BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-3202

24 JUNE 2020





CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214/5 SERIES)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-32, Military Retirements and Separations and Department of Defense Instruction (DoDI) 1336.01, Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series). In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force Separation Documents. This instruction applies to the Regular Air Force (RegAF), Air National Guard (ANG), and Air Force Reserve (AFR). It provides guidance and direction on how to control, prepare, distribute and correct Certificate of Release or Discharge from Active Duty Department of Defense Form 214/5 (DD Form 214/5) series documents and control lists of separation program designator (SPD) codes. Separation occurs when members of the Air Force (AF) leave active duty, move from one active duty status to another, or are discharged, retired, transferred, dismissed, or released. This instruction contains statutory authorities and outlines responsibilities of the Secretary of the Air Force, RegAF, ANG, AFR, and other agencies involved with DD Form 214/5 series documents. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in the publication is Title 10 United States Code (USC) Section 8013, Secretary of the Air Force. The applicable Privacy Act System of Record Notices F036 AFPC P, Separation Case Files (Officer and Airman), F033 ARPC B, Locator or Personnel Data, and F036 AFPC C, Military Personnel Records System are available at https://dpcld.defense.gov/Privacy/SORNs/. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-322, Records Management and Information Governance Program and disposed of in

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include roles and responsibilities of the Total Force Service Centers, roles and responsibilities of the military personnel flights, and revised acronyms for clarity. This publication has been reorganized, drafted with plain language and now includes tiering as required by AFI 33-360.

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CHAPTER 1

OVERVIEW

- **1.1. Overview.** The DD Form 214 and DD Form 215 are documents that separate an airman from the RegAF (10 USC § 1168, *Discharge or release from active duty: limitations*) or air reserve component (ARC) airmen from active duty. It provides an accurate and complete summation of active duty service at the time of transfer, release, discharge, or change of component or status while on active duty. It provides the Air Force with an authoritative source of personnel information for administrative purposes and for making enlistment or reenlistment eligibility determinations. This AFI is not an authority for separation.
- 1.2. DD Form 214, Certificate of Release or Discharge from Active Duty (DD Form 214). Airmen who separate from active duty are issued a DD Form 214, Certificate of Release or Discharge from Active Duty, as authorized by statute and DoD policy. The completed DD Form 214 will contain the required data regarding the airman's service and circumstances of termination. (T-0).

CHAPTER 2

ROLES AND RESPONSIBILITIES

- 2.1. The roles and responsibilities of the Total Force Service Centers (TFSC) are listed below.
 - 2.1.1. TFSC, Joint Base San Antonio (JBSA)-Randolph, Texas will accomplish the official DD Form 214 for the following personnel under the prescribed circumstances:
 - 2.1.1.1. RegAF airmen retiring or separating (non-initial pipeline training) from active service.
 - 2.1.1.2. ARC airmen on active duty (Functional Category X) retiring with more than 20 years of total active federal military service (TAFMS) to include medical retirements.
 - 2.1.1.3. ARC airmen separating from a HQ statutory (AGR Functional Category X) tour.
 - 2.1.2. TFSC Air Reserve Personnel Center, Buckley Air Force Base, Colorado (ARPC) will accomplish the official DD Form 214 for the following personnel under the prescribed circumstances (T-1):
 - 2.1.2.1. ANG ANG Active Guard Reserve (AGR) (Title 32) members who are released (voluntarily or involuntarily) from a period of 90 days or more continuous or consecutive active duty service; and
 - 2.1.2.2. Are immediately separated or discharged as a member of the ANG (do not revert to a traditional or military technician status); or
 - 2.1.2.3. Are retired based on a military service retirement (20 or more years of TAFMS) under 10 USC § 9311, Twenty years or more: regular or reserve commissioned officers or 10 USC § 9314, Twenty to thirty years: enlisted members.
 - 2.1.2.4. ANG Wing level and below statutory tour (Title 10) members who are released (voluntarily or involuntarily) from a period of 90 days or more continuous and consecutive active duty service and are retired based on a military service retirement (20 or more years of TAFMS) under 10 USC §9311 or 10 USC §9314.
 - 2.1.2.5. Any ARC member who requires a DD Form 214 for which the Force Support Squadron (FSS) has responsibility to issue but cannot complete because the member's record is no longer accessible by the unit.
 - 2.1.2.6. AFR individual reservist in Individual Reservist (IR) status who requires a DD Form 214.
 - 2.1.2.7. AFR airmen who are retired based on a military service retirement (20 or more years of TAFMS) under 10 USC §9311 or 10 USC §9314.
- 2.2. Air Force Personnel Center Military Transition Operations Branch (AFPC/DP2SSR, DD Form 214 section), National Guard Bureau Military Force Shaping Policy Section (NGB/A1PP), and Air Reserve Personnel Center, Directorate of Personnel and Total Force Services Sustainment Division Career Management (ARPC/DPTSC) will:

- 2.2.1. Provide oversight of their respective components' DD Form 214 process, to include DD Form 214 corrections and re-issuance, DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty,* issuance, and
- 2.2.2. Control access to the virtual application.

2.3. USAF Academy (USAFA), Officer Training School, the Air Force Security Forces Center and AF Basic and Technical Training locations will:

- 2.3.1. Accomplish the DD Form 214 for those airmen under their responsibility.
- 2.3.2. Establish and maintain electronic and physical (when applicable) access to the airman's unit personnel records group.
- 2.3.3. Access the virtual Military Personnel Flight (vMPF) application and utilize the DD Form 214WS, *Certificate of Release or Discharge from Active Duty (Worksheet)*, to formulate the Airman's DD Form 214.
- 2.3.4. Ensure the airman or cadet reviews the DD Form 214WS and the official DD Form 214 for accuracy and completeness. (T-1).
- 2.3.5. Distribute the finalized DD Form 214 to the airmen and appropriate agencies. (T-1)
- 2.3.6. Assist airmen by providing general guidance and information during preparation of the DD Form 214 and corrections. (T-1)

2.4. Servicing FSS/Military Personnel Flight (MPF) (RegAF, ANG, or AFR).

- 2.4.1. RegAF MPF will:
 - 2.4.1.1. Assists airmen by providing general guidance and information during preparation of the DD Form 214 and corrections. **(T-1)**
 - 2.4.1.2. Refers the airman to the respective TFSC for additional information. (T-1)
 - 2.4.1.3. Distributes the finalized DD Form 214 to the airmen and appropriate agencies. **(T-1)**

2.4.2. ARC FSS/MPF will:

- 2.4.2.1. Will accomplish the official DD Form 214 for the following personnel: (T-1)
 - 2.4.2.1.1. ANG members who are released (voluntarily or involuntarily) from Title 10 orders covering a period 90 days or more of non-contingency orders and consecutive active duty service and are returning to a Title 32 status in the State AGR, traditional, or military technician status, or released from contingency orders of 30 days or more, or Airmen completing initial IADT, Airmen on active duty orders who separates due to physical disability regardless of length of orders. See additional issuance guidance in **Table A2.1** (**T-0**)
 - 2.4.2.1.2. Any assigned members whose records are available. (T-1)
 - 2.4.2.1.3. AFR airmen, other than those listed under JBSA-Randolph, Texas, or TFSC-Buckley AFB, Colorado, separating from service. **(T-1)**
 - 2.4.2.1.4. ANG airmen who are immediately separated or discharged as a member of the ANG (do not revert to a traditional or military technician status). **(T-1)**

- 2.4.2.2. Assists airmen by providing general guidance and information during preparation of the DD Form 214 and corrections. (T-1)
- 2.4.2.3. Refers the airmen to their respective TFSC for additional information. (T-1)
- 2.4.2.4. Distributes the finalized DD Form 214 to the airmen and appropriate agencies. **(T-1)**

2.5. Initial Pipeline Technical Training Locations Processing Non-Prior Service Personnel (Students) Requiring Immediate Discharge will:

- 2.5.1. Maintain responsibility for completing, processing, certifying, and distributing the DD Form 214 for non-prior service personnel (students). **Note**: AFPC Separations Branch assists technical training locations with DD Form 214 actions.
- 2.5.2. Assist airmen by providing general guidance and information during preparation of the DD Form 214 and corrections.
- 2.5.3. Refer the Airman to the respective TFSC for additional information.

