

28 Feb 2017  
Version 1

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

## Total Force Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Total Force Airmen, Air National Guard (ANG), Air Force Reserve (USAFR), Regular Air Force (RegAF), Total Force Service Centers (TFSC), servicing Commander Support Staff (CSS), Military Personnel Sections (MPS), Force Support Squadrons (FSS), and other support personnel in understanding the DD Form 214, Certificate of Release or Discharge from Active Duty, process.



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

| Date of Revision(s) | Revision(s)  |
|---------------------|--|
| 28 Feb 2017         | Updated DD Form 214 issuance responsibilities in Section C under the Total Force Service Centers. Updated Table 3 with USAFA guidance on issuance of DD Form 214 for dis-enrolled cadet. In Table 4 clarified access request requirement for ARC Force Support Personnel. On Table 5: updated guidance for blocks 11 and 18 to include adding remarks for “Tombstone” promotions: updated Note 3 and other Note references; updated definitions for PLEAD and HOR (blocks 7a and 7b). The AFPC mailing address has been updated in Table 7. Figure 4, block 18 has been clarified for the definition of retirement. Figure 5, block 11 was updated on use of an AFSC prefix. |
| New Publication     | <b>New Total Force publication</b> - Review entire document. Incorporates and supersedes Air National Guard PSDT Guide -- DD Form 214, dated 8 Mar 2013 and PSDG DD Form 214, Certificate of Release or Discharge from Active Duty, dated 14 Dec 2011.   |

## Section A: Introduction

### 1. INTRODUCTION:

**PURPOSE:** Provide Total Force (Air National Guard, Air Force Reserve, and Regular Air Force) guidance to assist in the preparation, accuracy and delivery of the DD Form 214, **Certificate of Release or Discharge from Active Duty**, for retiring and separating Airmen. AFI 36-3202 and this guide are used in tandem to publish the DD Form 214 and DD Form 215, Correction to the DD Form 214. The AFI contains policy and statutory authorities, outlines responsibilities of the Secretary of the Air Force, Regular Air Force, Air National Guard, Air Force Reserves, and other agencies involved with DD Form 214/215 series documents and directs readers to this guide for the procedures to execute respective actions. Therefore, this guide is the authoritative source for processes and procedures relating to the publication or correction of DD Form 214.

**PREREQUISITES:** An Airman must qualify for publication of or correction to a DD Form 214 (or earlier equivalent War Department Adjutant General's Office (WD AGO)).

### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Force Personnel Center, Retirements and Separations Branch (AFPC/DP2STM)
- Air Force Personnel Center, Total Force Service Center (AFPC/DP1OSC)
- Air Reserve Personnel Center, Total Force Service Center (ARPC/DPTSC)
- National Guard Bureau, Force Management Policy (NGB/A1P)
- National Guard Bureau, Assist Global Administrators (NGB/A1Q)
- Pipeline technical training locations (varied Initial Military Training locations)
- United States Air Force Academy, Cadet Personnel (USAFA/A1)
- 22 Training Support Squadron, Officer Training School (OTS) (22 TRSS/MSPS)
- Air Reserve Component (ARC) Units, varied support personnel

- Air Force Security Forces Center, Inmate Management (AFSFC/SFC)

### 3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen
- Air Force Reserve (AFR) Airmen
- Air National Guard (ANG) (except ANG Statutory Tour--Title 10) Airmen

### 4. REFERENCES/RELATED PROCESSES:


- Title 10, U.S.C., *Armed Forces*
- Title 32, U.S.C., *National Guard*
- [AFCAT 36-2223](#), *USAF Formal Schools*
- [AFH 10-416](#), *Personnel Readiness Mobilization*
- [AFI 10-402](#), *Mobilization Planning*
- [AFI 36-2101](#), *Classifying Military Personnel (Officer and Enlisted)*
- [AFI 36-2102](#), *Base-Level Relocation Procedures*
- [AFI 36-2604](#), *Service Dates and Dates of Rank*
- [AFI 36-2606](#), *Reenlistment in the USAF*
- [AFI 36-2803](#), *The Air Force Awards and Decorations Program*
- [AFI 36-2903](#), *Dress and Appearance of Air Force Personnel*
- [AFI 36-3202](#), *Separation Documents*
- [AFI 36-3203](#), *Service Retirements*
- [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*
- [AFI 36-3207](#), *Separating Commissioned Officers*
- [AFI 36-3208](#), *Administrative Separation of Airmen*
- [AFI 36-3209](#), *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*
- [AFI 36-3212](#), *Physical Evaluations for Retention, Retirement and Separation*
- [ANGI 36-101](#), *The Active Guard/Reserve (AGR) Program*
- [AFVA 36-211](#), *Officer Classification Structure Chart*
- [DODI 1336.01](#), *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*
- [DODI 7000.14-R](#), *Volume 7A, Military Pay Policy – Active Duty and Reserve Pay*
- [JTR](#), *The Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees.*

### 5. SECTIONS:

- A. Introduction
- B. General Information
- C. Roles and Responsibilities
- D. DD Form 214, **Certificate of Release or Discharge from Active Duty**, Process
- E. Specific Procedures
- F. TFSC--San Antonio, Virtual Military Personnel Flight (vMPF) Application
- G. TFSC--ARPC, Virtual Military Personnel Flight (vMPF) Application
- H. USAFA/OTS/Initial Military Pipeline Training Locations vMPF Application
- I. Air Force Security Forces vMPF Application
- J. DD Form 214, Handout for Airmen

- K. Example DD Form 214/215 Documents
- L. Computing Military Service Dates
- M. MyPers Account
- N. Virtual Personnel Center (vPC) Dashboard
- O. Abbreviations, Acronyms and Terms

**NOTES:**

1. Additional MyPers articles are available on [MyPers](#). To search the MyPers knowledge base, use the drop down menu to select “ANY” and type in ‘**DD Form 214** or ‘**Acronym**’ into the ‘**Search Box**, then click the  .
2. Each Airman can provide feedback on articles provided in MyPers. For recommendations on improvement, or more information, contact us by clicking the link below in the ‘footer.’

## Section B: General Information

### 1. GENERAL INFORMATION:

a. The DD Form 214, **Certificate of Release or Discharge from Active Duty**, is used to record qualifying active duty service. It provides qualifying Airmen that are separating, or retiring, with brief and clear records of their active military service for the time period the document is published. It meets the legal requirements for issuing a discharge certificate under Title 10, U.S.C., section 1168, provides the Service with information about military personnel for administrative purposes, helps determine eligibility for re-employment into military service, provides characterization of service and government agencies with information needed to seek veteran benefits, reemployment rights and unemployment insurance, and administer the federal and state laws that apply to veterans who have been discharged, otherwise released, or transferred to a reserve component. Inaccurate information on the DD Form 214 could result in delay or denial of benefits.

b. The DD Form 214 is primarily a web-based application on the virtual Military Personnel Flight (vMPF) and used to access and accomplish a virtual (v) DD Form 214 worksheet (WS) and complete an official DD Form 214.

c. Retiring or separating members will submit a DD Form 214WS. It is the responsibility of each service member to ensure that their military personnel records are current and up-to-date. For missing data, or if data needs correcting, service members will work through their servicing MPS to have records corrected in the MilPDS system. The servicing personnel technician will initiate the DD Form 214 WS for each retiring or separating member. The process starts with a personnel technician completing a worksheet. Technicians servicing Airmen at a pipeline training location may initiate a worksheet either face-face or by e-mail. All other locations, will prepare and complete the DD Form 214WS using the personnel office responsible for the final DD Form 214, complete the WS, and make the DD Form 214 official within the timelines established by law. For Airmen whose separation (not retirement) is processed by a TFSC, the respective TFSC will determine if a WS can be accomplished. If an Airman is unable, or fails to complete/submit a DD Form 214WS and complete a final DD Form 214, the personnel technician will complete the official DD Form 214 as required.

d. Access to the DD Form 214 vMPF application is controlled by Global Administrators (GA). A Global Administrator has access to view and print archived DD Form 214(s) up to 28 months from the date the document was made official. Once the form is official and placed in the Automated Records Management System (ARMS), the GA can no longer edit the form. In these cases, refer to the instructions and agencies authorized to reissue or correct DD Form 214s. Global Administrators can 'delete' a DD Form 214 within the vMPF and change a documents status. Deleting a DD Form 214 in vMPF does NOT delete the document from ARMS or correct/change the data that was distributed to other organizations upon publication.

e. Upon a DD Form 214 being made official, Airmen have 'READ ONLY' access for 60 calendar days of release from active duty, separation or retirement effective date to view, download, and print their official DD Form 214 from vMPF.

## Section C: Roles and Responsibilities

### 1. ROLES AND RESPONSIBILITIES:

This section outlines the roles and responsibilities toward completing a DD Form 214. DD Form 214s are prepared in accordance with DoDI 1336.01, AFI 36-3202, USAF policy, this guide and within the roles and responsibilities outlined below:

#### RESPONSIBILITIES:

##### AIRMAN:

- Ensure that military personnel records are up-to-date and if records need correction, to work with servicing personnel offices to ensure records are updated. This will ensure that the official DD Form 214 will match the service record.
- When notified by the servicing personnel office preparing the DD Form 214, access the MyPers website at <https://MyPers.af.mil/>. Under the “I Would Like To” section, click on the “Access AFPC Secure Apps (vMPF) – CAC Only.”
- Be within 179 days of an approved retirement or separation date before submitting or initiating a DD Form 214WS. Before reviewing your DD Form 214, have the following supporting documents on hand as applicable:
  - ARC Personnel:
    - Approved travel voucher(s)
    - Official travel orders
    - Manpower Personnel Authorization (MPA) day orders
    - Contingency, Exercise, Deployment (CED) orders
    - AGR tour orders
  - All Airmen:
    - Ensure that recently approved federal awards and decorations not reflected in the vMPF DD Form 214WS application, be updated into MilPDS by the servicing MPS
    - Amount of accrued leave paid (if any) as validated by your servicing finance office
    - A personal point of contact (name, relationship and address) that will not be residing with you at your future address after separation/retirement
- Once logged into vMPF (must be within 179 days from approved retirement or separation date)
  - a. Click on the vMPF link and select “**Suspenses**” or click on the vMPF link and select “**Self-Service Actions**”, if retiring, select ‘**Retirements**’ and if separating, select “**Separation.**” Under the applicable section at the bottom of the page, select and click on the “**DD Form 214 Worksheet**” and save the document.
  - b. Review the vDD Form 214WS for accuracy. If any corrections are needed to the service records, provide the servicing personnel office appropriate source documents (decoration orders, promotion orders, temporary duty orders, training certificates, etc.) to support the addition/correction so the system can be updated appropriately (this includes a retirement

decoration or separation award). After any corrections, save and submit the DD Form 214WS.

c. (ARC) Airmen that are unit assigned and participating may request a correction to any DD Form 214 using the vPC online application.

d. DD Forms 214 will be completed with 'MEMBER NOT AVAILABLE FOR SIGNATURE' in the signature block due to the design of the vMPF application and policy issued by OSD (P&R) in DoDI 1336.01.

#### **STEPS:**

1. Access the vMPF on the AFPC Secure website; utilize the web-based application to access, review and submit the DD Form 214WS.
2. Verification and submission of the DD Form 214WS constitutes agreement/approval of the official DD Form 214.
3. Provide source documents to the servicing personnel office for update of missing or inaccurate data (i.e., training certifications, decoration orders, promotion orders, TDY orders, etc.) **NOTE:** 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. The certificate should reflect the in-residence course length (weeks or hours). Verification of Military Experience and Training (VMET) will not be accepted as a source document.
4. If errors are discovered on the official DD Form 214 after 90 days from the separation effective date, submit a DD Form 149, Application for Correction of Military Record. Review the Air Force Board for Correction (AFBCMR) of Military Records process, and the MyPers website to obtain the DD Form 149 for submission/processing instructions.
5. If errors are discovered on the official DD Form 214 within 90 days after the separation effective date, contact the respective organization that issued the DD Form 214 on how best to request changes.

#### **TOTAL FORCE SERVICE CENTER (TFSC):**

- Process the DD Form 214WS and final document in accordance with AFI 36-3202 and this guide.
  - **TFSC - JBSA Randolph, Texas.** Will accomplish the official DD Form 214 for:
    - RegAF Airmen retiring or separating (non-initial pipeline training) from active service
    - ARC Airman or Active Duty (Functional Category X) retiring with 20+ years of Total Active Federal Military Service to include medical retirements)
    - ARC Airmen separating from a HQ Statutory (AGR Functional Category X) tour
  - **TFSC – Buckley, Colorado.** Will accomplish the official DD Form 214 for:
    - ARC Airmen who are retired based on a military service retirement (20+ years of Total Active Federal Military Service (TAFMS) under Title 10 U.S.C.8911 or 8914



- ARC Airmen, other than those listed under TFSC – JBSA Randolph, TX separating from service
- ARC (Title 32) members who are released from a period of 90 days or more continuous/consecutive active duty (voluntary or involuntary), AND
  - a. Are immediately separated or discharged as a member of the ANG (no longer a participating member of the ARC – DO NOT revert to a TG/MT status), OR
  - b. (ANG) Immediately separated or discharged from their current state/territory and appointed/enlisted into a new state/territory as a result of an approved ANG-to-ANG transfer (Conditional Release)

### **USAFA/OTS/AFSFC:**

- Establish/maintain electronic and physical (when applicable) access to the Airman’s Unit Personnel Records Group (UPRG)
- Access vMPF and utilize the DD Form 214WS to formulate the Airman’s DD Form 214
- Ensure the Airman/Cadet reviews the DD Form 214WS and the official DD Form 214 for accuracy and completeness
- Prior to clicking the Sign button ensure the digitally signed DD Form 214 is prepared accurately. Once the final is signed, it cannot be modified by local DD Form 214 technicians. See section pertaining to Agencies Authorized to Reissue Copies of DD Form 214 or Issue a DD Form 215
- Distribute the official DD Form 214 to the Airman and appropriate agencies
- Assist Airmen by providing general guidance and information both in preparation and correction

### **MILITARY PERSONNEL SECTIONS**

- **Initial Pipeline Technical Training Locations Processing Non-Prior Service Personnel (Students) Requiring Immediate Discharge:**
  - a. Maintain responsibility for completing, processing, certifying, and distributing the DD Form 214 for non-prior service personnel (students). **NOTE:** AFPC Retirements and Separations Branch assists technical training locations with DD Form 214 actions.
  - b. Continue to administer all other transactional work related to separating non-prior service personnel (students) from the Air Force i.e., conducting initial briefing, mail the UPRG, medical/dental records, etc.
  - c. Do not use VMET as a source to document information related to the DD Form 214 i.e., training.
  - d. Establish/maintain electronic and physical (when applicable) access to the Airman’s UPRG.
  - e. Access the vMPF, and utilize the DD Form 214WS to formulate the Airman’s official DD Form 214.
  - f. Ensure the Airman reviews the DD Form 214WS, and the official DD Form 214 for accuracy and completeness.



g. Prior to clicking the Sign button ensure the digitally signed DD Form 214 is prepared accurately. Once the final is signed, it cannot be modified by MPS level technicians.

See section pertaining to Agencies Authorized to Reissue Copies of DD Form 214 or Issue a DD Form 215.

h. Distribute the official DD Form 214 to the Airman and appropriate agencies (see [Table 6](#), Distributing the DD Form 214).

i. Assist Airmen by providing general guidance and information both in preparation and correction.

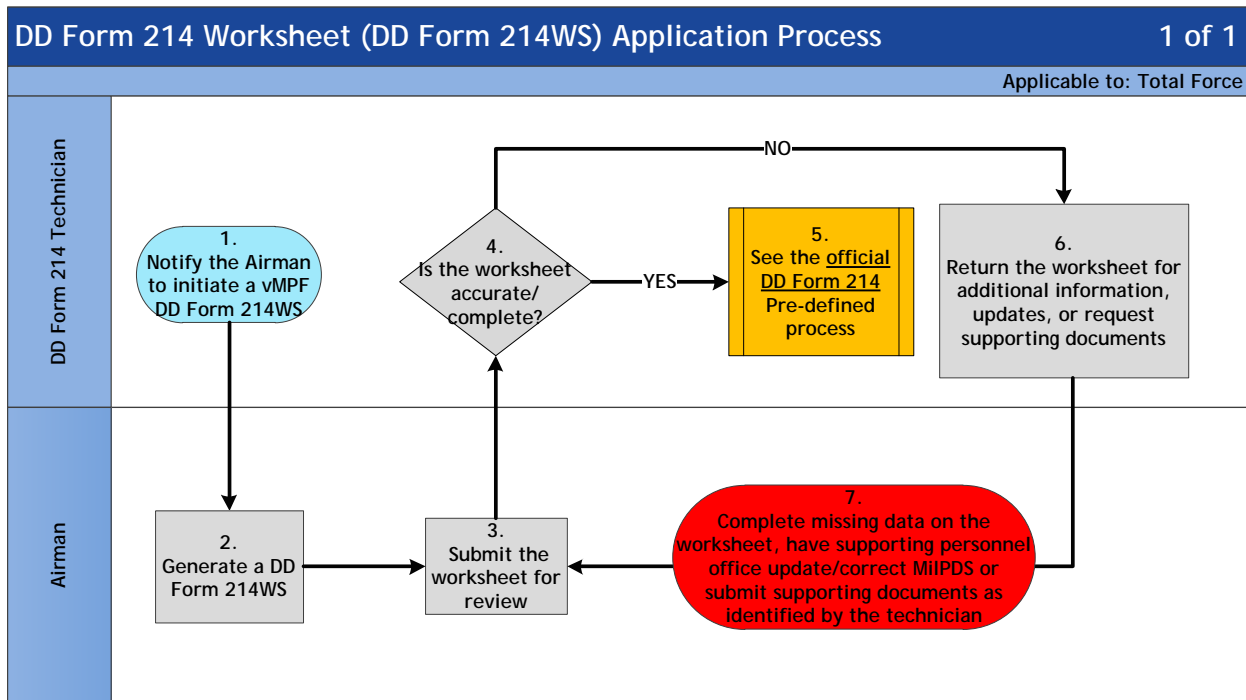
- **All other personnel support locations/functions**

- Assist Airmen by providing general guidance and information from this guide
- Promptly process and update corrections and final decorations in MilPDS

## Section D: DD Form 214, Certificate of Release or Discharge Process

**1. PROCEDURES:** This section outlines the specific steps and responsibilities for the program process. DD Form 214s are prepared in accordance with DoDI 1336.01, AFI 36-3202, USAF policy, this guide and within the procedures outlined below:

**Figure 1. DD Form 214 Worksheet Application Process:** Outlines the individual process steps for this program as applicable for most requirements.



**Table 1.** Step-by-Step Procedures for the program Process. This table provides a general understanding of the individual process steps for this action.

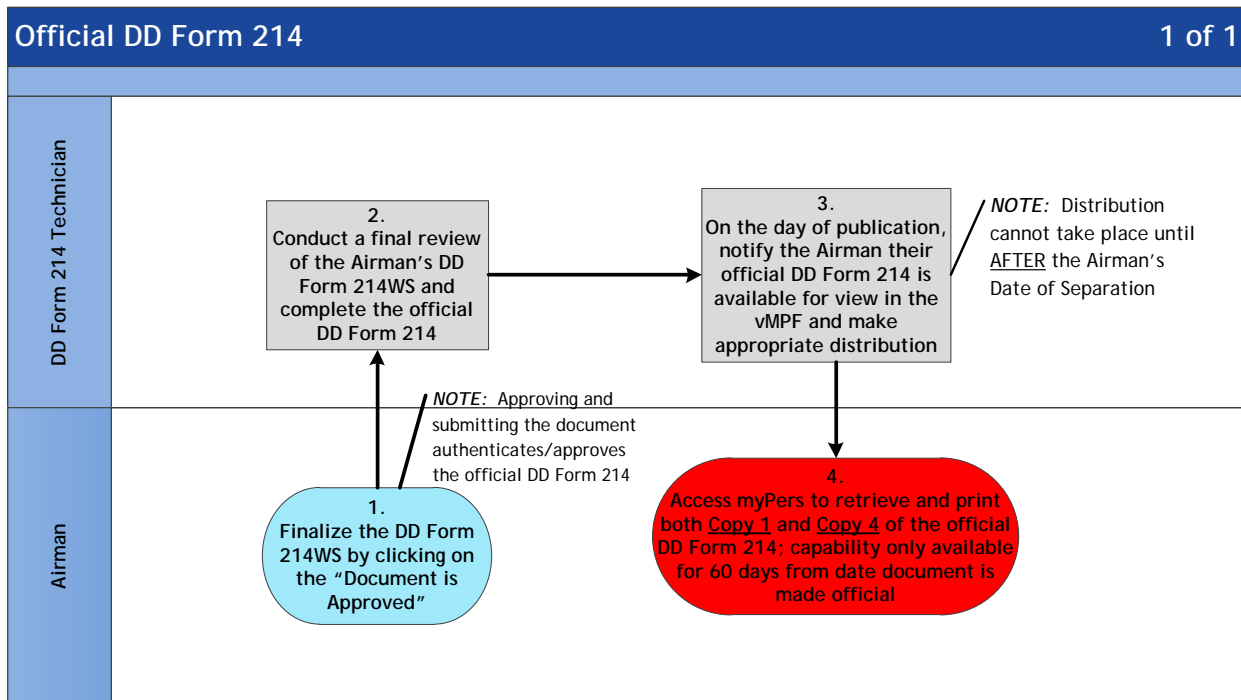
| STEP | ACTION OWNER           | NARRATIVE  |
|------|------------------------|--|
| 1    | DD Form 214 Technician | <i>Notify Airman to initiate a DD Form 214WS in vMPF.</i> Upon an approved date of separation (DOS) or close out date for a qualifying ARC period of active duty, create a DD Form 214WS in vMPF and send notification to the Airman to access the vMPF using AFPC Secure. Establish a suspense to allow additional work that may be required to finalize the DD Form 214 prior to the document effective date. Provide the Airman information on how to establish a USERID and Password to AFPC Secure; allowing them to review the DD Form 214WS and print the final/published DD Form 214 upon retirement or separation. RegAF separations processed by the TFSC do not initiate a DD Form 214WS; Airmen are required to initiate a worksheet once they are within 179 days of their DOS. |

|          |                        |   |
|----------|------------------------|---|
| <b>2</b> | Airman                 | <b>Complete DD Form 214WS</b> - When within 179 days of DOS, access the vMPF and complete a DD Form 214WS from the web-based application.   |
| <b>3</b> | Airman                 | <b>Submit DD Form 214WS</b> - Using vMPF, submit the DD Form. If corrections are needed to the data presented by vMPF, notify your servicing personnel office for appropriate MilPDS updates. NOTE: Some changes/corrections may require verification, and will not be made until the necessary source documents(s) are submitted to the MPS and Military Personnel Data System (MilPDS) reflects the requested changes.  |
| <b>4</b> | DD Form 214 Technician | <b>Is the DD Form 214WS accurate and complete?</b> If yes, <b>GO TO STEP 5</b> . If no, <b>GO TO STEP 6</b> .   |
| <b>5</b> | DD Form 214 Technician | <b>Accurate and Complete DD Form 214WS</b> . Use the DD Form 214WS to accomplish the Airman's official DD Form 214.   |
| <b>6</b> | DD Form 214 Technician | <b>Inaccurate and Incomplete DD Form 214WS</b> . Return the DD Form 214WS to the Airman for additional information, to work with the supporting personnel office to validate/update MilPDS data, or submit other supporting documents as needed to complete the DD Form 214. The DD Form 214 is prepared utilizing available data/authorized source documents.  |
| <b>7</b> | Airman                 | <b>Complete and Submit</b> . Complete/provide missing data/ documents as identified by the technician. Do not delay submission as the timeline for DD Form 214 publication (with or without Airman concurrence) is directed by law and governing directives/policy. The final DD Form 214 will not be held beyond the required publication date. <b>NOTE:</b> Some changes/corrections may require verification by the technician, and will not be made until the necessary source documents(s) are submitted to and updated by the supporting personnel office and MilPDS reflects the requested changes. Upon publication of a final DD Form 214, corrections may require an Application to the Air Force Board for Correction of Military Records. |

**NOTE:** The vDD Form 214WS should be completed **No Earlier Than (NET) 45 calendar days or No Later Than (NLT) 30 calendar days** prior to the Airman's projected release, separation, or retirement date.

**CAUTION:** Any vDD Form 214 completed and 'submitted' more than 45 calendar days prior to the effective date of release, separation, or retirement will cause the form to lock out of the view of the servicing MPS. This will require the GA to reset the form from the vMPF history so the personnel technician can complete. Only other option to the technician is "print only."

