



## APPELLATE REVIEW LEAVE PROGRAM

### SECTION A. APPELLATE REVIEW LEAVE

#### INTRODUCTION

Airmen who are court-martialed and sentenced to a punitive discharge (bad-conduct discharge, dishonorable discharge, or dismissal), are entitled to an appeal. In accordance with the Uniform Code of Military Justice (UCMJ), a punitive discharge or dismissal may not be executed until an appellate review is completed. The appellate review process can be a lengthy process, and military members pending punitive discharge or dismissal are often placed in an involuntary excess leave status called "Appellate Review Leave." The following guidance provides instructions to manage Airmen placed on involuntary appellate review leave status.

**OPR:** Separations Branch (AFPC/DPSOR)

**OCR:** HQ Air Force Security Forces Center, AF Corrections Division, JBSA Lackland AFB TX (HQ AFSFC/SFC)

**REFERENCES:** [AFI 31-205](#), *Air Force Correction Systems*; [AFI 36-2134](#), *Air Force Duty Status Program*; [AFI 36-2604](#), *Service Dates And Dates Of Rank*; [AFI 36-2606](#), *Reenlistment in the USAF*; [AFI 36-3003](#), *Military Leave Program*; [AFI 36-3026](#), *ID Cards for Airmen of The Uniformed Services*; [AFI 36-3202](#), *Separation Documents*; [AFI 51-201](#), *Administration of Military Justice and Section 9J - Involuntary (Required) and Voluntary Excess Leave*; [AFMAN 65-116 Vol 1](#), Chapter 44 and [AFMAN 65-116 Vol 2](#), *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*

**TARGET AUDIENCE:** Active Duty

#### GENERAL INFORMATION:

1. Appellate Review Leave (Excess Leave) is directed by the convening authority in writing and is included in the initial Special Court-Martial Order (SPCMO) or General Court-Martial Order (GCMO). Article 76a of the UCMJ, [AFI 51-201](#), and [AFI 36-3003](#) are the authority to place Airmen on appellate review status.
2. Airmen placed on involuntary appellate review leave/excess leave at the base level are thereafter assigned to HQ Air Force Security Forces Center, Corrections Division (HQ AFSFC/SFC), Lackland AFB for administrative purposes only. Operational responsibilities remain at the losing unit and the original convening authority does not change for the exception of Airman returning from overseas (OCONUS) to continental United States (CONUS) on appellate review leave.
3. Operational Responsibilities for Appellants: Defined as all normal control and actions commander's would have in their purview over Airman at base level units to include, but not limited to punishment, morale and welfare, Line of Duty Determinations, casualty reporting and assistance.



4. HQ AFSFC/SFC Administrative Responsibilities for Appellants: For the purpose of appellate review leave, an Airman, which consists of administrative actions pertaining only to the execution of a punitive discharge (consisting of issuing the official DD form 214, **Certificate of Release or Discharge from Active Duty**, and AF Form 100, **Request and Authorization for Separation**) and all applicable MILPDS actions to drop the Airman from rolls.
5. Appellants are administratively assigned to the SAF Appellate Review PAS Code, LL08FLGQ, in order to allow the unit to replenish the manning authorization lost due to court-martial with a punitive discharge. If the appellant is not gained to LL08FLGQ by HQ AFSFC/SFC, the appellant remains assigned to their parent unit preventing AFPC from providing a replacement.
6. The entire appellate review is a legal process which can take between one or more years to complete. Assigning the Airman to this PAS Code allows HQ AFSFC to accomplish the punitive discharge actions after the appellate review process is completed. All OCONUS Airman placed on appellate review leave are PCS with PCA the nearest CONUS Air Force installation to their appellate leave address. This transfers operational responsibilities for OCONUS appellants to the perspective CONUS base. For Airman assigned to HQ AFSFC/SFC prior to or during the course of their confinement and later placed on appellate leave from the confinement facility, the operational responsibilities would change to the nearest AF installation to their appellate leave address.
7. Airman sentence to confinement prior to departing on appellate review leave return to their original assigned unit/base if serving their confinement sentence outside the local area to complete all outprocessing actions related to them departing on appellate review leave as outlined in the First Sergeants and FSS/MPS responsibilities sections below.
8. The convening authority or Staff Judge Advocate (SJA) signs a Notification of Required Excess Leave directing the Airman to take appellate review leave/involuntary excess leave. SJA office notifies the Force Support Squadron (FSS)/Military Personnel Section (MPS) thereafter the MPS Separations Section takes various steps as outlined in the FSS/MPS Responsibilities section below to facilitate the Airman's placement on appellate review leave by HQ AFSFC/SFC.
9. It is the unit and MPS responsibility to communicate with the SJA office regarding the Airman's status and explain the personnel actions required prior to the Airman's departure on appellate review leave.
10. All Airmen departing on appellate review leave must complete all required personnel actions through the FSS/MPS. Refer to [AFI 36-3208](#), [AFI 36-3202](#), [AFI 36-2110](#) and [AFI 36-3020](#). **NOTE:** A final medical physical is not required for appellate review leave. Airman as they are still eligible for treatment under TRICARE while on appellate review leave.
11. Under **NO** circumstances should an Airman be permitted to depart on Appellate Review Leave without permanent change of station (PCS) orders from HQ AFSFC/SFC and an AF Form 988, **Leave Request/Authorization** for Appellate Review Leave approved by local Financial Services Office (FSO).
12. The process outlined in this guide does not include Airmen previously assigned to the Air Force Security Forces Center during the course of their sentence to confinement who are placed on appellate leave at the confinement facility.
13. Airman assigned to HQ AFSFC/SFC prior to or during the course of their confinement and later placed on appellate leave at the confinement facility are assigned under the



jurisdiction of the Air Force District of Washington convening authority. For questions concerning the appellate review leave process, contact HQ AFSFC/SFC at DSN 945-5609/0845/5051/5605 or commercial 210-925-5609/0845/5051/5605.

### **PUNITIVE DISCHARGE EXECUTION PROCESSING**

1. Upon completion of appellate review of a case, Air Force Legal Operations Agency, Military Justice Division (AFLOA/JAJM) normally directs the JA office supporting the General Court-Martial Convening Authority to prepare a final court-martial order for an Airman. If the Airman's sentence to a punitive discharge is affirmed on appeal, the final order normally directs execution of the punitive discharge. The JA office preparing an order directing execution of a punitive discharge must provide HQ AFSFC/SFC and the local FSS with a copy of the order.
2. HQ AFSFC/SFC discharges the Airman following receipt of the order. Airmen on appellate leave are not required to return to their home base for out-processing. HQ AFSFC/SFC prepares the DD Form 214, **Certificate of Release or Discharge from Active Duty** and AF Form 100, **Request and Authorization for Separation** and mails both documents to the Airman. The effective date of discharge is the date the HQ AFSFC/SFC accomplishes the DD Form 214 and publishes the separation order.
3. The MPS should coordinate with their local SJA for information regarding the execution of punitive discharges under appellate review or for Airmen being discharged from civilian court conviction for which appeals may be pending.

**NOTE:** Do not forward separation cases to AFPC Separations Branch (AFPC/DPSOR) for Airmen who are currently pending or been placed on appellate review leave status.

### **APPELLATE COURT OVERTURNS THE CONVICTION OR SENTENCE**

1. The appellate courts may set-aside an Airman's court-martial convictions and/or set-aside the Airman's court-martial sentence with or without the possibility of a rehearing. The local SJA office, the servicing MPS Employment Section and the local FSO should coordinate on all cases in which the appellate court does not affirm the separation as outlined in the court-martial. Coordination with the above offices is required depending on the court ruling. Airmen may be entitled to restoration of pay, retroactive pay or a refund of forfeitures of pay. Reference [DoD Financial Management Regulation, Volume 7A, Chapter 48](#).
2. HQ AFSFC/SFC coordinates with AFPC Assignments to change the PAS Code to the original base the Airman was assigned prior to the court-martial and complete all required assignment actions.
3. The SJA office and the servicing MPS Employment Section contacts the Airman to determine the Airman's decision to return to duty, separate or retire.
4. Questions regarding these cases should be referred to Separations Branch (AFPC/DPSOR). The local JA must provide the HQ AFSFC/SFC with a copy of all Court-Martial Orders (CMO) setting aside the punitive discharge using email at [hqafsfc.apellv@us.af.mil](mailto:hqafsfc.apellv@us.af.mil) or fax: DSN 945-5411.

