

Virtual Out-Processing: after you are notified of your approved separation, please e-mail our organizational workflow (21fss.fsmpd.retire.sep.wf@us.af.mil) with your social security number, losing unit, and projected terminal leave dates.

NOTE: ALL checklists need to be manually loaded – they are not automatic

Leave: Please refer to AFI 36-3003 Table 4.4, rule 2 for the current PTDY rules for separations. PTDY is not authorized for search for a house or job when your separation program designator renders you ineligible for full benefits. Ex: Member voluntarily separating for miscellaneous reasons or on completion of required service.

Separation: Please ensure you apply for separation in vMPF under “Self Service Actions”. You will then be prompted to complete your Pre-Separation Order Worksheet and your DD 214 Worksheet. The Pre-Separation Order Worksheet is REQUIRED in order for AFPC to process your orders. For any questions regarding your orders, please refer to the Total Force Service Center at DSN 6650102.

Please e-mail the workflow to request any “In-Lieu of DD 214” “Statement of Service” memorandums. Please allow up to 72 hours for return. Thank you for your patience.

Squadron Out-Processing: Members of N/NC will out process with the J1 – there is not a requirement to out-process the MPF.

Monday – Wednesday: 0900-1600

Thursday-Friday: 0900-1400

NCOIC – TSGT APRIL DIMANDO

DSN 8341018

21fss.fsmpd.retire.sep.wf@us.af.mil

SECURITY TERMINATION STATEMENT

I am aware of my termination for access to _____
(Enter special access being terminated, for example, "NATO Secret," or "SIOP-ESI," or enter special access being terminated and "classified information" if both are being terminated at the same time; otherwise, enter "classified information." I acknowledge:

1. I have read and understand the below provisions of the Espionage Act (18 U.S.C. 793, 794), the Atomic Energy Act (42 U.S.C. 2274-2277), and the Subversive Activities Control Act of 1950, as amended (50 U.S.C. 783). I understand that any unauthorized disclosure of information affecting the national defense is prohibited and punishable
2. I do not have in my possession or control any documents or material of a classified nature.
3. I shall not knowingly or willfully divulge, reveal, or transmit classified information orally or in writing or by any other means, to any unauthorized person or agency.
4. I shall report to the Federal Bureau of Investigation, to a security office of the Department of Defense, or to a security office of a U.S. Embassy or Consulate, without delay, any attempt made by an unauthorized person to solicit or obtain classified information.
5. I, have, have not *(Strike out inappropriate word or words)* received an oral security debriefing.

ESPIONAGE ACT AND OTHER CRIMINAL STATUTES

Sections 793 and 794 of Title 18, U.S. Code; Section 783 of Title 50, U.S. Code, and Sections 2274, 2275, 2276 and 2277 of Title 42, U.S. Code, identify and prescribe punishments for certain acts or the conspiracy to commit certain acts which one has reason to believe will injure the United States or secure an advantage to a foreign nation. These acts are:

1. Gathering, transmitting, delivering, communicating or disclosing information relating to national defense *(Including Restricted Data)* to an unauthorized person or causing these acts;
2. Losing information relating to national defense through gross negligence;
3. Failing to report to superiors the known loss or theft of information relating to national defense;
4. Communicating classified information to an agent or representative of a foreign government;
5. Failing to deliver on demand documents or information relating to the national defense to an officer or employee of the United States who is entitled to receive it; and
6. Gathering or delivering information relating to the national defense to aid a foreign government.

You have had access to information relating to the national defense *(Including Restricted Data)* which is protected by these statutes. These statutes make it a crime to unlawfully communicate information relating to the national defense to any person when there is reason to believe that the information will be used to the injury of the United States or to the advantage of a foreign government. The penalties prescribed for violations of these statutes, through willful acts or gross negligence, vary according to the statute, the circumstances, and the information involved. They range in severity from a fine of not more than \$2,500 to life-imprisonment or death. Your signature on this form is your acknowledgement that you have been informed of the criminal statutes applicable to espionage and the punishments provided for violation of these statutes. The full text of the applicable section of each of these statutes is available for your review prior to signing this termination statement.