2.6. Airmen should:

- 2.6.1. Ensure their military personnel records are up-to-date. Work with servicing personnel offices to ensure records are updated if records are incorrect. This ensures that the official DD Form 214 will match the service record.
- 2.6.2. Access the vMPF via the myPers website; utilize the web-based application to access, review and submit the Department of Defense Form 214 worksheet (DD Form 214WS).

CHAPTER 3

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214 AND DD 215 SERIES)

3.1. The DD Form 214 and DD Form 215 documents:

- 3.1.1. Meet the legal requirements for issuing a discharge certificate (10 USC §1168).
- 3.1.2. Provide the military services with information about military personnel for administrative purposes.
- 3.1.3. Provide documentation to support a determination on eligibility for reenlistment.
- 3.1.4. Provide separating airmen with brief, clear records of their active duty service at the time they are transferred, released, discharged, or retired.
- 3.1.5. Provide government agencies with the information they need to administer their respective federal and state programs that apply to persons who have been discharged, otherwise released, or transferred to a reserve component.
- 3.1.6. The DD Form 215 is a multi-copy form to correct or append the DD Form 214 with information not available at the time the DD Form 214 was prepared.
- 3.1.7. Portions of the DD Form 214 and DD Form 215 are shaded to make alterations readily discernible. Corrections cannot be made the shaded areas of the form without prior authorization from the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)). Any changes or alterations will void the documents in accordance with DoDI 1336.01. (T-0). Follow guidance in paragraph 3.3.3. for any corrections.

3.2. Issuance of a DD Form 214.

- 3.2.1. Issue a DD Form 214 as outlined in the Attachment 2.
- 3.2.2. AFPC/DP2SSR and ARPC can direct the issuance of a DD Form 214 under other conditions, such as changes directed by the Discharge Review Board or possible adjustments based on disability considerations.
- 3.2.3. If an issuing authority learns before the close out and publication date of a DD Form 214 that the airman, for whatever reason, will not separate on the effective date recorded in block 12b (separation date this period) on the DD Form 214, the issue authority will destroy the DD Form 214. (T-1). The issuing authority should prepare a new DD Form 214 when a new future date is established. If the DD Form 214 has already been issued, the issuing authority should immediately contact AFPC/DP3SA to have the document pulled from the vMPF application and the automated records management system (ARMS).
- 3.2.4. The DD Form 214 will be digitally signed prior to issuing.

3.3. Incomplete DD Form 214 and issuance of a DD Form 215.

3.3.1. The issuing office will not delay the publication of a DD Form 214 or delay an Airman's separation just because all the information needed for the DD Form 214 is not

available; however, the issuing office will continue to try to obtain the missing information after initial issue. (T-1).

3.3.2. Airmen should contact the appropriate issuing agency if he or she does not receive the DD Form 215 within 60 days of separation or retirement.

3.4. Controlling Forms and Codes.

- 3.4.1. Controlling DD Form 214 and DD Form 215 series documents.
 - 3.4.1.1. DD Form 214 and DD Form 215 are important to former airmen who seek veterans benefits, reemployment rights, and unemployment insurance. They provide authoritative information to civilian and government agencies to validate veterans' eligibility for benefits.
 - 3.4.1.2. The DD Form 214WS is marked "WORKSHEET" on the body of the form. Treat this form in the same manner as the DD Form 214.
 - 3.4.1.3. Commanders or commanding officers of units or activities authorized to issue the DD Form 214/5 appoint, in writing, the persons or offices who have delegated authority to issue and control the DD Form 214/5. (T-1).