**Figure 2. Official DD Form 214 Process.** This outlines the coordination and action process for this application.



**Table 2. Official DD Form 214 Process Narrative: Step-by-Step Procedures for the program Process.** This table provides a general understanding of the individual process steps for this action.

| STEP | ACTION OWNER           | NARRATIVE   |
|------|------------------------|---|
| 1    | Airman                 | <b>Finalize DD Form 214</b> - If the DD Form 214WS in vMPF is accurate, click on the "Document Approved" link to submit the DD Form 214 to your technician. Approving and submitting the document to your technician provides them the notification needed to finalize the document.  |
| 2    | DD form 214 Technician | <b>Final Review</b> - Conduct a final review of the Airman's DD Form 214WS, and complete the official DD Form 214.  |
| 3    | DD form 214 Technician | <b>Notify Airman and Publish DD Form 214.</b> On the day following the Airman's date of separation (A signed DD Form 214 becomes official at midnight on the date of separation/document close out date); send an e-mail notification to the Airman stating their official DD Form 214 is available for viewing. Provide the Airman a link to the vMPF and contact information should they need assistance in viewing/printing their DD Form 214. Remind the Airman they have 60 days to retrieve and print the document. After 60 days, the Airman's copies are no longer available. Make appropriate distribution. <b>Effective Dec 2013, the USAF no longer mails paper copies of DD Form 214s to Airmen.</b> Airmen electronically access and print their personal copies utilizing vMPF. |

|   |        |  |
|---|--------|--|
|   |        | <p><b>Distribution of the official DD Form 214 is as follows:</b><br/> Copy 1 - Member (abbreviated version - no characterization)<br/> Copy 2 - Official Service Copy (permanent digital archive)<br/> Copy 3 - The Department of Veterans' Affairs(data only)<br/> Copy 4 - Member (full version--includes characterization)<br/> Copy 5 - Department of Labor<br/> Copy 6 - State Director of Veteran's Affairs<br/> Copy 7 through 8 - Not used (destroyed)</p>  |
| 4 | Airman | <p><b>Retrieve &amp; Print the DD Form 214.</b> Virtually access the DD Form 214 using the instructions provided by the DD Form 214 Technician. Print and retain copies 1 and 4 for your personal files. The documents are considered original and must be safeguarded. <b>The capability to print copies 1 and 4 is limited to a period of 60 days; afterwards, only the service copy is available (often not accepted by some veteran support organizations). Effective Dec 2013, the USAF no longer mails paper copies of DD Form 214s to Airmen.</b> Airmen virtually access and print their personal copies utilizing vMPF. Instructions on how to obtain a remote USERID and Password is provided by the DD Form 214 Technician.</p> |

## 2. WHEN TO USE DD FORM 214:

**Table 3. When to Issue a DD Form 214.** A DD Form 214 is issued under the following conditions:

| WHEN TO ISSUE A DD FORM 214 |   |  |                                 |
|-----------------------------|---|--|---------------------------------|
| RULE                        | A   | B  | C                               |
|                             | <b>If a member is being separated</b>   | <b>because of</b>  | <b>then issue a DD Form 214</b> |
| 1                           | from a period of active duty, ADT, full-time training duty, a special tour of active duty, Active Duty for Special Work/Active Duty for Operational Support, or an active Guard/Reserve (AGR) tour, according to Title 10, U.S.C., section 12301(d), Title 32, U.S.C., section 503, or Title 32, U.S.C., section 502(f), 503 and 505. | completion of active service as a member of the Regular AF |                                 |
| 2                           |   | Disability   |                                 |

|   |  |  |     |
|---|--|--|-----|
| 3 |  | <p><b>COMPLETION OF 90 OR MORE CONTINUOUS/ CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY:</b> 1) ARC members who are on active duty orders in direct support of a contingency regardless of number of days or 2) completion of 90 continuous calendar days or more active duty (for ANGUS or USAFR member). This includes ADT, Full-Time training duty, ADSW/ADOS. For ADOS, active duty performed not in support of a contingency operation (i.e., Operation Noble Eagle, Operation Enduring Freedom, etc.) (<a href="#">see note 1</a>)</p> | Yes |
| 4 |  | <p><b>COMPLETION OF LESS THAN 90 CONTINUOUS/ CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY:</b> 1) Completion of an Initial Active Duty for Training (IADT) regardless of length of time, ordered or called to active duty for support of DoD named “Contingency Operation” regardless of length of time, or separating for cause (for ANGUS or USAFR Airman) (<a href="#">See note 3.</a>)</p>   | Yes |
| 5 |  | release from a status legally determined to be void  |     |
| 6 |  | dismissal from the service under a sentence of general court-martial ( <a href="#">See note 2.</a> )   |     |
| 7 |  | ordered to active duty in time of national emergency or war, regardless of length of time served on active duty  |     |

|    |  |  |    |   |
|----|--|--|----|---|
| 8  |  | an order from the Secretary of the AF that the member be dropped from the rolls of the AF                              | No |   |
| 9  |  | Death  | No |   |
| 10 |  | any circumstance when the Secretary of the AF directs that no discharge documents be issued                            | No |   |
| 11 | from one status to continue in another | immediate reenlistment or enlistment   | No |   |
| 12 |  | transition from a Reserve appointment into the Regular AF  |    |   |
| 13 |  | discharge from USAFA cadet status to accept commission as a Regular officer. Disenrolled cadet to serve on EAD         |    |   |
| 14 |  | expiration of enlistment for a cadet who entered the USAF Academy from enlisted status                                 |    | Yes   |
| 15 |  | discharge from enlisted status to accept appointment as a commissioned or warrant officer                              |    | Yes   |
| 16 |  | transition from an officer appointment to an appointment in another service or in the Regular AF                       |    | Yes   |
| 17 |  | retirement with entitlement to pay   |    |   |
| 18 |  |  |    | removal from TDRL (DoDI 1336.01, enclosure 3) |
| 19 | without entering on active duty        | physical disqualification for entry when reporting for active duty   | No |   |
| 20 | miscellaneous reason not listed above  | being found disqualified upon reporting for active duty and who do not perform duties in accordance with orders        | No |   |
| 21 |  | temporary warrant or commissioned officer status is terminated and who remain on active duty to complete an enlistment | No |   |



|           |   |    |
|-----------|---|----|
| <b>22</b> | terminate their reserve Component status to integrate into an Active Component  | No |
| <b>23</b> | Separated or discharged should have been furnished a prior edition of the DD Form 214, unless that form is in need of reissuance for some other reason. | No |

**NOTES:**

1. Includes ending an AGR tour.
2. Applies to officers only. Airmen separated by sentence of court-martial are discharged.
3. Applies to ANG only. Entries on the DD Form 214 for Split Training Option are outlined in How to Prepare DD Form 4, [Note 11](#).

**3. CONTROLLING DD FORMS 214 AND 215.**

DD Forms 214 and 215 are highly valued documents to former Airmen as outlined in this guide’s introduction. Because of their importance and sensitivity of information, they are vulnerable to fraud. The DD Form 214WS is marked “WORKSHEET” on the body of the form. Treat this form as you would a DD Form 214. Access to the vMPF DD Form 214 application is limited to those that must help or prepare DD Form 214 or worksheets as one of their primary duties. vMPF access must be requested in writing by an individual in the chain of command and not the individual themselves. Requests for vMPF access:

**Table 4. vMPF 214 Access.** How to obtain access to the vMPF DD Form 214 application:

| vMPF DD Form 214 Access |   |   |  |
|-------------------------|---|---|--|
| RULE                    | A   | B   | C  |
|                         | ACCESS POINT                                | INFO NEEDED   | SEND E-MAIL REQUEST TO   |
| 1                       | <b>Airman (for access after separation)</b> | Full name, military pay date, date of rank and a contact phone number | The A1 Service desk at "afpoa.a1.sd@us.af.mil" <b>NOTE:</b> Upon validation, the A1 Service Desk will respond with a vMPF USERID and Password that is valid up to 60 days following date of separation. The link to the vMPF is: <a href="https://w20.afpc.randolph.af.mil/AFPCSecureNet20/checkPortal.aspx">https://w20.afpc.randolph.af.mil/AFPCSecureNet20/checkPortal.aspx</a> |
| 2                       | <b>AFPC Total Force Service Center</b>      | Name, Full SSN, MPS ID, Reason requesting access                      | (granted internally by a Global Administrator)   |
| 3                       | <b>ARPC Total Force Service Center</b>      | Name, Full SSN, MPS ID, Reason requesting access                      | (granted internally by a Global Administrator)   |

|   |   |   |  |
|---|---|---|--|
| 4 | <b>Initial Pipeline Training Locations</b>        | Name, Full SSN, MPS ID,<br>Reason requesting access | <a href="mailto:afpc.dp2stm.dd214s@us.af.mil">afpc.dp2stm.dd214s@us.af.mil</a>                         |
| 5 | <b>ARC Force Support Personnel (unit level)</b>   | Name, Full SSN, MPS ID,<br>Reason requesting access | (servicing Personnel System Manager) who will in-turn request from a respective global admin for them. |
| 6 | <b>Air Force Security Forces Center</b>           | Name, Full SSN, MPS ID,<br>Reason requesting access | <a href="mailto:afpc.dp2stm.dd214s@us.af.mil">afpc.dp2stm.dd214s@us.af.mil</a>                         |
| 7 | <b>RegAF Force Support Personnel (base level)</b> | Name, Full SSN, MPS ID,<br>Reason requesting access | <a href="mailto:afpc.dp2stm.dd214s@us.af.mil">afpc.dp2stm.dd214s@us.af.mil</a>                         |

## Section E: Specific Procedures

This section outlines specific block by block contents of the DD Form 214. DD Forms 214 are prepared in accordance with DoDI 1336.01, AFI 36-3202, USAF policy, and this guide.

**1. BLOCK BY BLOCK ENTRIES TO PREPARE THE DD FORM 214:** Populate the DD Form 214 blocks utilizing the table below:

**Table 5. How to Prepare the DD Form 214.** Block-by-block instruction with examples:

| How to Prepare the DD Form 214 |                                  |   |  |
|--------------------------------|----------------------------------|---|--|
| A                              | B                                | C   | D  |
| Block                          | Title                            | Explanation (see note 1)  | Example  |
| 1                              | Name                             | Type name in full in capital letters, last name, first name, full middle name (must be manually updated on form). Do not use commas. Two spaces after each name. If the member is identified legally by initials only, enter the initials in the space provided for the first and middle names. Use abbreviations for junior, senior, second, or other designations as shown on the EAD order (officers), or DD Form 4-1, <b>Enlistment/Reenlistment document-- Armed Forces of the United States</b> , or AF Form 281, <b>Notification of Change in Service Members Official Records</b> . | <b>Name:</b> "CHAPMAN LYDIA RUTH";<br><b>Initials only:</b> "MURGO S M (IO)";<br><b>With designations:</b> JR, SR, II, etc.; "PRATT BENJAMIN T JR"<br><b>No middle name:</b> "RABERN LANE (NMN)" |
| 2                              | Department, Component and Branch | Component in which member is serving at separation. Enter REG AF, USAFR or ANGUS. Indicate cadet status. For earlier records where DD Form 214 is being reissued for correction, list component recorded at time of departure from service.   | AIR FORCE--REG AF, or AIR FORCE--USAFR, or AIR FORCE--ANGUS, or AIR FORCE--USAF CADET, or ARMY UNITED STATES--AIR CORPS  |
| 3                              | SSN                              | Self-explanatory  | 123 45 6789  |
| 4a                             | Grade or Rank                    | Active duty grade held at close out date of DD Form 214. (USAF see <a href="#">Note 13.</a> )   | Capt or MSgt   |
| 4b                             | Pay Grade                        | Equivalent numerical rating for the grade shown in item 4a. (USAF see <a href="#">Note 13.</a> )  | 03 or E7   |
| 5                              | Date of Birth                    | Use YYYYMMDD format   | 19631226   |

|    |   |  |                 |
|----|---|--|-----------------|
| 6  | Reserve Obligation Termination Date           | Expiration date (YYYYMMDD) of Military Service Obligation (MSO) or enlistment (Expiration term of Service-ETS) in a Reserve of the AF component, whichever is later. For members discharged or retired, and for officers who have an expired MSO, enter N/A (Not Applicable). An entry other than N/A must have an entry in item 9. Members with a MSO must be transferred to an AF Reserve component.   | 19620612 or N/A |
| 7a | Place of Entry (POE) onto Active Duty (PLEAD) | The place of acceptance in current enlistment, commission, or appointment of an active Service member, or for an ARC member, when enlisted, commissioned, or appointed for immediate active duty (address on their AD orders). The POE changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service ( <a href="#">see Note 2</a> ). For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station. For USAFA, civilian college or university, PLEAD is defined as the place at which the member attains a military status or enters active service. Generally this is the academic institution and not the member's HOR (60 Comptroller general 142 (1980)) (JTR, Appendix A1, pg A1-34). For RegAF enlisted, this is the MEPS location where the member went active duty (not delayed enlistment). For RegAF officers, the location from which ordered to active duty and initiated travel. | Menahga MN      |

|    |  |   |   |
|----|--|---|---|
| 7b | Home of Record (HOR) at Time of Entry  | For Regular AF Airmen, the home of record shown on the initial DD Form 4-1. An APO or PO Box is acceptable for an HOR. NOTE: Airmen who reenlist cannot change their previously recorded HOR unless approved by AFBCMR directive. Verification can be obtained through ARMS. City and state: For AD Officers, use the address on the application for appointment if available. As a secondary source, the EAD order for the starting period of service recorded on the DD Form 214, block 12a. For ANG and Reserve members, use the address listed in Item 7a. NOTE: An officer who received a commission from an enlisted grade or called to active duty as an officer while enlisted may use the HOR in the enlistment papers (if recorded differently at time of commission and called to active duty) if they can certify erroneous designation of a HOR at time of commission. USAFA Cadets use the Record of Acceptance, Obligation, Reimbursement Oath (USAFA O-2050). | Live Oak TX                                 |
| 8a | Last Duty Assignment and Major Command | Unit and MAJCOM (three digit MAJCOM ID in parenthesis) assigned to on the DD Form 214 close out date (block 12b)  | 23 Force Support Sq (ACC)                   |
| 8b | Station Where Separated                | Location of facility where the separation documents were prepared.  | JBSA Randolph TX                            |
| 9  | Command to Which Transferred           | Command when at separation the member enlists in, is transferred to, or reverts to Reserve of the Air Force status. Otherwise, enter N/A. When a member reverts to ANG status, include the state. For members retired, discharged or placed on TDRL, enter N/A. If block 23 (type of separation) reflects discharge, block 9 should reflect N/A.  | USAFR; or ANG, State of South Dakota or N/A |
| 10 | SGLI Coverage                          | Enter coverage in thousands of dollars, or, if no insurance, "X" the NONE box. Verify amount of coverage indicated on the SGLV 8286, <b>SGLI Election and Certificate.</b>  | 400,000                                     |

|    |   |  |   |
|----|---|--|---|
| 11 | <p>Primary Specialty (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years).</p> | <p>List the Duty AF Specialty Code (DAFSC) the Airman is currently serving with full years and months (regardless of time served). The term "Primary Specialty" on the DD Form 214 is not literally in relation to the AF Primary Specialty. In DoD language, it refers to the primary specialty duties performed. Use the Airmen's Duty History as the source for this block of information. Do not list separate entries based on AFSC prefix and/or suffix. Exception, only the officer "C" (Commander) prefix with the functional AFSC may be identified when it is held. List additional specialties in which the Airman served for 1 year or more, during Airman's continuous active military service. In each AFSC, show the highest skill level (enlisted) or qualification level (officers) in which the Airman performed duties. For each AFSC give the official AFSC title (NOT Duty Title) in which the Airman performed duty in full years and months of service. For Airmen separated from basic military training or officer training school and no AFSC has been awarded, use the reporting identifier (RI). Use other RIs as awarded AFSCs according to the Air Force Officer Classification Directory and Air Force Enlisted Classification Directory. <b>DO NOT USE</b> RIs 9AXXX, 9J000, 9P000, 9R000, 9WXXX, 9U000, or 9U100 for enlisted or 92WX, 93P0, 95A0, 96A0, 96B0, 96D0, 96U0, 96V0 or 99A0 for officers. Use the Title applicable to AFSC at the time the duty was performed. For Enlisted Airmen: Do not make a separate entry for each skill level below 7-level. When AFSCs merge at the 9-level, make separate entries for the highest skill level in each AFSC below the 9-level. Use a semi-colon between AFSC entries. Initial military pipeline training: List the AFSC or RI held at time of separation regardless of time served (e.g., tech training, USAFA, OTS, BMT). <b>ARC members:</b> Enter the AFSC in which mobilized and length of time mobilized. When listing AFSC(s), the prefix and/or suffix is not listed.</p> | <p><b>For Officers:</b> 11S4, Special Operations Pilot, 5 years; C38P4, Commander, Personnel, 7 years and 3 months.<br/> <b>For Enlisted:</b> 1C051, Airfield Management Journeyman, 5 years; 3S071, Personnel Craftsman, 14 years. 4A091, Health Services Management, Superintendent, 3 years.</p> |
|----|---|--|---|

|     |                                |  |                      |
|-----|--------------------------------|--|----------------------|
| 12a | Date Entered AD This Period    | <p><b><u>Officers:</u></b> Show the date of entry on current tour of EAD.</p> <p><b><u>Enlisted:</u></b> Enter date entered Active Duty (EAD) for this period of continuous active duty.</p> <p><b><u>ARC Airmen:</u></b> Show the date ordered to EAD.</p> <p><b><u>ANG and Reserve members:</u></b> Use the first day of continuous AD regardless of code or reason. Include AD time paid for travel.</p> <p><b><u>USAFA:</u></b> Show date of entry into USAFA.</p> <p><b><u>OTS:</u></b> Use date initially entered continuous active duty and a date after the close out date of any prior DD Form 214.</p> | 1975 OCT 30          |
| 12b | Separation Date This Period.   | <p>Show the date when separation from AD is effective. For members being entered on the TDRL, use the day <i>prior to the "date of retirement" on the orders.</i></p> <p><b><u>For ARC:</u></b> Use the last day of continuous AD regardless of code or reason. Include AD time paid for travel. Effective date of separation for Appellate Reviews is the date the actual DD Form 214 and separation orders are issued. Do not backdate the DD Form 214.</p>  | 1979 OCT 29          |
| 12c | Net Active Service This Period | Years, months, and days of service between dates shown in 12b and 12a, less time lost (see rule 61 and <a href="#">Notes 3, 4, 8, and 10</a> ).  | 04 00 00             |
| 12d | Total Prior Active Service     | Total of all active military service before the current period of continuous active service (excludes service in 12c above). Include all prior active duty including man-days, ADT, all prior DD Forms 214, and AD served in current or other US military services (see <a href="#">Notes 8 and 10</a> ).  | 07 04 23 or 00 00 00 |



|     |                              |  |                      |
|-----|------------------------------|--|----------------------|
| 12e | Total Prior Inactive Service | Total of all inactive service. Includes Guard and reserve Components not on active duty orders, Delayed Enlistment Program (DEP) prior to 1985, Reserve Officer Training corps (ROTC) time between commissioning and day before EAD, disenrolled ROTC up to EAD, disenrolled academy from the time placed in Leave without Pay (LWOP) with AFA PAS or USAFR PAS code until day prior to coming on active duty (see DoD FMR 7000.14R, Volume 7A, Chapter 1). <a href="#">See Note 8</a>   | 00 03 14 or 00 00 00 |
| 12f | Foreign Service              | Total foreign service during continuous active military service for the period of time the DD Form 214 is published. Includes service in Alaska and Hawaii and other areas outside CONUS. This includes any period of TDY of 1 day or more (see <a href="#">Note 10</a> ). Any source document may be used that shows actual time a member was overseas, except TDY orders (they give projected start/end dates and does not confirm actual travel). For ARC members mobilized, use those dates the member was actually deployed in the overseas area of responsibility (AOR). | 05 06 22 or 00 00 00 |
| 12g | Sea Service                  | Time assigned to a ship during current period of continuous active service (see <a href="#">Note 10</a> ).   | 00 09 11 or 00 00 00 |
| 12h | Initial Entry Training       | Enter the date entered active duty this period (block 12a). The date entered shall not be prior to the effective date of the DD Form 214. This block does not impact member entitlements or benefits.  | 1975 MAY 13          |
| 12i | Effective Date of Pay Grade  | Effective date of active duty grade held at separation (item 4b). Show year, month and day. For members who may have served in a higher grade and have Secretarial approval to assume a higher retirement grade after 30 years of active and inactive time (Title 10, U.S.C., 8964), this block will remain the effective date of pay grade held on active duty. The higher grade is for the purpose of retirement ONLY, has an effective date of pay grade the day following the DD Form 214 and is not recorded on the DD Form 214.  | 1975 MAY 13          |

|    |  |  |  |
|----|--|--|--|
| 13 | Decorations, Medals, Badges, Citations and Campaign Ribbons awarded or authorized (all periods of service) | List all decorations, unit awards, badges, and service awards for all periods of service up to the effective date of the DD Form 214. Include awards and decorations earned in other branches of US military services as authorized to be worn by AF members IAW AFI 36-2903. Show area of operation for Armed Forces Expeditionary Medal. All should reflect the correct title as it appears in AFI 36-2803. If none awarded, enter "None". Do not amend the DD Form 214 for medals created after the effective date (item 12b), unless the medals verify veterans' benefits. For ARC members, add any medals authorized after the effective date of the DD Form 214 to any subsequent DD Form 214. Separate entries with a comma and end with a period. ARC units: Ensure DD Form 214 captures all prior decorations, medals, etc., to include those earned for current period of service. | Meritorious Service Medal, Air Force good conduct Medal with two oak leaf clusters (or 2 devices), National Defense Service Medal with 1 bronze service star (or 1 device), and Armed forced Expeditionary Medal (Operation Southern Watch). |
| 14 | Military Education (Course title, number of weeks, and month and year completed)                           | List formal in-service training courses completed during continuous active military service for formal USAF schools go to: <a href="https://etca.randolph.af.mil">https://etca.randolph.af.mil</a> . Omit training courses for combat skills and any courses of less than 8 hours duration. Include Professional Military Education by correspondence through the Extension Course Institute. Use titles and abbreviations from the current guide to Evaluation of Education Experiences in the Armed Services. If no training was completed, enter "None." List course title, and number of weeks of course if known, and month and year completed. Separate entries with a semi-colon and end all entries with a period.<br><b><u>For ARC members:</u></b> List only the training completed during the period of mobilization.   | Fire Prevention Technician, Nov 1974; Public Information Officer, Dec 1975; Finance Supervisor, Nov 1975; Squadron Officer School, Dec 1979 (by correspondence); Basic Military Training, 8 weeks, Jan 1975.                                 |

|     |  |   |   |
|-----|--|---|---|
| 15a | Commissioned Through Service Academy                     | Mark "YES" with an "X" if member was commissioned through the Air Force Academy. If not, mark "NO" with an "X."   |   |
| 15b | Commissioned Through ROTC Scholarship (10 USC Sec 2107b) | Mark "YES" with an "X" if member was commissioned through the ROTC program. If not, mark NO" with an "X."   |   |
| 16  | Days Accrued Leave Paid                                  | Do not leave blank. Enter '0' for zero or negative balance. Do not use any fraction other than ".5". Should never exceed 60 days since member can only sell 60 days accrued leave during their career. Enter the number of days paid for current period of service and not for member's career.   | 33, 33.5 or 0   |
| 17  | Dental Care Within 90 Days of Separation                 | Make this entry if the SF Form 603, <b>Health Record-Dental Continuation</b> , indicates separation examination and treatment completed within 90 days of separation, retirement or release.  | Mark YES if member was provided a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation. Mark NO if the above is not true. |
| 18  | Remarks  | Make only the entries authorized in this table. Make no others unless specifically authorized by AFPC DD Form 214 Policy.   |   |
|     | Continuous Honorable Active Military Service             | Include continuous honorable active military service for a member who has previously reenlisted without being issued a DD Form 214 and who is separated with any discharge characterization except honorable (Dishonorable Discharge [DD], Bad Conduct Discharge [BCD]. Under Other Than Honorable Conditions [UOTHC], and Under Honorable Conditions [General]). "From" date is the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued; the "to" date is the date before the current enlistment. Continuous honorable active military service cannot include an enlistment in which a member had lost time. | Continuous Honorable Active Military Service from 12 Jun 80 to 11 Jun 88.   |

|   |  |  |
|---|--|--|
| Extensions of Enlistment or Period of Required Service  | Do not include retention to make good time that was lost according to 10 U.S.C. 972 (lost time)  | Extension for service was at the request and for the convenience of the government.  |
| Reserve of the Air Force (ResAF) Grade  | If the grade showing in item 4a is lower than the member's ResAF grade, enter the ResAF grade.   | ResAF Grade: Major 04.   |
| Severance Readjustment, Separation Pay and in the case of voluntary separation incentive, the number of years that payment will continue. | Give type of separation pay to which member is entitled. Since final separation pay is normally computed after the member's date of separation, state that the amount of separation pay will be determined by DFAS upon computation of final pay.  | Member entitled to: Disability Severance Pay; Readjustment Pay; Non-disability severance Pay; separation Pay; Voluntary separation Incentive paid annually for 12 years; or Special Separation Benefit Lump Sum. Amount will be determined by DFAS upon computation of final pay.  |
| Days in Non-pay or Excess Leave Status  | Do not include time lost, which is accounted for in rule 61, block 29.   | 15 Jun 78 to 30 Jun 78, 16 days excess leave   |
| Cadet Service   | Date of attendance at a US military academy in cadet status.<br><br>Add Additional Prior Service Statement as applicable for members that attended the USAFA   | Attended USAF Academy in cadet status 1 Jun 70 to 8 Dec 71. Service not creditable for any purpose in commissioned officer status. ( <a href="#">see Note 13</a> )<br><br>Prior service Airmen attended USAF Academy in cadet status ___ to __ for a combined total of ___ years, ___ months and ___ days of both active and inactive service. |
| Reissuance  | If a DD Form 214 is reissued for administrative corrections or directed by AFPC DD Form 214 BPO; appellate authority; or Secretarial directive, include a reissuance statement in the remarks.   | Reissued as directed by AFBCMR memo, (subject), 16 Dec 2013; or Reissued as directed by AFDRB #1212, 16 Dec 2013; or Reissued for administrative corrections on 16 Dec 2013.   |
| Upgraded Service Characterization   | When a reissued DD Form 214 shows an upgraded characterization of service, annotate the remarks section that an upgrade was made, the effective date (date of the board decision), and the date the applicant applied for the upgrade (date will be supplied by SAF/MR when the requested upgrade is sent for a reissued DD Form 214.) | Service characterization upgraded effective 1 Aug 14 based on application dated 15 May 14.   |

