

## **MASTER ENLISTED RETIREMENTS 101 Q&A'S**

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### **APPLICATION PROCESS/ELIGIBILITY/ORDERS**

**Q: Requesting eligibility review verification, will it send a notification to AFPC or your commander of our intent to retire?**

**A:** No, the eligibility review responds directly back on screen to the individual submitting within seconds.

**Q: Could the retirement eligibility review just tell us what the earliest date we could retire is as opposed to letting us choose a date?**

**A:** The current automation is not setup to do this function but this has been noted for future update. Your 20 years of service is based on the TAFMSD, so your earliest requested retirement date would be the first day of the month after you have completed 20 years of service. The application may be submitted up to 12 months in advance of the desired retirement date.

**Q: The first date of eligibility you can apply for retirement in the system is the month or your TAFMSD?**

**A:** Your 20 years of service is based on the TAFMSD, so your earliest requested retirement date would be the first day of the month after you have completed 20 years of service. The application may be submitted up to 12 months in advance of the desired retirement date.

**Q: What date would I use for Retirement- DIEMS date, 1405 date , TAFMS, they are each different for me.**

**A:** Your 20 years of service is based on the TAFMSD, so your earliest requested retirement date would be the first day of the month after you have completed 20 years of service. The application may be submitted up to 12 months in advance of the desired retirement date.

**Q: If a member has an ADSCD: 12 August 2023, the earliest retirement is 1 September, correct? Is an extension necessary?**

**A:** Yes, the earliest retirement date would be 1 September. An extension would only be needed if the requested retirement date is beyond your current date of separation.

**Q: When a retirement request reaches BPO, is there still a possibility it can be denied or, is that the final step before approval?**

**A:** Yes, the application can still be denied due to there are multiple steps taken after it reaches this level within AFPC.

**Q: My retirement application has changed to holding at BPO. The application was approved by my commander and with AFPC a week before my assignment came to me. Should I apply for a 7 day option or what should I do in this situation?**

**A:** Once you have an open application the system will not allow a second application to be submitted. When the technician reviews your information they will advise you thru the current application if anything is needed or if the application will be changed due to assignment.

**Q: Just curious why it's relevant if our Previous Base was CONUS/OCONUS when completing the retirement application?**

**A:** This is for our technician to ensure your active duty service commitments correctly reflect the ADSC for that previous tour.

**Q: Why does it take 4-6 weeks to approve orders after the CC has signed?**

**A:** The 4-6 weeks is our standard allowable time to process an application. This is due to retirements are worked in the order received, processing times (depending on the specifics of each case and decision authority) and technician caseload. Please keep in mind during any period there can be an average of a few thousand applications processing at the same time.

**Q: Is there a current delay in processing retirement applications? Longer than 4-6 weeks?**

**A:** Processing time is 4-6 weeks from commander coordination. Since retirements are worked in the order received, processing times vary depending on the specifics of your case and technician caseload.

**Q: Does the retirement application system give you an automatic calculation on leave through your retirement date, then allow you to put in how many days you're going to take between then and now, and recalculate or is that something that has to be done manually by me?**

**A:** No, the retirement application is not tied to leaveweb or finance system to provide a leave balance. You would have to manually calculate your leave.

**Q: Can members elect to retire if they are tasked for only 180 days or does it only apply to 365-day deployments?**

**A:** The 3-day option program applies only to members tasked for a 365-day extended TDY. If you have retainability to complete the deployment, you are ineligible to retire in lieu of the TDY tasking unless you are experiencing an extreme personal hardship. If you don't have the retainability for the deployment, you may be eligible to retire as well.

**Q: Is there a 7-day or 3-day option for a deployment less than 365, say 90 or 120 days?**

**A:** No, there is not a 7-day or 3-day option for deployments of less than 365 days; however, if you do not have retainability for the deployment plus 30 days, you may apply for retirement in lieu of the tasking. If you have retainability to complete the deployment plus 30 days, you are eligible for the tasking and must deploy; however, if you are experiencing an extreme personal hardship, you may apply for retirement. You must be able to provide evidence of the hardship and your application will be considered by the SAF Personnel Council.

**Q: Upon deployment notification, I have 3 duty days to submit retirement application via mypers?**

**A:** Correct, you must submit the request to retire within 3 duty days of TDY notification.  
Reference: AFI 36-2110, paragraph 8.8

**Q: Are retirement eligibility checks done no earlier than a year out if an extension is needed to retire at 20 or can you do it earlier?**

**A:** Retirement eligibility checks are only done within 12 months of your requested retirement.

**Q: If I need to get retainability for a requested retirement date will the eligibility review tell me?**

**A:** When you submit your retirement eligibility review in vMPF and need to get retainability you'll be advised to contact your MPF and letter for retirement to get the retainability. Please contact your Military Personnel Flight for further details.