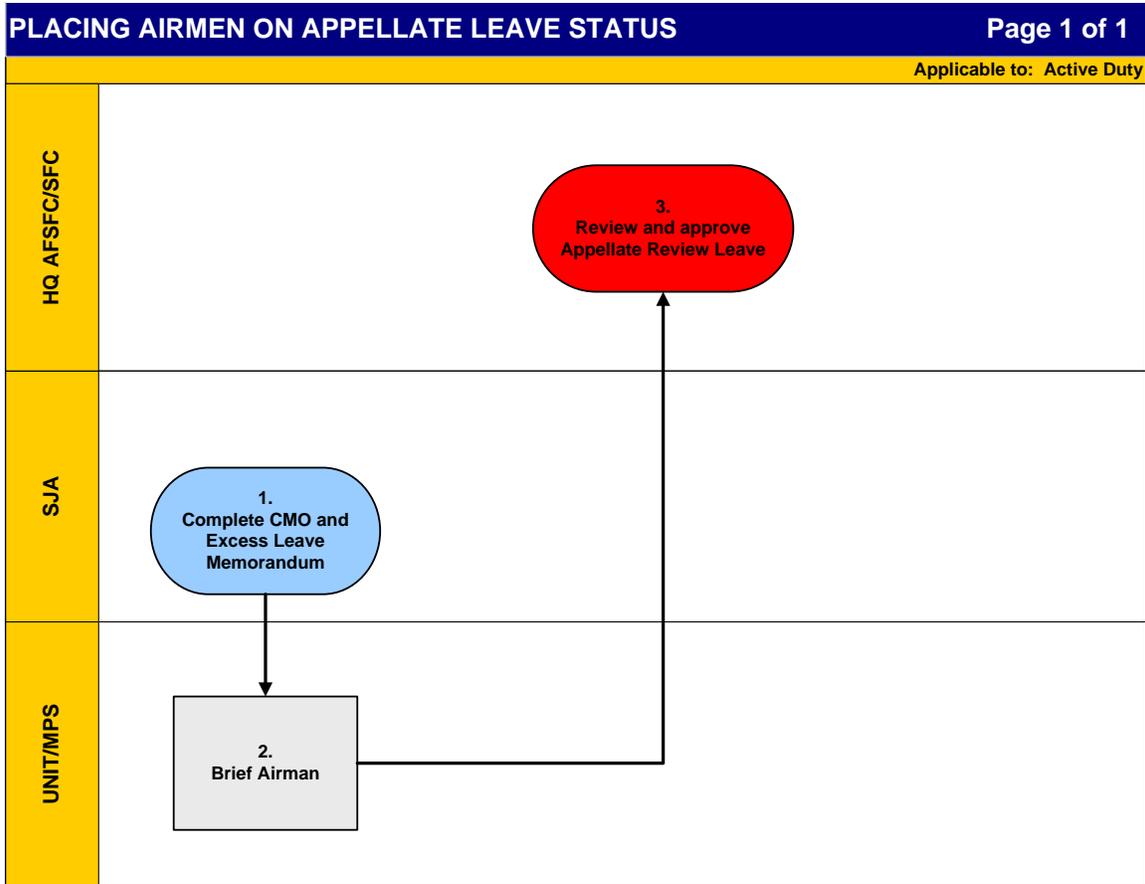


## **CONVICTION IS COMPLETELY OVERTURNED BY THE APPELLATE COURT, AND A RETRIAL IS NOT DIRECTED**

1. If the Airman's expiration term of service (ETS) has expired, their Area Defense Council (ADC) contacts the Airman to determine if the Airman's decision is to return to duty. If the Airman desires to return, they must do so in writing, and obtain the Airman's parent unit commander's endorsement. If the commander approves, the Airman is returned to duty. If the commander disapproves, the parent unit processes an administrative separation.
2. If the Airman is return to duty HQ AFSFC/SFC coordinates with AFPC Assignments to change the Airman's PAS Code to the unit he/she was assigned to prior to the court-martial. HQ AFSFC/SFC accomplishes PCS/w PCA orders for the Airman to return. The gaining MPS assists Airman on all applicable extension or reenlistment actions and completes all required gaining assignment actions on the Airman.
3. If the Airman does not desire to return to duty, the Airman is voluntarily separated or retired using the appropriate Separation Program Designator (SPD) code for Completion of Required Active Service. If the ETS has not expired, the Airman is returned to their last base to fulfill their remaining obligation. However, the Airman has the option to apply for early separation.
4. If a commander does not desire to retain the Airman, they should discuss available options with the MPS and the SJA. The overturned case must be coordinated by the Airman's commander, JA and AFPC Assignment Policy (AFPC/DPAPP).

## **DETERMINING APPELLATE REVIEW LEAVE EFFECTIVE DATES**

1. HQ AFSFC/SFC determines administratively, the effective date of the Airman's appellate review leave. It is the unit and MPS responsibility to communicate with the SJA office regarding the Airman's status and explain the personnel actions required prior to Airman's departure on appellate review leave. HQ AFSFC/SFC estimates Airman's appellate review leave start for 3 duty days after a complete and accurate appellate review leave package is approved by HQ AFSFC/SFC.
2. The Airman receives an [AF Form 899, Request and Authorization for Permanent Change of Station - Military](#) from HQ AFSFC/SFC and [AF Form 988, Leave Request/Authorization](#) from the FSS/MPS indicating their departure date and appellate review start date during the outprocessing appointment.
3. If there is a gap of 3 duty days or more from the date the Airman is authorized to depart by the convening authority and the submission of the appellate review leave package to HQ AFSFC/SFC, a memorandum from MPS Commander or the Airman's Unit Commander is required explaining the delay.  
**NOTE:** Airmen remain in "Present for Duty" duty status (DSC 00) while out-processing until their departure date. For duty status purposes appellate review leave (DSC 52) starts after the Airman's departure and can only be updated in MilPDS by HQ AFSFC/SFC. Leave is **not** authorize for Airmen already approved to depart on excess leave. Airmen pending approval may take leave in local area only. Refer to AFI 36-3003, paragraph 6.8.2 and 6.8.1.3.



PLACING AIRMEN ON APPELLATE LEAVE STATUS		
STEP	ACTION OWNER	NARRATIVE
<b>1</b>	Staff Judge Advocate (SJA)	<b>Complete Court-Martial Orders (CMO) and Excess Leave Memorandum.</b> Provide a copy of the CMO with action and completed Excess Leave memorandum authorizing the Airman’s excess leave by the convening authority to FSS/MPS and HQ AFSFC/SFC. Advise Airman of their placement on Appellate Review Leave and direct them to the local MPS Separation Section for completion of personnel actions.
<b>2</b>	Unit/MPS	<b>Brief Airman of their placement on Appellate Review Leave.</b> Process all required documentation for the appellate review leave package and ensure the Airman completes all base out-processing actions while awaiting appellate review leave orders from HQ AFSFC/SFC. Contact and submit appellate review leave package to HQ AFSFC/SFC no later than 3 duty days from notification from convening authority approval of excess leave using email at <a href="mailto:hqafsfc.apellv@us.af.mil">hqafsfc.apellv@us.af.mil</a> or fax: DSN 945-5411.



		<b>NOTE:</b> MPS contacts SJA office for information regarding the Airman's case status and excess leave requirement if contacted by HQ AFSFC/SFC before SJA issues excess leave.
<b>3</b>	HQ AFSFC/SFC	<b>Review and Approve Appellate Review Leave Package.</b> Review and approve appellate review leave package received from the MPS within 3 duty days of submission. Contact the MPS on corrections and determine the Airman's departure date. Issues <a href="#">AF Form 899</a> for Airman's departure within 3 duty days after receipt of the package.

## RESPONSIBILITIES:

### 1. UNIT OR FIRST SERGEANT:

- a. Coordinate with the confinement facility to arrange Airman's return to the original assigned base.
- b. Process the AF IMT 2098, **Duty Status Change**, to change the Airman's Duty Status in accordance with AFI 36-2134, Chapter 3 and Table 4.1 Duty Status Codes.
- c. Ensure current court martial is added to Airman's existing unfavorable information file (UIF). If no prior UIF; establish an UIF according to AFI 36-2907, paragraph 1.3.1.
- d. Assist and ensure the Airman completes all base level and appellate review leave out-processing actions required to transition administratively to HQ AFSFC/SFC.

### 2. LOCAL STAFF JUDGE ADVOCATE (SJA):

Responsible for the CMO and provides required excess leave memorandum to place the Airman on appellate review leave/excess leave upon approval from convening authority to FSS/MPS and HQ AFSFC/SFC per AFI 51-201 Section 9J.

### 3. SECURITY MANAGEMENT OFFICE (SMO):

The losing installation with convening authority over the appellant retain Security oversight until HQ AFSFC/SFC discharges the Airman from the Air Force. The installation Information Protection (IP) office claims the appellant under their Security Management Office (SMO) in JPAS or its successor and be responsible for the appellant's "due process."  
**NOTE:** SMO provides security clearance termination status to FSS/MPS or HQ AFSFC/SFC in accordance with AFI 31-501 paragraph 8.2.4.6.

### 4. FORCE SUPPORT SQUADRON (FSS)/MILITARY PERSONNEL SECTION (MPS):

- a. Contact the local SJA office and acquires information in relation to Airman's case status and excess leave requirement. Requests source documentation for the completion of personnel actions i.e. court martial order, confinement or release from confinement orders, appellate review leave memorandum etc.



- b. If Airman's case is pending, the Airman remains in a "Present for Duty" status until the case is resolved by the SJA. Leave is not authorized for Airmen already approved to depart on excess leave. Airmen pending approval may take leave in local area only. Refer to AFI 36-3003, paragraph 6.8.2 and 6.8.1.3.
- c. Brief the Airman of their placement on appellate review leave, process all required documentation for the appellate review leave package and ensure the Airman completes all base out-processing actions while awaiting appellate review leave orders from HQ AFSFC/SFC.
- d. Contact and submit the appellate review leave package to HQ AFSFC/SFC no later than 3 duty days from notification from convening authority approval. All appellate review leave packages submitted must include all completed and legible documentation as indicated in [Attachment 8](#). Additionally, all MilPDS and Case Management System (CMS) actions must be initiated or completed as applicable.
- e. Complete MilPDS updates below upon the Airman entering negative duty status or the court martial orders are published by SJA. Retrieve the Records Review (RREV) after all updates are completed for review and signature by the Airman and MPS representative.
- f. Coordinate CMS actions with AFPC as applicable and process AF IMT 2098 to accurately record Airman duty status changes.
- g. Update the Airman's rank and date of rank (DOR) as applicable per court martial order and Airman's promotion eligibility (code 4F). Refer to Airman Promotions Program AFI 36-2502.
- h. Update UIF: If the Airman has an existing UIF, ensure current court martial is added. If the Airman does not have a prior UIF; establish a UIF according to AFI 36-2907 Paragraph 1.3.1. Rule 13 of Table 2.3 applies. Scan IMT Form 1137 for contents review; Do not forward original UIF per AFI 36-2907 Paragraph 1.10 and Table 2.3 Rule 13. UIF Monitor follows up with SJA office or HQ AFSFC for Final CMO upon completion of appellate review by SJA.
- i. Update the training status code to "P" for Airman in upgrade training. Refer to AFI 36-2201 Attachment 11.
- j. Update the Airman's reenlistment code to (2L).
- k. Update the Airman's duty information, AFSC to 9A200 and complete the AFSC disqualification actions per AFI 36-2101. Update Airman's duty title to "Appellant".
- l. During base level out-processing issue the Airman and family member(s), identified in the Defense Enrollment Eligibility Reporting System (DEERS), Military Identification Cards valid for one year from the date of Appellate Review Leave Status. Complete [Attachment 12](#).
- m. Airmen and their family members are entitled to medical care benefits, Base Exchange (BX), commissary and other privileges while on Appellate Review Leave.
- n. Airmen may visit the closest military installation to their appellate leave address to renew Military ID cards for an additional year. The servicing MPS must contact HQ AFSFC/SFC at DSN 945-5609/0845/5051/5605 or commercial 210-925-5609/0845/5051/5605 for verification of the Airman's appellate review leave status prior to renewal.
- o. Ensure Airman receives a copy of the Appellate Review Leave package as part of the base level out-processing procedures and maintain the original appellate review leave



folder per AFI 33-332, Records Management Program with a copy of the orders issued by HQ AFSFC/SFC.

p. Mail Airman's medical and dental records to 59 MDSS/SGSBTHS 2200 Berquist Dr Suite 1, JBSA Lackland AFB TX 78236. This may require retrieving the medical and dental records from the confinement facility. If the medical records are unavailable, provide 59 MDSS/SGSBTHS a non-availability letter.

#### **5. HQ AIR FORCE SECURITY FORCES CENTER, CORRECTIONS DIVISION (HQ AFSFC/SFC):**

- a. Process the placement of Airmen on appellate review leave and separation procedures for affirmed cases.
- b. Complete an AF Form 899, **Request and Authorization for Permanent Change of Station** using "PCS w/o PCA" for Airmen assigned in the CONUS, and "PCS w/PCA" for Airmen assigned overseas.
- c. Contact AFPC Assignment Policy and Procedures (AFPC/DPAPPP) using email to initiate the assignment action and complete PCS without PCA orders for Airmen assigned stateside and PCS with PCA for Airmen assigned overseas. Once orders are complete, send a copy to the Airman's MPS. **NOTE:** At a minimum the email must state and contain the following: "HQ AFSFC/SFC has received appellate leave notice and as a result of that action; we administratively support the following Airman. Place Airman under HQ AFSFC/SFC PAS Code: "

Name:

Rank:

SSN:

PAS Code:

AAN: for (losing base)

RNLTD: (same as projected departure date)

Projected Departure Date:

PCS ID:

Reason: N/A

- d. Update gain action, verify service dates, update duty status and reenlistment eligibility code in MilPDS. Refer to [Section C](#) for update instructions.
- e. Discharge Airmen after receipt of a final supplementary court-martial order directing discharge from the Judge Advocate (JA) office for the applicable Court-Martial convening authority. Update approved separation in MilPDS. Refer to [Section C](#) for Appellate Review Leave Approval update instructions.
- f. Complete and authenticate the AF Form 100, **Request and Authorization for Separation** and the AF IMT 973, **Request and Authorization for Change of Administrative Orders** if applicable.
  - Item 22, Remarks: Type "No Travel Entitlements"
  - Item 26, Fund Cite: Do not type a fund cite. Fund cites are not used.
  - Item 28, Authority: **EXAMPLE:** HQ 21 AF SPCMO #2, 22 Apr 03
  - (Place Court-Martial Order and date)
- g. Prepare the Airman's DD Form 214, **Certificate of Release or Discharge from Active Duty**. Effective date of separation is the date orders are published and same date



the DD Form 214 is accomplished. **IMPORTANT:** Do not use a past date. The DD Form 214 cannot be backdated.