DATE	TYPED OR PRINTED NAME & ORGN OF PERSON BEING DEBRIEFED	SIGNATURE
DATE	TYPED OR PRINTED NAME OF DEBRIEFER	SIGNATURE

MEMORANDUM FOR _____
(RANK AND FULL NAME, LAST 4 SSN)

(DATE)

FROM: HQ AFPC/DPSOR

SUBJECT: Medical Examination for Retirement or Separation

1. Department of Defense (DoD) policy requires all members of the Military Services, including Reserve Component Service members who are separating or retiring after serving 180 or more days on active duty or on active duty (Title 10) orders for 30 or more days in support of a contingency operation, must complete a comprehensive Separation History and Physical Examination (SHPE). The SHPE **should be completed at least 30 days prior to your scheduled departure, but no more than 180 days prior to your approved separation/retirement date.**

2. If you plan to file a disability claim, you will start at your Medical Treatment Facility (MTF) Medical Standards Management Element (MSME). They will assist you with the process of filing your claim through the Veterans Administration (VA). You will initiate your VA Disability Exam through the e-benefits website at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. If this examination is complete at least 30 days before your final departure date, it will be used to meet the SHPE requirement. If you are unable to complete your exam with the VA or choose not to file for benefits, please report to your MTF MSME within 3 duty days of receipt of this memorandum. Regardless of the location of your SHPE, you must complete a DD Form 2807-1, *Report of Medical History*. The form will be required by the VA when initiating your claim or the MTF MSME (or equivalent) prior to scheduling your appointment. A credentialed provider will review your medical history, perform a medical examination and complete all the requirements IAW AFI 48-123, *Medical Examinations and Standards*, Chapter 7. The results of the SHPE must be filed in your health record prior to the MTF completing the endorsement below documenting your clearance for departure. You may obtain a copy of the DD Form 2807-1 at <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2807-1.pdf>.

3. If you have had a physical examination using a DD Form 2807-1, DD Form 2808, and an audiogram within 12 months of your separation/retirement date, you may waive the SHPE; however, your commander must concur with the waiver request. Contact your MTF for more information on waiving the SHPE.

4. If medical personnel determine your condition requires review by a Medical Evaluation Board/Physical Evaluation Board (MEB/PEB), they will update an Assignment Availability Code (AAC) 37 to identify this requirement to us. If your MEB/PEB is not resolved 60 days prior to your retirement or separation date, the MTF should take action to place you on medical hold until the MEB/PEB is resolved. If this occurs, your departure/retirement or separation could be delayed. Additionally, delays to your retirement or separation date may impact your active duty and retired pay (if applicable), as well as other benefits and entitlements. Please contact your MTF for more information on the MEB/PEB process.

5. You may obtain additional information at TRICARE On-Line (TOL) at <https://www.tricareonline.com/portal/page/portal/TricareOnline/Portal>.

6. **You must return this memorandum to your MPS Career Development element after endorsement by the medical facility. You will not be allowed to complete your final out-processing appointment without obtaining the required endorsement below.**

_____/signed/_____
AFPC Retirement or Separation Representative

1st Ind, _____
(GRADE, NAME)

(DATE)

TO: MTF

I acknowledge my requirement to ensure the SHPE is completed prior to departing for separation or retirement and I will schedule my evaluations as described above. I understand I will not be allowed to out-process without obtaining the required clearance by the MTF below.

Member's Signature

2nd Ind, MTF

(DATE)

TO: MPS Career Development Element

The above individual has completed the requirements for the SHPE and is medically cleared for separation/retirement.

(Signature - Medical Representative)



DEPARTMENT OF THE AIR FORCE
21ST SPACE WING (AFSPC)



MEMORANDUM FOR 21st DENTAL SQUADRON

FROM: AFPC/DP2STM

SUBJECT: Veterans Outpatient Dental Treatment for Discharged or Released Personnel

1. Public Law 97-35, the Omnibus Budget Reconciliation Act of 1981, and Title 38 U. S. C., Section 1712, limits eligibility to Outpatient Dental Treatment currently provided by the Department of Veterans Affairs (DVA).

2. You are eligible for Dental Treatment provided the following criteria are met:

- a. You have served at least 180 days of active duty.
- b. You have applied to the DVA for required treatment within 90 days of discharge or release from active duty.
- c. Your DD Form 214, **Certificate of Release or Discharge from Active Duty**, contains a statement that a complete dental examination and appropriate dental services and treatment were not provided by the armed forces within 90 days prior to your discharge or release
- d. You have returned this Dental Memorandum to your MPF at your final out-processing appointment.

3. I acknowledge receipt of the eligibility criteria concerning DVA Outpatient Dental Treatment and understand the provisions mentioned in the memorandum.

Separating Member's Printed Name / Date

1st Ind, 21st Dental Squadron

MEMORANDUM FOR AFPC/DP2STM

Member (has) (has not) been provided a complete dental examination and all appropriate dental services (were) (were not) provided by the Armed Forces within 90 days prior to discharge or release.

Dental Representative Signature / Date

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

Related Resources

- [AFL 36-3202](#), *Separation Documents*
- [AFL 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 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

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 AVAILABLE 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**.