|  |  |  |  |
|--|--|--|--|
|  | AFBCMR/AFDRB Directed Changes  | When the AFBCMR or AFDRB directs changes that require a reissued DD Form 214, enter the remarks shown.   | Reissued as directed by AFBCMR memo, (subject), 16 Dec 2013; or Reissued as directed by AFDRB #1212, 16 Dec 2013.  |
|  | Continuation of items 1 through 17 as necessary.                       | If more space is needed for an item, list the continuation as shown. In the originating data block, if space, list "//see remarks//" then complete data entry in block 18 as shown.  | Item 13: Air Force Commendation Medal.   |
|  | Requirement for Correction   | When a DD Form 214 is created and is not complete due to an absence of data, add the referenced text to the remarks section, so the Airmen knows whom to request corrections from as additional information becomes available. See Agencies Authorized to Reissue Copies of DD Form 214 or Issue a DD Form 215 ( <a href="#">see Table 7</a> ). The statement is not for all DD Form 214s. | Corrections will be issued by AFPC/DP2STM (or HQ ARPC/DPT as applicable), for any item that needs correction or is incomplete.   |
|  | Individual Ready Reserve (IRR) Recall to AD                            | Airmen transferred to the Individual Ready Reserve are subject to recall to active duty and/or annual screening.   | Subject to recall to active duty by the Secretary of the Air Force.  |
|  | First Term of Service  | Determine initial term of service by the initial enlistment contract for airman. This can usually be determined by the category of enlistment. For officer use the initial active duty service commitment.   | Member (has) (has not) completed first full term of service.   |
|  | Retirees Recalled to Active Duty by Secretary of the Air Force (SECAF) | Retired AF members are subject to recall to active duty by SECAF. This statement does not apply to members being placed on TDRL or Permanent Disability Retirement Leave. Do not include this statement for members being transferred to or is currently serving in participating reserves.  | Subject to recall to active duty by the Secretary of the Air Force.  |
|  | Prisoners of War (POW)   | Enter the length of time the member was a POW and the location, if applicable.   | Prisoner of War from 12 Jun 68 - 16 Dec 72 - Vietnam.  |
|  | National Emergency or War Service                                      | For service by ANG and reserve members ordered to AD in time of national emergency or war. DD Form 214 technicians will be notified by respective AFPC or ARPC when statement is authorized.   | "Member on AD in support of Operation Alfa Bravo ( <i>list area of responsibility</i> ) in accordance with Title 10, U.S.C., ( <i>applicable code</i> ) to ( <i>last day of AD</i> )." <i>All periods of AD service will be entered in support of the order to AD.</i> |

|  |   |   |
|--|---|---|
| Transition Assistance Program (TAP)                      | Enter this item for members who are eligible for TAP to ensure that benefits are given at any uniformed service facility.   | TAP Eligible.   |
| Active/Guard reserve tour (AGR) (ANG only)               | Add a statement to identify member service on AD as an AGR.   | Member on AD as an AGR in accordance with title 32, U.S.C. 502(f) from <i>(first day of AD)</i> to <i>(last day of AD)</i> .  |
| Career Intermission Program (CIP)                        | Enter the referenced remark for those that participate in CIP.  | Authorized to carry unused leave upon entry into CIP and entitled to restore unused leave upon return to active duty and program completion.  |
| Uniformed Services University of Health Sciences (USUHS) | Enter the referenced remark for those that participate in USUHS.  | Attendance at the Uniformed Services University of Health Sciences (USUHS) does not count as service for basic pay nor calculated into the active service for retirement.   |
| Aliens Discharged for Alienage and Desertion             | Enter place of birth in the remarks section and notify AFPC Retirements and Separations Branch of the action for INS notification. (See <a href="#">Note 12</a> ).  | Nairobi, Kenya  |
| USAFA Prep School  | Enter the time served in prep school status to include graduation date. Those who attend USAFA Preparatory School receive leave prior to entrance, therefore important to use the total time assigned to PASCODE. | Attended USAF Academy Preparatory School in cadet contract status from <date> to <date>. Prep school graduation date <date>. Service not creditable for any purpose in commissioned officer status. Member has not completed first full term of service (see <a href="#">Note 13</a> ). |
| Health Profession Scholarship Program (HPSP) Cadets      | Enter the time members served in cadet status and end one day prior to commissioning. Place commissioning date to include re-commissioning into HPSP 60 days after graduation.                                    | Attended USAF Academy in cadet status 24 Jun 10 to 27 May 14. Service not creditable for any purpose in commissioned officer status. Member was commissioned on 28 May 14, after 60 days of graduation leave. Re-commissioned into HPSP on 28 Jul 14. (see <a href="#">Note 13</a> )    |
| Tombstone Promotion                                      | USAFA permanent Professor, with Tombstone promotions to rank of "Brigadier General"   | Retired in the grade of Brigadier General under the provision of 10 USC 8961.   |

|     |  |   |  |
|-----|--|---|--|
|     | Closing Entry  | After the last item, enter the referenced statement.  | ----NOTHING FOLLOWS ---<br>or SEE CONTINUATION SHEET   |
| 19a | Mailing Address After Separation   | Obtain from the member. This must be a permanent address or a permanent address of someone who will forward mail to the member.   | 3209 Wenger Road<br>Cox City, MN 61650; or<br>c/o Clinton Jenkins P.O. Box<br>115 Velez, AK 14561-1124 |
| 19b | Nearest Relative   | Obtain from the member. This must be a permanent address OTHER THAN the one listed in block 19a for the rare instance the initial distribution of the DD Form 214 is physically mailed and is returned. An entry of "Not Provided" may be entered if no other address is available or provided. The information is solely for the purpose of mailing a DD Form 214 and has no impact on benefits or entitlements. | Mary Wenger 124 Will Rogers<br>Live Oak, TX 78233  |
| 20  | Member Requests Copy 6 Be Sent to Director of Veterans' Affairs                            | Mark YES or NO with an X. If YES is marked, specify with a STATE abbreviation.  | TX   |
| 20a | Member Requests Copy 3 Be Sent to the Central Office of the Department of Veterans Affairs | Mark YES or NO with an X.   |  |
| 21a | Member Signature   | Since implementation of central processing and introduction of secure electronic signatures in October 2010, all DD Forms 214 are signed with a Common Access Card by the certifying official. This block will be auto populated with "Member not available for signature."   | Member not available for signature.  |
| 21b | Date   | See explanation in 21a  |  |
| 22a | Official Authorized to Sign  | Block will auto populate with the name, grade, title and digital signature when signed using the required Common Access Card. There are no grade restrictions for individuals authorized to sign the DD Form 214. Individuals granted this capability must be trained and appointed in writing by their chain of command.   |  |



|     |                                 |   |  |
|-----|---------------------------------|---|--|
| 22b | Date                            | The vMPF electronic signature program will automatically populate this block with the date block 22a is signed.   |  |
| 23  | Type of Separation              | Refer to the glossary of references and acronyms for explanation of terms. Members placed on TDRL are categorized as "Retirement"   | DISCHARGE; RESIGNATION; RELEASE; RELEASE FROM VOID ENLISTMENT; DISMISSAL; RETIREMENT; or ENTRY LEVEL SEPARATIONS, as appropriate     |
| 24  | Character of Service            | As determined under directives authorizing separation. For officers dismissed by court-martial, enter NOT APPLICABLE. For Airmen whose separation is described as void or entry level, enter UNCHARACTERIZED.   | HONORABLE; UNDER HONORABLE CONDITIONS (GENERAL); UNDER OTHER THAN HONORABLE CONDITIONS; BAD CONDUCT; DISHONORABLE or UNCHARACTERIZED |
| 25  | Separation Authority            | Cite the applicable directive ( <a href="#">see Note 5</a> ). For ANG members, use the Federal directives. Do not use ANG separation authorities for a DD Form 214. vMPF provides a series of values in a drop down menu.   | AFIs 36-3207, AFI 36-3208, etc.  |
| 26  | Separation Code                 | Enter the SPD for the specific authority for separation ( <a href="#">see Note 7</a> ).   | KND  |
| 27  | Reentry Code                    | Enter RE code for RegAF and ResAF enlisted being separated from service. Use MilPDS and AFI 36-3206 to verify/validate re code. For other ResAF enlisted and ALL officers, enter NA (not applicable).   | 1J, or NA  |
| 28  | Narrative Reason For Separation | Enter the narrative from the vMPF drop down menu for the respective SPD code. DO NOT deviate from the official text for the SPD code in block 26. For enlisted members who are separated for voluntary or involuntary convenience of the government, enter "Convenience of the government" after the narrative reason, ( <a href="#">see Notes 6 and 7</a> .) | Expiration of term of service; retirement after 30 years of service; Resignation; Hardship; Conditions Not Disability                |

|    |                                       |   |                             |
|----|---------------------------------------|---|-----------------------------|
| 29 | Dates of Time Lost During This Period | For enlisted, show period(s) of time lost to be made good under Title 10 U.S.C. section 972. For officers show dates of absence without leave (Article 86, UCMJ). Source document is AF Form 2098. <b>NOTE:</b> Do not count excess leave as lost time. Refer to Block 12c. | 19750910 - 10761001 or None |
| 30 | Member Requests Copy 4                | Under central processing, N/A will auto populate this block and Copy 4 will be provided to all Airmen.  |                             |

### NOTES:

|            |  |
|------------|--|
| <b>1</b>   | Every item must have an entry. If the space in an item is too small for the required data, type "see remarks" in the item and complete the entry in item 18. <i>EXAMPLE:</i> "ITEM 1 CONT: WAYNE III."   |
| <b>2</b>   | If member does not agree with the place of entry (POE) reflected, refer to the original DD Form 4 in the Master Personnel Records or contact the AFPC DD Form 214 BPO for determination. ARC Airmen POE is the address on the orders they were activated on.   |
| <b>3</b>   | Time spent in an enlistment that is determined fraudulent and has been specifically terminated by reason of fraud is not creditable service. See DoDI 7000.14-R, chapter 1, sect 010202. Block 12c will reflect 00 years, 00 months, 00 days. Time in Primary Specialty is recorded as N/A.  |
| <b>4</b>   | Continuous active military service means that a member has no break in active military service. In the case of a Reservist, continuous active military service means continuous active duty. When a Reservist completes an active tour that exceeds 90 days, DD form 214 reflects only those actions accomplished during the period covered by the form. |
| <b>5</b>   | For discharge or dismissal by sentence of court-martial, refer to the order directing execution of the sentence. <i>EXAMPLE:</i> 19AF General Court Martial Order (Number) & (date).   |
| <b>6</b>   | Entry for block 28 for an ARC member being separated from (see below):   |
| <b>6.1</b> | Initial active duty training is Completion of Initial Active Duty Training, or, if the training period is terminated before completion, Termination of Initial Active Duty Training.   |
| <b>6.2</b> | ARC members who are on active duty orders in direct support of a contingency regardless of number of days or on orders for 90 days or more.  |
| <b>6.3</b> | Special tours of active duty in support of the active force are Completion of Required Active Service or Released from Required Active Service   |
| <b>6.4</b> | AGR tours are Completion of AGR military duty tour or Termination of AGT military duty tour.   |
| <b>7</b>   | Item 26 entry for Notes 6.1-6.3 should use SPD code for completion. For ANG Only: The item 26 entry for Note 6.4 is identified in ANGI 36-101.   |
| <b>8</b>   | When entering month(s) do not place the number "12." 12 months is considered one year and must be carried over and added to the year(s) column. When entering days, do not place "30.". 30 days is considered one month and must be carried over and added to the month(s) column.   |
| <b>9</b>   | For ANG only. Procedures in accomplishing a DD Form 214 for those ANG members who complete Initial Active Duty (IADT) under the Split Option Training (STO) program: Technicians will issue only one DD Form 214 for the total period of IADT. The DD Form 214 will be prepared only after the completion of technical training.                         |

|           |  |
|-----------|--|
| <b>10</b> | DD Form 214 must be completed in accordance with <a href="#">Table 5</a> and AFI 36-3202, with the following exceptions for each Split Training Option DD Form 214 (see below):  |
|           | Block 12a - Date entered technical school  |
|           | Block 12b - Date separated technical school  |
|           | Block 12c - Technical school active duty time only   |
| <b>11</b> | Block 12d - BMT active time only   |
| <b>11</b> | Block 18 - Remarks -- Member enlisted under the Split Training Option Program with a date of enlistment (Date), -- Member departed for BMT on (date), -- Member completed BMT on (date).   |
| <b>12</b> | Non-US Citizens discharged for alienage and desertion. Notify AFPC/DP3SA so INS can be notified by memorandum. Memorandum will include that the Airman was discharged for alienage and desertion and give dates of the unauthorized absence; the member's full name, address, SSN, country of birth, complete address in the country of residence when discharged, alien registration number if known, declarant number shown on the DD Form 21996, Record of Military Processing--armed Forces of the United States, and date of enlistment into the AF. Copy of DD Form 214 is sent to:<br><br>Department of State Visa Office SCA/VO<br>State Annex No 2<br>Washington, DC 20520. |
| <b>13</b> | Until vMPF supports cadet grades for blocks 4a and 4b, add entry into block 18 "Block 4a and 4b amended to read AF Cadet".   |

## 2. DIGITAL SIGNATURE PROCEDURES:

- a. After the DoD approved a revised DD Form 214, the Air Force developed and implemented a digitally signed signature for the technician preparing the DD Form 214. Effective March 9, 2010, all Air Force generated DD Forms 214 no longer contain a traditional pen and ink (hand-written) signature.
- b. A message appears after clicking the “Sign” button to enter your PIN. This action completes the digital signature.
- c. For officials authorized to sign the DD Form 214 (Block 22a), type the signature block, and save it with the limited 11 characters on Line 2. When the DD Form 214 is final/official, edit line 2 of block 22a to extend/complete the duty title.
- d. With the new digitally signed DD Form 214, technicians will review DD Form 214 worksheets and verify the information with the customer (when feasible) prior to finalizing the form.

**Table 6. Distributing DD Form 214.** The distribution for each of the official copies of the DD Form 214:

| <b>Distributing the DD Form 214</b> |                  |  |
|-------------------------------------|------------------|--|
| <b>A</b>                            | <b>B</b>         | <b>C</b>   |
| <b>Copy</b>                         | <b>Recipient</b> | <b>Instructions</b>  |
| <b>1</b>                            | Member           | Provide to the Airman. If the Airman is not a US citizen and discharged for Alienage or Desertion, comply with note below. |

|  |                                     |  |
|--|-------------------------------------|--|
| 2  | Master Personnel Record             | Sent to ARMS automatically by vMPF DD Form 214 application on date of publication.   |
| 3  | Veterans' Administrations (VA)      | Physical copies are no longer provided as the VA utilizes DMDC data extracted from the DD Form 214.  |
| 4  | Member                              | Have the Airmen read "Explain to Airmen" section of DISTRIBUTING DD FORM 214.  |
| 5  | Department of Labor                 | Mailing address:<br>Lockheed Martin Information Technology<br>U.S. Dept of Labor, Federal Claims Control Center<br>P.O. Box 785070<br>Orlando, FL 32878-5070 |
| 6  | State Director of Veterans' Affairs | When indicated by the Airmen on the DD Form 214. Forward to the appropriate state using the address listed in AFI 36-3202.                                   |
| 7  | Optional Service Copy               | Provided to INS as outlined in Distributing DD Form 214 for Non--US citizens discharged for Alienage and Desertion.  |
| 8  | Optional Service Copy               | As locally defined   |
| <p><b>NOTE: For Non-US citizens discharged for Alienage and Desertion:</b> The AFPC Retirement and Separations Section may authorize discharge in absentia when an alien deserter goes to live in a foreign country. In such cases, the alien typically may not return to the US as an immigrant alien. Upon identification of alienage or desertion, notify AFPC Retirements and Separations, who will send a copy of the DD Form 214 to the Department of State Visa Office. By memorandum, AFPC will report the details of the discharge to INS while accounting for disclosure of personal data as required by AFI 33-3332. The memorandum will include that the Airman was discharged for alienage and desertion and give dates of the unauthorized absence; the member's full name, address, and social security number; country of birth; complete address in the country of residence when discharge; alien registration number if know; declarant number shown on the DD Form 1966, <b>Record of Military Processing - Armed forces of the United States</b>; and the date of enlistment in the AF.</p> |                                     |  |

### 3. DD FORM 214 EFFECTIVE DATE AND TIME:

Separation is effective at 2400 hours on the date of separation; however, for Uniform Code of Military Justice (UCMJ) purposes, separation is effective when the member receives their discharge certificate or Certificate of Release or Discharge from Active Duty (DD Form 214), final pay or substantial part of that pay are ready for delivery to the Airman or next of kin (Title 10, U.S.C., section 1168), and the member has completed required administrative clearance processing (United States v. Hart, 66 M.273 (C.A.A.F.2008)/United States v. Watson, 69 M.J. 415, 417 (C.A.A.F. 2001). If the servicing personnel unit discovers that the member, for whatever reason, will not separate, then destroy all copies of the DD Form 214. Prepare new documents when the member is separated.

### 4. FRAUDULENT ENLISTMENT:

When an Airman is discharged for reasons of Fraudulent Enlistment, complete the DD Form 214 as follows:

- Block 6: (leave blank)
- Blocks 9, 11, 13, 14: "N/A"
- Blocks 12c/e/f/g/h/i: "00 00 00"
- Block 16: "0"

Block 23: "VOID ENLISTMENT"  
Block 24: UNCHARACTERIZED  
Block 26: (appropriate Fraudulent Entry SPD code)  
Block 28: (appropriate narrative for Fraudulent Entry SPD code)

## **5. CORRECTING DD FORM 214:**

Once a DD Form 214 has been issued, the document cannot be reissued without written permission from AFPC or ARPC DD Form 214 Total Force Service Centers or AFPC DD Form 214 Policy Office. MPS' and other separation facilities in the field will not correct errors found after the original DD Form 214 has been delivered. Send requests to the appropriate agency below. Include source documents (copy of DD Form 214, AF Form 418, **Selective Reenlistment Program Consideration**, separation orders, etc.) supporting the request when appropriate. DD Form 214s that have been reissued require a statement in the remarks section of the new DD Form 214 (see How to Prepare DD Form 214, rule 38). HQ USAFA/AIA and HQ USAFA/PLEA are required to obtain authority from AFPC DD Form 214 Policy prior to issuing a correction.

- a. The separation facility notifies the responsible agency above if an error is found on the DD Form 214 after it has been distributed. The distribution and Privacy Act accountability of the DD Form 215 are the same as for the DD Form 214 it corrects.
- b. The DD Form 214 can be corrected with a DD Form 215, with the following exceptions: to data items 22, 24, 25, 26, 28 or 29; the correction would lead to more than two DD Forms 215; two DD Forms 215 have already been issued and further correction is needed; a second DD Form 215 changes the same item as the first DD Form 214 or an existing DD Form 215 contains incorrect information. As electronic means and data allows, the primary method for correction is to reissue a DD Form 214.
- c. When completing a DD Form 215, items 1 through 3 show the information found on the original DD Form 214, even if it is incorrect on the original DD Form 214. The Separation date should match item 12b on the DD Form 214, even if it is incorrect. These areas reference the DD Form 214 being corrected by the information in block 5 of the DD Form 215.
- d. In block 5 of the DD Form 215, use "FROM" and "TO" or "ADD" and "DELETE" to make corrections; with exception to blocks 22, 24, 25, 26, 28, 29 that require the reissue of a DD Form 214.
- e. Once a DD Form 214 is published, only those offices identified to issue a DD Form 214 can reissue a DD Form 214 once distributed. Requests for correction must be sent to the appropriate issuing agency. If none of agencies pertain to the request, send requests for correction to the custodian of the Master Personnel Record Group (see AFI 36-3208). Include source documents to support the requested change when appropriate. Distribution of a DD Form 215 is the same as for the DD Form 214 it corrects.

**Table 7. Agencies Authorized to Reissue Copies of DD Form 214 or Issue a DD Form 215.**

A list of offices by category of who is authorized to make corrections to a DD Form 214 once published:

**Agencies Authorized to Reissue Copies of the DD Form 214 or Issue a DD Form 215  
(See Note)**

| RULE | A  | B                      | C  |
|------|--|------------------------|--|
|      | If member has  | and military status is | then send request to   |
| 1    | retired on TDRL  | Officer or Enlisted    | AFPC/DP2STM-214<br>550 C Street West<br>JBSA Randolph TX 78150-4713  |
| 2    | retired (with pay)   | RegAF                  | AFPC/DP2STM-214<br>550 C Street West<br>JBSA Randolph TX 78150-4713  |
| 3    |  | ARC Specific           | HQ ARPC/DPT<br>ATTN: DD Form 214 Shop<br>Building 390, MS68<br>Buckley AFB CO 80011-9502<br>FAX: (478)327-2215<br>E-mail: <a href="mailto:TFSC@mailds.csd.disa.mil">TFSC@mailds.csd.disa.mil</a> |
| 4    |  | USAFA                  | USAFA/A1A<br>2360 Vandenberg Dr. Ste. 3C24<br>USAF Academy CO 80840-5490   |
| 5    |  | Officer or Enlisted    | AFPC/DP2STM-214<br>550 C Street West<br>JBSA Randolph TX 78150-4713  |
| 6    | been discharged  | USAF Academy cadet     | USAFA/A1A<br>2360 Vandenberg Dr. Ste. 3C24<br>USAF Academy CO 80840-5490   |
| 7    |  | ARC Specific           | HQ ARPC/DPT<br>ATTN: DD Form 214 Shop<br>Building 390, MS68<br>Buckley AFB CO 80011-9502<br>FAX: (478)327-2215<br>E-mail: <a href="mailto:TFSC@mailds.csd.disa.mil">TFSC@mailds.csd.disa.mil</a> |
| 8    | been released from active military service back to the Air National Guard (ANGUS) or USAFR | Officer or Enlisted    | HQ ARPC/DPT<br>ATTN: DD Form 214 Shop<br>Building 390, MS68<br>Buckley AFB CO 80011-9502<br>FAX: (478)327-2215<br>E-mail: <a href="mailto:TFSC@mailds.csd.disa.mil">TFSC@mailds.csd.disa.mil</a> |

|    |   |                     |  |
|----|---|---------------------|--|
| 9  | separated to continue in active service   | Officer or Enlisted | AFPC/DP2STM-214<br>550 C Street West<br>JBSA Randolph TX 78150-4713  |
| 10 | IMAs and ARC Airmen who participated 90 or more consecutive active duty days when mobilized, or member on active duty orders in direct support of a contingency or needs corrections to a DD Form 214 | Officer or Enlisted | HQ ARPC/DPT<br>ATTN: DD Form 214 Shop<br>Building 390, MS68<br>Buckley AFB CO 80011-9502<br>FAX: (478)327-2215<br>E-mail: <a href="mailto:TFSC@mailds.csd.disa.mil">TFSC@mailds.csd.disa.mil</a> |

**NOTE:** Within 90 days after the DD Form 214 close out date, the above offices may reissue or correct the DD Form 214 utilizing available source documents for the correction. After 90 days (does not apply to DD Form 214s published by an ARC), to correct a DD Form 214, veterans will need to complete a DD Form 149, **Application for Correction of Military Record**, and mail it to the appropriate office on the reverse side of the form. The DD Form 149 can be located from several military sites by searching "DD Form 149" on the web. For DD Form 214s published by an ARC component, contact the issuing agency to identify the best route for corrective action.



## Section F: Total Force Service Center (TFSC)--San Antonio Virtual Military Personnel Flight (vMPF) Application

This section provides specific guidance to the JBSA Randolph TFSC. It outlines each section of the vMPF application designed to generate DD Form 214 Worksheet, the final official document, and notification procedures.

### TFSC--SAN ANTONIO DD FORM 214 vMPF PROCEDURES

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

- MilPDS
- AFPC Secure - vMPF, then MPS Actions and ARMS
- Restricted Drive – DP1, Transitions, DD Form 214
- Education Database – supplied from BPO
- Right Now Web (RNT)
- Discoverer (used to process rosters)

### GENERAL INFORMATION:

**1. Distribution of Workload:** The TFSC and Strategic Partner will pull and review monthly DISCOVERER products to determine DD Form 214 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.

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 DP1 to ensure the accuracy of the DD Form 214 information.

**4. Delivery Timelines of DD Form 214:** IAW AFI 36-3202, the DD Form 214 is the document that separates a member from the AF (Title 10, U.S.C., section 1168 and paragraph 14). Do not issue the DD Form 214 prior to the date of separation and ensure it is made available 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. Initial military pipeline training locations may physically provide Airman their DD Form 214 on the date of separation.

The member must contact the AFPC/A1 Service Desk by e-mailing [AFPOA.A1.SD@US.AF.MIL](mailto: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: <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: [www.eBenefits.va.gov](http://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 214(s) are not mailed and the individual must securely retrieve their certificate using the access outlined above.

**5. 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 approximately until the 25<sup>th</sup> 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 outlined in Figure 3.

**6. Processing Separation DD Form 214:** DD-214 technicians are assigned their workload based on local/internal procedures. 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 they complete the worksheets and make official with their electronic signature at the appropriate time. 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 a RNT case is created/updated and advise customers via a formal response on how to download the form.

