

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
POLICY DIRECTIVE 36-32**



**11 OCTOBER 2022**

**Personnel**

**MILITARY RETIREMENTS AND  
SEPARATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AF/A1P

Certified by: SAF/MR

USSF: SF/S1  
(Todd L. Remington, Senior Coordinator)

Supersedes: AFPD36-32, 30 August 2018

Pages: 6

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This Department of the Air Force Policy Directive (DAFPD) implements Department of Defense Instruction (DoDI) 1200.15, *Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status*, DoDI 1215.07, *Service Credit for Non-Regular Retirement*, DoDI 1300.06, *Conscientious Objectors*, DoDI 1304.28, *The Appointment and Service of Chaplains*, DoDI 1315.15, *Separation Policies for Survivorship*, DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*, DoDI 1320.10, *Discharge of Commissioned Officers Not Qualified for Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*, DoDI 1332.14, *Enlisted Administrative Separations*, DoDI 1332.18, *Disability Evaluation System*, DoDI 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement in the Grades of W-3 through W-5 and E-7 through E-9*, DoDI 1332.29, *Involuntary Separation Pay (Non-Disability)*, DoDI 1332.30, *Commissioned Officer Administrative Separation*, DoDI 1332.43, *Voluntary Separation Pay (VSP) Program for Service Members*, DoDI 1336.01, *Certificate of Uniformed Service (DD Form 214/5 Series)* and DoDI 1348.34, *Presidential Recognition on Retirement from Military Service* and is consistent with DoDI 1300.28, *In-Service Transition for Transgender Service Members*, and DoDI 1332.45, *Retention Determinations for Non-Deployable Service Members*. This directive establishes the framework for Department of the Air Force retirements and separations programs. This policy directive applies to uniformed members of the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG). In collaboration with the Chief of Air Force Reserve (AF/RE) the Director of the Air National Guard (NGB/CF), and

the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for military retirements and separations. This directive may not be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include the addition of the Space Force.

**1. Overview.** This directive establishes Department of the Air Force policy on retirements and separations to enable it to maintain a lethal fighting force with high standards of performance and to meet authorized end strength levels established in law.

**2. Policy.** It is Department of the Air Force policy to establish guidance to manage retirement and separation programs to meet congressionally mandated end strength levels.

2.1. The Department of the Air Force will provide for the voluntary retirement and separation of individuals who have fulfilled their service commitment through normal and, at times, incentive programs to meet congressionally mandated end strength levels.

2.2. When necessary, the Department of the Air Force will utilize involuntary retirement and separation programs to generate additional losses above voluntary separations in order to meet congressionally mandated end strength levels or to meet desired requirements in specific specialties. The Department of the Air Force may encourage voluntary separations before resorting to involuntary separation of members who are not eligible for retirement.

2.3. In addition to the aforementioned policies commanders will utilize discretion to take action to separate members who do not meet Department of the Air Force standards.

**3. Responsibilities.** The following responsibilities and authorities are established:

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) is responsible for military retirements and separation policy matters as delegated by the Secretary of the Air Force.

3.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), the Deputy Chief of Space Operations for Human Capital (SF/S1), The Office of the Chief, Air Force Reserve (AF/RE), and the Air National Guard Bureau Directorate of Manpower, Personnel, and Services (NGB/A1) are responsible for policy oversight and advocacy of the Department of the Air Force's retirement and separation programs and to interface with the Office of the Secretary of Defense staff concerning development of Department of Defense (DoD) policy and legislative initiatives.

3.3. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), the Deputy Chief of Space Operations for Human Capital (SF/S1), the Chief of Air Force Reserve (AF/RE) and the National Guard Bureau Directorate of Manpower, Personnel, and Services (NGB/A1), oversee the execution and development of procedural guidance for the Department of the Air Force retirement and separation programs for their respective service and component.

FRANK KENDALL  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- DoD Instruction 1200.15, *Assignment to and Transfer Between Reserve Categories and Discharge from Reserve Status*, November 7, 2019
- DoD Instruction 1215.07, *Service Credit for Non-Regular Retirement*, July 30, 2019
- DoD Instruction 1300.06, *Conscientious Objectors*, July 12, 2017
- DoD Instruction 1300.28, *In-Service Transition for Transgender Service Members*, April 30, 2021
- DoD Instruction 1304.28, *The Appointment and Service of Chaplains*, May 12, 2021
- DoD Instruction 1315.15, *Separation Policies for Survivorship*, May 19, 2017
- DoD Instruction 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*, July 7, 2017
- DoD Instruction 1320.10, *Discharge of Commissioned Officers Not Qualified for Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*, February 6, 2014
- DoD Instruction 1332.14 With Change 7 (June 23, 2022), *Enlisted Administrative Separations*, January 27, 2014
- DoD Instruction 1332.18, With Change 1 (17 May 2018), *Disability Evaluation System*, August 5, 2014
- DoD Instruction 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement in the Grades of W-3 through W-5 and E-7 through E-9*, June 24, 2014
- DoD Instruction 1332.29, *Involuntary Separation Pay (Non-Disability)*, March 3, 2017
- DoD Instruction 1332.30 With Change 3 (September 9, 2021), *Commissioned Officer Administrative Separations*, 11 May 2018
- DoD Instruction 1332.43, *Voluntary Separation Pay (VSP) Program for Service Members*, November 28, 2017
- DoD Instruction 1332.45, *Retention Determinations for Non-Deployable Service Members*, July 30, 2018
- DoD Instruction 1336.01, *Certificate of Uniformed Service (DD Form 214/5 Series)*, February 17, 2022
- DoD Instruction 1348.34, *Presidential Recognition on Retirement from Military Service*, September 1, 2011
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Adopted Forms***

- DAF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**AF/A1**—Air Force Deputy Chief of Staff, Manpower, and Personnel

**AF/A1P**—Military Force Management Policy Directorate

**AFR**—Air Force Reserve

**AF/RE**—Chief of Air Force Reserve

**ANG**—Air National Guard

**DAFPD**—Department of the Air Force Policy Directive

**DoDI**—Department of Defense Instruction

**DD**—Department of Defense

**NGB**—National Guard Bureau

**NGB/A1**—Air National Guard Bureau Directorate of Manpower, Personnel, and Services

**NGB/CF**—Director of the Air National Guard

**OPR**—Office of Primary Responsibility

**RegAF**—Regular Air Force

**USAF**—United States Air Force

**SAF/MR**—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

**SF/S1**—Deputy Chief of Space Operations for Human Capital

**USSF**—United States Space Force

**USC**—United States Code

*Terms*

**End Strength**—The total number of United States Air Force and United States Space Force members in a given category authorized by Congress (in the annual National Defense Authorization Act) on September 30th of a given fiscal year. End strength provides the basis for funded man-years within the personnel system, and provides the target for personnel plans, programs, and budgets. End strength is a resource provided to support approved force structure, programs, or missions. End strength changes do not drive force structure or mission changes; they are tied to programmatic increases and decreases in force structure or mission. Future Years Defense Program end strength is allocated to commands by program element code and category.

**Retirement**—A form of separation that includes when a member is removed from service and meets the criteria established to be immediately retired and receive active component retired pay by a provision of law. For Reserve or Air National Guard members, it applies to those members that accumulate 20 years of satisfactory service for reserve component service as computed under 10 USC §12732.

**Separation**—A general term that includes administrative discharge, resignation, release from active duty, release from custody and control of the Department of the Air Force, dropping from the rolls of the Department of the Air Force, retirement, transfer to a reserve component, and dismissal.