- Item 12b (Separation date): Same date orders and DD Form 214 are accomplished
- Item 12c (Net Active Service this period). See AFI 36-2604, para 4.6, for instructions on calculating lost time. Subtract any lost time listed in block 29. Do not subtract any time in excess leave.
- Item 18 (Remarks): Include honorable service time if the Airman has served more than one enlistment (in accordance with AFI 36-3202, Table 4, Rule 30). Include the excess leave statement (Rule 34, i.e., 15 Jun 02 through 30 Jun 03, 381 days excess leave).
- Item 21 (Airman's signature): Type "Member not available to sign"
- Item 23 (Type of Separation): Discharge or Dismissal
- Item 24 (Character of Service): Bad Conduct or Dishonorable (whichever applies in accordance with the General or Special CMO)
- Item 25 (Sep Authority): e.g., HQ 21 AF SCMO #4, 1 Sep 03 (See Rule 57 and Note 7). DO NOT cite any AFIs in this block for separation as a result of a court-martial. Use the affirmed General or Special CMO and not the original CMO.
- Item 26 (SPD Code): JJD or JJE (whichever is applicable)
- Item 27 (RE Code): 2L or 2M (whichever is applicable in accordance with AFI 36-2606) for enlisted, not applicable for officers.
- Item 28 (Narrative Remarks): COURT-MARTIAL. Do not include the narrative remarks listed inside the brackets < > on the SPD listing.
- Item 29 (Lost time): If applicable, verify lost time from the AF Form 2098 and call myPers - TFSC at DSN 665-5000. Contact DFAS for exact dates the Airman was charged for lost time. Excess leave time is NOT lost time and should be listed in block 18 only.

#### 6. **AFPC SEPARATIONS BRANCH (AFPC/DPSOR):**

Provide oversight for the placement of Airmen on appellate review leave and separation procedures for affirmed cases.

#### 7. **AFPC READINESS OPERATIONS PROGRAM SECTION (AFPC/DPSIMC):**

Monitor Airmen who are in Duty Status (DS) Code 52. **NOTE:** Airmen who receive a punitive discharge or dismissal from the Air Force are placed on appellate review leave. The Duty Status (DS) Code 52 is updated in accordance with AFI 36-2134, Chapter 3.

#### 8. **AFPC ASSIGNMENT PROGRAMS AND PROCEDURES SECTION (AFPC/DPAPP):**

Coordinate with assignment teams to provide an assignment for Airmen.



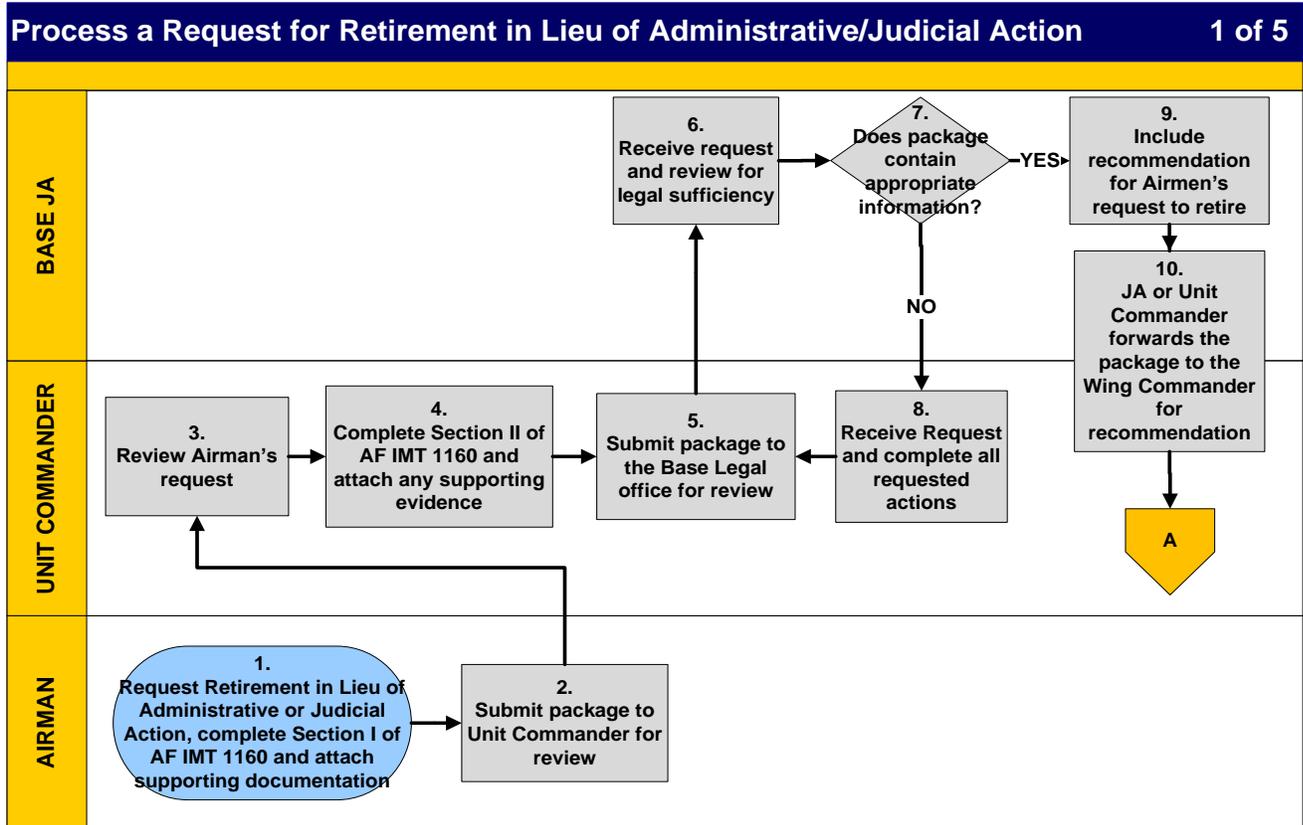
## SECTION B. RETIREMENT IN LIEU OF DISCHARGE AS A RESULT OF JUDICIAL ACTION

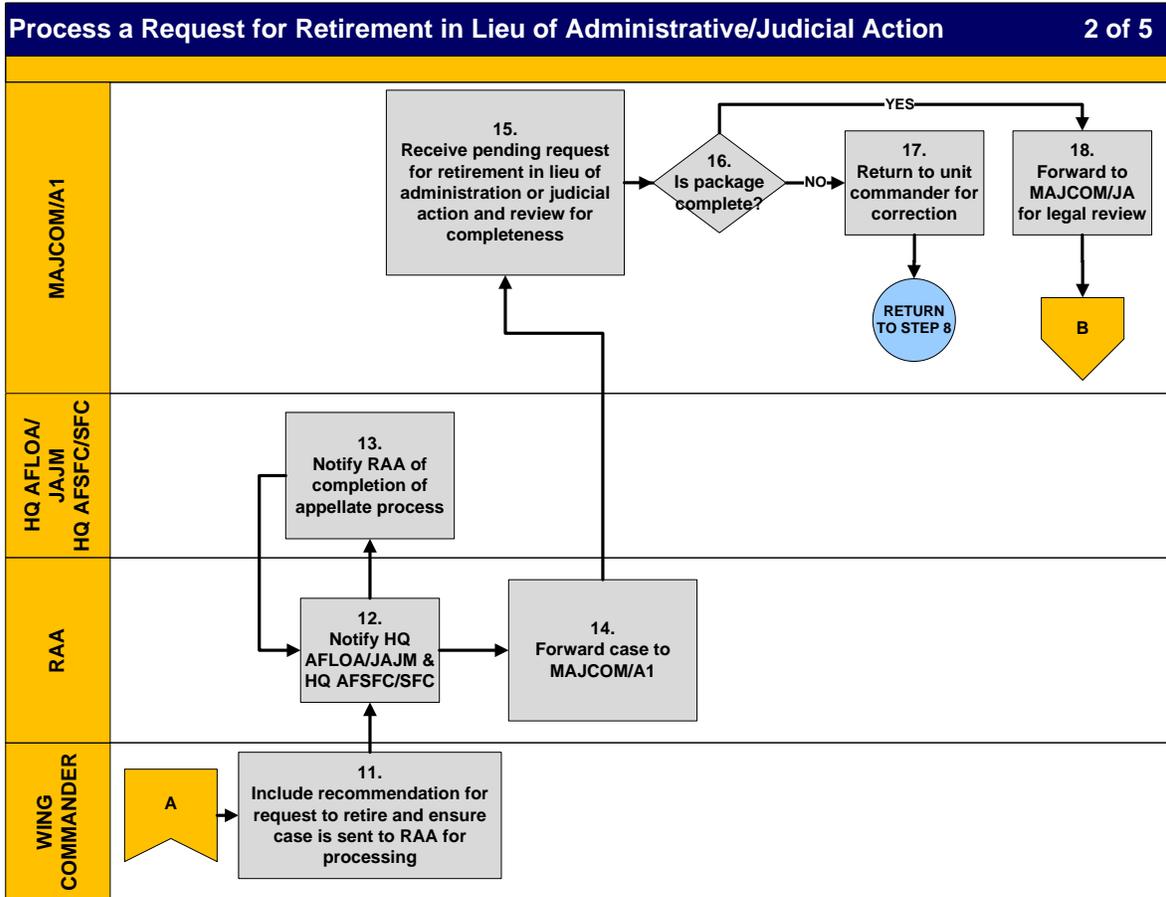
### GENERAL INFORMATION:

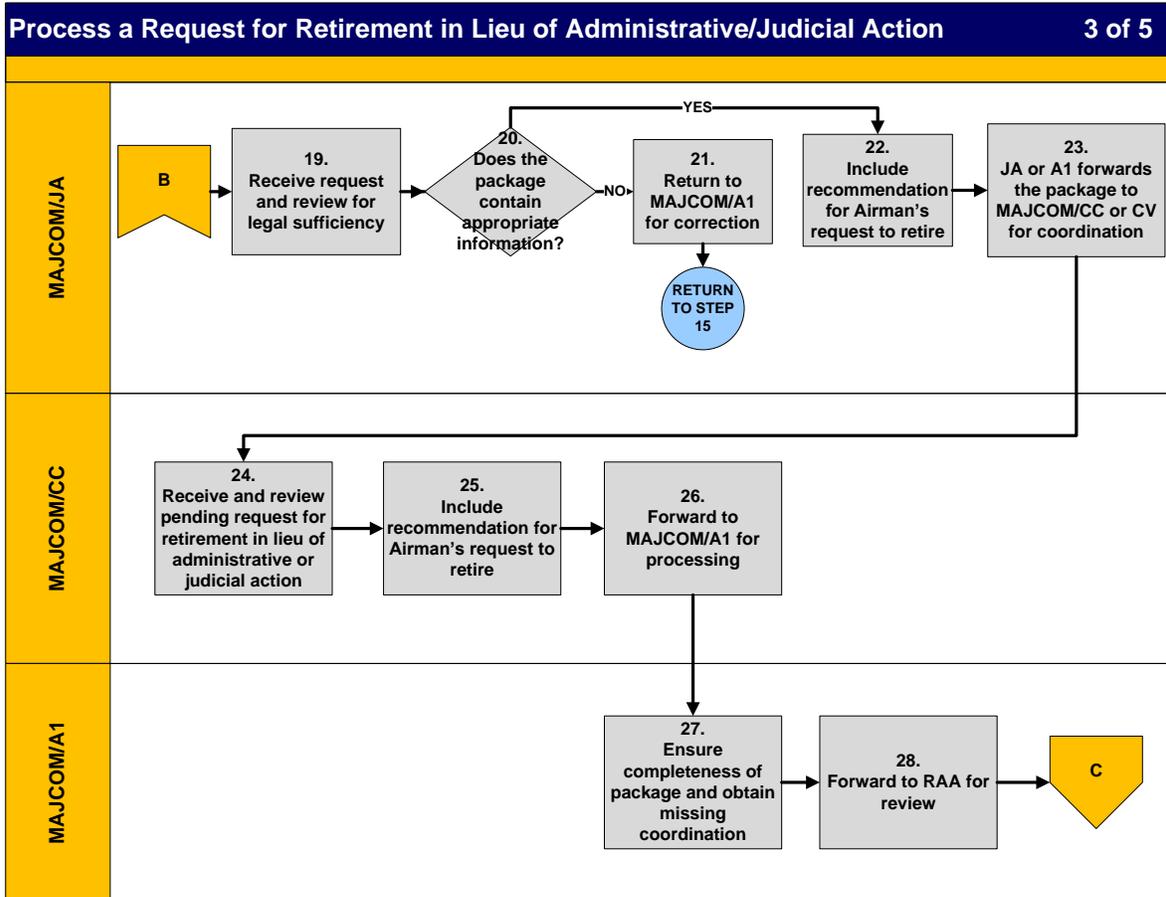
Airmen facing judicial action i.e., bad conduct or dishonorable discharge as a result of court-martial action, may apply for retirement in lieu of the action when otherwise eligible; however, the request cannot be processed until the appellate review is completed.

1. AFI 36-3203, table 2.2, rules 14 and 16 outline the waiverable items:
  - a. Rule 14 – Serving under a suspended court-martial sentence.
  - b. Rule 16 – Under summary, special, or general court-martial sentence.
2. Retirement applications are completed outside the vMPF; as a minimum, the package should include the Airman's:
  - a. Completed AF IMT 1160.
  - b. Written justification to support the member's request to retire.
  - c. Copies of all performance reports
  - d. Copies of all decorations and citations
  - e. Copy of the UIF, if applicable, including summary and contents
  - f. Complete documentation on the judicial action
  - g. For enlisted members reduced in grade as a result of the judicial action or previous non-judicial/administrative action, request for Satisfactory Service Determination and supporting documentation
  - h. For officers, request for Officer Grade Determination initiated by unit commander according to AFI 36-3203, chapter 7
3. When otherwise eligible, members on appellate leave may apply for retirement in lieu of discharge. Requests are monitored by the retirement approval authority (RAA). The RAA is HQ AF/DPO for colonels and colonel-selects; HQ AF/DPE for CMSgts and CMSgt-selects; and AFPC/DPSOR for Lt Cols and below, and SMSgts and below.
4. Airman currently serving judicial action in an Air Force Correctional Facility and assigned under a HQ AFSFC/SFC facility Pascode may apply for retirement in lieu of discharge when otherwise eligible.

**NOTE:** For Airman on appellate review leave or serving judicial action and assigned to HQ AFSFC/SFC, all retirement in lieu of discharge packages need to be submitted and processed prior to receiving the Airman's final order executing the discharge.

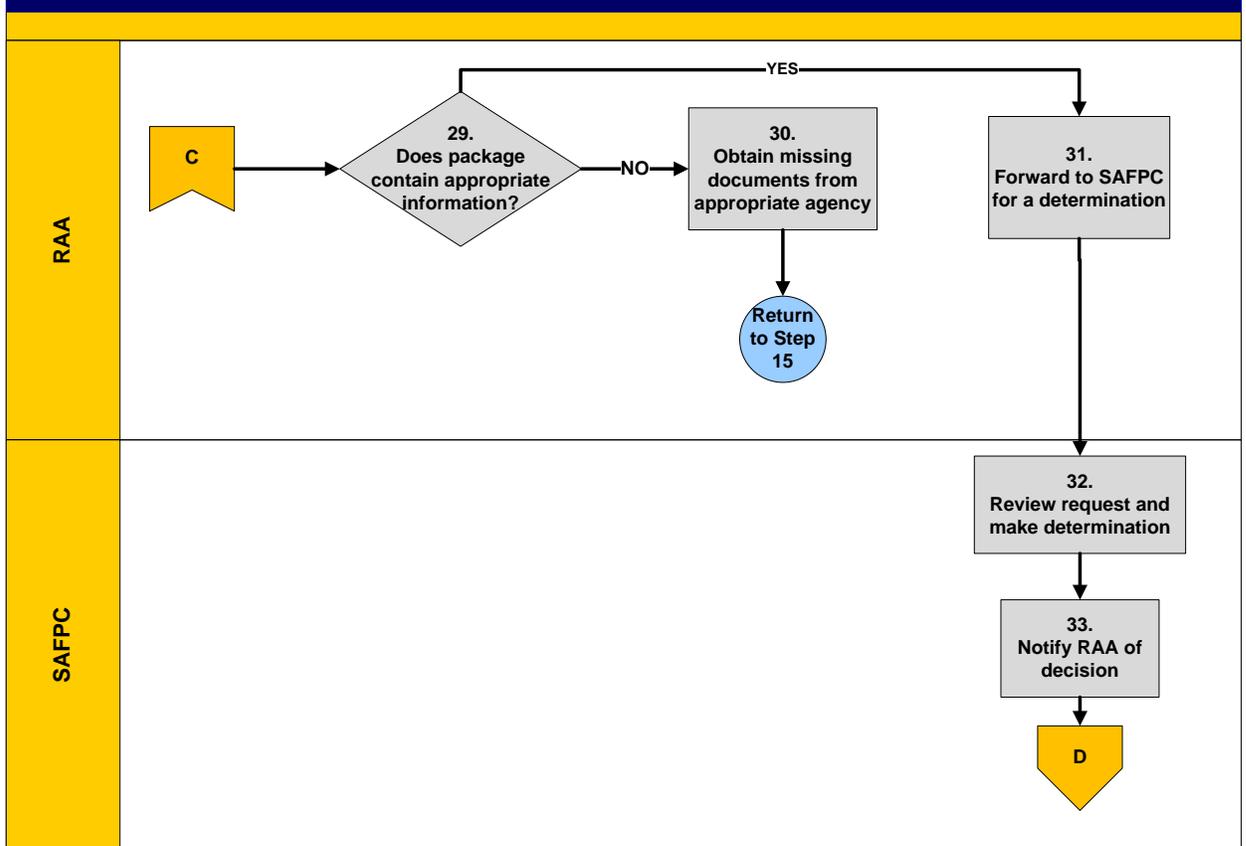


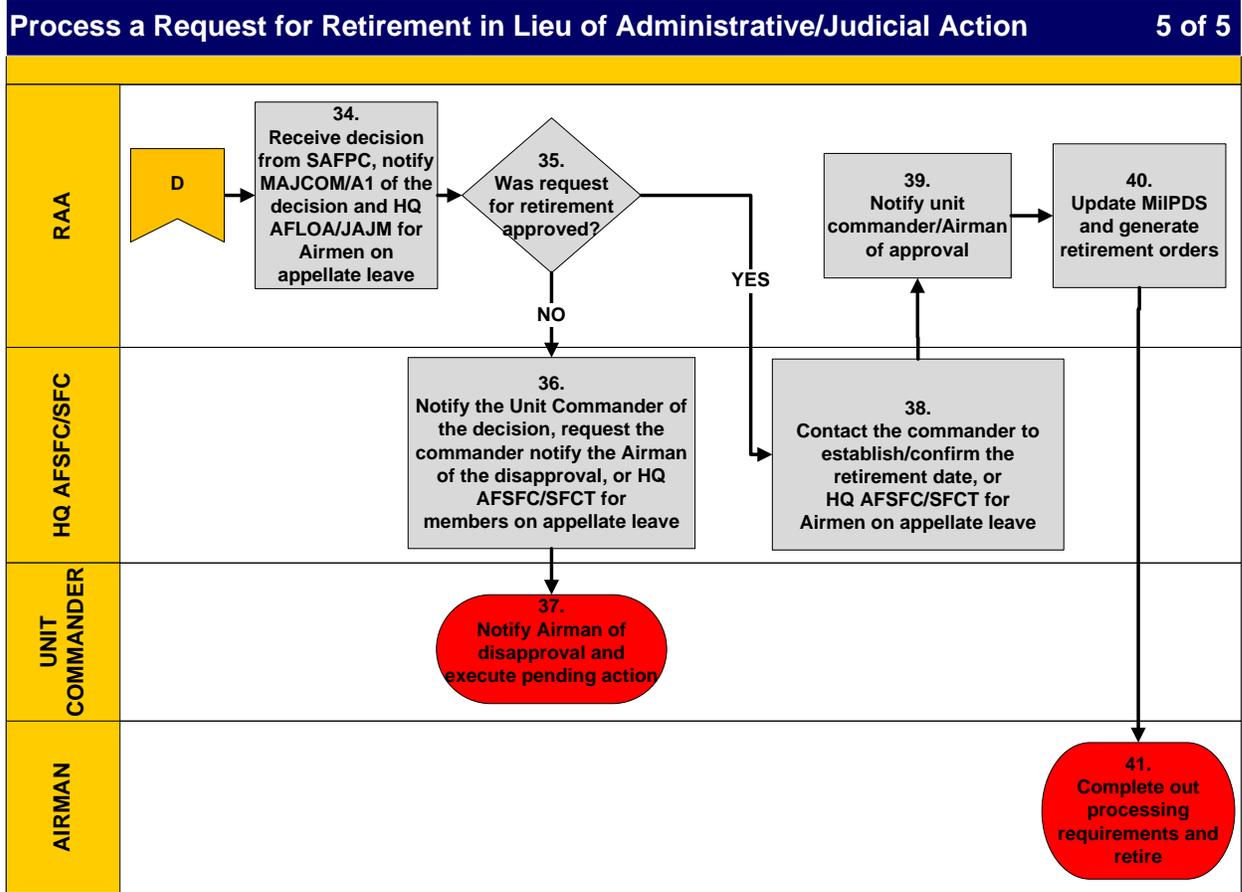






Process a Request for Retirement in Lieu of Administrative/Judicial Action 4 of 5