**Figure 3. vMPF DD Form 214 Application Reference** - A block-by-block review and information to populate and validate DD Form 214 information.

| <a href="#">Table 5</a> | vMPF DD FORM 214 REFERENCE   |
|-------------------------|--|
|                         | Select the reason for creating the DD Form 214 from the dropdown menu. |
|                         | Review DD Form 214 Worksheet application:                              |

|   |   |
|---|---|
| 1 | <p>Item 1: <b><u>NAME (partially prepopulated)</u></b></p> <p>The full name is typed in capital letters. It is shown as LAST FIRST MIDDLE. <b>NOTE:</b> The first and last name will prepopulate. The middle name must be completed as it appears on the DD Form 4-1 (enlisted) or accession documents (officers) in ARMS. Abbreviations for junior, senior, second, or other designations will be displayed as shown on accession documents or AF Form 281, <b>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:</b> (ex: <b>ITEM 1 CONT: "*" LONGORIA</b>)</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>Enlisted: DD Form 4, <b>Enlistment/Reenlistment Document – Armed Forces of the United States Officer:</b> Enter Active Duty Orders (EAD Orders) or other documents in ARMS used to access the officer to active duty.</li> </ul> <p>Enter the Airman's middle name in the text box provided.</p> <div data-bbox="349 604 1398 936"> <p>1. <b>Name</b></p> <p><input type="text" value="██"/></p> <p><b>Last Name</b></p> <p><input type="text" value="██"/></p> <p><b>First Name</b></p> <p><input type="text" value="██"/></p> <p><b>Middle Name</b></p> <p><input type="text" value="██"/></p> <p><b>Suffix</b></p> <p><input type="text" value=""/></p> </div> |
| 2 | <p>Item 2: <b><u>COMPONENT (prepopulated)</u></b></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="349 1115 1425 1199"> <p>2. <b>Department, Component and Branch</b></p> <p><b>AIR FORCE--REGAF</b> <input type="text" value="Air Force--REGAF"/></p> </div>  |
| 3 | <p>Item 3: <b><u>SOCIAL SECURITY NUMBER (prepopulated)</u></b></p> <p>This item is self-explanatory. Ensure the SSN is correctly displayed. The SSN cannot be changed.</p> <div data-bbox="349 1346 1352 1419"> <p>3. <b>SSN</b></p> <p><input type="text" value="██"/> <b>SSAN cannot be changed.</b></p> </div>   |

|                     |  |
|---------------------|--|
| <p>4a</p> <p>4b</p> | <p>Item 4a/b: <b><u>RANK and PAY GRADE (prepopulated)</u></b></p> <p>The Airman's active duty grade held on the date of separation will be placed here.</p> <p><b>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).</b></p> <p>Use the drop down menu provided.</p> <p>4a. <a href="#">Grade, Rate, or Rank</a><br/>SRA <input type="text" value="SRA"/></p> <p>4b. <a href="#">Pay Grade</a><br/>E4 <input type="text" value="E4"/></p>  |
| <p>5</p>            | <p>Item 5: <b><u>DATE OF BIRTH (prepopulated)</u></b></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> <p>5. <a href="#">Date of Birth</a><br/>15 MAR 1990 <input type="text" value="15 MAR 1990"/></p> <p><b><u>How to navigate the calendar:</u></b> 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. <b>NOTE:</b> If the arrows do not appear, exit the application and reenter. Occasionally, the calendar may become unstable depending on the browser used.</p> |
| <p>6</p>            | <p>Item 6: <b><u>RESERVE OBLIGATION TERMINATION DATE (separations only)</u></b></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> <p>6. <a href="#">Reserve Obligation Termination Date</a> <input type="text"/></p>  |

|  |  |  |  |                   |  |  |                    |    |  |                 |  |  |                    |
|--|--|--|--|-------------------|--|--|--------------------|----|--|-----------------|--|--|--------------------|
|  | <p>Item 7a: <b><u>PLACE OF ENTRY INTO ACTIVE DUTY (Requires manual validation)</u></b></p> <p>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.</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>• Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States</li> <li>• Officer: Enter Active Duty Orders (EAD Orders).</li> <li>• ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published</li> </ul> <p>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> <p>7a. <u>PLACE OF ENTRY INTO</u> <input type="radio"/> Correct <input checked="" type="radio"/> Incorrect CITY</p> <table border="1"> <tr> <td data-bbox="215 726 256 758">7a</td> <td data-bbox="321 695 906 758">7a. <u>Place Of Entry Into Active Duty</u><br/>UNIVERSAL CITY, TX</td> <td data-bbox="914 695 1398 758">City<br/>NASHVILLE</td> </tr> <tr> <td></td> <td></td> <td data-bbox="914 789 1398 863">State<br/>Tennessee</td> </tr> <tr> <td data-bbox="215 873 256 905">7b</td> <td data-bbox="321 873 906 936">7b. <u>Home Of Record At Time Of Entry</u><br/>UNIVERSAL CITY, TX</td> <td data-bbox="914 873 1398 936">City<br/>MADISON</td> </tr> <tr> <td></td> <td></td> <td data-bbox="914 968 1398 1041">State<br/>Tennessee</td> </tr> </table> <p>Item 7b: <b><u>HOME OF RECORD AT TIME OF ENTRY (requires manual validation—data reflected in ‘virtual’ is incorrect)</u></b></p> <p>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.</p> <p>SOURCE DOCUMENTATION:</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>• Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States</li> <li>• Officer: Enter Active Duty Orders (EAD Orders).</li> <li>• ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published</li> </ul> <p>The information provided by MilPDS INCORRECTLY defaults to the location where the member is currently stationed. This information will need changed: enter the “city” and then select the “state” from the drop down menu provided.</p> | 7a   | 7a. <u>Place Of Entry Into Active Duty</u><br>UNIVERSAL CITY, TX | City<br>NASHVILLE |  |  | State<br>Tennessee | 7b | 7b. <u>Home Of Record At Time Of Entry</u><br>UNIVERSAL CITY, TX | City<br>MADISON |  |  | State<br>Tennessee |
| 7a   | 7a. <u>Place Of Entry Into Active Duty</u><br>UNIVERSAL CITY, TX   | City<br>NASHVILLE  |  |                   |  |  |                    |    |  |                 |  |  |                    |
|  |  | State<br>Tennessee   |  |                   |  |  |                    |    |  |                 |  |  |                    |
| 7b   | 7b. <u>Home Of Record At Time Of Entry</u><br>UNIVERSAL CITY, TX   | City<br>MADISON  |  |                   |  |  |                    |    |  |                 |  |  |                    |
|  |  | State<br>Tennessee   |  |                   |  |  |                    |    |  |                 |  |  |                    |
| 8a   | <p>Item 8a: <b><u>LAST DUTY ASSIGNMENT AND MAJOR COMMAND (prepopulated)</u></b></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.</p> <table border="1"> <tr> <td data-bbox="321 1734 846 1797">8a. <u>Last Duty Assignment And Major Command</u><br/>OL DPT0 AF PERSONNEL CTR FO (APC)</td> <td data-bbox="854 1734 1398 1797">OL DPT0 AF PERSONNEL CTR FO (APC)</td> </tr> </table>   | 8a. <u>Last Duty Assignment And Major Command</u><br>OL DPT0 AF PERSONNEL CTR FO (APC) | OL DPT0 AF PERSONNEL CTR FO (APC)                                |                   |  |  |                    |    |  |                 |  |  |                    |
| 8a. <u>Last Duty Assignment And Major Command</u><br>OL DPT0 AF PERSONNEL CTR FO (APC) | OL DPT0 AF PERSONNEL CTR FO (APC)  |  |  |                   |  |  |                    |    |  |                 |  |  |                    |

|                  |   |
|------------------|---|
| <p><b>8b</b></p> | <p>Item 8b: <b><u>STATION WHERE SEPARATED</u></b> 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. <a href="#">Station Where Separated</a><br/>JBSA RANDOLPH AFB TX</p> <p>JBSA RANDOLPH TX <a href="#">Set to "HQ ARPC CO"</a></p>  |
| <p><b>9</b></p>  | <p>Item 9: <b><u>COMMAND TO WHICH TRANSFERRED</u></b></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. <a href="#">Command To Which Transferred</a></p> <p>Not Applicable</p> |
| <p><b>10</b></p> | <p>Item 10: <b><u>SGLI COVERAGE (prepopulated)</u></b></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. <a href="#">SGLI Coverage</a><br/>400,000</p> <p>\$400,000</p>  |

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.

List only those AFSCs that were held for the periods of service covered by the DD Form 214 (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. Use of a prefix may be authorized 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

|  |  |
|--|--|
| 11. <a href="#">Primary Specialty</a><br>3S051, PERSONNEL JOURNEYMAN | 3S051, PERSONNEL<br>Select a PAFSC<br>Years: -3 Months: -6 |
| NO DATA<br>T3S051, PERSONNEL TECHNICIAN                              | <br>Select an AFSC<br>Years: -- Months: --                 |
| NO DATA  | <br>Select an AFSC<br>Years: -- Months: --                 |
| NO DATA  | <br>Select an AFSC<br>Years: -- Months: --                 |

Item 12: **RECORD OF SERVICE**

Item 12a: **DATE ENTERED ACTIVE DUTY THIS PERIOD**

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).

SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.

|   |   |
|---|---|
| 12a. <u>Date Entered Active Duty This Period</u><br>15 MAR 2011 | 15 MAR 2011  |
| 12b. <u>Separation Date This Period</u><br>14 MAR 2017          | 14 MAR 2017  |

12a

12b

Item 12b: **SEPARATION DATE THIS PERIOD**

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) or retirement order.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS; DPP-Personnel Programs, Retirements/Separations.
- Officer: MilPDS, DPP-Personnel Programs, Retirements/Separations.
- ARC Officer/enlisted: Active duty orders for the period the DD Form 214 is being published or retirement/separation order (as applicable)

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.

**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.



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

12c. Net Active Service This Period  
06 00 00

Years: 06 Months: 00 Days: 00

12d

12d. Total Prior Active Service  
00 00 00

Years: 00 Months: 00 Days: 00

12e

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. Verify with AFPC service date office as necessary.

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.

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

12g

|   |             |              |            |
|---|-------------|--------------|------------|
| 12f. <u>Foreign Service</u><br>00 00 00 | Years: 00 ▾ | Months: 00 ▾ | Days: 00 ▾ |
| 12g. <u>Sea Service</u><br>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
- ARC Officer/enlisted: Utilize the travel voucher for the respective period of service

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. MilPDS does not record sea service. Populate as '00 00 00' unless a suitable orders or source documents is provided by the Airman.

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.

Item 12h: **INITIAL ENTRY TRAINING** (Requires manual validation)

This is the first date entered into an official course of initial military training (ex: BMT) 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. For prior service where initial training was prior to the start date of the DD Form 214 (block 12a), default the date to match the entered active duty date (this period) in 12a. The information is administrative and does not affect veteran benefits or entitlements.

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](#)"

12h

12h. Initial Entry Training  
15 MAR 2011

15 MAR 2011



12i

12i. Effective Date Of Pay Grade  
27 SEP 2013

27 SEP 2013



Item 12i: **EFFECTIVE DATE OF PAY GRADE**

Enter the effective date of the active duty grade held at retirement (Item 4b). Ensure the official document shows year, month, and day.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS
- Officer: MilPDS

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](#)"

Item 13: **DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED**

All decorations, unit awards and service awards are listed here with the exception of badges. Show area of operation for Armed Forces Expeditionary Medal.

Badges are not available within MilPDS at this time and must be entered manually (if requested by the Airmen and supporting documentation is available). 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.

CHECK IF THERE ARE PROJECTED DECORATIONS not otherwise reflected due to the close out date being a future date.

**EXAMPLE:** Meritorious Service Medal, Air Force Good Conduct Medal with two oak leaf clusters, National Defense Service Medal with one bronze service star. Badges are not stored within MilPDS.

**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.

**SOURCE DOCUMENTATION:**

- Enlisted: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS
- Officer: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS

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.

13

13. [Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized](#)  
AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

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.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS: Education/Training data SURF, DP1 education database
- Officer: MilPDS: Education/Training data SURF, DP1 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 validated information is manually updated to this area.

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. <a href="#">Military Education</a> | AF BASIC MILITARY TRG, 8 WKS, MAY 2011; (IP2) PERSONNEL APPRENTICE, 7 WKS, DEC 2011; AIRMAN LEADERSHIP COURSE, DEC 2015.. |
| 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.. |

14

| DD Form 214 Tool   |                        |          |   |         |
|--|------------------------|----------|---|---------|
| Data as of 18NOV2014   |                        |          |   |         |
| The information herein is For Official Use Only (FOUO) which must 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 2011 |         |

|                                  |   |
|----------------------------------|---|
| <p>15a</p> <p>15b</p> <p>15c</p> | <p>Item 15a: <b><u>COMMISSIONED THROUGH SERVICE ACADEMY</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15b: <b><u>COMMISSIONED THROUGH ROTC SCHOLARSHIP</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15c: <b><u>ENLISTED UNDER LOAN REPAYMENT PROGRAM</u></b></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:</p> <p>Enlisted: AF Form 3008, <b>Supplement to Enlistment Agreement – United States Air Force</b></p> <p>15a. <u>Commissioned Through Service Academy</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15b. <u>Commissioned Through ROTC Scholarship</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15c. <u>Enlisted Under Loan Repayment Program</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> |
| <p>16</p>                        | <p>Item 16: <b><u>DAYS ACCRUED LEAVE PAID</u></b></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. <b>NOTE:</b> 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><b>EXAMPLE:</b> 33.0; 30.5, or 00.0</p> <p>16. <u>Days Accrued Leave Paid</u>      <input type="text" value="0"/></p>  |

|           |  |
|-----------|--|
| <p>17</p> | <p>Item 17: <b>MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION</b></p> <p>Annotate this entry if the SF Form 603, <b>Health Record-Dental</b> or 603A, <b>Health Record- Dental Continuation</b>, 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="321 415 1076 506"> <p>17. <a href="#">Member Was Provided Complete Dental Examination And All Appropriate Dental Services Within 90 Days Prior To Separation</a> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>   |
| <p>18</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, <b>Certificate of Release or Discharge from Active Duty</b>. 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="310 1262 1406 1535"> <p>18. <a href="#">Remarks</a></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Select a comment to add <input type="button" value="Add"/></p> </div> |



**Item 19a: MAILING ADDRESS AFTER SEPARATION**

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.

In the first text box: enter the complete street address.

In the second text box: enter the complete city, state and ZIP code.

See [blue link](#) on the application for further information.

**Item 19b: NEAREST RELATIVE** (Requires manual entry/validation)

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.

**EXAMPLES:**

3209 Woodchuck Lane                      c/o John Smith; P.O. Box 115  
Peoria IL 61650                              Or                      Sydney AK 14561-1124

In the first text box: enter the name of the relative followed by a semi-colon “;” and enter the complete street address.

In the second text box: enter complete city, state and ZIP code.

It is acceptable to list “NOT PROVIDED” if unknown.

**19a**

|   |   |
|---|---|
| <u>19a. Mailing Address After Separation</u><br>330 KITTY HAWK RD APT 2010<br>UNIVERSAL CITY TX 78148 | Street Address<br><input type="text" value="██"/> |
|---|---|

**19b**

|   |   |
|---|---|
| <u>19b. Nearest Relative</u><br>330 KITTY HAWK RD APT 2010<br>UNIVERSAL CITY TX 78148 | Name<br><input type="text" value="NOT PROVIDED"/> |
|   | Street Address<br><input type="text"/>            |
|   | City, State, and ZIP Code<br><input type="text"/> |

|                      |   |
|----------------------|---|
| <p>20</p> <p>20a</p> | <p>Item 20: <b><u>MEMBER REQUEST COPY 6 BE SENT TO DIRECTOR OF VETERANS' AFFAIRS</u></b></p> <p>Enter "YES" and specify the state the Airman would like Copy 6 (Director of Veterans' Affairs Office) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b>, sent to. Otherwise, mark "NO."</p> <p>Item 20a: <b><u>MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON DC)</u></b></p> <p>Enter "YES", if the Airman would like Copy 3 (Veterans Administration) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b> 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="318 590 1094 835"> <p>20. <a href="#">Member Requests Copy 6 Be Sent To Veterans Affairs</a> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>20a. <a href="#">Member Requests Copy 3 Be Sent To The Central Office Of The Department Of Veterans Affairs (Washington DC)</a> <input type="radio"/> Yes <input type="radio"/> No</p> </div> |
| <p>21</p>            | <p>Item 21: <b><u>SIGNATURE OF MEMBER BEING SEPARATED</u></b></p> <p>Select the drop down menu selection "MEMBER NOT AVAILABLE TO SIGN." <b>NOTE:</b> 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="318 1031 1406 1094"> <p>21. <a href="#">Signature of Member Being Separated</a> <input type="text" value="Member not available to sign"/></p> </div>  |
| <p>22</p>            | <p>Item 22: <b><u>TYPED NAME, GRADE, TITLE, AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN</u></b></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="318 1272 1382 1388"> <p>22. <a href="#">Official Authorized to Sign</a> <input type="text" value="Select a signature block"/></p> </div>   |
| <p>23</p>            | <p>Item 23: <b><u>TYPE of SEPARATION</u></b> (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="318 1465 1406 1530"> <p>23. <a href="#">Type of Separation</a> <input type="text" value="Select a separation type"/></p> </div>   |
| <p>24</p>            | <p>Item 24: <b><u>CHARACTER OF SERVICE</u></b> (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="318 1675 1341 1743"> <p>24. <a href="#">Character of Service</a> <input type="text" value="Select a service character"/></p> </div>   |

|    |  |
|----|--|
| 25 | <p>Item 25: <b>SEPARATION AUTHORITY</b> (Manual Entry)</p> <p>The applicable directive will be cited. Select from the drop down menu – Example: AFI 36-3203, <i>Service Retirements</i> and AFI 36-3212, <i>Physical Evaluation for Retention, Retirement, and Separation for disabilities</i>.</p> <div style="border: 1px solid black; padding: 5px;"> <p>25. <a href="#">Separation Authority</a></p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text"/> </div> <div style="border: 1px solid gray; padding: 2px;">       Select a separation authority <span style="float: right;">▼</span> </div> </div>  |
| 26 | <p>Item 26: <b>SEPARATION CODE</b> (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<br/>       RBD – Voluntary Retirement Sufficient Service for Retirement<br/>       SFJ - Retirement Disability, Permanent<br/>       SFK – Retirement Disability, Temporary<br/>       VBK – Revert to Retirement Completion of Required Active Service<br/>       VFJ – Retirement Disability, Permanent<br/>       VFK - Retirement Disability, Temporary</p> <div style="border: 1px solid black; padding: 5px;"> <p>26. <a href="#">Separation Code</a></p> <div style="border: 1px solid gray; padding: 2px;">       SFJ – Retirement Disability, Permanent     </div> <div style="border: 1px solid gray; padding: 2px;">       Select a separation code <span style="float: right;">▼</span> </div> </div>                             |
| 27 | <p>Item 27: <b>REENTRY CODE</b> (Requires manual validation)</p> <p>The applicable 2-character reenlistment eligibility code will be entered for active duty and Reserve enlisted being separated from active duty. This is pre-filled by MilPDS. To find reenlistment codes see AFI- 2606, <i>Reenlistment in the United States Air Force</i>. All officers, enter NA.</p> <p><b>EXAMPLE:</b> 4K Airman is pending evaluation by MEB/PEB.</p> <div style="border: 1px solid black; padding: 5px;"> <p>27. <a href="#">Reentry Code</a></p> <div style="border: 1px solid gray; padding: 2px;">       3C     </div> <div style="border: 1px solid gray; padding: 2px; width: 150px; margin-left: 100px;">       3C     </div> </div>   |
| 28 | <p>Item: 28: <b>NARRATIVE REASON FOR SEPARATION</b> (Manual Entry)</p> <p>Enter the SPD code for the specific authority for separation.</p> <p>This block will match the wording from the SPD Block 26.</p> <p><b>EXAMPLES:</b><br/>       RBC – Voluntary Retirement Maximum Service or Time in Grade<br/>       RBD – Voluntary Retirement Sufficient Service for Retirement<br/>       SFJ - Retirement Disability, Permanent<br/>       SFK – Retirement Disability, Temporary<br/>       VBK – Revert to Retirement Completion of Required Active Service<br/>       VFJ – Retirement Disability, Permanent<br/>       VFK - Retirement Disability, Temporary</p> <div style="border: 1px solid black; padding: 5px;"> <p>28. <a href="#">Narrative Reason For Separation</a></p> <div style="border: 1px solid gray; padding: 2px;">       Retirement Disability, Permanent     </div> <div style="border: 1px solid gray; padding: 2px;">       Select a separation reason <span style="float: right;">▼</span> </div> <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Convenience of the Government     </div> </div> |

|                               |   |                   |                      |                           |                      |                               |                      |
|-------------------------------|---|-------------------|----------------------|---------------------------|----------------------|-------------------------------|----------------------|
| 29                            | <p>Item 29: <b><u>DATES OF TIME LOST DURING THIS PERIOD</u></b> (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="321 296 1382 380" style="border: 1px solid black; padding: 5px;"> <p>29. <u>Dates of Time Lost During This Period</u> <input type="text"/> through <input type="text"/></p> </div>   |                   |                      |                           |                      |                               |                      |
| 30                            | <p>Item 30: <b><u>MEMBER REQUEST COPY 4</u></b></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 data-bbox="321 533 1382 596" style="border: 1px solid black; padding: 5px;"> <p>30. <u>Member Request Copy 4</u> <i>Copy 4 will automatically be issued to the member.</i></p> </div>   |                   |                      |                           |                      |                               |                      |
| 31                            | <p>Item 31: <b><u>DUTY PHONE</u></b></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. <b>EXAMPLE:</b> DSN: 665-0000.</p>   |                   |                      |                           |                      |                               |                      |
| 32                            | <p>Item 32: <b><u>DUTY EMAIL INFORMATION</u></b></p> <p>The duty email is pre-filled from the vMPF. This email address is used to contact the Airman.</p> <p>Item 33: <b><u>PERSONAL EMAIL INFORMATION</u></b></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 data-bbox="321 1052 1395 1346" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><u>Duty Phone</u></td> <td><input type="text"/></td> </tr> <tr> <td><u>Duty Email Address</u></td> <td><input type="text"/></td> </tr> <tr> <td><u>Personal Email Address</u></td> <td><input type="text"/></td> </tr> </table> </div> | <u>Duty Phone</u> | <input type="text"/> | <u>Duty Email Address</u> | <input type="text"/> | <u>Personal Email Address</u> | <input type="text"/> |
| <u>Duty Phone</u>             | <input type="text"/>  |                   |                      |                           |                      |                               |                      |
| <u>Duty Email Address</u>     | <input type="text"/>  |                   |                      |                           |                      |                               |                      |
| <u>Personal Email Address</u> | <input type="text"/>  |                   |                      |                           |                      |                               |                      |
| 34                            | <p>Item 34: <b><u>FORM DD FORM 214 STATUS INFORMATION</u></b></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 <a href="#">Submit Worksheet</a> 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>   |                   |                      |                           |                      |                               |                      |
| 35                            | <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>   |                   |                      |                           |                      |                               |                      |
| 36                            | <p>The technician will review and update corrections daily. Once the corrections are updated, click <a href="#">Submit Worksheet</a> to return the DD Form 214 to the Airman. This maintains a record of the correction without having to save the email.</p>   |                   |                      |                           |                      |                               |                      |

|           |   |
|-----------|---|
| <b>37</b> | Log into RNT, input the Airman's SSN 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.   |
| <b>38</b> | Technicians will publish DD Form 214(s) the first duty day following the date reflected in block 12b. Block 34: DD FORM 214 STATUS INFORMATION: Indicate Form DD Form 214 is Official.  |
| <b>39</b> | <p>Copies 1 and 4 are electronically provided to the individual on the day following the effective date of separation from service. Technical training personnel offices separating Airmen from initial military pipeline training may issue the DD Form 214 on the DOS. Print copy 5 and mail to the address below.</p> <p>Lockheed Martin Info Tech US<br/> Department of Labor Federal<br/> Claims Control Center PO Box 785070<br/> Orlando FL 32878-5070</p> <p>Mail copy 3 to the appropriate state indicated on the DD Form 214 and address posted in AFI 36-3202.</p> |

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

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

## Section G: Total Force Service Center (TFSC)--ARPC Virtual Military Personnel Flight (vMPF) Application

This section provides specific guidance to the ARPC TFSC. It outlines each section of the vMPF application designed to generate DD Form 214 Worksheet, the final official document, and notification procedures.

### 1. TFSC-ARPC, DD FORM 214 vMPF PROCEDURES

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

- MilPDS
- AFPC Secure - vMPF, then MPS Actions and ARMS
- Right Now Web (RNT)
- Discoverer (used to process rosters)

### GENERAL INFORMATION:

#### 1. Distribution of Workload:

The TFSC and Strategic Partner will pull and review monthly DISCOVERER products to determine DD Form 214 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 a restricted drive.

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 DPTSC to ensure the accuracy of the DD Form 214 information.

**4. Delivery Timelines of DD Form 214:** IAW AFI 36-3202, the DD Form 214 is the document that separates a member from the AF (Title 10, U.S.C., section 1168 and paragraph 14). Do not issue the DD Form 214 prior to the date of separation and ensure it is made available 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. Initial

military pipeline training locations may physically provide Airman their DD Form 214 on the date of separation.

The member must contact the AFPC/A1 Service Desk by e-mailing [AFPOA.A1.SD@US.AF.MIL](mailto: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: <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: [www.eBenefits.va.gov](http://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.

**5. 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 25<sup>th</sup> 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 in Figure 4.