**Q: When is the earliest I can apply for retirement eligibility?**

**A:** The earliest you can apply for retirement is 12 months prior to the requested date.

**Q: Based on new guidance to reduce workload of reenlistments by extending DOS to HYT. Do we still need to apply for retainability to retire after current DOS. Example: DOS 31 Aug, desired retire date 1 Nov.**

**A:** If you still have a separation date reflected in system then you would need to get the retainability. The new enlisted program only applies to those individuals that are at 12 years or more years and then reenlist after program release.

**Q: If I have put in for retirement and then receive notice that I'm selected for promotion, how long do I have to pull my retirement?**

**A:** If you are selected for promotion, you must request withdrawal of your approved retirement no later than 10 workdays after the promotion notification. If you don't submit a withdrawal request within that timeframe, the AF withdraws the promotion line number.

**Q: If a member declines to obtain retainability for SNCOA, are they eligible to extend for the reason to retire at HYT?**

**A:** AFPC Military Training office advised under current policy there is no restriction to extending an enlistment based on declining SNCOA.

**Q: I wish to apply for retirement as of 1 September but my DOS is June, will I have to extend or reenlist to make that September date to retire?**

**A:** Since your current enlistment runs out prior to your desired retirement date, you must extend your enlistment to retire 1 September.

**Q: If my current enlistment takes me to 23 years can I still retire at my 20 year mark?**

**A:** Yes. Provided you are otherwise eligible, you may request to retire at your 20 year mark even though your enlistment takes beyond that date.

**Q: What actions should I take for retirement before deploying? Can I take action after I return from deployment?**

**A:** The action you need to take depends on when you want to retire. If you want to retire in lieu of the TDY and you don't have retainability for the deployment, you should apply as soon as feasible to allow the tasking to be relieved. If you want to retire following your deployment, you

must request a retirement date that is at least 30 days after your return. You can submit your application while deployed. Keep in mind the rules for submitting an application—no earlier than 12 months and no later than 120 days prior to the desired date—and you must request a date after your ADSC expires to avoid requiring a waiver and impacting your benefits.

**Q: With regards to ADSCs, where can we find definitions of the codes listed on our SURFs?**

**A:** AFMAN 36-2100, “Military Utilization and Classification”, chapter 4, “Active duty Service Commitments”, table 4.1 and attachment 2, cover the codes used for ADSCs.

**Q: When a retirement request reaches BPO, is there still a possibility it can be denied or, is that the final step before approval?**

**A:** Yes, the application can still be denied due to there are multiple steps taken after it reaches this level within AFPC.

**Q: In reading the AFI, I am gathering that if I retire under the 7 day option then I do not require any waivers to request a retirement date under 120 days, correct?**

**A:** Yes, when it comes to 7 day option the 120 day notice doesn’t apply.

**Q: Following approval, how long does it take to get retirement orders?**

**A:** Once approved for retirement, your orders will be available in your PRDA record within 48 hours. Your Military Personnel Flight will also receive a copy through the Military Personnel Data System (MilPDS) product distribution system.

**Q: If I am notified of a promotion after my retirement date is approved and I decline the promotion, is my approved retirement date still valid?**

**A:** If you are selected for promotion, you must request withdrawal of your approved retirement to accept the promotion. If you decline the promotion, no other action is required and you can continue with your retirement processing.

**Q: If I am notified of promotion before a retirement date has been established (more than 365 out) and I decline the promotion, am I able to remain through the end of my enlistment/through High Year of Tenure (HYT) or do I have to retire.**

**A:** Promotion declination does not impact your retirement eligibility. Provided you are otherwise eligible to extend or reenlist, you may remain on active duty and retire the month following your HYT.

**Q: If someone is put on medical hold after being approved for retirement, can they take terminal leave? What if they have already sold 60 days of their leave after the decision for separation has been given?**

**A:** Medical hold and review by a Medical Evaluation Board (MEB) creates a restriction to retirement; therefore, when someone is placed on hold, the retirement is cancelled and the member's application is placed in suspended status until the outcome of the MEB. Terminal leave

is only applicable when taken in conjunction with an approved retirement. Members may be authorized to take ordinary leave while undergoing MEB; however, they must work with their commanders and Physical Evaluation Board Liaison Officer (PEBLO) to ensure the leave does not interfere with the MEB process. If the member is returned to duty after the MEB is completed,

the member can apply for a new date that allows sufficient time to complete out-processing actions, and if approved, permissive TDY and terminal leave.