**PROCESSING REQUEST FOR RETIREMENT IN LIEU OF DISCHARGE AS A RESULT OF JUDICIAL ACTION NARRATIVE (MEMBER ON APPELLATE REVIEW LEAVE)**

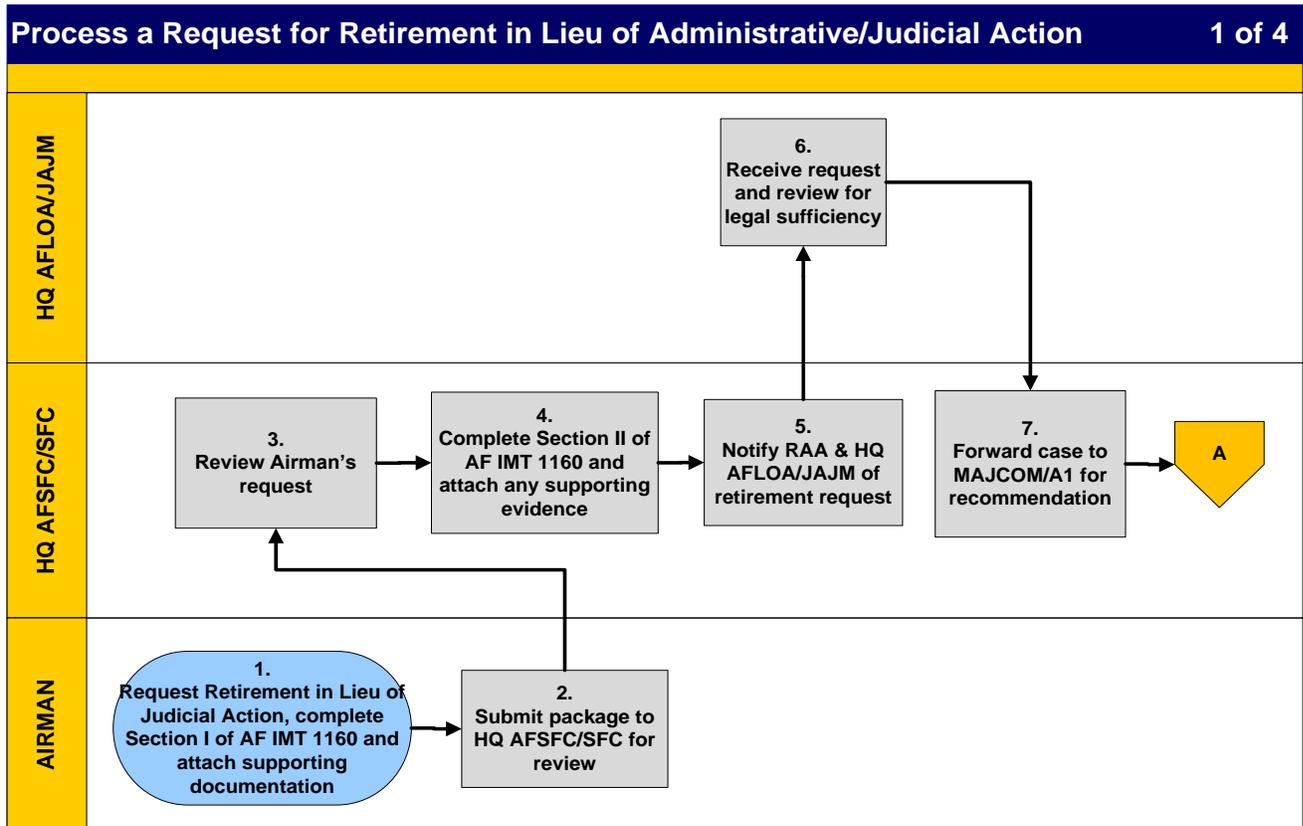
STEP	ACTION OWNER	NARRATIVE
<b>1</b>	Airman	<b>Request Retirement in Lieu of Judicial Action.</b> Prepare Section I of the AF IMT 1160, <b>Military Retirement Actions</b> , and attach supporting documentation to justify retirement in lieu of pending action.
<b>2</b>	Airman	<b>Forward Request.</b> Forward the request to the unit commander for review and coordination.
<b>3</b>	Unit Commander	<b>Review Request.</b> Review request for completeness.
<b>4</b>	Unit Commander	<b>Provide Recommendation.</b> Complete Section II of the AF IMT 1160 and attach any supporting documentation regarding pending action. See <a href="#">AFI 36-3203</a> , Service Table 2.2.
<b>5</b>	Unit Commander	<b>Obtain Legal Review.</b> Submit package to the base legal office for review.