**6. Processing Separation DD Form 214:** The DD-214 technician is generally assigned their workload based on the first three digits of the SSN. 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 electronic signature. Upon completion and prior to departing for the day, each technician will send a daily update of completed DD Form 214(s) 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.



**Figure 4. vMPF DD Form 214 Application Reference.** Block-by-block review and information to populate and validate DD Form 214 information.

| <a href="#">Table 5</a> | vMPF DD FORM 214 REFERENCE   |
|-------------------------|--|
|                         | Select the reason for creating the DD Form 214 from the dropdown menu.   |
|                         | Review DD Form 214 Worksheet application:  |
| 1                       | <p>Item 1: <b><u>NAME (partially prepopulated)</u></b></p> <p>The full name is typed in capital letters. It is shown as LAST FIRST MIDDLE. <b>NOTE:</b> The first and last name will prepopulate. The middle name must be completed as it appears on the DD Form 4-1 (enlisted) or accession documents (officers) in ARMS. Abbreviations for junior, senior, second, or other designations will be displayed as shown on accession documents or AF Form 281, <b>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”</b></p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>Enlisted: DD Form 4, <b>Enlistment/Reenlistment Document – Armed Forces of the United States</b></li> </ul> <p>Officer: Enter Active Duty Orders (EAD Orders) or other documents in ARMS used to access the officer to active duty.</p> <p>Enter the Airman’s middle name in the text box provided.</p> <div data-bbox="350 835 1398 1171"> <p>1. <u>Name</u><br/>COX, CHRISTOPHER HOWARD</p> <p>Last Name<br/>COX</p> <p>First Name<br/>CHRISTOPHER</p> <p>Middle Name<br/>HOWARD</p> <p>Suffix<br/></p> </div> |
| 2                       | <p>Item 2: <b><u>COMPONENT (prepopulated)</u></b></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="350 1346 1425 1423"> <p>2. <u>Department, Component and Branch</u><br/>AIR FORCE--REGAF</p> <p>Air Force--REGAF</p> </div>   |
| 3                       | <p>Item 3: <b><u>SOCIAL SECURITY NUMBER (prepopulated)</u></b></p> <p>This item is self-explanatory. Ensure the SSN is correctly displayed. The SSN cannot be changed.</p> <div data-bbox="350 1570 1352 1644"> <p>3. <u>SSN</u><br/>[REDACTED]</p> <p>SSAN cannot be changed.</p> </div>  |

|                                   |   |
|-----------------------------------|---|
| <p><b>4a</b></p> <p><b>4b</b></p> | <p>Item 4a/b: <b><u>RANK and PAY GRADE (prepopulated)</u></b></p> <p>The Airman's active duty grade held on the date of separation will be placed here.</p> <p><b>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).</b></p> <p>Use the drop down menu provided.</p> <p>4a. <u>Grade, Rate, or Rank</u><br/>SRA <input type="text" value="SRA"/></p> <p>4b. <u>Pay Grade</u><br/>E4 <input type="text" value="E4"/></p>   |
| <p><b>5</b></p>                   | <p>Item 5: <b><u>DATE OF BIRTH (prepopulated)</u></b></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> <p>5. <u>Date of Birth</u><br/>15 MAR 1990 <input type="text" value="15 MAR 1990"/></p> <p><b><u>How to navigate the calendar:</u></b> 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. <b>NOTE:</b> If the arrows do not appear, exit the application and reenter. Occasionally, the calendar may become unstable depending on the browser used.</p> |
| <p><b>6</b></p>                   | <p>Item 6: <b><u>RESERVE OBLIGATION TERMINATION DATE (separations only)</u></b></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> <p>6. <u>Reserve Obligation Termination Date</u> <input type="text"/></p>  |

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).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.

7a. **PLACE OF ENTRY INTO**  Correct  Incorrect CITY

7a

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

7b

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:

SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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

|                  |   |
|------------------|---|
| <p><b>8a</b></p> | <p>Item 8a: <b><u>LAST DUTY ASSIGNMENT AND MAJOR COMMAND (prepopulated)</u></b></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.</p> <p>8a. <a href="#">Last Duty Assignment And Major Command</a><br/>OL DPT0 AF PERSONNEL CTR FO (APC) <input type="text" value="OL DPT0 AF PERSONNEL CTR FO (APC)"/></p>   |
| <p><b>8b</b></p> | <p>Item 8b: <b><u>STATION WHERE SEPARATED</u></b> 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. <a href="#">Station Where Separated</a><br/>JBSA RANDOLPH AFB TX <input type="text" value="JBSA RANDOLPH TX"/> <a href="#">Set to "HQ ARPC CO"</a></p>  |
| <p><b>9</b></p>  | <p>Item 9: <b><u>COMMAND TO WHICH TRANSFERRED</u></b></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. <a href="#">Command To Which Transferred</a> <input type="text" value="Not Applicable"/></p> |
| <p><b>10</b></p> | <p>Item 10: <b><u>SGLI COVERAGE (prepopulated)</u></b></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. <a href="#">SGLI Coverage</a><br/>400,000 <input type="text" value="\$400,000"/></p>  |

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.

List only those AFSCs that were held for the periods of service covered by the DD Form 214 (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** prefixes (except the “C” (commander) prefix for officers or suffixes. **Enter the full years and months served in each AFSC (partial months do not count). 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

|  |  |
|--|--|
| 11. <a href="#">Primary Specialty</a><br>3S051, PERSONNEL JOURNEYMAN | 3S051, PERSONNEL<br>Select a PAFSC<br>Years: -3 Months: -6 |
| NO DATA<br>T3S051, PERSONNEL TECHNICIAN                              | <br>Select an AFSC<br>Years: -- Months: --                 |
| NO DATA  | <br>Select an AFSC<br>Years: -- Months: --                 |
| NO DATA  | <br>Select an AFSC<br>Years: -- Months: --                 |

Item 12: **RECORD OF SERVICE**

Item 12a: **DATE ENTERED ACTIVE DUTY THIS PERIOD**

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).

SOURCE DOCUMENTATION:


- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.


12a

12a. Date Entered Active Duty This Period  
15 MAR 2011

15 MAR 2011 

12b

12b. Separation Date This Period  
14 MAR 2017

14 MAR 2017 

Item 12b: **SEPARATION DATE THIS PERIOD**

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) or retirement order.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS; DPP-Personnel Programs, Retirements/Separations.
- Officer: MilPDS, DPP-Personnel Programs, Retirements/Separations.
- ARC Officer/enlisted: Active duty orders for the period the DD Form 214 is being published or retirement/separation order (as applicable)

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.

*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.

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

12c. Net Active Service This Period  
06 00 00

Years: 06 Months: 00 Days: 00

12d

12d. Total Prior Active Service  
00 00 00

Years: 00 Months: 00 Days: 00

12e

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. Verify with AFPC service date office as necessary.

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.



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

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

12g

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
- ARC Officer/enlisted: Utilize the travel voucher for the respective period of service

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. MilPDS does not record sea service. Populate as '00 00 00' unless a suitable orders or source documents is provided by the Airman.

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.

Item 12h: **INITIAL ENTRY TRAINING** (Requires manual validation)

This is the first date entered into an official course of initial military training (ex: BMT) 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. For prior service where initial training was prior to the start date of the DD Form 214 (block 12a), default the date to match the entered active duty date (this period) in 12a. The information is administrative and does not affect veteran benefits or entitlements.

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](#)"

12h

12h. Initial Entry Training  
15 MAR 2011

15 MAR 2011



12i

12i. Effective Date Of Pay Grade  
27 SEP 2013

27 SEP 2013



Item 12i: **EFFECTIVE DATE OF PAY GRADE**

Enter the effective date of the active duty grade held at retirement (Item 4b). Ensure the official document shows year, month, and day.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS
- Officer: MilPDS

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](#)"

Item 13: **DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED**

All decorations, unit awards and service awards are listed here with the exception of badges. Show area of operation for Armed Forces Expeditionary Medal.

Badges are not available within MilPDS at this time and must be entered manually (if requested by the Airmen and supporting documentation is available). 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.

CHECK IF THERE ARE PROJECTED DECORATIONS not otherwise reflected due to the close out date being a future date.

**EXAMPLE:** Meritorious Service Medal, Air Force Good Conduct Medal with two oak leaf clusters, National Defense Service Medal with one bronze service star.

Badges are not stored within MilPDS.

**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.

**SOURCE DOCUMENTATION:**

- Enlisted: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS
- Officer: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS

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.

13

13. [Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized](#)  
AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

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.

**SOURCE DOCUMENTATION:**

- Enlisted: MilPDS: Education/Training data SURF, DP1 education database
- Officer: MilPDS: Education/Training data SURF, DP1 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 validated information is manually updated to this area.

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. <a href="#">Military Education</a> | AF BASIC MILITARY TRG, 8 WKS, MAY 2011; (IP2) PERSONNEL APPRENTICE, 7 WKS, DEC 2011; AIRMAN LEADERSHIP COURSE, DEC 2015.. |
| 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.. |

14

| DD Form 214 Tool   |     |          |   |         |
|--|-----|----------|---|---------|
| Data as of 18NOV2014   |     |          |   |         |
| The information herein is For Official Use Only (FOUO) which must 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 |
|  |     | (E4) SRA | AF BASIC MILITARY TRG, MAY 2011; (IF2) PERSONNEL APPRENTICE, DEC 2011 |         |

|                                  |  |
|----------------------------------|--|
| <p>15a</p> <p>15b</p> <p>15c</p> | <p>Item 15a: <b><u>COMMISSIONED THROUGH SERVICE ACADEMY</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15b: <b><u>COMMISSIONED THROUGH ROTC SCHOLARSHIP</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15c: <b><u>ENLISTED UNDER LOAN REPAYMENT PROGRAM</u></b></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:<br/>Enlisted: AF Form 3008, <b>Supplement to Enlistment Agreement – United States Air Force</b></p> <p>15a. <u>Commissioned Through Service Academy</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15b. <u>Commissioned Through ROTC Scholarship</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15c. <u>Enlisted Under Loan Repayment Program</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> |
| <p>16</p>                        | <p>Item 16: <b><u>DAYS ACCRUED LEAVE PAID</u></b></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. <b>NOTE:</b> 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><b>EXAMPLE:</b> 33.0; 30.5, or 00.0</p> <p>16. <u>Days Accrued Leave Paid</u>      <input type="text" value="0"/></p>   |

|  |   |
|--|---|
| <p style="text-align: center;"><b>17</b></p> | <p>Item 17: <b>MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION</b></p> <p>Annotate this entry if the SF Form 603, <b>Health Record-Dental</b> or 603A, <b>Health Record- Dental Continuation</b>, 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> <p>17. <u>Member Was Provided Complete Dental Examination And All Appropriate Dental Services Within 90 Days Prior To Separation</u> <input type="radio"/> Yes <input checked="" type="radio"/> No</p>   |
| <p style="text-align: center;"><b>18</b></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, <b>Certificate of Release or Discharge from Active Duty</b>. 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 (including medical retirement less than 20 years), 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> <p>18. <u>Remarks</u></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Select a comment to add <input type="button" value="Add"/></p> |

Item 19a: **MAILING ADDRESS AFTER SEPARATION**

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.

In the first text box: enter the complete street address.

In the second text box: enter the complete city, state and ZIP code.

See [blue](#) link on the application for further information.

Item 19b: **NEAREST RELATIVE** (Requires manual entry/validation)

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.

**EXAMPLES:**

3209 Woodchuck Lane    c/o John Smith; P.O. Box 115  
Peoria IL 61650    Or    Sydney AK 14561-1124

In the first text box: enter the name of the relative followed by a semi-colon “;” and enter the complete street address.

In the second text box: enter complete city, state and ZIP code.

It is acceptable to list “NOT PROVIDED” if unknown.

**19a**

|  |   |
|--|---|
| 19a. <a href="#">Mailing Address After Separation</a><br>330 KITTY HAWK RD APT 2010<br>UNIVERSAL CITY TX 78148 | Street Address<br><input type="text" value="330 KITTY HAWK RD APT 2010"/>         |
|  | City, State, and ZIP Code<br><input type="text" value="UNIVERSAL CITY TX 78148"/> |

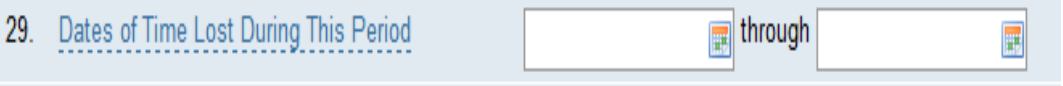


**19b**

|  |   |
|--|---|
| 19b. <a href="#">Nearest Relative</a><br>330 KITTY HAWK RD APT 2010<br>UNIVERSAL CITY TX 78148 | Name<br><input type="text" value="NOT PROVIDED"/> |
|  | Street Address<br><input type="text"/>            |
|  | City, State, and ZIP Code<br><input type="text"/> |

|                                    |   |
|------------------------------------|---|
| <p><b>20</b></p> <p><b>20a</b></p> | <p>Item 20: <b><u>MEMBER REQUEST COPY 6 BE SENT TO DIRECTOR OF VETERANS' AFFAIRS</u></b></p> <p>Enter "YES" and specify the state the Airman would like Copy 6 (Director of Veterans' Affairs Office) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b>, sent to. Otherwise, mark "NO."</p> <p>Item 20a: <b><u>MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON DC)</u></b></p> <p>Enter "YES", if the Airman would like Copy 3 (Veterans Administration) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b> 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> <p>20. <a href="#">Member Requests Copy 6 Be Sent To Veterans Affairs</a> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>20a. <a href="#">Member Requests Copy 3 Be Sent To The Central Office Of The Department Of Veterans Affairs (Washington DC)</a> <input type="radio"/> Yes <input type="radio"/> No</p> |
| <p><b>21</b></p>                   | <p>Item 21: <b><u>SIGNATURE OF MEMBER BEING SEPARATED</u></b></p> <p>Select the drop down menu selection "MEMBER NOT AVAILABLE TO SIGN." <b>NOTE:</b> 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> <p>21. <a href="#">Signature of Member Being Separated</a> Member not available to sign ▼</p>   |
| <p><b>22</b></p>                   | <p>Item 22: <b><u>TYPED NAME, GRADE, TITLE, AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN</u></b></p> <p>The DD Form 214 is not made official until the date of retirement or separation date; not terminal leave start date.</p> <p>22. <a href="#">Official Authorized to Sign</a> Select a signature block ▼</p>  |
| <p><b>23</b></p>                   | <p>Item 23: <b><u>TYPE of SEPARATION</u></b> (Manual Entry)</p> <p>If this item is not pre-populated by the MilPDS, refer to Attachment 1 for explanation of terms.</p> <p>23. <a href="#">Type of Separation</a> Select a separation type ▼</p>  |
| <p><b>24</b></p>                   | <p>Item 24: <b><u>CHARACTER OF SERVICE</u></b> (Manual Entry)</p> <p>The "character of service" is determined under Air Force Instructions (AFI) authorizing separation. All retirements are HONORABLE.</p> <p>24. <a href="#">Character of Service</a> Select a service character ▼</p>  |



|    |  |
|----|--|
| 25 | <p>Item 25: <b><u>SEPARATION AUTHORITY</u></b> (Manual Entry)</p> <p>The applicable directive will be cited. Select from the drop down menu – Example: AFI 36-3203, <i>Service Retirements</i> and AFI 36-3212, <i>Physical Evaluation for Retention, Retirement, and Separation for disabilities</i>.</p> <p>25. <a href="#">Separation Authority</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="text"/><br/> Select a separation authority </div>  |
| 26 | <p>Item 26: <b><u>SEPARATION CODE</u></b> (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<br/> RBD – Voluntary Retirement Sufficient Service for Retirement<br/> SFJ - Retirement Disability, Permanent<br/> SFK – Retirement Disability, Temporary<br/> VBK – Revert to Retirement Completion of Required Active Service<br/> VFJ – Retirement Disability, Permanent<br/> VFK - Retirement Disability, Temporary</p> <p>26. <a href="#">Separation Code</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> SFJ – Retirement Disability, Permanent<br/> Select a separation code </div> |
| 27 | <p>Item 27: <b><u>REENTRY CODE</u></b> (Requires manual validation)</p> <p>The applicable 2-character reenlistment eligibility code will be entered for active duty and Reserve enlisted being separated from active duty. This is pre-filled by MilPDS. To find reenlistment codes see AFI- 2606, <i>Reenlistment in the United States Air Force</i>. All officers, enter NA.</p> <p><b>EXAMPLE:</b> 4K Airman is pending evaluation by MEB/PEB.</p> <p>27. <a href="#">Reentry Code</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 3C </div>  |
| 28 | <p>Item: 28: <b><u>NARRATIVE REASON FOR SEPARATION</u></b> (Manual Entry)</p> <p>Enter the SPD code for the specific authority for separation.</p> <p>This block will match the wording from the SPD Block 26.</p> <p><b>EXAMPLES:</b><br/> RBC – Voluntary Retirement Maximum Service or Time in Grade<br/> RBD – Voluntary Retirement Sufficient Service for Retirement<br/> SFJ - Retirement Disability, Permanent<br/> SFK – Retirement Disability, Temporary<br/> VBK – Revert to Retirement Completion of Required Active Service<br/> VFJ – Retirement Disability, Permanent<br/> VFK - Retirement Disability, Temporary</p> <p>28. <a href="#">Narrative Reason For Separation</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Retirement Disability, Permanent<br/> Select a separation reason<br/> <input type="checkbox"/> Convenience of the Government </div>                                     |

|    |  |
|----|--|
| 29 | <p>Item 29: <b><u>DATES OF TIME LOST DURING THIS PERIOD</u></b> (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>   |
| 30 | <p>Item 30: <b><u>MEMBER REQUEST COPY 4</u></b></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>   |
|    | <p>Item 31: <b><u>DUTY PHONE</u></b></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><b>EXAMPLE:</b> DSN: 665-0000</p>  |
|    | <p>Item 32: <b><u>DUTY EMAIL INFORMATION</u></b></p> <p>The duty email is pre-filled from the vMPF. This email address is used to contact the Airman.</p> <p>Item 33: <b><u>PERSONAL EMAIL INFORMATION</u></b></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>  |
|    | <p>Item 34: <b><u>FORM DD FORM 214 STATUS INFORMATION</u></b></p> <p>Indicate if the DD Form 214 is a Worksheet or the Official document.<br/> Select Worksheet to make any corrections to the DD Form 214, until it is complete.</p> <p>Click <a href="#">Submit Worksheet</a> 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>  |
|    | <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>  |
|    | <p>The technician will review and update corrections daily. Once the corrections are updated, click <a href="#">Submit Worksheet</a> to return the DD Form 214 to the Airman. This maintains a record of the correction without having to save the email.</p>  |

|  |   |
|--|---|
|  | Log into RNT, input the Airman's SSN 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.   |
|  | Technicians will publish DD Form 214(s) the first duty day following the date reflected in block 12b. Block 34: DD FORM 214 STATUS INFORMATION: Indicate Form DD Form 214 is Official.  |
|  | <p>Copies 1 and 4 are electronically provided to the individual on the day following the effective date of separation from service. Technical training personnel offices separating Airmen from initial military pipeline training may issue the DD Form 214 on the DOS. Print copy 5 and mail to the address below:</p> <p>Lockheed Martin Info Tech US<br/> Department of Labor Federal<br/> Claims Control Center PO Box 785070<br/> Orlando FL 32878-5070</p> <p>Mail copy 3 to the appropriate state indicated on the DD Form 214 and address posted in AFI 36-3202.</p> |

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

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

**Section H:**  
**United States Air Force Academy (USAFA) / Officer Training School (OTS)/**  
**Initial Military Pipeline Training Locations**  
**Virtual Military Personnel Flight (vMPF) Application**

**This section provides specific guidance to the USAFA, OTS and various Air Force initial military pipeline training locations authorized to publish DD Form 214(s). This section provides specific guidance to each section of the vMPF application designed to generate a DD Form 214 Worksheet, the final official document, and notification.**

**1. USAFA/OTS/INITIAL MILITARY PIPELINE TRAINING LOCATION - DD FORM 214 vMPF PROCEDURES**

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

- MilPDS
- AFPC Secure - vMPF, then MPS Actions and ARMS

**GENERAL INFORMATION:**

**1. Distribution of Workload:** Use locally devised procedures to determine if there is a division of workload between different offices. Establish written procedures for your internal process.

**Location of written procedures is located (indicate location of local process):**

---

**2. Rosters:** Using locally devised products, capture projected losses, and at a minimum, run these products one time per week. Establish a product that will additionally capture changes, additions or deletions to the initial product. Determine who will run the products, when and how often. Establish written procedures on how the products are ran so they are consistent and can be produced in the absence of a co-worker.

**Location of product instructions is filed (write in the location of the file/drive/etc.):**

---

**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 can be accessed via the vMPF and source documents can be retrieved from MilPDS, ARMS, and local personnel records. A locally devised worksheet can be used for the same result to complete the official DD Form 214. Using this guide, random quality assurance (QA) checks should be performed by a third party or supervisor to ensure the accuracy of the DD Form 214s being published by your office.

**4. Delivery Timelines of DD Form 214:** IAW AFI 36-3202, the DD Form 214 is the document that separates a member from the AF (Title 10, U.S.C., section 1168 and paragraph 14). Do not issue the DD Form 214 prior to the date of separation and ensure it is made available no later than the first duty day after the effective date. If not physically providing the individual a copy of their

DD Form 214 upon departure on their Date of Separation, provide the Airmen information on how to electronically retrieve their DD Form 214.

To electronically retrieve the DD Form 214, the Airman must contact the AFPC/A1 Service Desk by e-mailing [AFPOA.A1.SD@US.AF.MIL](mailto: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:

<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:

[www.eBenefits.va.gov](http://www.eBenefits.va.gov)

**REMINDER:** The DD Form 214 is not issued (or made official) until the date of separation/retirement or after. As a general practice, DD Form 214s are not mailed.

**5. Processing the DD Form 214:** Separation actions performed under this section of the PSDG generally are short notice and without the value of lengthy processing time. Upon notification of a pending discharge, prepare a DD Form 214 worksheet (or local equivalent) to capture the information needed to finalize the DD Form 214 on the date of separation. As local processes permit and due to the impact errors on this vital document can have on veteran benefits and entitlements, provide the Airmen a copy of the actual DD Form 214 worksheet as prepared in vMPF prior to publication so to identify any errors and corrections can be made in advance of final publication.

**Figure 5. vMPF DD Form 214 Application Reference.** Block-by-block review and information to populate and validate DD Form 214 information.

| <u>Table 5</u> | vMPF DD FORM 214 REFERENCE   |
|----------------|--|
|                | Select the reason for creating the DD Form 214 from the dropdown menu.   |
|                | Review DD Form 214 Worksheet application:  |
| 1              | <p>Item 1: <b><u>NAME (partially prepopulated)</u></b></p> <p>The full name is typed in capital letters. It is shown as LAST FIRST MIDDLE. <b>NOTE:</b> The first and last name will prepopulate. The middle name must be completed as it appears on the DD Form 4-1 (enlisted) or accession documents (officers) in ARMS. Abbreviations for junior, senior, second, or other designations will be displayed as shown on accession documents or AF Form 281, <b>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"</b></p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>Enlisted: DD Form 4, <b>Enlistment/Reenlistment Document – Armed Forces of the United States</b></li> </ul> <p>Officer: Enter Active Duty Orders (EAD Orders) or other documents in ARMS used to access the officer to active duty.</p> <p>Enter the Airman’s middle name in the text box provided.</p> <div data-bbox="350 831 1398 1163"> <p>1. <b>Name</b><br/>CÖX, CHRISTOPHER HOWARD</p> <p>Last Name<br/><input type="text"/></p> <p>First Name<br/><input type="text"/></p> <p>Middle Name<br/><input type="text"/></p> <p>Suffix<br/><input type="text"/></p> </div> |
| 2              | <p>Item 2: <b><u>COMPONENT (prepopulated)</u></b></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="350 1314 1427 1394"> <p>2. <b>Department, Component and Branch</b><br/>AIR FORCE--REGAF</p> <p>Air Force--REGAF <input type="text"/></p> </div>  |
| 3              | <p>Item 3: <b><u>SOCIAL SECURITY NUMBER (prepopulated)</u></b></p> <p>This item is self-explanatory. Ensure the SSN is correctly displayed. The SSN cannot be changed.</p> <div data-bbox="350 1518 1352 1585"> <p>3. <b>SSN</b><br/><input type="text"/></p> <p>SSAN cannot be changed.</p> </div>  |

|                     |   |
|---------------------|---|
| <p>4a</p> <p>4b</p> | <p>Item 4a/b: <b><u>RANK and PAY GRADE (prepopulated)</u></b></p> <p>The Airman's active duty grade held on the date of separation will be placed here.</p> <p><b>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).</b></p> <p>Use the drop down menu provided.</p> <p>4a. <u>Grade, Rate, or Rank</u><br/>SRA</p> <p>4b. <u>Pay Grade</u><br/>E4</p>  |
| <p>5</p>            | <p>Item 5: <b><u>DATE OF BIRTH (prepopulated)</u></b></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> <p>5. <u>Date of Birth</u><br/>15 MAR 1990</p> <p><b>How to navigate the calendar:</b> 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. <b>NOTE:</b> If the arrows do not appear, exit the application and reenter. Occasionally, the calendar may become unstable depending on the browser used.</p> |
| <p>6</p>            | <p>Item 6: <b><u>RESERVE OBLIGATION TERMINATION DATE (separations only)</u></b></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> <p>6. <u>Reserve Obligation Termination Date</u></p>   |

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).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.