3.4.2. Controlling SPD codes.

- 3.4.2.1. SPD codes are developed, edited and disseminated only by the DoD PDUSD(P&R) for placement on the DD Form 214 and DD Form 215 in accordance with DoDI 1336.01. They identify the type of separation for airmen and the reason for separation. They are intended solely for internal use by DoD and are not intended to stigmatize individuals. The DoD uses them to compile separation statistics, collect and analyze data, and help determine whether personnel policies need to change.
- 3.4.2.2. All lists of SPD codes must be marked "For Official Use Only", including those used in the MPF, in accordance with the guidance in DoD Manual 5400.07, DoD Freedom of Information Act (FOIA) Program and AFI 33-360. Lists of SPD codes must not be provided to any agency or person outside of the DoD. (T-1). Use the Freedom of Information Act (5 USC § 552, Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings) as authority to refrain from disclosing the lists. See DoD Manual 5400.07 for denying access.
- 3.4.2.3. Copy 4 of the DD Form 214, which is given to the separating airman, contains the airman's SPD code.

3.5. Distribution and Post Separation Actions.

- 3.5.1. Distribute the DD Form 214 as outlined in **Attachment 3**. Do not issue it before the Date Of Separation (DOS). **(T-1).** Compliance with **Attachment 3**, **Table A3.1** is mandatory.
 - 3.5.1.1. The DD Form 214 is made available to airmen on the effective DOS or retirement. Airmen are provided instructions via e-mail on how to obtain their DD Form 214.

- 3.5.1.2. The DD Form 214 data is provided electronically to the Defense Manpower Data Center for transmission to the Department of Veterans Affairs and the Department of Labor.
- 3.5.2. Obtaining copies or replacing the DD Form 214. AFI 36-2608, *Military Personnel Records System* explains how and where to apply for a certificate in lieu of a lost or destroyed certificate of service, discharge, or retirement.
- 3.5.3. Correcting the DD Form 214.
 - 3.5.3.1. Once a DD Form 214 has been issued, the document cannot be reissued without written permission from the respective DD Form 214 oversight office. (T-1).
 - 3.5.3.2. AFPC/DP3SA can direct the correction of a DD Form 214 under other conditions such as correction of records or adjustments as directed. (T-1).

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Principal Deputy Assistant Secretary of the Air
Force
(Manpower and Reserve Affairs)

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 5 United States Code Section 552

Title 10 United States Code Section 101

Title 10 United States Code Section 8013

Title 10 United States Code Section 9311

Title 10 United States Code Section 9314

Title 32 United States Code Section 502(f)

Title 32 United States Code Section 503

Title 32 United States Code Section 505

Title 10 United States Code Section 101

DoDI 1336.01, Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series), 20 August 2009

DoDM 5400.07, DoD Freedom of Information Act (FOIA) Program, 25 January 2017

AFI 33-332, Air Force Privacy and Civil Liberties Program, 12 January 2015

AFI 33-360, Publications and Forms Management, 1 December 2015

AFI36-2608, Military Personnel Record System, 26 October 2015

AFPD 36-32, Military Retirements and Separations, 30 August 2018

AFMAN 33-322, Records Management and Information Governance, 23 March 2020

Addresses

AFPC/DP2SSR (Separations Branch)

550 C Street West

Joint Base San Antonio TX 78150-4723

ARPC/DPTSC

HQ RIO

1840 E. Silver Creek Ave, Bldg 390,

Buckley AFB CO 80011

NGB/A1PP

NGB/CF

3500 Fetchet Ave

Andrews AFB MD 20762-5157

Adopted Forms

AF Form 847, Recommendation for Change of Publication

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

DD Form 214WS, Certificate of Release or Discharge from Active Duty (Worksheet)

DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 1966, Record of Military Processing – Armed Forces of the United States

Abbreviations and Acronyms

ADT—Active Duty for Training

ADOS—Active Duty for Operational Support

ARMS—Automated Records Management System

AF—Air Force

AF/A1—Deputy Chief of Staff, Manpower, Personnel, and Services

AF/A1P—Directorate of Military Force Management Policy

AF/RE—Chief, Air Force Reserve

AFB—Air Force Base

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFPC/DP2SSR—AFPC, Separations Branch