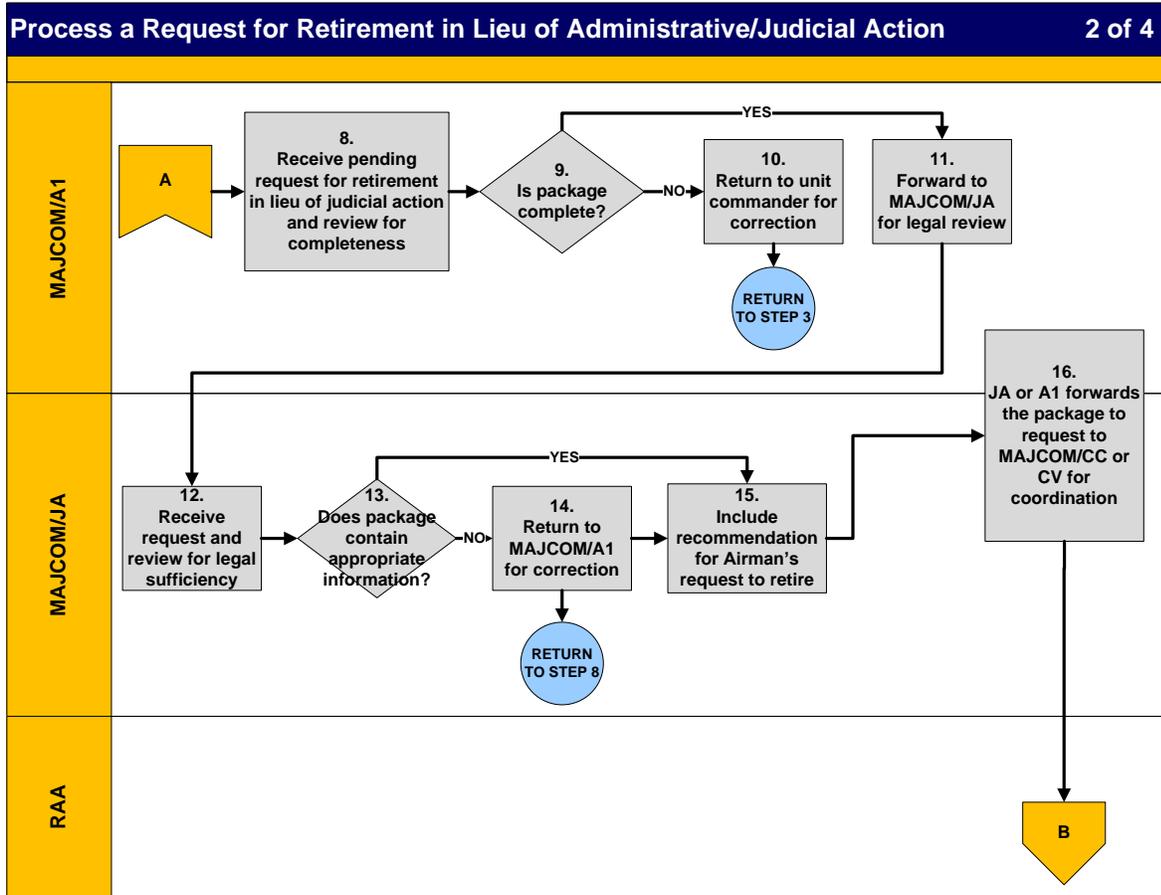


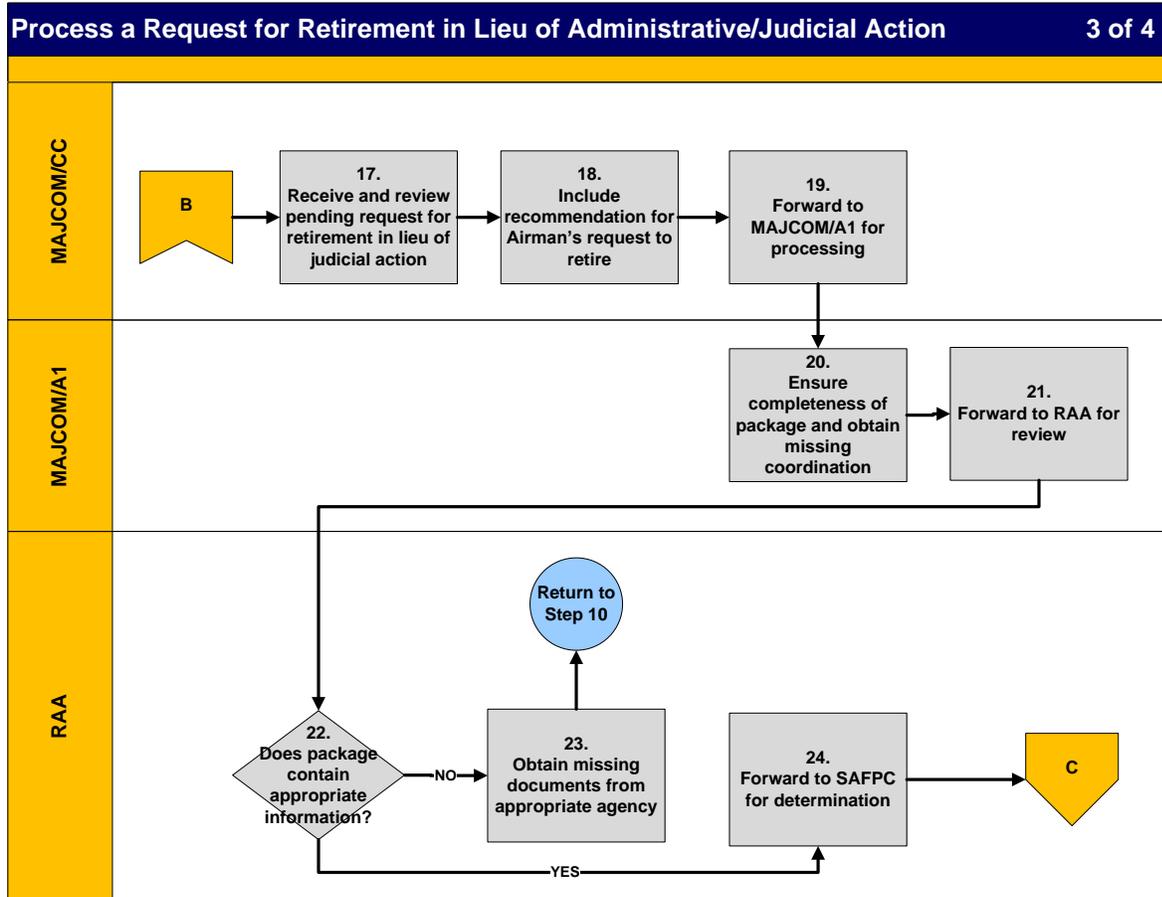
<b>6</b>	Base JA	<b>Review for Legal Sufficiency.</b> Review request for legal sufficiency.
<b>7</b>	Base JA	<b>Is Package Complete?</b> If yes, <b>GO TO STEP 9.</b> If no, <b>GO TO STEP 8.</b>
<b>8</b>	Unit Commander	<b>Obtain Missing Documentation.</b> Take required corrective action. <b>GO TO STEP 5.</b>
<b>9</b>	Base JA	<b>Prepare Recommendation.</b> Include recommendation for Airman's request to retire.
<b>10</b>	Base JA/Unit Commander	<b>Forward to Wing Commander.</b> Forward request to the wing commander for coordination.
<b>11</b>	Wing Commander	<b>Prepare Recommendation.</b> Include recommendation for Airman's request to retire. Ensure the unit commander or the MPS forwards to the RAA for further processing.
<b>12</b>	RAA	<b>Notify HQ AFLOA/JAJM and HQ AFSFC/SFC.</b> The RAA notifies HQ AFLOA/JAJM and HQ AFSFC/SFC of retirement application. The RAA holds the application until notified the appellate process is completed.
<b>13</b>	Air Force Legal Operations Agency, Military Justice Division (HQ AFLOA/JAJM) or HQ AFSFC/SFC	<b>Notify RAA of Completion of Appellate Process.</b> HQ AFLOA/JAJM or HQ AFSFC/SFC notifies the RAA that appellate process is completed.
<b>14</b>	RAA	<b>Forward Case to MAJCOM/A1.</b> The RAA forwards the package to the MAJCOM/A1 for a recommendation.
<b>15</b>	MAJCOM/A1	<b>Review for Completeness.</b> Review request to ensure all agencies have coordinated.
<b>16</b>	MAJCOM/A1	<b>Is Package Complete?</b> If yes, <b>GO TO STEP 18.</b> If no, <b>GO TO STEP 17.</b>
<b>17</b>	MAJCOM/A1	<b>Return for Missing Documentation.</b> Return to unit commander for corrective action. <b>GO TO STEP 8.</b>
<b>18</b>	MAJCOM/A1	<b>Obtain Legal Review.</b> Submit package to MAJCOM/JA for review.
<b>19</b>	MAJCOM/JA	<b>Review for Legal Sufficiency.</b> Review request for legal sufficiency.
<b>20</b>	MAJCOM/JA	<b>Is Package Complete.</b> If Yes, <b>GO TO STEP 22.</b> If No, <b>GO TO STEP 21.</b>
<b>21</b>	MAJCOM/JA	<b>Return for Missing Documentation.</b> Return to MAJCOM/A1 for correction. <b>GO TO STEP 15.</b>
<b>22</b>	MAJCOM/JA	<b>Prepare Recommendation.</b> Include recommendation for Airman's request to retire.
<b>23</b>	MAJCOM/JA or A1	<b>Forward to MAJCOM Commander.</b> Forward the request to the MAJCOM CC or CV for coordination. <b>NOTE.</b> MAJCOM/A1 may provide the recommendation on behalf of the MAJCOM/CC/CV.

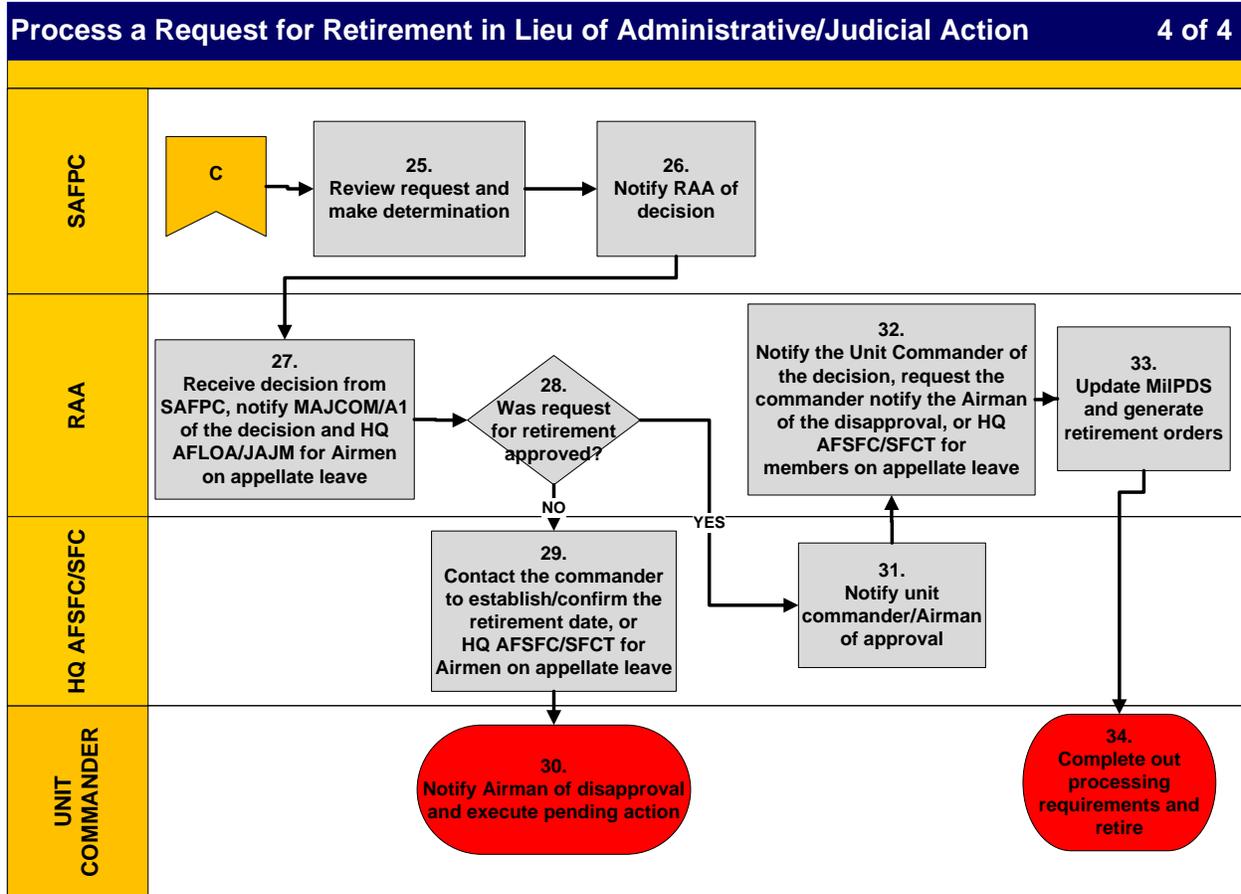


<b>24</b>	MAJCOM/CC/CV	<b>Receive Request for Retirement.</b> Review request for retirement in lieu of judicial action.
<b>25</b>	MAJCOM/CC/CV	<b>Prepare Recommendation.</b> Include recommendation for Airman's request to retire.
<b>26</b>	MAJCOM/CC/CV	<b>Forward for Processing.</b> Forward to MAJCOM/A1 for further processing.
<b>27</b>	MAJCOM/A1	<b>Review for Completeness.</b> Review request to ensure all agencies have coordinated. Obtain missing documentation.
<b>28</b>	MAJCOM/A1	<b>Forward for Processing.</b> Forward to the Retirement Approval Authority (RAA), i.e., HQ AF/DPO for Colonels or Colonel-selects, HQ AF/DPE for CMSgt(s) or CMSgt selects, or HQ AFPC/DPSOR for Lt Cols and below, or SMSgt(s) and below for processing.
<b>29</b>	RAA	<b>Is Package Complete?</b> If yes, <b>GO TO STEP 31</b> . If no, <b>GO TO STEP 30</b> .
<b>30</b>	RAA	<b>Obtain Missing Documentation.</b> Take corrective action as necessary. <b>RETURN TO STEP 15</b> .
<b>31</b>	RAA	<b>Forward for Determination.</b> Forward package to SAFPC for decision.
<b>32</b>	SAFPC	<b>Review Request for Retirement.</b> Review the request and make a determination.
<b>33</b>	SAFPC	<b>Notify RAA.</b> Notify RAA of decision on retirement. If necessary, include decision on Satisfactory Service Determination (if enlisted Airman was demoted) or Officer Grade Determination (if applicant is an officer).
<b>34</b>	RAA	<b>Receive Decision.</b> Receive the decision from SAFPC, notify MAJCOM/A1 and HQ AFSFC/SFC of decision. <b>NOTE.</b> Notify HQ AFLOA/JAJM for cases involving Airmen on appellate leave.
<b>35</b>	RAA	<b>Was Request for Retirement Approved?</b> If no, <b>GO TO STEP 36</b> . If yes, <b>GO TO STEP 38</b> .
<b>36</b>	HQ AFSFC/SFC	<b>Notify Unit Commander of Disapproval.</b> Notify the unit commander of the decision, request the commander to advise the Airman of the disapproval and execute discharge action.
<b>37</b>	Unit Commander	<b>Notify Airman of Disapproval.</b> Notify the Airman of the disapproval and execute pending action as appropriate.
<b>38</b>	HQ AFSFC/SFC	<b>Notify RAA of Airman's Contact Information.</b> Provide current contact information to the RAA.
<b>39</b>	RAA	<b>Notify Unit Commander/Airman of Approval.</b> Notify Airman of approval. Advise member to contact TFSC to prepare DD Form 214. <b>NOTE:</b> Retirement date is effective the first day of the month following SAF PC approval.
<b>40</b>	RAA	<b>Update MilPDS.</b> Update approval in MilPDS. Generate the Airman's retirement order and retirement certificate.
<b>41</b>	Airman	<b>Complete Out-processing.</b> Complete retirement out-processing actions as appropriate.