7a 7a. PLACE OF ENTRY INTO  Correct  Incorrect CITY

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

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:

SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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



|                  |   |
|------------------|---|
| <p><b>8a</b></p> | <p>Item 8a: <b><u>LAST DUTY ASSIGNMENT AND MAJOR COMMAND (prepopulated)</u></b></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.</p> <p>8a. <a href="#">Last Duty Assignment And Major Command</a><br/>OL DPT0 AF PERSONNEL CTR FO (APC) <input type="text" value="OL DPT0 AF PERSONNEL CTR FO (APC)"/></p>   |
| <p><b>8b</b></p> | <p>Item 8b: <b><u>STATION WHERE SEPARATED</u></b></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/signed:</p> <p>8b. <a href="#">Station Where Separated</a><br/>JBSA RANDOLPH AFB TX <input type="text" value="JBSA RANDOLPH TX"/> <a href="#">SEL TO HQ AFPC CO</a></p>   |
| <p><b>9</b></p>  | <p>Item 9: <b><u>COMMAND TO WHICH TRANSFERRED</u></b></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. <a href="#">Command To Which Transferred</a> <input type="text" value="Not Applicable"/></p> |
| <p><b>10</b></p> | <p>Item 10: <b><u>SGLI COVERAGE (prepopulated)</u></b></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. <a href="#">SGLI Coverage</a><br/>400,000 <input type="text" value="\$400,000"/></p>  |

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.

List only those AFSCs that were held for the periods of service covered by the DD Form 214 (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 full 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. Use of a prefix; only the officer "C" (Commander) prefix with the functional AFSC may be identified when it is held. 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

|  |  |
|--|--|
| 11. <a href="#">Primary Specialty</a><br>3S051, PERSONNEL JOURNEYMAN | 3S051, PERSONNEL<br>Select a PAFSC<br>Years: -3 Months: -6 |
| NO DATA<br>T3S051, PERSONNEL TECHNICIAN                              | <br>Select an AFSC<br>Years: -- Months: --                 |
| NO DATA  | <br>Select an AFSC<br>Years: -- Months: --                 |
| NO DATA  | <br>Select an AFSC<br>Years: -- Months: --                 |

Item 12: **RECORD OF SERVICE**

Item 12a: **DATE ENTERED ACTIVE DUTY THIS PERIOD**

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).

SOURCE DOCUMENTATION:


- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.


12a

12a. Date Entered Active Duty This Period  
15 MAR 2011

15 MAR 2011 

12b

12b. Separation Date This Period  
14 MAR 2017

14 MAR 2017 

Item 12b: **SEPARATION DATE THIS PERIOD**

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) or retirement order.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS; DPP-Personnel Programs, Retirements/Separations.
- Officer: MilPDS, DPP-Personnel Programs, Retirements/Separations.
- ARC Officer/enlisted: Active duty orders for the period the DD Form 214 is being published or retirement/separation order (as applicable)

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.

**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.

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

12c. Net Active Service This Period  
06 00 00

Years: 06 Months: 00 Days: 00

12d

12d. Total Prior Active Service  
00 00 00

Years: 00 Months: 00 Days: 00

12e

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. Verify with AFPC service date office as necessary.

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.

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

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

12g

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
- ARC Officer/enlisted: Utilize the travel voucher for the respective period of service

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. MilPDS does not record sea service. Populate as '00 00 00' unless a suitable orders or source documents is provided by the Airman.


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.

Item 12h: **INITIAL ENTRY TRAINING** (Requires manual validation)


This is the first date entered into an official course of initial military training (ex: BMT, OTS) 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. For prior service where initial training was prior to the start date of the DD Form 214 (block 12a), default the date to match the entered active duty date (this period) in 12a. The information is administrative and does not affect veteran benefits or entitlements.

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](#)"

12h

12h. Initial Entry Training  
15 MAR 2011  

12i

12i. Effective Date Of Pay Grade  
27 SEP 2013  

Item 12i: **EFFECTIVE DATE OF PAY GRADE**

Enter the effective date of the active duty grade held at retirement (Item 4b). Ensure the official document shows year, month, and day.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS
- Officer: MilPDS

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](#)"

Item 13: **DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED**

All decorations, unit awards and service awards are listed here with the exception of badges. Show area of operation for Armed Forces Expeditionary Medal.

Badges are not available within MilPDS at this time and must be entered manually (if requested by the Airmen and supporting documentation is available). 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.

CHECK IF THERE ARE PROJECTED DECORATIONS not otherwise reflected due to the close out date being a future date.

**EXAMPLE:** Meritorious Service Medal, Air Force Good Conduct Medal with two oak leaf clusters, National Defense Service Medal with one bronze service star

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.

**SOURCE DOCUMENTATION:**

- Enlisted: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS
- Officer: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS

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.

13

13. [Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized](#)  
AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

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, Jul 2014  
Squadron Officer School, 11 weeks, Dec 2014 (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. List if known and can be readily validated.

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

If the information provided by MilPDS is incorrect, validate/confirm education using available personnel records, MilPDS, prior DD Form 214s. Only validated information is manually updated to this area.

Use a semicolon between course entries, commas between data of a course, and end the entire box with a period.

14

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..



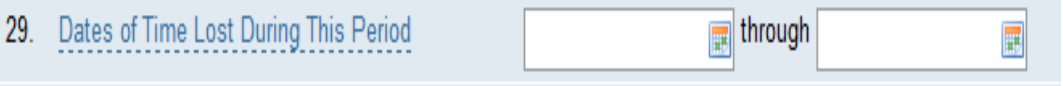
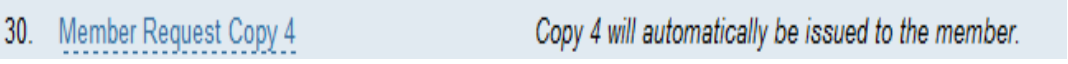

|   |  |
|---|--|
| <p><b>15a</b></p> <p><b>15b</b></p> <p><b>15c</b></p> | <p>Item 15a: <b><u>COMMISSIONED THROUGH SERVICE ACADEMY</u></b></p> <p>Mark "Yes" if the officer received their commission through the Air Force Academy. Mark "NO" if the officer did not.</p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15b: <b><u>COMMISSIONED THROUGH ROTC SCHOLARSHIP</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15c: <b><u>ENLISTED UNDER LOAN REPAYMENT PROGRAM</u></b></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:<br/>Enlisted: AF Form 3008, <b>Supplement to Enlistment Agreement – United States Air Force</b></p> <p>15a. <u>Commissioned Through Service Academy</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15b. <u>Commissioned Through ROTC Scholarship</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15c. <u>Enlisted Under Loan Repayment Program</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> |
| <p><b>16</b></p>                                      | <p>Item 16: <b><u>DAYS ACCRUED LEAVE PAID</u></b></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. <b>NOTE:</b> 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><b>EXAMPLE:</b> 33.0; 30.5, or 00.0</p> <p>16. <u>Days Accrued Leave Paid</u>      <input type="text" value="0"/></p>   |

|  |  |
|--|--|
| <p style="text-align: center;"><b>17</b></p> | <p>Item 17: <b>MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION</b></p> <p>Annotate this entry if the SF Form 603, <b>Health Record-Dental</b> or 603A, <b>Health Record- Dental Continuation</b>, 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> <p>17. <u>Member Was Provided Complete Dental Examination And All Appropriate Dental Services</u> <input type="radio"/> Yes <input checked="" type="radio"/> No</p>   |
| <p style="text-align: center;"><b>18</b></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, <b>Certificate of Release or Discharge from Active Duty</b>. 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><b>Those in their first period of service (first enlistment or officers serving their initial active duty service commitment (ADSC)) 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).</b></p> <p>----- NOTHING FOLLOWS ----- will be automatically placed at the end of the remarks by the system</p> <p>18. <u>Remarks</u></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Select a comment to add <input type="button" value="Add"/></p> </div> |



|                                    |   |
|------------------------------------|---|
| <p><b>20</b></p> <p><b>20a</b></p> | <p>Item 20: <b><u>MEMBER REQUEST COPY 6 BE SENT TO DIRECTOR OF VETERANS' AFFAIRS</u></b></p> <p>Enter "YES" and specify the state the Airman would like Copy 6 (Director of Veterans' Affairs Office) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b>, sent to. Otherwise, mark "NO."</p> <p>Item 20a: <b><u>MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON DC)</u></b></p> <p>Enter "YES", if the Airman would like Copy 3 (Veterans Administration) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b> 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> <p>20. <a href="#">Member Requests Copy 6 Be Sent To Veterans Affairs</a> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>20a. <a href="#">Member Requests Copy 3 Be Sent To The Central Office Of The Department Of Veterans Affairs (Washington DC)</a> <input type="radio"/> Yes <input type="radio"/> No</p> |
| <p><b>21</b></p>                   | <p>Item 21: <b><u>SIGNATURE OF MEMBER BEING SEPARATED</u></b></p> <p>Select the drop down menu selection "MEMBER NOT AVAILABLE TO SIGN." <b>NOTE:</b> 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, projected system down time or extended holidays.</p> <p>21. <a href="#">Signature of Member Being Separated</a> <input type="text" value="Member not available to sign"/></p>   |
| <p><b>22</b></p>                   | <p>Item 22: <b><u>TYPED NAME, GRADE, TITLE, AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN</u></b></p> <p>The DD Form 214 is not made official until the date of retirement or separation date; not terminal leave start date.</p> <p>22. <a href="#">Official Authorized to Sign</a> <input type="text" value="Select a signature block"/></p>   |
| <p><b>23</b></p>                   | <p>Item 23: <b><u>TYPE of SEPARATION</u></b> (Manual Entry)</p> <p>If this item is not pre-populated by the MilPDS, refer to Attachment 1 for explanation of terms.</p> <p>23. <a href="#">Type of Separation</a> <input type="text" value="Select a separation type"/></p>   |
| <p><b>24</b></p>                   | <p>Item 24: <b><u>CHARACTER OF SERVICE</u></b> (Manual Entry)</p> <p>The "character of service" is determined under Air Force Instructions (AFI) authorizing separation. All retirements are HONORABLE.</p> <p>24. <a href="#">Character of Service</a> <input type="text" value="Select a service character"/></p>   |

|    |  |
|----|--|
| 25 | <p>Item 25: <b><u>SEPARATION AUTHORITY</u></b> (Manual Entry)</p> <p>The applicable directive will be cited. Select from the drop down menu – Example: AFI 36-3203, <i>Service Retirements</i> and AFI 36-3212, <i>Physical Evaluation for Retention, Retirement, and Separation for disabilities</i>.</p> <p>25. <a href="#">Separation Authority</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="text"/><br/> Select a separation authority </div>  |
| 26 | <p>Item 26: <b><u>SEPARATION CODE</u></b> (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<br/> RBD – Voluntary Retirement Sufficient Service for Retirement<br/> SFJ - Retirement Disability, Permanent<br/> SFK – Retirement Disability, Temporary<br/> VBK – Revert to Retirement Completion of Required Active Service<br/> VFJ – Retirement Disability, Permanent<br/> VFK - Retirement Disability, Temporary</p> <p>26. <a href="#">Separation Code</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> SFJ – Retirement Disability, Permanent<br/> Select a separation code </div> |
| 27 | <p>Item 27: <b><u>REENTRY CODE</u></b> (Requires manual validation)</p> <p>The applicable 2-character reenlistment eligibility code will be entered for active duty and Reserve enlisted being separated from active duty. This is pre-filled by MilPDS. To find reenlistment codes see AFI- 2606, <i>Reenlistment in the United States Air Force</i>. All officers, enter NA.</p> <p><b>EXAMPLE:</b> 4K Airman is pending evaluation by MEB/PEB</p> <p>27. <a href="#">Reentry Code</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 3C </div>   |
| 28 | <p>Item: 28: <b><u>NARRATIVE REASON FOR SEPARATION</u></b> (Manual Entry)</p> <p>Enter the SPD code for the specific authority for separation.</p> <p><b>This block MUST match the wording from the SPD Block 26.</b></p> <p><b>EXAMPLES:</b><br/> RBC – Voluntary Retirement Maximum Service or Time in Grade<br/> RBD – Voluntary Retirement Sufficient Service for Retirement<br/> SFJ - Retirement Disability, Permanent<br/> SFK – Retirement Disability, Temporary<br/> VBK – Revert to Retirement Completion of Required Active Service<br/> VFJ – Retirement Disability, Permanent<br/> VFK - Retirement Disability, Temporary</p> <p>28. <a href="#">Narrative Reason For Separation</a></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Retirement Disability, Permanent<br/> Select a separation reason<br/> <input type="checkbox"/> Convenience of the Government </div>                              |

|              |   |
|--------------|---|
| 29           | <p>Item 29: <b><u>DATES OF TIME LOST DURING THIS PERIOD</u></b> (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>    |
| 30           | <p>Item 30: <b><u>MEMBER REQUEST COPY 4</u></b></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>    |
| 31           | <p>Item 31: <b><u>DUTY PHONE</u></b></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><b>EXAMPLE:</b> DSN: 665-0000</p>   |
| 32<br><br>33 | <p>Item 32: <b><u>DUTY EMAIL INFORMATION</u></b></p> <p>The duty email is pre-filled from the vMPF. This email address is used to contact the Airman.</p> <p>Item 33: <b><u>PERSONAL EMAIL INFORMATION</u></b></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>   |
| 34           | <p>Item 34: <b><u>FORM DD FORM 214 STATUS INFORMATION</u></b></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 <a href="#">Submit Worksheet</a> 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> <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> <p>The technician will review and update corrections daily. Once the corrections are updated, click <a href="#">Submit Worksheet</a> to return the DD Form 214 to the Airman.</p> <p>Technicians will publish DD Form 214(s) the first duty day following the date reflected in block 12b or on the day of if a pipeline student.</p> |

|  |   |
|--|---|
|  | Block 34: DD FORM 214 STATUS INFORMATION: Indicate Form DD Form 214 is Official.  |
|  | <p>Copies 1 and 4 are electronically provided to the individual on the day of or following the effective date of separation from service. Technical training personnel offices separating Airmen from initial military pipeline training may issue the DD Form 214 on the DOS. Print copy 5 and mail to the address below.</p> <p>Lockheed Martin info Tech US<br/> Department of Labor Federal<br/> Claims Control Center PO Box 785070<br/> Orlando FL 32878-5070</p> <p>Mail copy 3 to the appropriate state indicated on the DD Form 214 and address posted in AFI 36-3202.</p> |

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

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

## Section I: AIR FORCE SECURITY FORCES CENTER Virtual Military Personnel Flight (vMPF) Application

This section provides specific guidance to Air Force Security Forces Center, JBSA –Lackland TX on the how to utilize the vMPF application designed to generate DD Form 214 Worksheet, the final official document, and notification.

### 1. AIR FOCE SECURITY FORCES CENTER - DD FORM 214 vMPF PROCEDURES

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

- MilPDS
- AFPC Secure - vMPF, then MPS Actions and ARMS
- CMS

#### GENERAL INFORMATION:

**1. Distribution of Workload:** Use locally devised procedures to determine if there is a division of workload between different offices. Establish written procedures for your internal process.

**Location of written procedures is located (indicate location of local process):**

---

**2. Rosters:** Using locally devised products, capture projected losses, and at a minimum, run these products one time per week. Establish a product that will additionally capture changes, additions or deletions to the initial product. Determine who will run the products, when and how often. Establish written procedures on how products are ran so they are consistent and can be produced in the absence of a co-worker.

**Location of product instructions is filed (write in the location of the file/drive/etc.):**

---

**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 can be accessed via the vMPF and source documents can be retrieved from MilPDS, ARMS, CMS, and local records. A locally devised worksheet can be used for the same result to complete the official DD Form 214. Using this guide, random quality assurance (QA) checks should be performed by a third party or supervisor to ensure the accuracy of the DD Form 214s being published by your office.

**4. Delivery Timelines of DD Form 214:** IAW AFI 36-3202, the DD Form 214 is the document that separates a member from the AF (Title 10, U.S.C., section 1168 and paragraph 14). Do not issue the DD Form 214 prior to the date of separation and ensure it is made available no later than 30 days after receipt of the General Court-martial order. Mail the DD Form 214 to the Airmen's known address and/or provide information on how to electronically retrieve their DD Form 214.



To electronically retrieve the DD Form 214, the Airman must contact the AFPC/A1 Service Desk by e-mailing [AFPOA.A1.SD@US.AF.MIL](mailto: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:

<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:

[www.eBenefits.va.gov](http://www.eBenefits.va.gov)

**REMINDER:** The DD Form 214 is not issued (or made official) until the date of separation and within 30 days of receipt of the General Court-martial order.

**5. Processing the DD Form 214:** Within 30 days of receipt of the General Court-martial order, prepare a DD Form 214.

**Figure 6. vMPF DD Form 214 Application Reference.** Block-by-block review and information to populate and validate DD Form 214 information.

| <a href="#">Table 5</a> | vMPF DD FORM 214 REFERENCE  |
|-------------------------|---|
|                         | Select the reason for creating the DD Form 214 from the dropdown menu.  |
|                         | Review DD Form 214 Worksheet application:   |
| 1                       | <p>Item 1: <b><u>NAME (partially prepopulated)</u></b></p> <p>The full name is typed in capital letters. It is shown as LAST FIRST MIDDLE. <b>NOTE:</b> The first and last name will prepopulate. The middle name must be completed as it appears on the DD Form 4-1 (enlisted) or accession documents (officers) in ARMS. Abbreviations for junior, senior, second, or other designations will be displayed as shown on accession documents or AF Form 281, <b>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"</b></p> <p>SOURCE DOCUMENTATION:</p> <ul style="list-style-type: none"> <li>Enlisted: DD Form 4, <b>Enlistment/Reenlistment Document – Armed Forces of the United States</b></li> </ul> <p>Officer: Enter Active Duty Orders (EAD Orders) or other documents in ARMS used to access the officer to active duty.</p> <p>Enter the Airman's middle name in the text box provided.</p> <div data-bbox="354 1539 1398 1860" style="border: 1px solid black; padding: 5px;"> <p>1. <u>Name</u><br/>COX, CHRISTOPHER HOWARD</p> <p>Last Name<br/>[REDACTED]</p> <p>First Name<br/>[REDACTED]</p> <p>Middle Name<br/>[REDACTED]</p> <p>Suffix<br/>[REDACTED]</p> </div> |

|              |  |
|--------------|--|
| 2            | <p>Item 2: <b><u>COMPONENT (prepopulated)</u></b></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> <p>2. <u>Department, Component and Branch</u><br/>AIR FORCE--REGAF</p> <p>Air Force--REGAF</p>   |
| 3            | <p>Item 3: <b><u>SOCIAL SECURITY NUMBER (prepopulated)</u></b></p> <p>This item is self-explanatory. Ensure the SSN is correctly displayed. The SSN cannot be changed.</p> <p>3. <u>SSN</u><br/>[REDACTED]</p> <p>SSAN cannot be changed.</p>  |
| 4a<br><br>4b | <p>Item 4a/b: <b><u>RANK and PAY GRADE (prepopulated)</u></b></p> <p>The Airman's active duty grade held on the date of separation will be placed here.</p> <p>Use the drop down menu provided.</p> <p>4a. <u>Grade, Rate, or Rank</u><br/>SRA</p> <p>SRA</p> <p>4b. <u>Pay Grade</u><br/>E4</p> <p>E4</p>   |
| 5            | <p>Item 5: <b><u>DATE OF BIRTH (prepopulated)</u></b></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> <p>5. <u>Date of Birth</u><br/>15 MAR 1990</p> <p>15 MAR 1990</p> <p><b>How to navigate the calendar:</b> 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. <b>NOTE:</b> If the arrows do not appear, exit the application and reenter. Occasionally, the calendar may become unstable depending on the browser used.</p> |
| 6            | <p>Item 6: <b><u>RESERVE OBLIGATION TERMINATION DATE (separations only)</u></b></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> <p>6. <u>Reserve Obligation Termination Date</u></p> <p>[Empty text box]</p>  |

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).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.

7a

|   |                    |
|---|--------------------|
| 7a. <a href="#">Place Of Entry Into Active Duty</a><br>UNIVERSAL CITY, TX | City<br>NASHVILLE  |
|   | State<br>Tennessee |

7b

|   |                    |
|---|--------------------|
| 7b. <a href="#">Home Of Record At Time Of Entry</a><br>UNIVERSAL CITY, TX | City<br>MADISON    |
|   | State<br>Tennessee |

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:

SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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

|                  |  |
|------------------|--|
| <p><b>8a</b></p> | <p>Item 8a: <b><u>LAST DUTY ASSIGNMENT AND MAJOR COMMAND (prepopulated)</u></b></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.</p> <p>8a. <u>Last Duty Assignment And Major Command</u><br/>OL DPT0 AF PERSONNEL CTR FO (APC)</p> <p>OL DPT0 AF PERSONNEL CTR FO (APC)</p>   |
| <p><b>8b</b></p> | <p>Item 8b: <b><u>STATION WHERE SEPARATED</u></b></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/signed:</p> <p style="text-align: center;">"JBSA LACKLAND TX"</p> <p>8b. <u>Station Where Separated</u><br/>JBSA RANDOLPH AFB TX</p> <p>JBSA RANDOLPH TX <a href="#">Set to "HQ ARPC CO"</a></p>   |
| <p><b>9</b></p>  | <p>Item 9: <b><u>COMMAND TO WHICH TRANSFERRED</u></b></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. <u>Command To Which Transferred</u></p> <p>Not Applicable</p> |
| <p><b>10</b></p> | <p>Item 10: <b><u>SGLI COVERAGE (prepopulated)</u></b></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. <u>SGLI Coverage</u><br/>400,000</p> <p>\$400,000</p>  |

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.

List only those AFSCs that were held for the periods of service covered by the DD Form 214 (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 instances where no AFSC was ever awarded, use a 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. 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

|  |  |
|--|--|
| 11. <a href="#">Primary Specialty</a><br>3S051, PERSONNEL JOURNEYMAN | 3S051, PERSONNEL<br>Select a PAFSC<br>Years: -3 Months: -6 |
| NO DATA<br>T3S051, PERSONNEL TECHNICIAN                              | Select an AFSC<br>Years: -- Months: --                     |
| NO DATA  | Select an AFSC<br>Years: -- Months: --                     |
| NO DATA  | Select an AFSC<br>Years: -- Months: --                     |

Item 12: **RECORD OF SERVICE**

Item 12a: **DATE ENTERED ACTIVE DUTY THIS PERIOD**

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).



SOURCE DOCUMENTATION:

- Enlisted: DD Form 4/1, Enlistment/Reenlistment Document – Armed Forces of the United States
- Officer: Enter Active Duty Orders (EAD Orders).
- ARC Officers/Enlisted: Active duty orders for the period the DD Form 214 is being published

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.

12a

|   |   |
|---|---|
| 12a. <u>Date Entered Active Duty This Period</u><br>15 MAR 2011 | 15 MAR 2011  |
| 12b. <u>Separation Date This Period</u><br>14 MAR 2017          | 14 MAR 2017  |

12b

Item 12b: **SEPARATION DATE THIS PERIOD**

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) or retirement order.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS; DPP-Personnel Programs, Retirements/Separations.
- Officer: MilPDS, DPP-Personnel Programs, Retirements/Separations.
- ARC Officer/enlisted: Active duty orders for the period the DD Form 214 is being published or retirement/separation order (as applicable)

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.

**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.

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

12c. Net Active Service This Period  
06 00 00      Years: 06 ▾      Months: 00 ▾      Days: 00 ▾

12d

12d. Total Prior Active Service  
00 00 00      Years: 00 ▾      Months: 00 ▾      Days: 00 ▾

12e

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. Verify with AFPC service date office as necessary.

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.

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

|   |             |              |            |
|---|-------------|--------------|------------|
| 12f. <u>Foreign Service</u><br>00 00 00 | Years: 00 ▾ | Months: 00 ▾ | Days: 00 ▾ |
|---|-------------|--------------|------------|

12g

|                                     |             |              |            |
|-------------------------------------|-------------|--------------|------------|
| 12g. <u>Sea Service</u><br>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
- ARC Officer/enlisted: Utilize the travel voucher for the respective period of service

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. MilPDS does not record sea service. Populate as '00 00 00' unless a suitable orders or source documents is provided by the Airman.

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.



Item 12h: **INITIAL ENTRY TRAINING** (Requires manual validation)

This is the first date entered into an official course of initial military training (ex: BMT, OTS) 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. For prior service where initial training was prior to the start date of the DD Form 214 (block 12a), default the date to match the entered active duty date (this period) in 12a. The information is administrative and does not affect veteran benefits or entitlements.

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**"

12h

12h. Initial Entry Training  
15 MAR 2011

15 MAR 2011



12i

12i. Effective Date Of Pay Grade  
27 SEP 2013

27 SEP 2013



Item 12i: **EFFECTIVE DATE OF PAY GRADE**

Enter the effective date of the active duty grade held at retirement (Item 4b). Ensure the official document shows year, month, and day.

SOURCE DOCUMENTATION:

- Enlisted: MilPDS
- Officer: MilPDS

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**"

Item 13: **DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED**

All decorations, unit awards and service awards are listed here with the exception of badges. Show area of operation for Armed Forces Expeditionary Medal.

Badges are not available within MilPDS at this time and must be entered manually (if requested by the Airmen and supporting documentation is available). 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.

CHECK IF THERE ARE PROJECTED DECORATIONS not otherwise reflected due to the close out date being a future date.

**EXAMPLE:** Meritorious Service Medal, Air Force Good Conduct Medal with two oak leaf clusters, National Defense Service Medal with one bronze service star. Badges are not stored within MilPDS.