### **DATE ELIGIBLE TO RETURN FROM OVERSEAS (DEROS)**

**Q: When applying, does the enlistment extension paperwork include Date Eligible to Return from Overseas (DEROS) extension paperwork?**

**A:** Extension of enlistment and DEROS extension are two separate processes. When you submit your request for eligibility review, the automated system will identify the need for additional retainability and provide you with a memorandum to take to your Military Personnel Section (MPS) to extend your enlistment. If you are requesting a DEROS curtailment, you will be required to submit justification that demonstrates the DEROS curtailment is in the best interest of the Air Force or that you are experiencing an extreme personal hardship uncommon to other military members. Remember, you can request extension of your DEROS during your normal DEROS election option period, which occurs 13 months prior to your current DEROS. If you request a DEROS extension during the normal election period, no justification will be required.

**Q: Does DEROS have any effect on retirement eligibility?**

**A:** To retire from overseas, your DEROS must be the month prior to your desired retirement date. You can request adjustment of your DEROS during your DEROS election option window, or if you miss the option window, you may submit a waiver for a DEROS change when you submit your retirement application. Approval of DEROS changes is based on manning needs so you have a better chance of getting it approved during the election window. If you miss that window, you'll be competing with projected inbounds which could lower your chances for approval. Recommend you contact your local MPF for more information on the DEROS option election process.

### **PROJECTED ASSIGNMENT/RETAINABILITY**

**Q: What would happen if you received an assignment without retainability to take the assignment, but before your 19 year mark?**

**A:** If the member does not have retainability for the new assignment, he or she can decline to obtain the retainability; however, PCS declination makes a member ineligible for promotion and reenlistment or extension of enlistment. Therefore, if the member does not have a DOS that would allow them to continue to serve to retirement eligibility, he or she would be separated on their DOS. Reference AFI 36-2110, 6.28.3.3.4 for more details.

**Q: If a member with 18 years of active service and has a DOS that is 15 days short of retirement eligibility and is selected for an assignment, can the member cancel the assignment and still retire at 20 years instead of being separated on their current DOS?**

**A:** If the member does not have retainability for the new assignment, he or she can decline to obtain the retainability; however, PCS declination makes a member ineligible for promotion and reenlistment or extension of enlistment. Therefore, if the member does not have a DOS that would allow them to continue to serve to retirement eligibility, he/she would be separated on their DOS

## **ACTIVE DUTY SERVICE COMMITMENT (ADSC) AND OTHER WAIVERS**

**Q: What is the ADSC for CONUS PCS?**

**A:** Reference AFI 36-2110, Table 6.4, CONUS to CONUS is 24 months, Overseas to CONUS is 12 months

**Q: With regards to ADSCs, where can we find definitions of the codes listed on our SURFs?**

**A:** AFMAN 36-2100, “Military Utilization and Classification”, chapter 4, “Active duty Service Commitments”, table 4.1 and attachment 2, cover the codes used for ADSCs.

**Q: Is there an example of a memo template for ADSC waivers?**

**A:** Waiver requests are submitted by the member using a standard memorandum. Everyone’s circumstances are unique and requests are considered based on their own merits; therefore, we have no templates or examples of what to submit. Just explain your circumstances to the best of your ability and include detailed justification to show how the waiver would be in the best interest of the Air Force or that you are experiencing an extreme personal hardship uncommon to other military members. Be sure to include supporting documentation, such as financial statements or medical documentation, along with a recommendation from your commander.

**Q: What is the ADSC for CONUS PCS?**

**A:** Reference AFI 36-2110, Table 6.4, CONUS to CONUS is 24 months, Overseas to CONUS is 12 months.

**Q: If you don't have the retainability to transfer GI Bill to your dependents, can you get a waiver?**

**A:** There is no waiver to this requirement. You must have the retainability or be able to get the retainability to cover the ADSC you will incur for the GI Bill transferability.

**Q: I'm still at Montgomery GI Bill. I have no one to transfer my education benefits; can I just change to 9/11 GI bill prior to retirement?**

**A:** A member must meet one of two criteria for Post 9/11 TEB approval:

(1) Have at least 6 years of service in the Armed Forces and agree to serve 4 additional years (REF: DAFI 36-2670, Voluntary Education Program, Chapter 6 or have at least 10 years of service in the Armed Forces (active duty and/or Selected Reserve, NOAA Corps, or PHS) on the date of application, is precluded by either Air Force policy [e.g., High Year Tenure (HYT)], DoD policy or statute from committing to 4 additional years of service and agree to serve for the maximum amount of time allowed by such policy or statute.

(2) The member must fulfill the associated ADSC for TEB prior to their DOS. If the member cannot satisfy the required ADSC prior to their DOS, they are ineligible for TEB. All GI Bill Counseling will be documented in AFAEMS.

**Q: If an ADSC expires in May and I am beyond 20 years after TAFMSD, would the earliest retirement date I can request be 1 May or 1 June?**

**A:** If you have an ADSC that expires May, the earliest you may request to retire would be 1 June.

**Q: If an ADSC waiver is approved, what will be the approved retirement date?**

**A:** When you apply for retirement, you must indicate your desired retirement date. If you require an ADSC waiver and it is approved, your requested retirement date will be honored.