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AGR—Active Guard and Reserve

ANG—Air National Guard

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

ARPC/DPTSC—ARPC, Directorate of Personnel and Total Force Services Sustainment Division Career Management

Cat—Category

DD Form—Department of Defense Form

DoD—Department of Defense

DoDI—Department of Defense Instruction

DOS—Date of Separation

FSS—Force Support Squadron

HQ—Headquarters

IMA—Individual Mobilization Augmentee

IR—Individual Reservist

IRR—Individual Ready Reserve

JBSA—Joint Base San Antonio

MAJCOM—Major Command

MPF—Military Personnel Flight

NGB—National Guard Bureau

NGB/A1PP—National Guard Bureau, Military Force Shaping Policy Section

NGB/CF—Director, Air National Guard

OPR—Office of Primary Responsibility

RegAF—Regular Air Force

SPD—Separation Program Designator

TAFMS—Total Active Federal Military Service

TFSC—Total Force Service Center

UOTHC—Under Other Than Honorable Conditions

USAF—United States Air Force

USAFA—United States Air Force Academy

USC—United States Code

VA—U.S. Department of Veterans Affairs

vMPF—Virtual Military Personnel Flight

Terms

Active Duty—Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while on active military service, at a school designated as a service school by law or the Secretary of the military department concerned.

Active Guard and Reserve—Member of the reserve component who is on active duty or member of the National Guard who is on 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 (10 USC § 101).

Active Service—On active duty or full-time National Guard duty (10 USC § 101).

Airmen—Uniformed members of USAF (officers, enlisted, regular, reserve, or guard), regardless of rank, component, or specialty.

Air Force Reserve (AFR)—Reserve component of the USAF consisting of all reserve personnel except those units, organizations, and members assigned to the ANG.

Air National Guard (ANG)—A reserve component of the USAF consisting of all federally recognized units, organizations, and members of the ANG of the several states, the District of Columbia, and Commonwealth of Puerto Rico. Additionally, ANG members are reserve of the Air Force in the same grades in which enlisted or appointed and federally recognized. Membership in the ANG is acquired by the enlistment or appointment in the federally recognized ANG of a state and concurrent enlistment or appointment as a reserve of the AF in the same grade.

Air Reserve Component (ARC)—An overarching term used when referring to both the AFR and ANG.

Application—As used in this AFI, an application is an Airman's request for separation.

Characterization of Service—A determination reflecting a member's military behavior and duty performance during a specified period of service. Three service characterizations are authorized for administrative separation: honorable; general (under honorable conditions); and under other than honorable conditions.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a "command." This designation is used in all Air Force units authorized to be led by a commander except the USAFA, which is commanded by a superintendent, and school or academic units, which may be commanded by commandants.

Component—All units, organizations, and members of the USAF, ANG and the AFR (see 10 USC § 261).

Date of separation (DOS)—A date established in accordance with law or policy for separation from active military service. Separation is effective at 2400 hours on the date of separation.

Discharge—Complete severance from the active military service. The discharge includes a reason and characterization of service.

Enlisted Member—As used in this AFI, a person in the United States Air Force in grade (E-1 through E-9).

General (under honorable conditions) Discharge—A separation characterization less favorable than honorable but better than under other than honorable conditions. If an Airman's service has been honest and faithful, this characterization is warranted when significant negative aspects of the Airman's conduct or performance of duty outweigh positive aspects of the Airman's military record.

Headquarters Air Reserve Personnel Center (ARPC)—A direct-reporting unit of HQ Air Force Reserve Command.

Individual Mobilization Augmentee (IMA)—An Air Force ready reservist assigned to a specific position within an active duty unit that is essential during wartime, and would assume upon mobilization.