**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.

**SOURCE DOCUMENTATION:**

- Enlisted: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS
- Officer: MilPDS: Awards and Decorations; Approved Decoration Order/Certificate in ARMS

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.

13

13. [Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized](#)  
AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Training Ribbon

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, Jul 2014  
Squadron Officer School, 11 weeks, Dec 2014 (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. List if known and can be readily validated.

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

If the information provided by MilPDS is incorrect, validate/confirm education using available personnel records, MilPDS, prior DD Form 214s. Only validated information is manually updated to this area.

Use a semicolon between course entries, commas between data of a course, and end the entire box with a period.

14

14. [Military Education](#)

AF BASIC MILITARY TRG, 8 WKS, MAY 2011; (IP2)  
PERSONNEL APPRENTICE, 7 WKS, DEC 2011; AIRMAN  
LEADERSHIP COURSE, DEC 2015..

|                                  |   |
|----------------------------------|---|
| <p>15a</p> <p>15b</p> <p>15c</p> | <p>Item 15a: <b><u>COMMISSIONED THROUGH SERVICE ACADEMY</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15b: <b><u>COMMISSIONED THROUGH ROTC SCHOLARSHIP</u></b></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"> <li>Officer: MilPDS: Loss Management SURF; SOC (Source of commission)</li> </ul> <p>Item 15c: <b><u>ENLISTED UNDER LOAN REPAYMENT PROGRAM</u></b></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:</p> <p>Enlisted: AF Form 3008, <b>Supplement to Enlistment Agreement – United States Air Force</b></p> <p>15a. <u>Commissioned Through Service Academy</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15b. <u>Commissioned Through ROTC Scholarship</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> <p>15c. <u>Enlisted Under Loan Repayment Program</u>      <input type="radio"/> Yes<br/> <input type="radio"/> No</p> |
| <p>16</p>                        | <p>Item 16: <b><u>DAYS ACCRUED LEAVE PAID</u></b></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. <b>NOTE:</b> 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><b>EXAMPLE:</b> 33.0; 30.5, or 00.0</p> <p>16. <u>Days Accrued Leave Paid</u>      <input type="text" value="0"/></p>  |

|           |   |
|-----------|---|
| <p>17</p> | <p>Item 17: <b>MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION</b></p> <p>Annotate this entry if the SF Form 603, <b>Health Record-Dental</b> or 603A, <b>Health Record- Dental Continuation</b>, 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> <p>17. <u>Member Was Provided Complete Dental Examination And All Appropriate Dental Services Within 90 Days Prior To Separation</u> <input type="radio"/> Yes <input checked="" type="radio"/> No</p>   |
| <p>18</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, <b>Certificate of Release or Discharge from Active Duty</b>. 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><b>Those in their first period of service (first enlistment or officers serving their initial active duty service commitment (ADSC)) 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).</b></p> <p>----- NOTHING FOLLOWS ----- will be automatically placed at the end of the remarks by the system</p> <p>18. <u>Remarks</u></p> <div data-bbox="776 1230 1370 1495"> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Select a comment to add</span> <span>▼ <a href="#">Add</a></span> </div> </div> |

Item 19a: **MAILING ADDRESS AFTER SEPARATION**

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. **Should no address be on file, annotate "NONE AVAILABLE"**.

In the first text box: enter the complete street address.

In the second text box: enter the complete city, state and ZIP code.

See [blue link](#) on the application for further information.

Item 19b: **NEAREST RELATIVE** (Requires manual entry/validation)

This should 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. Considering the veterans supported by the AFSFC, address information may not be available and should be annotated as such. Should however an address be listed, example formats are listed below:

**EXAMPLES:**

3209 Woodchuck Lane

c/o John Smith; P.O. Box 115

Peoria IL 61650

Or

Sydney AK 14561-1124

In the first text box: enter the name of the relative followed by a semi-colon ";" and enter the complete street address.

In the second text box: enter complete city, state and ZIP code.

It is acceptable to list "NOT PROVIDED" if unknown.

**19a**

19a. [Mailing Address After Separation](#)  
330 KITTY HAWK RD APT 2010  
UNIVERSAL CITY TX 78148

Street Address

City, State, and ZIP Code

**19b**

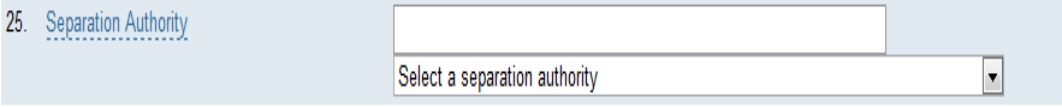
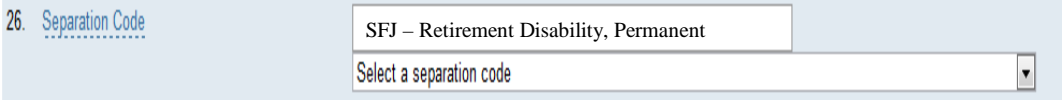
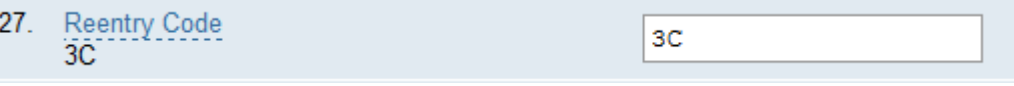
19b. [Nearest Relative](#)  
330 KITTY HAWK RD APT 2010  
UNIVERSAL CITY TX 78148

Name

Street Address


City, State, and ZIP Code

|                      |   |
|----------------------|---|
| <p>20</p> <p>20a</p> | <p>Item 20: <b><u>MEMBER REQUEST COPY 6 BE SENT TO DIRECTOR OF VETERANS' AFFAIRS</u></b></p> <p>Enter "YES" and specify the state the Airman would like Copy 6 (Director of Veterans' Affairs Office) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b>, sent to. Otherwise, mark "NO."</p> <p>Item 20a: <b><u>MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON DC)</u></b></p> <p>Enter "YES", if the Airman would like Copy 3 (Veterans Administration) of their DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b> 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> <p>20. <a href="#">Member Requests Copy 6 Be Sent To Veterans Affairs</a> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>20a. <a href="#">Member Requests Copy 3 Be Sent To The Central Office Of The Department Of Veterans Affairs (Washington DC)</a> <input type="radio"/> Yes <input type="radio"/> No</p> |
| <p>21</p>            | <p>Item 21: <b><u>SIGNATURE OF MEMBER BEING SEPARATED</u></b></p> <p>Select the drop down menu selection "MEMBER NOT AVAILABLE TO SIGN." <b>NOTE:</b> 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, projected system down time or extended holidays.</p> <p>21. <a href="#">Signature of Member Being Separated</a> Member not available to sign ▾</p>  |
| <p>22</p>            | <p>Item 22: <b><u>TYPED NAME, GRADE, TITLE, AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN</u></b></p> <p>The DD Form 214 is not made official until the date of retirement or separation date; not terminal leave start date.</p> <p>22. <a href="#">Official Authorized to Sign</a> Select a signature block ▾</p>  |
| <p>23</p>            | <p>Item 23: <b><u>TYPE of SEPARATION</u></b> (Manual Entry)</p> <p>If this item is not pre-populated by the MilPDS, refer to Attachment 1 for explanation of terms.</p> <p>23. <a href="#">Type of Separation</a> Select a separation type ▾</p>  |
| <p>24</p>            | <p>Item 24: <b><u>CHARACTER OF SERVICE</u></b> (Manual Entry)</p> <p>The "character of service" is determined under Air Force Instructions (AFI) authorizing separation. All retirements are HONORABLE.</p> <p>24. <a href="#">Character of Service</a> Select a service character ▾</p>  |

|    |  |
|----|--|
| 25 | <p>Item 25: <b><u>SEPARATION AUTHORITY</u></b> (Manual Entry)</p> <p>The applicable directive will be cited. Select from the drop down menu – Example: AFI 36-3203, <i>Service Retirements</i> and AFI 36-3212, <i>Physical Evaluation for Retention, Retirement, and Separation for disabilities</i>.</p> <p>25. <a href="#">Separation Authority</a></p>   |
| 26 | <p>Item 26: <b><u>SEPARATION CODE</u></b> (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<br/> RBD – Voluntary Retirement Sufficient Service for Retirement<br/> SFJ - Retirement Disability, Permanent<br/> SFK – Retirement Disability, Temporary<br/> VBK – Revert to Retirement Completion of Required Active Service<br/> VFJ – Retirement Disability, Permanent<br/> VFK - Retirement Disability, Temporary</p> <p>26. <a href="#">Separation Code</a></p>  |
| 27 | <p>Item 27: <b><u>REENTRY CODE</u></b> (Requires manual validation)</p> <p>The applicable 2-character reenlistment eligibility code will be entered for active duty and Reserve enlisted being separated from active duty. This is pre-filled by MilPDS. To find reenlistment codes see AFI- 2606, <i>Reenlistment in the United States Air Force</i>. All officers, enter NA.</p> <p><b>EXAMPLE:</b> 4K Airman is pending evaluation by MEB/PEB</p> <p>27. <a href="#">Reentry Code</a></p>   |



|                  |  |
|------------------|--|
| <p><b>28</b></p> | <p>Item 28: <b><u>NARRATIVE REASON FOR SEPARATION</u></b> (Manual Entry)</p> <p>Enter the SPD code for the specific authority for separation.</p> <p><b>This block MUST match the wording from the SPD Block 26.</b></p> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>RBC – Voluntary Retirement Maximum Service or Time in Grade</li> <li>RBD – Voluntary Retirement Sufficient Service for Retirement</li> <li>SFJ - Retirement Disability, Permanent</li> <li>SFK – Retirement Disability, Temporary</li> <li>VBK – Revert to Retirement Completion of Required Active Service</li> <li>VFJ – Retirement Disability, Permanent</li> <li>VFK - Retirement Disability, Temporary</li> </ul> <p>28. <a href="#">Narrative Reason For Separation</a></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> <p>Retirement Disability, Permanent</p> <p>Select a separation reason <span style="float: right;">▼</span></p> <p><input type="checkbox"/> Convenience of the Government</p> </div> |
| <p><b>29</b></p> | <p>Item 29: <b><u>DATES OF TIME LOST DURING THIS PERIOD</u></b> (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. For multiple occurrences of lost time, manually compute time lost and subtract it from the time in block 12c.</p> <p>29. <a href="#">Dates of Time Lost During This Period</a></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> <p style="text-align: center;"> <input style="width: 150px; height: 25px;" type="text"/> <span style="margin: 0 10px;">through</span> <input style="width: 150px; height: 25px;" type="text"/> </p> </div>  |
| <p><b>30</b></p> | <p>Item 30: <b><u>MEMBER REQUEST COPY 4</u></b></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> <p>30. <a href="#">Member Request Copy 4</a></p> <p style="text-align: right;"><i>Copy 4 will automatically be issued to the member.</i></p>  |
| <p><b>31</b></p> | <p>Item 31: <b><u>DUTY PHONE</u></b></p> <p>If the information is available, 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><b>EXAMPLE:</b> DSN: 665-0000</p>   |

|                                   |  |
|-----------------------------------|--|
| <p><b>32</b></p> <p><b>33</b></p> | <p>Item 32: <b><u>DUTY EMAIL INFORMATION</u></b></p> <p>The duty email is pre-filled from the vMPF. This email address is used to contact the Airman.</p> <p>Item 33: <b><u>PERSONAL EMAIL INFORMATION</u></b></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>    |
| <p><b>34</b></p>                  | <p>Item 34: <b><u>FORM DD FORM 214 STATUS INFORMATION</u></b></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. Change the status to final to publish a DD Form 214.</p> <p>DD FORM 214 STATUS INFORMATION: Indicate Form DD Form 214 is Official.</p> <p>Copies 1 and 4 are electronically provided to the individual on the day of or following the effective date of separation from service. Technical training personnel offices separating Airmen from initial military pipeline training may issue the DD Form 214 on the DOS. Print copy 5 and mail to the address below.</p> <p>Lockheed Martin info Tech US<br/> Department of Labor Federal<br/> Claims Control Center PO Box 785070<br/> Orlando FL 32878-5070</p> <p>Mail copy 3 to the appropriate state indicated on the DD Form 214 and address posted in AFI 36-3202.</p> |

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

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

**Section J:**  
**DD FORM 214**  
**CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**  
**HANDOUT FOR SEPARATING/RETIRING AIRMEN**

**Related Resources:**

- [AFI 36-3202](#), *Separation Documents*
- [AFI 36-2603](#), *Air Force Board for Correction of Military Records*

**This section provides a general overview of the DD Form 214, Certificate of Release or Discharge from Active Duty, its purpose, review and publication process, how to obtain copies and request corrections as needed. This handout applies to all Regular Air Force, Guard and Reserve Airmen of all grades separating or retiring from qualifying active service.**

1. The DD Form 214 is one of the most important documents a veteran will receive upon separation or retirement from military service. It serves as a record of military service and provides government agencies with information needed to administer the federal and state laws that apply to members who separate from the military. For instance, the Veterans Administration uses the form to determine eligibility for benefits they administer, the Department of Labor uses it for unemployment compensation, and education institutions may use it to extend benefits. Additionally, the DD Form 214 will be used to determine your re-employment rights. Inaccurate information on the DD Form 214 could result in delay or denial of benefits.

2. The requirement to publish a DD Form 214 is established by Title 10, U.S.C., governed by DoDI 1336.01, Air Force Instruction 36-3202, this Personnel Services Delivery Guide (PSDG), and Air Force policy. Two versions of the DD Form 214 are provided to you for your files and use. MEMBER-1 is an abbreviated version of the document and does not contain the characterization of service, re-entry code, separation code, or narrative reason for separation. Member-4 is a complete copy of the document to include the information omitted from MEMBER-1. These versions of the document are only available for you to print for a period of 60 days from the date the document is published. It is vital that both these versions of the DD Form 214 be printed within those 60 days as the data is then purged and no longer available.

3. While there are many aspects to when and how a DD Form 214 is published, this information in this handout is written for the mainstream Airmen voluntarily separating or retiring from service. The process can begin as early as 6-months (180 days) prior to an established separation or approved retirement date. The DD Form 214 is produced using vMPF, and in most instances, centrally published by one of two Total Force Service Centers. Those being medically separated or retired, involuntarily departing service, separating from a the USAF Academy, Officer Training School, or an initial military training school have different procedures to publish/deliver the DD Form 214.

#### **4. PROCESSING TIMELINE:**

***When within 180 days of an established date of separation or approved retirement effective date and before out-processing your installation, access the vMPF DD Form 214 application:***

1. Access vMPF and click on the "Self-Service Actions" link.
2. Then click on the "Separations or Retirement" link.

3. Next, click on the "DD Form 214 Worksheet" link.
4. Read the statement pertaining to the DD Form 214 and click on the "Application" link. This generates the work area where all information for the 214 Worksheet will appear.
5. Review the DD Form 214 WS for accuracy/completeness. **NOTE:** Information on the screen has not been validated against source documents by a DD Form 214 technician. Should you identify any missing information or errors, bring them to the attention of your servicing personnel office, so appropriate corrections to MilPDS can be made. Corrections to MilPDS should be made prior to out processing your installation and approximately 45 days before your date of separation. Any changes you may make on the worksheet itself will NOT update MilPDS.
6. Scroll to the bottom of the screen and click "Submit." Your DD Form 214 Worksheet will be made available to a DD Form 214 technician. Once within two weeks of your date of separation, the technician will review the worksheet against MilPDS and your personnel record. As time allows, the technician may provide more than one draft before publishing and distributing the final document on your date of separation.

**NOTE:** Education information beyond Professional Military Education will not pre-populate and will be manually entered when your assigned DD Form 214 TFSC technician forwards a DD Form 214WS to you for official review.

**Prior to departing your installation**, you must contact the AFPC/A1 Service Desk by e-mailing [afpoa.a1.sd@us.af.mil](mailto:afpoa.a1.sd@us.af.mil) and provide them your 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 your identity, separation information and provide a USER ID and Password to remotely access the vMPF. This access is needed to review and finalize your DD Form 214 and to retrieve it when made official. DD Form 214s are made available electronically on the date of separation/retirement and are NOT mailed; therefore, it's imperative you obtain a USER ID and Password from AFPC/A1 Service Desk.

**Within 30 days of your separation/retirement effective date**, you will receive an e-mail to your military and/or civilian e-mail account you provided in vMPF when creating your DD Form 214WS. This e-mail will identify your DD Form 214 technician and give specific instructions on where and how to view the technician prepared/reviewed worksheet. This e-mail begins the dialogue of communication between you and your technician toward making your DD Form 214 official.

**On your separation/retirement effective date**, your DD Form 214 will be available to you electronically. You will receive an e-mail from your DD Form 214 technician informing you it is ready and a website address to retrieve and print Copy 1 and 4 of your official DD Form 214. This view/print service is available for 60 days after the date of separation. Print off several copies and file them in a secure location. The link to the vMPF is:

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

**After 60 days from separation/retirement effective date**, veteran copy 1 and 4 are no longer available. Veterans can access the military service copy (Copy 2) their DD Form 214 by registering for a Premium account on the e-Benefits website and requesting copies. The eBenefits link gives access to only Copy 2 (Copy 2 is identical data to member's Copy 4; however, some veteran support programs/agencies insist on Copy 4). The VA link to eBenefits is: [www.eBenefits.va.gov](http://www.eBenefits.va.gov)

## 5. COMMON INQUIRIES ASSOCIATED WITH DD FORM 214 BLOCKS OF INFORMATION:

- **Block 7a/b, Place of Entry and Home of Record:** The pre-populated information in MilPDS is generally wrong upon initial review and will be later manually corrected by the DD Form 214 technician to the actual information reflected in the Military Personnel Record.
- **Block 11, Station Where Separated:** Will reflect the location where the DD Form 214 and separation documents are prepared (not the Airman's duty location).
- **Block 18, Initial Entry Training:** This is the first date entered into an official Initial Military Training course for the period covered by the DD Form 214. The date cannot exceed the start date of the DD Form 214 (block 12a). Block is not left blank and default data is the date reflected in block 12a. Data is administrative and does not impact benefits or entitlements.
- **Block 19, Decorations, Medal, Badges, Citations/Campaign Ribbons Awarded/Authorized:** Will reflect those earned from current and all prior periods of service. Decorations that may be awarded in conjunction with a separation/retirement may not be initially visible due to the award having a future close out date. ONLY those items that can be worn on the Air Force Uniform will be listed. "IF" the decoration is updated in MilPDS, it will auto populate on the close out date of the DD Form 214. Please help ensure departing decorations are updated and made an official part of your military record prior to your departure from the installation. In most cases, decorations awarded in conjunction with service departure have a future close out date and will not show up on a worksheet until that date has passed (date of separation) and will auto-populate onto the DD Form 214 at that time.
- **Block 20, Military Education:** Approximately 30 days prior to a retirement date, the DD Form 214 technician will manually enter qualifying/available military education information on the DD Form 214 WS. If there are military courses listed and wish added, notify your technician and provide source documents as needed for validation.
- **Block 19a/b: Mailing addresses after separation:** The addresses are used for the sole purpose of providing a DD Form 214 by mail should electronic means not be available. The two blocks of information should not contain the same address.
- **Block 21, Signature of Member Being Separated:** With DD Form 214s centrally processed and digitally signed, the document will read "MEMBER NOT AVAIBLE TO SIGN"

**6. REMINDER:** The DD Form 214 is not issued (or made official) until the date of separation/retirement. DD Form 214s are not mailed and you must retrieve your DD Form 214 using the electronic access outlined above.

**7. CORRECTIONS:** After a DD Form 214 has been published, IAW AFI 36-3202, *Separation Documents*, AFI 36-2603, *Air Force Board for Correction of Military Records*, Air Force policy, this guide, and under the provisions of Title 10, U.S.C., Section 1552, if you believe your records contain an error or injustice, you may apply for a correction to your DD Form 214. If the error is within 90 days of when it was published, you are advised to contact the office that published it for the best avenue to submit a correction. After 90 days, you may need to submit a DD Form 149, **Application for Correction of Military Record**.



## Section K: EXAMPLE DD FORM 214 AND DD FORM 215

This section provides examples of completed DD Form 214/5 series documents for purpose of format.

Figure 7. DD Form 214, Certificate of Release or Discharge from Active Duty (sample document)

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)<br>COX, CHRISTOPHER HOWARD  |                    | 2. DEPARTMENT, COMPONENT AND BRANCH<br>AIR FORCE-REGAF   |   | 3. SOCIAL SECURITY NUMBER<br>[REDACTED] |                                |
| 4a. GRADE, RATE OR RANK<br>SRA  | b. PAY GRADE<br>E4 | 5. DATE OF BIRTH (YYYYMMDD)<br>[REDACTED]  | 8. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) N/A   |   |                                |
| 7a. PLACE OF ENTRY INTO ACTIVE DUTY<br>NASHVILLE TN   |                    | b. NONE OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)<br>MADISON TN  |   |   |                                |
| 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND<br>OL-DPT0 AF PERSONNEL CTR FO (APC)   |                    |  | b. STATION WHERE SEPARATED<br>JBSA.RANDOLPH TX  |   |                                |
| 9. COMMAND TO WHICH TRANSFERRED<br>N/A  |                    |  | 10. SGLI COVERAGE <input type="checkbox"/> NONE<br>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.)<br>3S051, PERSONNEL, 3 YEARS AND 6 MONTHS  |                    | 12. RECORD OF SERVICE  |   |   |                                |
|   |                    | YEAR(S)  | MONTH(S)  | DAY(S)                                  |                                |
|   |                    | a. DATE ENTERED AD THIS PERIOD   | 2011  | MAR                                     | 15                             |
|   |                    | b. SEPARATION DATE THIS PERIOD   | 2017  | MAR                                     | 14                             |
|   |                    | c. NET ACTIVE SERVICE THIS PERIOD  | 05  | 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. AFS SERVICE   | 00  | 00                                      | 00                             |
|   |                    | h. YEAR OF ENTRY TRAINING  | 2011  | MAR                                     | 15                             |
|   |                    | i. EFFEKTIVE DATE OF PROMOTION   | 2013  | SEP                                     | 27                             |
| 13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)<br>AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism: Service Medal, AF Training Ribbon.  |                    | 14. MILITARY EDUCATION (List degree, number of weeks, and month and year completed)<br>BASIC MILITARY TRG - WEEKS, MAY 2011; (IF2) PERSONNEL PROMOTION COURSE, 2011; AIRMAN LEADERSHIP COURSE, DEC 2015. |   |   |                                |
| 15a. COMMISSIONED THROUGH SERVICE ACADEMY   |                    | YES  | X   | NO                                      |                                |
| b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC 3161)  |                    | YES  | X   | NO                                      |                                |
| c. ENLISTED UNDER LEADERSHIP PROGRAM (10 USC Chap. 139) (If yes, years of commitment: _____)  |                    | YES  | X   | NO                                      |                                |
| 16. DAYS ACCRUED LEAVE PAID 0   |                    | 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION  |   | YES                                     | NO                             |
|   |                    |  |   |   | X                              |
| 18. REMARKS<br>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 32878-0070.<br>-----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)<br>330 KITTY HAWK RD; APT 2010<br>UNIVERSAL CITY TX 78148  |                    |  | b. NEAREST RELATIVE (Name and address - include ZIP Code)<br>NOT REQUIRED   |   |                                |
| 20. MEMBER REQUESTS COPY 5 BE SENT TO (Specify state/city) <u>TN</u> OFFICE OF VETERANS AFFAIRS   |                    | X  | YES   | NO                                      |                                |
| a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)  |                    | X  | YES   | NO                                      |                                |
| 21a. MEMBER SIGNATURE<br>MEMBER NOT AVAILABLE TO SIGN   |                    | b. DATE (YYYYMMDD)<br>N/A  | 22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)<br>CACPK: SIGNED BY TULLGREN,ROBERT IN 134627897<br>ROBERT TULLGREN, DAFC, CHIEF, DD FM 214 POLICY Dec 11 2014<br>3:39 02:00PM<br>CAC Serial Number: 2F2F72 Issuer:CN, DOD,CA-26 |   | b. DATE (YYYYMMDD)<br>20141211 |
| SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)  |                    |  |   |   |                                |
| 23. TYPE OF SEPARATION<br>RETIREMENT  |                    | 24. CHARACTER OF SERVICE (Include upgrades)<br>HONORABLE   |   |   |                                |
| 25. SEPARATION AUTHORITY<br>AFI 38-3212   |                    | 26. SEPARATION CODE<br>SFJ   |   | 27. REENTRY CODE<br>3C                  |                                |
| 28. NARRATIVE REASON FOR SEPARATION<br>RETIREMENT DISABILITY, PERMANENT   |                    |  |   |   |                                |
| 29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)<br>NONE  |                    |  |   | 30. MEMBER REQUESTS COPY 4 (Months) N/A |                                |

DD FORM 214, AUG 2009      PREVIOUS EDITION IS OBSOLETE      SERVICE-2

**Figure 8. DD Form 215, Correction to a DD Form 214, Certificate of Release or Discharge from Active Duty (sample document)**

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

| CORRECTION TO DD FORM 214,<br>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)<br>HIGHWAYMAN LANE CODY  |   | 2. DEPARTMENT, COMPONENT AND BRANCH<br>AIR FORCE - REGAF |                      | 3. SOCIAL SECURITY NUMBER<br>(Also, Service Number if applicable) |
| 4. MAILING ADDRESS (include ZIP Code)<br>550 C STREET WEST, FLORESVILLE TX 78000   |   |  | 000                  | 00 0000   |
| 5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:   |   |  |                      |   |
| ITEM NO.   | CORRECTED TO READ   |  |                      |   |
| 13   | SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 20090613<br>FROM: "AF OUTSTANDING UNIT AWARD" TO "AF OUTSTANDING UNIT AWARD WITH 1 OAK LEAF CLUSTER"      |  |                      |   |
| 14   | ADD: F-22 INTEGRATED MAINTENANCE INFORMATION SYSTEM (IMI), AUG 2012. AF BASIC MILITARY TRAINING, 8 WEEKS, OCT 2007.                                       |  |                      |   |
| 18   | FROM: "MEMBER HAS NOT COMPLETED ... SERVICE" TO "MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE"<br>DELETE: "TAP ELIGIBLE."<br>-----NOTHING FOLLOWS----- |  |                      |   |
| <b>VOID</b>  |   |  |                      |   |
| 6. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) SD OFFICE OF VETERANS AFFAIRS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                    |   |  |                      |   |
| a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |   |  |                      |   |
| 7. DATE (YYYYMMDD)   | B. OFFICIAL AUTHORIZED TO SIGN  |  |                      |   |
| 20151019   | a. TYPED NAME (Last, First, Middle Initial)   | b. GRADE   | c. TITLE             | d. SIGNATURE  |
|  | [REDACTED]  | TSGT   | DD FM 214 TECHNICIAN | [Signature]   |

DD FORM 215, AUG 2009 PREVIOUS EDITION IS OBSOLETE. MEMBER - 1



## Section L: COMPUTING MILITARY SERVICE DATES

The following information is an extract from AFI 36-2604, *Service Dates and Dates of Rank*. The information below is a quick guide to understanding basic service date computation.