**Q: If DOS and ADSC dates are the same (11 Jul), do I need to submit a waiver to retire on 1 Jul?**

**A:** Unless you are unable to get retainability for the month following completion of your ADSC, you would require a waiver to retire prior to the ADSC completion. If you are able to extend your enlistment, we will identify the requirement and provide you the paperwork to extend during the eligibility review process.

**Q: Is a 4-year controlled tour (CONUS) considered an ADSC?**



**A:** Typically, you incur an ADSC for the PCS to the controlled tour. In some instances, you will have an Assignment Availability Code established which could impact your retirement eligibility or application process. Feel free to contact the Total Force Service Center via 1-800-565-0102 to review your file.

**Q: Is an ADSC waiver justified as a result of receiving an assignment (ADSC) through command leveling?**

**A:** It may be possible for you to receive a waiver of a PCS ADSC incurred for your current assignment if you received a new assignment due to command leveling and you wish to retire in lieu of the new assignment. Each case must be reviewed to determine the applicant's eligibility for retirement and the circumstances surrounding the case.

### **TRAVEL TO SEPARATION PROCESSING BASE (SPB)**

**Q: How long before the approved retirement date can an overseas member return to a US base to out-process?**

**A:** You would not be able to request stateside Separation Processing Base without first being approved for retirement. The Separation Processing Base (SPB) Personnel Service Delivery (PSD) guide, Section B, on the myPers website contains a request form for travel to a SPB. You would complete the form and obtain a recommend from your commander. The form is then submitted to AFPC Retirements for processing. The submission process is also outlined in the PSD guide.

**Q: Is the SPB PTDY separate from the 30 days Permissive TDY for retirement?**

**A:** If you are retiring from overseas and do not have the facilities at your location to complete your out-processing, you may request travel to a Separation Processing Base (SPB) in the United States. Typically, you will be authorized 8 duty days at the SPB to complete your processing. Any permissive TDY or terminal leave approved by your commander will begin after you depart the SPB location. See AFMAN 36-2102, Base Level Relocation Actions, and the Personnel Services Delivery (PSD) Guide on SPB on the myPers website for more information.

**Q: I'm at an Overseas GSU so I will have to outprocess at a SPB which will be Andrews AFB. Will I get 8 days processing time in addition to 30 days of PTDY for job/house hunting?**

**A:** Correct, this time is in addition to your normal PTDY. If approved, you will receive orders to travel to the SPB location.

**Q: How many travel days does member get to travel to SPB location from OCONUS?**

**A:** In regards to allowable travel days, we recommend contacting your base finance office because they will be processing your travel voucher.

## **RETIREMENT PAY**

**Q: If I'm High-3, but serve 2 years MSgt, 1 year TSgt. How would that get computed?**

**A:** Your High-3 average would be calculated by averaging your base pay for 24 months as a MSgt and 12 months as a TSgt.

**Q: As retirement pay starts the month after retirement, is the first retirement paycheck for 2 months?**

**A:** Your first retirement paycheck would only for one month since that was while you were in actual retired status.

**Q: Is the last paycheck the regular full paycheck?**

**A:** You will receive your final active duty check for the last half of the last month you were on active duty. This final check is usually paid around the 1st of the following month, but could be affected by leave settlement, debt, etc.

**Q: How does disability pay affect retirement pay? Can retirement pay be reduced to accommodate disability pay?**

**A:** If you receive disability compensation from the Department of Veterans Affairs, by law, your retired pay will be reduced by the amount of disability compensation you receive. However, if your disability rating is 50 percent or more, you may be entitled to Concurrent Retirement and Disability Pay (CRDP). See the Defense Finance and Accounting Service (DFAS) website at <http://www.dfas.mil/retiredmilitary/disability/crdp.html>, for more information on CRDP. If your disability rating is combat-related, you may also qualify for Combat Related Special Compensation (CRSC). Information on CRSC can be found on the DFAS website at: <http://www.dfas.mil/retiredmilitary/disability/crsc.html>, or by calling the Total Force Service Center at 1-800-525-0102.

**Q: Where can I get information about ex-spouse getting portion of my retirement pay? how does it work? do I initiate it or is it up to her or is it automatic? I've attempted to get this question answered multiple times and no one seems to know the answer.**

**A:** All discussions concerning a member's ex-spouse receiving a portion of the retirement pay are between the member, the ex-spouse, their attorneys, and finance/DFAS. The SBP Counselor would only assist with the SBP processing if the member is required by the divorce to elect Former Spouse Coverage.

**Q: How do you file your final travel voucher for your move to home of your choosing?**

**A:** During outprocessing, your FSO should provide you instructions on how to file your final voucher once you arrive at your final destination. Additionally, information on completing travel vouchers can be obtained from the Defense Finance and Accounting Service (DFAS) at 1-888-332-7411 or at <https://www.dfas.mil/militarymembers/travelpay/information.html>.