Individual Reservist (IR)—A member who is assigned to the following categories: Selected Reserve (Category A or B) or the Participating IRR (Category E). Non-participating IRR categories include special professional education and stipend programs, standby reserve (active and inactive) and the retired reserve. Reservists assigned to the Selected Reserve (Category A or

B and Participating Individual Ready Reserve) are managed by AFRC. Reservists assigned to non-participating IRR, Standby Reserve (Active and Inactive), the Retired Reserve, and those assigned to special professional education and stipend programs, are managed by ARPC.

Participating Individual Ready Reserve—That portion of the ready reserve consisting of members assigned to Category E positions (must accumulate 50 points per year for a good retirement year).

Ready Reserve—Units and individual reservists liable for active duty as outlined in 10 USC § 12301 (Full Mobilization) and 10 USC § 12302 (Partial Mobilization). This includes members of units, members of the AGR Program, IMAs, IRR, and the Inactive National Guard.

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.

Release from active duty—End of active duty status. This term applies to RegAF Airmen who are transferred to a reserve component to complete their military service obligations and to airmen of reserve components who revert to inactive status in their reserve organizations.

Reserve Component—The Air Force Reserve or the Air National Guard of the United States.

Reserve Member—A member of the United States Air Force Reserve component.

Retired Reserve—All reserve members who receive retirement pay on the basis of their active duty and combined reserve service or reserve service. Includes members who are otherwise eligible for retirement pay, but have not reached age 60 and who have not elected discharge and are not voluntary members of the ready reserve or standby reserve.

Selected Reserve—Component of the USAF that provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular components ((Title 32 United States Code Section 502(a)).

Separation—A general term that includes administrative discharge, resignation, release from active duty, release from custody and control of the Armed Forces, dropped from the rolls of the AF, retirement, transfer to a reserve component and dismissal. Often used synonymously with "discharge."

Separation Program Designator Code—As defined in DoDI 1336.01, "A code that lists the conditions under which a service member is discharged from military service."

State or States—This term includes all 50 states and territories, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

Title 10—A member in Title 10 status is one performing duty under the authority of Title 10, United States Code.

Title 32—A member in Title 32 status is one performing duty under the authority of Title 32, United States Code.

Under Other Than Honorable Conditions Discharge (UOTHC)—When separation is based upon a pattern of behavior that constitutes a significant departure from the conduct expected of service members, or when separation is based upon one or more acts or omissions that constitute

a significant departure from the conduct expected of service members. For Reserve and ANG airmen, conduct in the civilian community of a member not in military status (not on active duty or active duty training (ADT)) may be used to characterize service as UOTHC only if the conduct directly affects the performance of military duties.

United States Air Force Reserve (AFR)—All reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States.

ATTACHMENT 2

WHEN TO ISSUE A DD FORM 214

Table A2.1. When to issue a DD Form 214.

Rule	A	В	С
	If a member is being	because of	Then issue a DD Form 214
	separated		
1	from a period of active	completion of active service	Yes
	duty, active duty for	as a member of the RegAF	
2	training, full-time training	Disability	
3	duty, a special tour of	COMPLETION OF 90 OR	
	active duty, active duty for	MORE CONTINUOUS/	
	special work/active duty	CONSECUTIVE	
	for operational support, or	CALENDAR DAYS OF	
	an Active Guard Reserve	ACTIVE DUTY:	
	(AGR) tour, according to	Completion of 90 continuous	
	Title 10 of the US Code	calendar days or more active	
	(previously fully cited)	duty (for an ARC Airman).	
	Title 32 United States	This includes active duty for	
	Code Section 502(f), 32	training, full-time training	
	USC §503 and Title 32	duty, active duty for special	
	United States Code Section	work or active duty for	
	505	operational support (ADOS).	
		For ADOS, active duty	
		performed not in support of a	
		contingency operation (e.g.,	
		Operation NOBLE EAGLE,	
		Operation ENDURING	
		FREEDOM, etc.) (see note 1)	
4		COMPLETION OF LESS	
		THAN 90 CONTINUOUS/	
		CALENDAR DAYS OF	
		CALENDAR DAYS OF	
		ACTIVE DUTY: 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 for 30 days or	
		more, or separating for cause	
		(for ARC Airman) (See note	
		3.) (T-0)	
L		L	<u> </u>