PROCESSING REQUEST FOR RETIREMENT IN LIEU OF DISCHARGE AS A RESULT OF JUDICIAL ACTION NARRATIVE (MEMBER IN CONFINEMENT)		
STEP	ACTION OWNER	NARRATIVE
1	AIRMAN	<b>Request Retirement in Lieu of Judicial Action.</b> Prepare Section I of the AF IMT 1160, <b>Military Retirement Actions</b> , and attach supporting documentation to justify retirement in lieu of pending action.
2	AIRMAN	<b>Forward Request.</b> Forward the request to HQ AFSFC/SFC for review and coordination.
3	HQ AIR FORCE SECURITY FORCES CENTER, CORRECTIONS DIVISION (HQ AFSFC/SFC)	<b>Review Request.</b> Review request for completeness.
4	HQ AFSFC/SFC	<b>Provide Recommendation.</b> Complete Section II of the AF IMT 1160 and attach any supporting documentation regarding



		pending action. See <a href="#">AFI 36-3203</a> , Service Table 2.2.
<b>5</b>	HQ AFSFC/SFC	<b>Notify RAA and HQ AFLOA/JAJM.</b> HQ AFSFC/SFC notifies the RAA and HQ AFLOA/JAJM of pending retirement request.
<b>6</b>	AIR FORCE LEGAL OPERATIONS AGENCY, MILITARY JUSTICE DIVISION (HQ AFLOA/JAJM)	<b>Review for Legal Sufficiency.</b> Review request for legal sufficiency. Notify HQ AFSFC/SFC that appellate process is completed.
<b>7</b>	HQ AFSFC/SFC	<b>Forward Case to MAJCOM/A1.</b> The RAA forwards the package to the MAJCOM/A1 for a recommendation.
<b>8</b>	MAJCOM/A1	<b>Review for Completeness.</b> Review request to ensure all agencies have coordinated.
<b>9</b>	MAJCOM/A1	<b>Is Package Complete?</b> If yes, <b>GO TO STEP 11.</b> If no, <b>GO TO STEP 10.</b>
<b>10</b>	MAJCOM/A1	<b>Return for Missing Documentation.</b> Return to unit commander for corrective action. <b>GO TO STEP 3.</b>
<b>11</b>	MAJCOM/A1	<b>Obtain Legal Review.</b> Submit package to MAJCOM/JA for review.
<b>12</b>	MAJCOM/JA	<b>Review for Legal Sufficiency.</b> Review request for legal sufficiency.
<b>13</b>	MAJCOM/JA	<b>Is Package Complete.</b> If yes, <b>GO TO STEP 15.</b> If no, <b>GO TO STEP 14.</b>
<b>14</b>	MAJCOM/JA	<b>Return for Missing Documentation.</b> Return to MAJCOM/A1 for correction. <b>GO TO STEP 8.</b>
<b>15</b>	MAJCOM/JA	<b>Prepare Recommendation.</b> Include recommendation for Airman's request to retire.
<b>16</b>	MAJCOM/JA or A1	<b>Forward to MAJCOM Commander.</b> Forward the request to the MAJCOM CC or CV for coordination. <b>NOTE.</b> MAJCOM/A1 may provide the recommendation on behalf of the MAJCOM/CC/CV.
<b>17</b>	MAJCOM/CC/CV	<b>Receive Request for Retirement.</b> Review request for retirement in lieu of judicial action.
<b>18</b>	MAJCOM/CC/CV	<b>Prepare Recommendation.</b> Include recommendation for Airman's request to retire.
<b>19</b>	MAJCOM/CC/CV	<b>Forward for Processing.</b> Forward to MAJCOM/A1 for further processing.
<b>20</b>	MAJCOM/A1	<b>Review for Completeness.</b> Review request to ensure all agencies have coordinated. Obtain missing documentation.
<b>21</b>	MAJCOM/A1	<b>Forward for Processing.</b> Forward to the Retirement Approval Authority (RAA), i.e., HQ AF/DPO for Colonels or Colonel-selects, HQ AF/DPE for CMSgt(s) or CMSgt selects, or HQ AFPC/DPSOR for Lt Cols and below, or SMSgt(s) and below for processing. Notify HQ AFSFC/SFC package is sent to RAA.
<b>22</b>	RAA	<b>Is Package Complete?</b> If yes, <b>GO TO STEP 24.</b> If no, <b>GO TO STEP 23.</b>



<b>23</b>	RAA	<b>Obtain Missing Documentation.</b> Take corrective action as necessary. <b>RETURN TO STEP 10.</b>
<b>24</b>	RAA	<b>Forward for Determination.</b> Forward package to SAFPC for decision.
<b>25</b>	SECRETARY OF THE AIR FORCE PERSONNEL COUNCIL (SAFPC)	<b>Review Request for Retirement.</b> Review the request and make a determination.
<b>26</b>	SAFPC	<b>Notify RAA.</b> Notify RAA of decision on retirement. If necessary, include decision on Satisfactory Service Determination (if enlisted Airman was demoted) or Officer Grade Determination (if applicant is an officer).
<b>27</b>	RAA	<b>Receive Decision.</b> Receive the decision from SAFPC, notify MAJCOM/A1 and HQ AFSFC/SFC of decision.
<b>28</b>	RAA	<b>Was Request for Retirement Approved?</b> If no, <b>GO TO STEP 29.</b> If yes, <b>GO TO STEP 31.</b>
<b>29</b>	HQ AFSFC/SFC	<b>Notify Unit Commander of Disapproval.</b> Notify the unit commander of the decision, request the commander to advise the Airman of the disapproval and execute discharge action.
<b>30</b>	UNIT COMMANDER	<b>Notify Airman of Disapproval.</b> Notify the Airman of the disapproval and execute pending action as appropriate.
<b>31</b>	HQ AFSFC/SFC	<b>Notify RAA of Airman's Contact Information.</b> Provide current contact information to the RAA.
<b>32</b>	RAA	<b>Notify Unit Commander/Airman of Approval.</b> Notify Airman of approval. Advise member to contact TFSC to prepare DD Form 214. <b>NOTE:</b> Retirement date is effective the first day of the month following SAF PC approval.
<b>33</b>	RAA	<b>Update MilPDS.</b> Update approval in MilPDS. Generate the Airman's retirement order and retirement certificate.
<b>34</b>	AIRMAN	<b>Complete Out-processing.</b> Complete retirement out-processing actions as appropriate.

## RESPONSIBILITIES:

### 1. AIRMAN:

- a. Complete the AF IMT 1160 and written justification to support the request for retirement.
- b. Forward request to the unit commander for recommendation.

### 2. RETIREMENT APPROVAL AUTHORITY (RAA):

- a. Assist the Airman in obtaining copies of performance reports, decorations, etc.
- b. If necessary, assist with obtaining the commander's recommendation.



- c. Notify HQ AFSFC/SFC and HQ AFLOA/JAJM and hold the application until the appellate review is complete.
- d. Review the packages for completeness and forward to SAFPC for a decision.
- e. Upon receipt of the SAFPC decision memorandum, as appropriate, notify the MAJCOM/A1, HQ AFSFC/SFC and unit commander of the decision.

(1) If approved:

- Establish a retirement date the first day of the month following SAFPC approval.
- Provide the RAA with contact information for the Airman.
- Prepare the retirement order and retirement certificate and forward to the Airman.

(2) If disapproved, execute the discharge action.

3. **UNIT COMMANDER:**

- a. Make a recommendation regarding the request for retirement and obtain coordination from the local SJA and wing commander's offices.
- b. Send the package directly to the RAA for processing.

4. **HQ AIR FORCE LEGAL OPERATIONS AGENCY, MILITARY JUSTICE DIVISION (HQ AFLOA/JAJM):**

- a. Notify the RAA when the appellate review process is completed.
- b. Following notification, forward the request for retirement to the MAJCOM/A1 for a recommendation.

5. **HQ AIR FORCE SECURITY FORCES CENTER, CORRECTIONS DIVISION (HQ AFSFC/SFC):**

- a. Notify the RAA when the appellate review process is completed.
- b. Provide the RAA with contact information for the Airman.
- c. If the package is disapproved:
  - (1) Provide the Airman with the disapproval letter.
  - (2) Execute the discharge action when appropriate.
- d. Assist the Airman in preparing the retirement applications.
- e. Notify the RAA and HQ AFLOA/JAJM upon receipt of retirement requests.
- f. Suspend package until notified of appellate review completion.
- g. Send the packages directly to the MAJCOM/A1s for review before they are sent to the RAA for processing.
- h. If retirement is approved,
  - (1) provide the RAA with contact information for the Airman.
  - (2) If retirement is approved, notify the Airman of the outcome .

6. **MAJCOM/A1:**

- a. Notify HQ AFSFC/SFC when packages are forwarded to the RAA.



- b. Review package for completeness and obtain missing coordination.
- c. Provide a recommendation and return case to the RAA.

7. **MAJCOM/JA:**

- a. Receive requests and review for legal sufficiency.
- b. Forward the package to MAJCOM/CC or CV for coordination.

8. **MAJCOM/CC or CV:**

- a. Receive and review pending request for retirement in lieu of administrative or judicial action.
- b. Forward requests to MAJCOM/A1 for processing.

9. **myPers - TOTAL FORCE SERVICE CENTER (myPers - TFSC):**

If retirement is approved, contact the Airman to create the DD Form 214.



## SECTION C. MILITARY PERSONNEL DATA SYSTEM (MilPDS) UPDATE INSTRUCTIONS

### APPELLATE REVIEW LEAVE GAIN

#### INTRODUCTION

**OPR:** Separations Branch (AFPC/DPSOR)

**REFERENCES:** [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officer*; [AFI 36-3207](#), *Separating Commissioned Officers* and [AFI 36-3208](#), *Administrative Separation of Airmen*

**TARGET AUDIENCE:** Active Duty

#### GENERAL INFORMATION:

The Appellate Review Leave Gain update transaction is reserved for HQ AFSFC/SFC only.

#### RESPONSIBILITIES:

##### 1. AIR FORCE SECURITY FORCES CENTER, CORRECTIONS DIVISION (HQ AFSFC/SFC):

Update a gain action upon assignment instructions from AFPC Assignment Policy (AFPC/DPAPP1).

**NOTE:** Before gaining the Airman, ensure the Airman is in DS 00. If not, contact losing base to coordinate CMS case.

**NAVIGATION:** Select Relocations and Employment, Personnel Employment, Projected Gain Duty Info. Double-click each selection or highlight each selection then click the open button.

#### UPDATE PROCEDURES:

Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Employment Folder populates with the Airman's gain information. Click confirm arrival.

Update the following fields:

- Functional Category: Z
- PCA Eff Date –RNLTD on AF Form 899
- Date Arrived Station –RNLTD on AF Form 899

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.



- Date Departed Last Duty Stn –RNLTD on AF Form 899
- DEROS – Blank (Delete if information is listed)
- DEROS Reason – Blank (Delete if information is listed)
- Initial DEROS – Blank (Delete if information is listed)
- Initial DEROS Reason – Blank (Delete if information is listed)
- Assignment Action Reason – Blank (Delete if information is listed)
- PCS Gain tour ID-E
- Gain Source Document Code – Blank (Delete if information is listed)
- Gain Source Doc Julian Date – Blank (Delete if information is listed)
- DEROS TR Length- Blank (Delete if information is listed)
- Click OK
- F10

2. (HQ AFSFC) Checking Service Dates: If DOS is going to expire within 1 yr from today's date. Update to three years out.

**NAVIGATION:** Select Relocations and Employment, Personnel Employment, Employment, Service Dates. Double-click each selection or highlight each selection then click the open button.

#### **UPDATE PROCEDURES:**

Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Employment Folder populates with the Airman's gain information. Click Service Dates, Go to Detail

Update the following fields:

- Click on Service Dates Button
- Click on Service Dates
- Go to Detail- Click in the details box
- Change DOS-3 yrs out from today' date
- Click OK
- Click OK
- F10

3. (HQ AFSFC) Updating Duty Status to "52" (Appellate Review Leave): **NOTE:** Airmen must be present for duty "00" prior to updating to duty status "52". If this is not the case get with losing base to coordinate CMS case.