**Q: Is there a retirement table or calculator available?**

**A:** Retirement calculators are available on the myPers website or on the DoD Compensation website at: <http://militarypay.defense.gov/Calculators.aspx>. Also, you can utilize the Air Force benefits website at "[www.myairforcebenefits.us.af.mil](http://www.myairforcebenefits.us.af.mil)" for an estimate.

### **CSB (Career Status Bonus)/ REDUX**

**Q: Under REDUX are percentage increments only for full year increments or do individual months count as well, for example, if retiring after 21 years and 6 months?**

**A:** Your multiplier will include credit for each full year and full month of service you completed prior to retirement. If you retire under the REDUX retirement plan with 21 years, 6 full months of active federal military service, your multiplier will be 45.25%.

**Q: Under the CSB considerations slide about High-3 vs. REDUX. Each year after 20 is 2.5% correct? The slide said 3.5%.**

**A:** The slide is correct. If you retire under the REDUX retirement plan, you receive 2% for the first 20 years, or 40%, plus 3.5% for each full year after 20 years of service.

**Q: CSB, as in CSB-Redux? I thought that ended in 2017?**

**A:** The service is no longer offering the Career Status Bonus; however, any member who elected the CSB prior to 1 Jan 18 remains under the REDUX retirement plan.

**Q: What is the multiplier for the CSB?**

**A:** The multiplier for CSB/REDUX retirement pay is 2% for the first 20 years of service and 3.5% for each year after 20.

### **MEDICAL RETIREMENT**

**Q: I would assume a Medical Evaluation Board would push for early retirement. Can you provide an example on why an MEB would hold up a retirement date?**

**A:** One requirement for voluntary retirement is the completion of a medical clearance by your local medical treatment facility (MTF). If, during the clearance process, the MTF identifies an issue that requires further evaluation, your voluntary retirement will be placed in suspended status and you will undergo a review by a Medical Evaluation Board/Physical Evaluation Board. If the condition makes you unfit for continued service, you may be medically retired/separated. Contact the Physical Evaluation Board Liaison Officer (PEBLO) at your MTF for more information on the MEB/PEB process.

**Q: If I have an approved retirement date, is it still possible to be placed on an AAC 37 MEB?**

**A:** Enlisted members within six months of their Dates of Separation may decline MEB processing; however, it may be in your best interest to under the evaluation to ensure your medical conditions are appropriately treated and documented. This will help when/if you apply for benefits from the Veterans Administration at retirement. Additionally, if the MEB determines you should be medically retired, you won't lose out when it comes to retired pay. DFAS will calculate the rates for a medical retirement and voluntary (length of service) retirement and provide the higher rate of pay to you.

**Q: Regarding answer from my previous question: Is there a point of contact email or number available for the AFPC Disability Branch to inquire about my previous question on terminal/PTDY for medically retired personnel?**

**A:** Members should contact their assigned PEBLO if they have questions concerning the DOS established by AFPC/DPFDD. The PEBLO should be able to answer any questions or will contact the assigned disability case manager for additional guidance.

**Q: Is a Service Member being medically retired with over 20 years service entitled to taking their terminal leave and PTDY?**

**A:** AFI 36-3212, para 5.16.1. AFPC/DPFDD determines the retirement or discharge date at the time the orders are published. Appropriate processing and permissive TDY time are considered when establishing the effective retirement date.

AFI 36-3212, para 5.16.3.1. The date of separation or retirement is established upon finalization of the service member's case. **(T-3)**. AFPC/DPFDD calculates the effective discharge date providing a minimum of 15 calendar days for out-processing, 20 calendar days Permissive Temporary Duty and accrued leave.

**Q: If I have an approved retirement date, is it still possible to be placed on an AAC 37 MEB?**

**A:** Enlisted members within six months of their Dates of Separation may decline MEB processing; however, it may be in your best interest to under the evaluation to ensure your medical conditions are appropriately treated and documented. This will help when/if you apply for benefits from the

Veterans Administration at retirement. Additionally, if the MEB determines you should be medically retired, you won't lose out when it comes to retired pay. DFAS will calculate the rates for a medical retirement and voluntary (length of service) retirement and provide the higher rate of pay to you.

**Q: I currently have an AAC37 code. What's the process to get it removed so I become eligible for retirement?**

**A:** If you have an Assignment Availability Code 37, Pending Medical Evaluation Board (MEB), you should contact your Medical Treatment Facility to discuss your options. Enlisted members within six months of their Dates of Separation may decline MEB processing; however, it may be in your best interest to under the evaluation to ensure your medical conditions are appropriately treated and documented. This will help when/if you apply for benefits from the Veterans Administration at retirement. Additionally, if the MEB determines you should be medically retired, you won't lose out when it comes to retired pay. DFAS will calculate the rates for a medical retirement and voluntary (length of service) retirement and provide the higher rate of pay to you.