		T	
5		release from a status legally determined to be void	
6		dismissal from the service	
		under a sentence of general	
		court-martial (See note 2.)	
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	No
		of the AF that the member be	
		dropped from the rolls of the	
		Air Force	
9		Death	
10		any circumstance when the	
		Secretary of the Air Force	
		directs that no discharge documents be issued	
11	from one status to continue	immediate reenlistment or	
11	in another	enlistment	
12	in another	transition from a Reserve	
12		appointment into the RegAF	
13		discharge from the United	
		States Air Force Academy	
		cadet status to accept	
		commission as a RegAF	
		officer. Disenrolled cadet to	
		serve on extended active duty	
14		expiration of enlistment for a	Yes
		cadet who entered the United	
		States Air Force Academy	
1.5		from enlisted status	
15		discharge from enlisted status	
		to accept appointment as a	
		commissioned or warrant	
16		officer	
16		transition from an officer	
		appointment to an appointment in another	
		service or in the RegAF	
17		retirement with entitlement to	
* ′		pay (See Note 4)	
18		removal from temporary	No
		disability Retired list (DoDI	
		1336.01, enclosure 3)	
		<u> </u>	

19	without entering on active	physical disqualification for	
	duty	entry when reporting for	
		active duty	
20	miscellaneous reason not	being found disqualified	
	listed above	upon reporting for active	
		duty and who do not perform	
		duties in accordance with	
		orders	
21		temporary warrant or	
		commissioned officer status	
		is terminated and who remain	
		on active duty to complete an	
		enlistment	
22		terminate their reserve	
		component status to integrate	
		into an active component	
23		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.	

Notes:

- 1. Includes ending an Active Guard Reserve (AGR) tour.
- 2. Applies to officers only. Airmen separated by sentence of court-martial are discharged.
- 3. Applies to Air National Guard only. Entries on the DD Form 214 for split training option are outlined in Block 18 Remarks -- Member enlisted under the split training option program with a date of enlistment (Date), -- Member departed for basic military training (BMT) on (date), -- Member completed BMT on (date)
- 4. Members are required to be on continuous active duty order for 90 days or more/ or 30 days or more contingency orders until their effective retirement. If the criteria is not met, the DD Form 214 is not authorized.

ATTACHMENT 3

DISTRIBUTING THE DD FORM 214

Table A3.1. Distributing the DD Form 214.

A	В	C
Сору	Recipient	Instructions
1	Member	Copy is automatically sent to ARMS by the vMPF DD Form 214 application on the date of publication. If the Airman is not a US citizen, and is discharged for alienage or desertion, comply with note below.
2	Master Personnel Record	No longer used for ARMS. Has been replaced by copies 1 and 4, which automatically flow to ARMS.
3	Veterans Affairs (VA)	Physical copies are no longer provided or mailed as the VA utilizes Defense Manpower Data Center data extracted from the DD Form 214.
4	Member	Copy is automatically sent to ARMS by the vMPF DD Form 214 application on the date of publication.
5	Department of Labor	Physical copies are no longer provided or mailed as the Department of Labor utilizes Defense Manpower Data Center data extracted from the DD Form 214.
6	State Director of Veterans Affairs	Physical copies are not provided as the State VA utilizes Defense Manpower Data Center data extracted from the DD Form 214.
7	Optional Service Copy	Provided to the immigration and naturalization service as outlined in distributing DD Form 214 for NonUS citizens discharged for alienage and desertion.
8	Optional Service Copy	As locally defined

Note: For Non-US citizens discharged for Alienage and Desertion, the AFPC Retirement and Separations Section may authorize discharge in absentia when an alien deserter goes to live in a foreign country: 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 the United States Citizenship and Immigration Services while accounting for disclosure of personal data as required by AFI 33-332. 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, *Record of Military Processing - Armed forces of the United States*; and the date of enlistment in the Air Force.