### Computing Service Dates – Basics

- In converting months into days and days into months, consider each month as 30 days, (including February.) When subtracting inclusive days, add 1 day to the remainder
- If a computed service date is 30 February, record it as 1 March. If a computed service date is 29 February, record it as 29 February, even if the year is NOT a leap year
- In computing service between two dates, change the ending date to 30 if it is the last day of the month and it is other than 30
- Change 28 Feb to 30 unless it is a leap year. In a leap year change 29 Feb to 30, do NOT change 28 February. Never change the beginning date.
- (ARC) In computing TAFMSD include all periods of ADT. For a tour of 30 days or less, count the actual number of days. For longer tours, subtract the first day of the tour from the last day and add 1 day to the remainder; this ensures inclusive dates

### Explanation of Service Dates.

**Total Active Federal Service Dates (TAFMSD)** - All periods of active Federal military service in commissioned, warrant, flight officer, or enlisted status. When there is no break in AD from date of original entry on such duty, TAFMSD is the date of original entry on AD. When there is a break in AD, TAFMSD is after the date of original entry on AD by a period equal to the break or breaks. This date does not include AD while a student at Uniformed Services University of Health Sciences (USUHS) or Health Professionals Scholarship Program (HPSP). TAFMSD includes concurrent enlisted cadet status and solely cadet status at a service academy for Airmen only.

## Section M: MyPers Account

Members will need to create an account to log into MyPers using a User ID/Password and/or Common Access Card (CAC). Once a member creates an account, they will be able to access MyPers from a personal home or civilian computer via their User ID/Password. CAC access is only limited to computers with CAC/CAC Reader access capability.

### 1. ACCESSING THE MYPERS WEBSITE

- a. Access the MyPers website: <https://MyPers.af.mil/>
- b. Establish a MyPers account by selecting “**Create Account**” under the login box.
- c. Follow the steps to “**Create Account**”.
- d. Once your account is created, you will be redirected to the MyPers home page

### 2. ACCESSING MYPERS VIA AF PORTAL WITH A CAC

- a. Access the Air Force (AF) Portal website: <https://www.my.af.mil/faf/FAF/fafHome.jsp>
- b. Insert your CAC to begin the login process
- c. Select “**Login**”
- d. Select “**Certificate**” and/or enter your Personal Identification Number (PIN), then click “**OK**”
- e. At the AF Portal page, in the left margin under “**Top Links**”, position the cursor over the “**MyPers**” line and click
- f. In the MyPers login page, click on “**CAC Login**”
- g. Select “**Certificate**” and/or enter PIN, then click “**OK**”
- h. You are now logged into the MyPers website.
- i. Once logged in, ensure your “**Component**” and “**Status**” are correct on the top two menu bars.

**EXAMPLE:** Air National Guard and Enlisted.

**NOTE:** **ANG:** To access the vPC-GR Dashboard, under the “**I would Like To**” section, click on “**Access the vPC-GR Dashboard**” link. This will redirect you to the vPC-GR Dashboard.

### 3. ACCESSING MYPERS VIA A PERSONAL COMPUTER (PC) WITH A CAC/CAC READERS:

There are two methods to access MyPers:

- AF Portal
- Directly into the MyPers website

**NOTE:** Airmen accessing the information from some PC web browsers may need to download Department of Defense (DoD) root certificates. If you are experiencing login errors or problems with accessing the website, contact the A1 Service Center at 1-800-525-0102.

To Log in directly into MyPers without using the AF Portal, follow these steps:

- a. Access the MyPers website: <https://MyPers.af.mil/>
- b. At the MyPers login page, click on “**CAC Login.**”
- c. Select “**Certificate**” and/or enter PIN, then click “**OK.**”
- d. You are now logged into the MyPers website.

- e. Once logged in, ensure your “**Component**” and “**Status**” are correct on the top two menu bars.  
Example: Air National guard and Enlisted.

**NOTE:** (ANG) To access the vPC-GR Dashboard, under the “**I would Like To**” section, click on “**Access the vPC-GR Dashboard**” link. This will redirect you to the vPC-GR Dashboard.

#### 4. (ANG) ACCESSING MYPERS WITH AN EXISTING vPC-GR ACCOUNT

- a. To access MyPers website using a CAC/CAC reader, to the AF Portal website:  
<https://www.my.af.mil/faf.FAF.fafHome.jsp>. Under “Top Links” click on the “vPC-GR” link. If you do not have a CAC/CAC reader, you can be redirected to the MyPers login page by selecting:  
<https://gum-rm.csd.disa.mil/app/login/redirect/processes%252Fform%252Ffm%252Fvdb>
- b. In the “**Use your User ID/Password**” box, enter your vPC-GR User ID and Password, and click on the “LOG-IN” button.
- c. You will be prompted to reset your password, reset security questions, and create a new PIN. Click the “**Reset Password**” button and select “**Reset Password**”
- d. Confirm your e-mail address. If it is incorrect, enter the correct address and click on “**CONTINUE.**”
- e. You will receive an e-mail with a link to reset your password within 24 hours. When you receive it, click on the link and you will be taken to the MyPers page to reset your new password.
- f. Once you have selected your new password, verify it and click on “**Change Password**”
- g. You will be redirected to the “**My Profile**” page. Enter/verify your PIN and answer the security questions/answers. Select “**Save Changes**”
- h. The “**Profile Update Succeeded**” page will appear and should show a green box indicating the step is complete.
- i. Click on the MyPers logo at the top of the page, and you will be redirected to the MyPers home page.

**NOTE:** To access the vPC-GR Dashboard, go to the “**I Would Like To**” section and click on the “**Access the vPC-GR Dashboard**” link. This will redirect you to the vPC-GR.

#### (1) MYPERS – TFSC CONTACT INFORMATION

**NOTE:** Before calling the MyPers – TFSC, initiate contact through the MyPers website homepage. Click on the “**Contact Us**” link, and then select the “**E-mail Us**” link to send your questions regarding a request.

**Total Force Service Center**  
**1-800-525-0102**  
**DSN CONUS: 665-0102**  
**DSN Overseas: 312-665-0102**  
**Hours: 24 hours a day**

## Section N: Virtual Personnel Center (vPC) Dashboard

### 1. vPC Overview

a. vPC is a web-interface application primarily designed to enable ARC users to prepare and submit forms required to update and maintain both MilPDS and member's electronic personnel records with minimal coordination or direct involvement by MPS personnel. Airmen must register and create an account to use this application.

b. This self-service tool is essentially composed of a public homepage, a login page, a role-based dashboard, and a password-protected version of the homepage. The public homepage is the first page one sees after entering the URL in the search field of a web browser. The homepage is the password-protected version of the first page that initially opens on accessing vPC. This page contains non-secure links that allow users to submit questions and requests for copies of documents in their records, etc., as well as information relating to personnel in general.

c. To gain access to functional pages in vPC, one must register for a vPC account, log on with either a User ID/Password combination or a registered CAC and PIN. This is accomplished by clicking on the “**LOG IN**” button.

d. Once inside the application, an option to access either the ‘Dashboard’ or the vPC homepage is provided. The dashboard provides the capability to prepare and coordinate forms and accomplish other actions.

---

### 2. vPC Dashboard Features:

- a. **Role Filter.** The default setting for the role filter is “**ALL**”. If an Airman has multiple roles, changing the role filter to a specific role provides information for that role only. The role filter shows both assigned and delegated roles. The “**Assigned**” role is the member's primary responsibility in the organization. The “**Delegated**” role is one that a member in an assigned role delegates to another member as a result of an event or a shared responsibility.
- b. **Help Link.** Each tab includes a help link to explain its use and function.
- c. **Overview tab.** The “**To do List**” displays the number of requests by type that are pending your review and action based on the role selected in the filter. The “**Messages**” section displays messages received based on actions within vPC and enables the user to send/receive messages. Messages displayed are based on the role selected in the filter.
- d. **Worklist Tab.** Actions applied to an application after it has been submitted can be monitored in the “**Worklist**” tab. By selecting a specific application in the “Action Requests” tab, associated fields and coordination information (shown in the “Coordination Actions” section) for that application will be displayed.
- e. **View Filter.** There are three options to select from:
  1. “**Assigned to me**” – shows those applications/actions requiring action by you.
  2. “**Submitted by me**” – shows those applications/actions submitted in vPC by you.
  3. “**Viewable to me**” – shows those applications/actions that you may view, but no action is required.

- f. **Action Requests Tab.** The “**Action Requests**” tab starts the process within the vPC Dashboard. It is used to submit new applications and self-service requests. In the “**Online Services Requests**”, select the application or request from the “**Online Services Requests**” menu links listed.
- g. **Reports Tab.** Available reports are based on the role selected and report content is filtered based on that role.
- h. **My Roles/Delegations Tab.** This tab shows assigned and delegated roles and is used to delegate roles.
- i. **My Profile Tab.** The “**My Profile**” tab allows a member to review, add information to, or update data in their profile. It should be reviewed periodically to ensure the information remains current and accurate.
- j. **RA Tab** (only visible to the administrator). The RA is the serving Personnel System Manager (PSM). This tab is used by the Human Resource System Managers (HRSM) to assign roles based on a commander’s requests. HRSMs must know an Airmen’s MPS ID, Admin PAS or PAS Code and the approved role the Airmen will be assigned. The HRSM will add the descriptive data according to which roles is assigned or highlighted.
- k. In the vPC Dashboard, the workflow is automatic for some online applications, eliminating the need to type an e-mail address for the next level of coordination. For other applications, the Dashboard includes an easy “**Search**” and “**Select**” capability to identify the next level of coordination within the workflow process.

## Section O: Abbreviations, Acronyms, and Terms

**Table 8. Abbreviations and Acronyms.** A list of abbreviations and acronyms used within this guide:

| Abbreviations and Acronyms |  |
|----------------------------|--|
| <b>AD</b>                  | Active Duty  |
| <b>AC</b>                  | Air Corps  |
| <b>ADT</b>                 | Active Duty for Training                               |
| <b>AF</b>                  | Air Force  |
| <b>AFBCMR</b>              | Air Force Board for Correction of Military Records     |
| <b>AFCAT</b>               | Air Force Catalog                                      |
| <b>AFDRB</b>               | Air Force Discharge Review Board                       |
| <b>AFI</b>                 | Air Force Instruction                                  |
| <b>AFMAN</b>               | Air Force Manual                                       |
| <b>AFPC</b>                | Air Force Personnel Center                             |
| <b>AFSC</b>                | Air Force Specialty Code                               |
| <b>AGR</b>                 | Air Guard Reserve                                      |
| <b>ANG</b>                 | Air National Guard                                     |
| <b>ANGUS</b>               | Air National Guard United States                       |
| <b>AOR</b>                 | Area of Responsibility                                 |
| <b>ARC</b>                 | Air Reserve Component                                  |
| <b>ARMS</b>                | Automated Record Management System                     |
| <b>ARPC</b>                | Air Reserve Personnel Center                           |
| <b>AUS</b>                 | Army United States                                     |
| <b>BCD</b>                 | Bad Conduct Discharge                                  |
| <b>BMT</b>                 | Basic Military Training                                |
| <b>BPO</b>                 | Business Process Owner                                 |
| <b>CIPP</b>                | Career Intermission Pilot Program                      |
| <b>CONUS</b>               | Continental United States                              |
| <b>DAFSC</b>               | Duty Air Force Specialty Code                          |
| <b>DEP</b>                 | Delayed Enlistment Program                             |
| <b>DFAS</b>                | Defense Finance and Accounting Service                 |
| <b>DMDC</b>                | Defense Manpower Data Center                           |
| <b>DOD</b>                 | Department of Defense                                  |
| <b>DODI</b>                | Department of Defense Instruction                      |
| <b>DOL</b>                 | Department of Labor                                    |
| <b>DOT</b>                 | Department of Transportation                           |
| <b>DPRIS</b>               | Defense Personnel Records Information Retrieval System |
| <b>EAD</b>                 | Entered Active Duty                                    |
| <b>ETS</b>                 | Expiration Term of Service                             |

|                 |   |
|-----------------|---|
| <b>HOR</b>      | Home of Record  |
| <b>IMA</b>      | Individual Mobilization Augmentee   |
| <b>IO</b>       | Initial Only  |
| <b>INS</b>      | Immigration and Naturalization Service  |
| <b>IRR</b>      | Individual Ready Reserve  |
| <b>JBSA</b>     | Joint Base San Antonio  |
| <b>LWOP</b>     | Leave Without Pay   |
| <b>MAJCOM</b>   | Major Air Command   |
| <b>MEPS</b>     | Military Entrance Processing Station  |
| <b>MILPDS</b>   | Military Personnel Data System  |
| <b>MPF ID</b>   | Military Personnel Flight ID (first two positions of PAS Code)  |
| <b>MPS</b>      | Military Personnel Squadron   |
| <b>MSO</b>      | Military Service Obligation   |
| <b>NMN</b>      | No Middle Name  |
| <b>NPRC</b>     | National Personnel Records Center   |
| <b>OTS</b>      | Officer Training School   |
| <b>PAS Code</b> | Personal Accountability System Code (8-digits, position 1-2 indicating servicing MPS, position 3-4 indicating MAJCOM, 5-8 indicating duty location) |
| <b>PLEAD</b>    | Place of Entry Onto Active Duty   |
| <b>PME</b>      | Professional Military education   |
| <b>POE</b>      | Place of Entry  |
| <b>POW</b>      | Prisoner of War   |
| <b>PSDG</b>     | Personnel Services Delivery Guide   |
| <b>RegAF</b>    | Regular Air Force   |
| <b>RI</b>       | Reporting Identifier  |
| <b>ROTC</b>     | Reserve Officer Training Corps  |
| <b>SAF</b>      | Secretary of the Air Force  |
| <b>SF</b>       | Standard Form   |
| <b>SGLI</b>     | Services Group Live Insurance   |
| <b>STO</b>      | Split Training Option   |
| <b>TDRL</b>     | Temporary Disability Retired Listing  |
| <b>TDY</b>      | Temporary Duty  |
| <b>TFSC</b>     | Total Force Service Center  |
| <b>U.S.C.</b>   | United States Code  |
| <b>UCMJ</b>     | Uniform Code of Military Justice  |
| <b>UOTHC</b>    | Under Other Than Honorable Conditions   |
| <b>UPRG</b>     | Unit Personnel Record Group   |
| <b>USAFA</b>    | United States Air Force Academy   |
| <b>USAFR</b>    | United States Air Force Reserve   |
| <b>USUHS</b>    | Uniformed Services University of Health Sciences  |
| <b>VA</b>       | Veteran Affairs   |
| <b>VMET</b>     | Verification of Military Experience and Training  |



|             |                                   |
|-------------|-----------------------------------|
| <b>vMPF</b> | virtual Military Personnel Flight |
| <b>WS</b>   | Worksheet                         |

**Table 9. Abbreviations, Acronyms and Terms.** A list of abbreviations and acronyms used within this guide:

| <b>Terms</b>  |  |
|---|--|
| Activation (DoD)  | Order to active duty (other than for training) in the federal service.   |
| Active Duty (AD)  | Full-time duty in the active military service of the US. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Term does NOT include full-time National Guard duty (see active service) (Title 10 USC 101). A general term often applied to all active military service, including full-time National Guard duty, without regard to duration or purpose. |
| Active Duty for Training (ADT)  | A tour of active duty that is used to train members of the ARC. It provides trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member must return to non-active status after the period of ADT. ADT includes annual training, special tour of ADT, school tours, and the initial duty for training performed by nonprior service enlistees.  |
| Active Duty Guard and Reserve   | A member of the ARC who is on voluntary active duty pursuant to Title 10, section 12301(d) or a member of the ANG, is on full-time National Guard duty pursuant to section 502(f) of Title 32, and who is performing active ARC duty (Title 10, USC 101.)  |
| Active Guard and Reserve Duty   | Active duty performed by a member of the ARC or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the reserve components (Title 10 USC 101).  |
| Active Duty for a period of more than 30 days                                     | Active duty under a call or order that does not specify a period of 30 calendar days or less (Title 10 USC 101.)   |
| Active Duty for Special Work (ADSW) or Active Duty for Operational Support (ADOS) | A tour of active duty for reserve personnel authorized from military and reserve personnel appropriations for work on active, or serve component programs.   |
| Active Service  | Service on active duty or full-time National Guard duty (Title 10 USC 101.)  |
| Active Status   | Means the status a member of a reserve component who is not in the inactive ANG, on an inactive status list, or in the retired Reserve (Title 10 USC 101.)   |



|   |   |
|---|---|
| Airman  | General term often referred to as "Big A" Airmen; a member of the Air Force regardless of grade, officer or enlisted, or component.   |
| Air National Guard (ANG)                        | That part of the organized militia of the several States and territories, Puerto Rico, and the District of Columbia, active and inactive that: 1) is in Air Force; 2) is trained and has its offices appointed, under the sixteenth clause of section 8, Article I of the Constitution; 3) is organized, armed and equipped wholly or partly at federal expense; 4) is federally recognized (Title 10 USC 101)  |
| Air National Guard of the United States (ANGUS) | The Reserve component of the Air Force all of whose members are members of the Air National Guard (Title 10 USC 101)  |
| Bad Conduct Discharge (BSD)                     | A characterization given at the recommendation of a court-martial after conviction for an offense less serious than one leading to a dishonorable discharge.  |
| Characterization of Service                     | A determination of a member's military behavior and performance of duty during a specific period of service. Choices are Honorable; Under Honorable Conditions (General); Under Other than Honorable Conditions; Bad conduct; Dishonorable; and Uncharacterized.  |
| Contingency Operation                           | A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (Title 10 USC section 101(a)(13)). Is a military operation that: <b>1)</b> is designated by the SecDef as an operation in which members of the Armed Forces are or may become involved in military operations, operations, or hostilities against an enemy of the US or against an opposing force; <b>2)</b> is credited by definition of law. Under Title 10, USC Section 101(a)(13)(B), a contingency operation exists if a military operation results in the (a) call-up to (or retention on) active duty of members of the uniformed services under certain enumerated status (Title 10, USC Section 688, 12301(a), 12302, 12304, 12305, 12406 or 331-335); and (b) the call-up to (or retention on) active duty of members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress. |
| Continuous Active Military Service date         | Date from which a member began continuous active military service without a break.  |
| Discharge                                       | Severance from all military status. EXCEPTION: For a member of the ANGUS, discharge may be from the ANGUS only, with concurrent transfer to the USAFR for the remainder of an MSO. It does not include dismissal as a result of trial by general court martial or "dropped from the rolls" of the Air Force under Title 10, U.S.C., 1161(b) or 1163(b).   |

|                                     |  |
|-------------------------------------|--|
| Extended Active Duty (EAD)          | A tour of active military service (usually for more than 90 days) performed by a member of the ARC. Strength accountability for persons on EAD changes from the ARC to the active Air Force. Strength accountability does not change for statutory tour officers on EAD in accordance with title 10, U.S.C., 175, 678, 265, 8496, 8021, 8019, 8038.  |
| Full-time National Guard Duty       | Training or other duty, other than inactive duty, performed by a member of the ANGUS in the member's status as a member of the National Guard or a state or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 31 for which the member is entitled to pay from the United States or for which the member is entitled to pay from the United States or for which the member has waived pay from the United States (Title 10 USC 101)   |
| Home of Record (HOR)                | The place recorded as the individual's home when commissioned, appointed, enlisted, inducted or ordered into a tour of active duty. The HOR remains the same as recorded unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR. <b>NOTE: An officer who received a commission from an enlisted grade or called to active duty as an officer while enlisted may use the HOR in the enlistment papers (if recorded differently at time commission and called to active duty) if they can certify erroneous designation of a HOR at time of commission.</b> |
| Home Station                        | The permanent location of active duty units and Reserve Component units (e.g., location of armory or reserve center).  |
| Honorable                           | The Honorable characterization is appropriate when the quality of the Airman's service generally has met Air Force standards of acceptable conduct and performance of duty. It may also be appropriate when a member's service is otherwise so meritorious that any other characterization would be inappropriate. A member's service must be honorable to be eligible for retirement.   |
| Initial Active Duty Training (IADT) | The first period of active duty for training prescribed by law or regulation for nonprior service enlistees. It trains members in a military specialty.  |

|                              |   |
|------------------------------|---|
| Inactive Duty Training (IDT) | Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods and consisting of regularly scheduled unit training assemblies, additional training assemblies, period of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses. |
| Member                       | A general term to refer to an officer, warrant officer, Air Force Academy cadet or enlisted.  |

|              |   |
|--------------|---|
| Mobilization | <p>1) Act of assembling and organizing national resources to support national objectives in time of war or other emergencies.</p> <p>2) Process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the ARC as well as assembling and organizing personnel, supplies and material. Mobilization of the Armed Forces includes but is not limited to the following categories: <b>a) Selective Mobilization</b> - Expansion of the active Armed Forces resulting from action by Congress and/or the President to mobilize Reserve Component units, Individual Ready Reservists, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of an enemy attack. <b>b) Partial Mobilization</b> - Expansion of the active Armed Forces resulting from action by Congress (up to full mobilization) or by the President (not more than 1,000,000 for not more than 24 consecutive months) to mobilize Ready Reserve Component units, individual reservists, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.</p> |
|--------------|---|

|  |  |
|--|--|
|  | <p><b>c) Full Mobilization</b> - Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all Reserve Component units and individuals in the existing approved force structure, as well as all retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security. Reserve personnel can be placed on active duty for duration of the emergency plus six months. <b>d) Total Mobilization</b> - Expansion of the active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel beyond the existing force structure, and the resources needed for their support, to meet the total requirements of a war or other national emergency involving an external threat to the national security. Also called MOB.</p>  |
| Officer  | A commissioned or Warrant Officer of the Armed Forces.   |
| Place of Entry (POE) onto Active Duty (PLEAD)        | <p>The place of acceptance in current enlistment, commission, or appointment of an active Service member, or for an ARC member, when enlisted, commissioned, or appointed for immediate active duty (address on their AD orders). The POE changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service (<a href="#">see Note 2, Table 5</a>). For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.</p> <p>For the USAFA, civilian college or university, PLEAD is defined as the place at which the member attains a military status or enters active service. Generally this is the academic institution and not the member's HOR (60 Comptroller general 142 (1980)) (JTR, Appendix A1, pg. A1-34). For RegAF enlisted, this is the MEPS location where the member went active duty (not delayed enlistment). For RegAF officers, the location from which ordered to active duty and initiated travel.</p> |
| Release  | Separation from a void enlistment or induction that does not involve a regular discharge. A DD Form 214 is issued, but not a discharge certificate as the contract remains in effect.  |
| Reserve  | With respect to an enlistment, appointment, grade or office, means enlistment, appointment, grade or office held as a Reserve of one of the armed forces. (Title 10 USC 101)   |
| Release from Active Duty - End of active duty status | Members of the Regular Air Force who are transferred to a Reserve component to complete their military service obligations and to members of Reserve components who revert to inactive status in their Reserve organizations.  |
| Reserve Components                                   | The reserve components of the Air Force are the Air National Guard of the US and the US Air Force Reserve. The three types of Air Reserve Forces are Ready Reserve, Standby Reserve and Retired Reserve.   |

|   |   |
|---|---|
| Separation                                    | A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to a Reserve component.   |
| Temporary Disability Retired List (TDRL)      | A list of physically unfit members whose disability has not stabilized to the point where its severity, percent of disability or ultimate disposition can be accurately assessed.   |
| Under Honorable Conditions (UHC)              | In an Airman's service has been honest and faithful, it is appropriate to characterize as Under Honorable Conditions (General). Characterization of service as general is warranted when significant negative aspects of the Airman's conduct or performance of duty outweigh positive aspects of the Airman's military record.   |
| Under Other Than Honorable Conditions (UOTHC) | An Airman's service may be characterized as Under Other Than Honorable Conditions only if the member is given an opportunity for hearing by an administrative discharge board or requests discharge in lieu of trial by court-martial. Characterization of service as Under Other Than Honorable Conditions may be appropriate when the reason for separation is based on a pattern of behavior or one or more acts or omissions that constitute a significant departure from the conduct expected of Airmen. |