## **RECOGNITION/CERTIFICATES/CEREMONY**

**Q: Where can I find the information on retirement ceremonies?**

**A:** Information on retirement recognition can be found in AFI 36-3203, *Service Retirements*, Chapter 7, and the Retirements PSD Guide on the myPers website. AF Pamphlet 34-1202, *Guide to Protocol*, and AFI 34-1201, *Protocol*, also have information on conducting retirement ceremonies.

**Q: When planning a retirement ceremony, does it have to occur before terminal leave begins?**

**A:** Information on retirement recognition can be found in AFI 36-3203, *Service Retirements*, Chapter 7, and the Retirements PSD Guide on the myPers website. AF Pamphlet 34-1202, *Guide to Protocol*, and AFI 34-1201, *Protocol*, also have information on conducting retirement ceremonies. It does not state that the ceremony has to be prior to terminal leave.

**Q: Is there a 30 Year Retirement Certificate? If so, how does the MPF/customers acquire them?**

**A:** Members retiring with 30-years of service may be eligible for a letter of appreciation. Your MPF or unit can reference the Retirements PSD guide Volume 1, Section M-1, for details on letters of appreciation and certificates.

**Q: Can any unit commander sign retirement certs or can they be signed only by O-6s?**

**A:** There is not a rank requirement for the unit commander who is signing the certificates.

**Q: Can we have a previous President sign off on our retirement certificate?**

**A:** In accordance with AFI 36-3203, paragraph 7.5.1, Airmen will receive a DD Form 2542 with the name of the President in office at the time of the Airman's retirement.

**Q: Is there a checklist that covers everything you need to do?**

**A:** The Retirements Personnel Services Delivery Guide, available on the myPers website, contains information and instructions on applying for retirement. It also contains information for planning a retirement ceremony. Your local Protocol office can also assist with the ceremony plans. Your Military Personnel Flight will create a virtual out-processing checklist for you and give you information on local processing requirements that must be completed before your departure. They will also schedule and conduct a final out-processing session with you to ensure all actions are completed.

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

**Q: Can you pull down a draft DD214 from vmpf?**

**A:** Yes, you can save a draft of the DD214 when you go into vMPF and click on "review" then "save" to your desktop. This will still be a draft version since the final DD214 can't be finalized and released till midnight of your separation date.

**Q: Is the 6 months for the DD214 from the ACTUAL retirement date or your final out prior to starting terminal leave (same question applies to the VA claim application)?**

**A:** Your DD Form 214 worksheet is available 180 days prior to your actual retirement date.

**Q: Is there an exception to policy consideration for DD214 Worksheet availability on vMPF for members approved for CSP opportunities that will be out-processing their local MPF/FSS prior to the 179 day mark?**

**A:** Since members still have access to complete the DD Form 214 Worksheet even on PTDY via vMPF and after entering terminal leave by contacting the Total Force Service Center via commercial number (210) 565-0102 to obtain userid/password an exception to policy is not required.

**Q: What was the AFI for the DD214?**

**A:** AFI 36-3202, “Certificate of Release or Discharge from Active Duty”

**Q: Could you please post that VMET hyperlink here in the chat box?**

**A:** Here is the site to get your VMET document: <https://www.dodtap.mil/login.html>

**Q: Is there a template out there that illustrates what fields are required or recommended for completion on the DD214 worksheet? Once you fill it out, there are things that are pre-filled, and I'm not quite sure what should (or is important) to be entered on that worksheet. For instance, if I've had three career fields, do I need to enter the start date for each since they are all blank?**

**A:** The DD214 worksheet reflects all the blocks that are on the 214. Depending on the individual, some may have more entries than others. If you have questions about a particular item, you can myPers message the technician working your 214. Once you submit your DD214 worksheet they will be in contact with you regarding any changes or questions. Also, you can contact the Total Force Service Center DD214 cell by calling 1 (800) 565-0102 and requesting to talk to them.

**Q: What is the difference between DD214 copies 1, 2, 3, and 4? Perhaps I missed it in the brief.**

**A:** Copy 1 – Member (abbreviated version – no characterization), copy 2 – Official Service copy, copy 3 – The Department of Veterans Affairs (data only), copy 4 – Member (full version- includes characterization)

**Q: If you submitted your DD214 worksheet and you receive decorations afterwards, as long as it's updated in MILPDS it will still show up on your DD214?**

**A:** As long as the decoration is updated in MILPDS prior to your actual separation/retirement date it should reflect on the final DD Form 214.

**Q: The DD-214 website has foreign service. Does this include all overseas deployed time or just combat deployments?**

**A:** Block 12f. “Foreign Service” should reflect the total foreign service during continuous active military service for the period of time the DD Form 214 is published. This includes any period of TDY of 1 day or more. This does NOT include service in Alaska and Hawaii and U.S. Territories outside of CONUS.

