30@US.AF.MIL	<input style="width: 90%;" type="text" value="CHRISTOPHER.COX.30@US.AF.MIL"/>	<u>Personal Email Address</u> [REDACTED]@GMAIL.COM	<input style="width: 90%;" type="text" value="[REDACTED]@GMAIL.COM"/>
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<u>Personal Email Address</u> [REDACTED]@GMAIL.COM	<input style="width: 90%;" type="text" value="[REDACTED]@GMAIL.COM"/>						

39.	<p>Item 34: <u>FORM DD FORM 214 STATUS INFORMATION</u></p> <p>Indicate if the DD Form 214 is a Worksheet or the Official document.</p> <p>Select Worksheet to make any corrections to the DD Form 214, until it is complete.</p> <p>Click Submit Worksheet The Airman will be notified the worksheet is available for them to review. The Airman will receive a system generated email, which provides instructions on how to access the vMPF, and how to review and submit corrections.</p>
40.	<p>The Airman will access the vMPF to review their DD Form 214 and submit corrections, if necessary. Corrections will be sent to the organizational email address, AFPC/DPTOT DD 214.</p>
41.	<p>The technician will review and update corrections daily. Once the corrections are updated, click Submit Worksheet to return the DD Form 214 to the Airman. This maintains a record of the correction without having to save the email.</p>
42.	<p>Log into RNT, input the Airman's SSAN on the left hand side. A current ticket that states "DD Form 214" should appear, open this. Return to the email and copy/paste the corrections to this RNT case. This maintains a record of the correction without having to save the email.</p>
43.	<p>Technicians will publish DD Form 214(s) the first duty day following the date reflected in block 12b.</p> <p>Block 34: FORM DD FORM 214 STATUS INFORMATION: Indicate Form DD Form 214 is Official.</p>
44.	<p>Copies 1 and 4 are electronically (manually for tech training locations) provided to the individual on (tech training) day following the effective date of separation from service. Print copies 3 and 5 to mail to the addresses below.</p> <p>Copy 3 mail to: Department of Veterans Affairs Data Processing DD Form 214 1615 East Woodard Street Austin TX 78772</p> <p>Copy 5 mail to: Lockheed Martin info Tech US Department of Labor Federal Claims Control Center PO Box 785070 Orlando FL 32878-5070</p>

Note: The following items (DD Form 214 blocks 23-30) are not visible to the member in worksheet format.

23. Type of Separation	Select a separation type ▼
24. Character of Service	Select a service character ▼
25. Separation Authority	<input type="text"/> Select a separation authority ▼
26. Separation Code	<input type="text"/> Select a separation code ▼
27. Reentry Code 3C	3C <input type="text"/>
28. Narrative Reason For Separation	<input type="text"/> Select a separation reason ▼ <input type="checkbox"/> Convenience of the Government
29. Dates of Time Lost During This Period	<input type="text"/> through <input type="text"/>
30. Member Request Copy 4	<i>Copy 4 will automatically be issued to the member.</i>
Duty Phone 665-5850	665-5850 <input type="text"/>
Duty Email Address CHRISTOPHER.COX.30@US.AF.MIL	CHRISTOPHER.COX.30@US.AF.MIL <input type="text"/>
Personal Email Address CHRISTOPHER.COX01@GMAIL.COM	CHRISTOPHER.COX01@GMAIL.COM <input type="text"/>
Status of DD Form 214	Select the status of this DD Form 214 ▼

**SAMPLE OF A DD FORM 214
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle) COX CHRISTOPHER HOWARD		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-REGAF		3. SOCIAL SECURITY NUMBER [REDACTED]	
4a. GRADE, RATE OR RANK SRA	b. PAY GRADE E4	5. DATE OF BIRTH (YYYYMMDD) [REDACTED]	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) N/A		
7a. PLACE OF ENTRY INTO ACTIVE DUTY NASHVILLE TN		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) MADISON TN			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND O. DPTO AF PERSONNEL CTR FO (APC)			b. STATION WHERE SEPARATED JBSA RANDOLPH TX		
9. COMMAND TO WHICH TRANSFERRED N/A				10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$400,000	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3S051, PERSONNEL, 5 YEARS AND 9 MONTHS		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD	2011	MAR	15
		b. SEPARATION DATE THIS PERIOD	2017	MAR	14
		c. NET ACTIVE SERVICE THIS PERIOD	06	00	00
		d. TOTAL PRIOR ACTIVE SERVICE	00	00	00
		e. TOTAL PRIOR INACTIVE SERVICE	00	00	01
		f. FOREIGN SERVICE	00	00	00
		g. SEA SERVICE	00	00	00
		h. INITIAL ENTRY TRAINING	2011	MAR	15
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) AF BASIC MILITARY TRG 8 WEEKS, MAY 2011; (IF2) PERSONNEL APPRENTICE, DECEMBER 2011; SERMAN LEADERSHIP COURSE, DEC 2015.			
15a. COMMISSIONED THROUGH SERVICE ACADEMY			YES	X	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107)			YES	X	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 116) (If yes, years completed: _____)			YES	X	NO
16. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO
18. REMARKS Subject to recall to active duty by the Secretary of the Air Force. Member has not completed first full term of service. Copy 3 to DVA Data Processing Center, Austin TX 78772 and copy 5 to Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P O Box 785070, Orlando, FL 32878-5070. NOTHING FOLLOWS					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 320 KITTY HAWK RD. APT 2010 UNIVERSAL CITY TX 78148			b. NEAREST RELATIVE (Name and address - include ZIP Code) NOT REQUIRED		
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/city) <u>TN</u> OFFICE OF VETERANS AFFAIRS				X	YES
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				X	YES
21a. MEMBER SIGNATURE MEMBER NOT AVAILABLE TO SIGN	b. DATE (YYYYMMDD) N/A	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) CAC/PC, SIGNED BY TULLGREN ROBERT W. 1124827857 ROBERT TULLGREN, DAFC, CHIEF, DD FM 214 POLICY Dec 11 2014 3:39 02:00PM CAC Serial Number: 2F2F72 IssuerCN: DOD CA-26		b. DATE (YYYYMMDD) 20141211	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION RETIREMENT		24. CHARACTER OF SERVICE (include upgrades) HONORABLE			
25. SEPARATION AUTHORITY AFI 33-3212		26. SEPARATION CODE SFJ	27. REENTRY CODE 3C		
28. NARRATIVE REASON FOR SEPARATION RETIREMENT DISABILITY, PERMANENT					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE				30. MEMBER REQUESTS COPY 4 (None) N/A	