**Q: Should I notarize my DD 214?**

**A:** You can notarize your DD Form 214 if you wish to do so but it should not be needed for most agencies since digital signatures are being used on the form.

**Q: Can we sign up now for the hard log in for vMPF now to receive our 214 copies 1&4?**

**A:** If you no longer have access to government computer, you can contact the Total Force Service Center (210) 565-0102 or email the A1 Service desk at "[afpoa.a1.sd@us.af.mil](mailto:afpoa.a1.sd@us.af.mil)" for a vMPF Userid and password to access vMPF thru a personal computer. Their office would have to advise if this is a limitation on how early you can be issued the Userid and password.

## **SERVICE DATES**

**Q: What date would I use for Retirement- DIEMS date, 1405 date , TAFMS, they are each different for me.**

**A:** Your 20 years of service is based on the TAFMSD, so your earliest requested retirement date would be the first day of the month after you have completed 20 years of service. The application may be submitted up to 12 months in advance of the desired retirement date.

**Q: If my 20 year mark is 1 August, do I have to wait until 1 September to officially retire or can I officially retire on 1 August?**

**A:** If your Total Active Federal Military Service Date (TAFMSD) is 1 August, you will have completed exactly 20 years of active service and you can, if otherwise eligible, request retirement effective 1 August. If your TAFMSD is 2 August through 31 August, the earliest you can retire is 1 Sep.

**Q: Does the delayed entry date mean anything?**

**A:** Your TAFMSD is the date used to determine when you complete the required years of service to retire. The time you spent on delayed entry is not active military service. The date you first contracted with the service is your Date Initially Entered Uniformed Service (DIEUS) and it determines the retirement plan used to calculate your retirement pay.

**Q: What is a 1405 Date?**

**A:** The 10 U.S.C. 1405 Service Date is used to determine the years of service completed when computing a member's retired pay. Your 1405 date is not the same as your TAFMSD and may include additional service not considered as active duty. The 1405 date is usually computed for enlisted personnel when they have 17 years of TAFMS, officers when they have 18 years TAFMS, or upon retirement. [AFPC Service Dates Verification Section](#) is responsible for computing and updating the 1405 date into MilPDS.



**Q: Where do I find my 1405 date?**

**A:** You can find your 1405 date on in the “Service Dates” section of the virtual Military Personnel Flight (vMPF).

**Q: Is there any benefit to your DIEUS date?**

**A:** The DIEUS is the date you signed your first contract with the service. This date is fixed and does not change, even if you have a break in service. The DIEUS determines which retirement pay plan applies to you. This date can be found by reviewing your Service Dates in the virtual vMPF or by reviewing your records in the Personnel Records Display Application (PRDA).  
Your  
DIEUS does not determine when you are eligible to retire - it only determines which retirement pay plan applies to you.

**Q: If I retire with two years as a SMSgt (after the ADSC), will I be retired as a SMSgt or as MSgt?**

**A:** You will be retired in the grade you hold at the time of your retirement, in this case SMSgt. If you are under the High-3 retirement plan or REDUX, your High-3 average will be calculated using the average of your base pay for the 24 months you served as a SMSgt and the 12 months you served as a MSgt.

### **ASSIGNMENT AVAILABILITY CODE 50**

**Q: Is there any waiver process to remove the AAC 50 prior to the four year tour completion so I can retire?**

**A:** The AAC 50 code does not necessarily make you ineligible to apply for retirement but there are certain rules you must follow when doing so. IAW AFI 36-3203, table 3.2, rule 11, members with an Assignment Availability Code (AAC) 50 must complete the PCS ADSC for their current assignment and retire no later than the month following completion of the controlled tour. To be considered for a waiver to these rules, you must provide justification that clearly shows your request is in the best interest of the Air Force or that you are undergoing a unique personal hardship. You may also contact the AFPC Assignment Policy office for possible options on curtailment of tour.

**Q: If I’m on AAC 50 assignment, am I still authorized to retire on the 7-day option on the 1st day of the 7th month after my assignment expires? Ex. My assignment expires 7 Oct 2020, can I select a retirement date of 1 May 2021?**

**A:** IAW AFI 36-3203, table 3.2, rule 11, members with an Assignment Availability Code (AAC) 50 must complete the PCS ADSC for their current assignment and retire no later than the month following completion of the controlled tour. To be considered for a waiver to these rules,

you must provide justification that clearly shows your request is in the best interest of the Air Force or that you are undergoing a unique personal hardship. You may also contact the AFPC Assignment Policy office for possible options on extending the expiration date.

**Q: If a member is currently under a Code 50, but does not have enough time remaining under their HYT to complete the 50 requirement, this should not affect the member's request for retirement?**

**A:** Yes, HYT would take precedence over a Code 50, based on being the maximum you are allowed to remain in service.

**Q: Is there any waiver process to remove the AAC 50 prior to the four year tour completion so I can retire?**

**A:** The AAC 50 code does not necessarily make you ineligible to apply for retirement but there are certain rules you must follow when doing so. IAW AFI 36-3203, *Service Retirements*, Table 3.2, rule 11, members with an Assignment Availability Code (AAC) 50 must complete the PCS ADSC for their current assignment, request retirement PRIOR to entering your assignment cycle (the 25<sup>th</sup> day of the eighth month prior to your AAC 50 expiring), and retire no later than the month following completion of the controlled tour. To be considered for a waiver to these rules, you must provide justification that clearly shows your request is in the best interest of the Air Force or that you are undergoing a unique person hardship.

**Q: My DOS is at my 19 1/2 year mark. I'm on a code 50. Can I extend 6 months?**

**A:** In accordance with AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, you typically must have a reason to extend. There are also provisions on when you can reenlist. We are unable to determine your eligibility to extend based on the limited information in the question; however, you can contact the Total Force Service Center for assistance in determining your eligibility to extend your enlistment. If you are interested in retiring at 20 years of service, you may submit your retirement application 12 months in advance and if you need retainability, we will provide you a document to take to your local Military Personnel Flight to extend your Date of Separation.

## **MISCELLANEOUS QUESTIONS**

**Q: How are reviews regarding demotion prior to retirement sent to SAF?**

**A:** Enlisted Airmen who are demoted prior to retirement and do not regain the highest grade held on active duty may be advanced on the retired list if approved by the Secretary of the Air Force (SAF) or designee. When an Airman requests retirement, AFPC/DP2SSR prepares a Satisfactory Service Determination (SSD) package and sends it to the SAF Personnel Council. The Council

reviews the demotion action and the member's record to determine if advancement is appropriate.

If approved, advancement occurs when the Airman's active service plus their service on the retired

list totals 30 years. SSDs are sent to the Council following your retirement and you will be notified

once a decision is made.

**Q: If my active duty spouse has a PCS prior to my retirement date do I have to use my travel entitlement to proceed to spouse's location?**

**A:** Per AFPC Assignment Policy office, you can't be placed on the active duty orders until the effective date of retirement. Your spouse could request a statement added to their PCS order referring to your upcoming retirement.

## **RELATED RETIREMENT ITEMS:**

### **MOVEMENT AND HOUSEHOLD GOODS SHIPMENTS**

Please contact the Traffic Management Office (TMO) for details.

### **TERMINAL LEAVE/PTDY**

Please reference below website article or AFI 36-3003. If you have further question email AFPC Special Programs office at their org box of [afpc.dp3sa.workflow@us.af.mil](mailto:afpc.dp3sa.workflow@us.af.mil). You may also visit the following myPers article titled "Military Pay/Terminal Leave/Permissive Temporary Duty" for information.

[https://mypers.af.mil/app/answers/detail/a\\_id/15336/kw/leave/p/9](https://mypers.af.mil/app/answers/detail/a_id/15336/kw/leave/p/9)

### **GI BILL**

General questions regarding GI Bill active duty service commitments or transfer of benefits should be submitted via the "Ask A Question" option in myFSS at <https://myfss.us.af.mil/USAFCommunity/s/>. You will find the "Ask A Question" option at the top of page in myFSS. Also, once in myFSS you can type in the search box "GI Bill" for related articles.

### **SKILLBRIDGE**

To obtain information on the Skillbridge employment skills training program, please contact your base education office via local phone or messaging system: <https://afvec.us.af.mil/afvec/messaging>.

You can also view <https://afvec.us.af.mil/afvec/skillbridge/welcome> or visit the DoD Skillbridge webpage at <https://skillbridge.osd.mil/>

## **7-DAY OPTION/3-DAY OPTION**

Please reference DAFI 36-2110 (Total Force Assignments), paragraph 6.29 and Table 8.2. for information on 7 and 3 day option program. If you have further questions contact your local MPF or AFPC Assignment Policy office at [AFPC.DP3AM@us.af.mil](mailto:AFPC.DP3AM@us.af.mil).

## **SURVIVORS BENEFIT PLAN (SBP)**

The Survivors Benefit Plan (SBP) is managed by the AFPC Retiree Activities office. Information on SBP can be found on the Retiree Activities website at: <http://www.retirees.af.mil/sbp/> or by calling the Total Force Service Center at 1-800-525-0102

## **VA CLAIMS**

The Airman and Family Readiness Center does not handle VA claims, though VA Benefits & Services is a mandatory part of the Transition process and curriculum, it is overseen by Veterans Affairs. Your A&FRC could put you in contact with the local VA Benefits Advisors or you can go to <https://www.va.gov/disability/get-help-filing-claim/> to get additional information/resources on assistance in filing his disability claim.