**NAVIGATION:** Select Relocations and Employment, Personnel Employment, Employment Duty Status. Double-click each selection or highlight each selection then click the open button.

**UPDATE PROCEDURES:**

Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Employment Folder populates with the Airman's information. Click Duty Status.

- Click on Duty Status
- Click the Green Plus (New Record) Button at the top of the screen
- Move cursor to new entry box and click
- Click the drop down menu for the LOV
- Scroll down to select DS 52 Appellate Review Leave
- Start Date- Use date given to us in AF Form 988
- End Date-Blank
- Double Click on small details box
- Source Document ID-AV
- Source Doc Date- today's Julian date
- OK
- F10

**4. (HQ AFSFC) Updating Reenlistment Code:****NAVIGATION:**

Customer Support, Career Enhancements, Reenlistments and Extensions. Double-click each selection or highlight each selection then click the open button click each selection or highlight each selection then click the open button.

**UPDATE PROCEDURES:**

Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Employment Folder populates with the Airman's information. Click Duty Status.

- Click the Reenl/Extension Button
- Select Reenl Eligibility from list of choices
- Go to Detail- Click in the details box
- Reenl Elig Status-2L
- Click OK

**APPELLATE REVIEW LEAVE REQUEST****INTRODUCTION**

**OPR:** Separations Branch (AFPC/DPSOR)



**REFERENCES:** [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*; [AFI 36-3207](#), *Separating Commissioned Officers and* [AFI 36-3208](#), *Administrative Separation of Airmen*

**TARGET AUDIENCE:** Active Duty

**GENERAL INFORMATION:**

The Appellate Review Leave Request update transaction is reserved for HQ AFSFC/SFC only.

**RESPONSIBILITIES:**

**AIR FORCE SECURITY FORCES CENTER CORRECTIONS DIVISION (HQ AFSFC/SFC):**

Update a separation request in MilPDS as follows. Before updating, ensure the Airman's duty status code reflects —00, Present for Duty.

**IMPORTANT:** Do not approve the separation in MilPDS. This causes the Airman to be erroneously discharged. The transaction cannot be approved until the case is finally affirmed and court martial orders are received.

**NAVIGATION:**

Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Double-click each selection or highlight each selection then click the Open button. The Assignments Folder appears.

**UPDATE PROCEDURES:**

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder populates with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window appears.
3. Select Enlisted Separation or Officer Separation, move the cursor down, and click in the Details field being updated. The Further Assignments Information window appears.
4. Update the following fields:
  - Separation Action: REQ
  - Date of Application: Date the Airman begins appellate leave
  - Separation Date: 08-Aug-3888 (Always use this date)
  - Separation ID: S (Court-Martialed – Pending Appellate Review)
  - Char of discharge: 5 or 6 (whichever recommended in the GCMO)
  - Drug Abuse Ind: 1 or 2
  - SPD1: JJD or JJE (whichever is applicable)
  - Program Tracer: A



5. Update duty title on officers to —Appellate Leave; update DAFSC to 96D0.

## APPELLATE REVIEW LEAVE PUNITIVE DISCHARGE APPROVAL

### INTRODUCTION

**OPR:** Separations Branch (AFPC/DPSOR)

**REFERENCES:** [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*; [AFI 36-3207](#), *Separating Commissioned Officers and* [AFI 36-3208](#), *Administrative Separation of Airmen*

**TARGET AUDIENCE:** Active Duty

### GENERAL INFORMATION:

The Appellate Review Leave Punitive Discharge Approval update transaction is reserved for HQ AFSFC/SFC only.

### RESPONSIBILITIES:

#### **AIR FORCE SECURITY FORCES CENTER CORRECTIONS DIVISION (HQ AFSFC/SFC):**

Affirmed Cases for Discharge or Dismissal - Update the approved separation in MilPDS as follows upon receipt of a final court-martial order directing discharge from the Judge Advocate (JA) office for the applicable Court-Martial convening authority.

### NAVIGATION:

Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Double-click each selection or highlight each selection then click the Open button. The Assignments Folder appears.

### UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder populates with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window appears.
3. Select Enlisted Separation or Officer Separation, move the cursor down, and click in the Details field being updated. The Further Assignments Information window appears.
4. Update the following fields:  
Separation Action: Apr  
Date of Application: Date of update  
Separation Date: Designated or approved separation date

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.



Separation ID: R (Applied/Approved Involuntary Separation)  
Char of discharge: 5 or 6 (whichever is recommended in the GCMO)  
Drug Abuse Ind: 1 or 2  
SPD1: JJD or JJE (whichever is applicable)  
Program Tracer: A  
5. Update E53.  
6. Mail Copies 1 and 4 of the DD Form 214 and copies of Separation Orders to the Airman.

## CHANGE OF APPROVED VOLUNTARY/INVOLUNTARY SEPARATION

### INTRODUCTION

This update action is accomplished when data items change after the approval is updated. The record status must be 20. To update a change to an approved voluntary or involuntary separation or certain data within the approved separation update. **NOTE:** Only AFPC updates active duty enlisted separation requests, approvals, and cancellations unless further delegated. The MPS is delegated the authority for MilPDS updates for Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School approved for a PETS separations for which the Separation Authority is Base Level. **NOTE:** AFPC updates/changes approved PETS separations on Basic Military Training or non-prior service (NPS) students when the Separation Authority is AFPC.

**OPR:** Separations Branch (AFPC/DPSOR)

**REFERENCES:** [AFI 36-3206](#) *Administrative Discharge Procedures for Commissioned Officers*, [AFI 36-3207](#), *Separating Commissioned Officers* and [AFI 36-3208](#) *Administrative Separation of Airmen*; [AFI 36-3209](#), *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*

**TARGET AUDIENCE:** Active Duty

### GENERAL INFORMATION:

Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 3](#) for instructions on retrieving the SURF.

### RESPONSIBILITIES:

1. **MILITARY PERSONNEL SECTION (MPS):**

Process and approve/change separation requests for **Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only** when approved for a PETS separation for which the Separation Authority is Base Level.

2. **AFPC SEPARATIONS BRANCH (AFPC/DPSOR):**

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.



Update separation requests in accordance with [AFI 36-3208](#), [AFI 36-3206](#) and [AFI 36-3207](#), and verify eligibility and update in MilPDS.

3. **myPers - TOTAL FORCE SERVICE CENTER (myPers - TFSC):**

Process and approve/change enlisted voluntary separation requests in accordance with [AFI 36-3208](#).

#### NAVIGATION:

1. **MPS:** Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder appears.
2. **AFPC:** Select Personnel Programs and Retirements/Separations. Double-click each selection or click to highlight each selection then click the Open button. The Assignments Folder appears.

#### UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder populates with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window appears.
3. Select Enlisted Separation or Officer Separation, move the cursor down, and click in the Details field being updated. The Further Assignments Information window appears.
4. Update only those date items changed since the approval update. Strict rules exist for changing certain data items (i.e., SPD 1/2/3/4), and in many cases, a change to these fields requires a cancellation, followed by a new request or approval. Some of the more common changes involve updates to the "Separation Date," "Air Force Reserve Commission Requested," "Sep Accessing PAS," etc.
5. Save the update by clicking the Save button.
6. Close the window or application by clicking the "X" located in the top right corner of each window.

**NOTE:** If the E53 transaction was previously updated, an E54 must be updated. See E5 Transaction Update Instructions.

## APPROVED ENLISTED INVOLUNTARY SEPARATION

### INTRODUCTION

This update action is used to update an enlisted involuntary separation. This update action is accomplished upon approval from the appropriate authority for the separation action. The Airman's record status (RS) must be in 10.



**NOTE:** Only AFPC updates active duty enlisted separation requests, approvals, and cancellations unless further delegated. The MPS is delegated the authority for MilPDS updates for Airman assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School approved for involuntary separations for which the Separation Authority has approved.

**OPR:** Separations Branch (AFPC/DPSOR)

**REFERENCES:** [AFI 36-3208](#), *Administrative Separation of Airmen*

**TARGET AUDIENCE:** Active Duty

**GENERAL INFORMATION:**

Prior to completing an update or query retrieve a RSLOSS SURF. See [Attachment 3](#) for instructions on retrieving the SURF.

**RESPONSIBILITIES:**

1. **MILITARY PERSONNEL SECTION (MPS):**

Process and approve separation requests for **Airmen assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only** when approved for an involuntary separation by the Separation Authority.

2. **AFPC SEPARATIONS BRANCH (AFPC/DPSOR):**

Approve separation requests in accordance with [AFI 36-3208](#).

**NOTE:** Verify the reenlistment code prior to updating record. Do not process separation requests if the RE Codes are not applicable for separation ([AFI 36-2606](#) Tables 3.1, 2, 3, and 4). RE code should have been updated upon commander notification.

**NAVIGATION:**

1. **MPS:** Select Relocations and Employment, Personnel Relocations, and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder appears.
2. **AFPC:** Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder appears.

**UPDATE PROCEDURES:**

**NOTE:** Update of enlisted separation approval requires the user to enter two update screens (Enlisted Separation and Addl Separation Info).



1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignments Folder populates with the Airman's current information.
2. Click the R/S Info button. The Extra Assignment Information window appears.
3. Select Enlisted Separation.
4. Move the cursor down, and click in the Details field being updated. The Further Assignments Information window appears. **NOTE:** An approved separation can be updated without a prior separation request on file
5. Update the following fields: **NOTE:** Click the drop down menu for the LOV to provide a list of options within each field.
  - a. Separation Action - APR
  - b. Application date - **NOTE:** For Involuntary Separation Updates, the application date is the Date of Notification as annotated on the Airman's Acknowledgment Memorandum. **EXCEPTION:** For an approved separation under AFI 36-3208, Chapter 4, use the date on the Separation Authority Approval Memorandum.
  - c. Separation date - ASAP
  - d. Separation ID – R (involuntary Separation)
  - e. SPD1 - Reference MPFM 07-09, Helpful Hints for Using Separation Program Designators (SPDs), Separation Program Tracers (SPTs), and Determining Types of Separation for applicable SPD code listing. **NOTE:** This MPFM is FOUO, if you do not have this MPFM, contact AFPC/DPSOR Officer Separations and it is provided with further instructions.
  - f. Tracer Action - Reference MPFM 07-09 for applicable tracer code
  - g. Character of Discharge - Reference the Separation Authority's Memorandum
  - h. Remarks – Although not mandatory it is highly encourage to place remarks
  - i. Apr/Dis Level – 1 (HAF/AFPC) or 3 (Base Level)
6. Click the OK button.
7. Save the update by clicking the Save button.
8. Click on Addl Separation Info. The Further Assignment Information window appears.
9. Update the appropriate items as applicable. **NOTE:** At a minimum the Entlmt Sevr Readj Pay, Force Adj Prog Yr (FY of date of separation), and Force Adj Rsn should be updated. For each field, utilize the LOV for appropriate data items.

## CONFIRM SEPARATION

This update action causes the approved separation record to drop from the MPS file and is projected to the gaining unit (if applicable).

**OPR:** Separations Branch (AFPC/DPSOR)

**TARGET AUDIENCE:** Active Duty

**GENERAL INFORMATION:**



Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 3](#) for instructions on retrieving the SURF.

## RESPONSIBILITIES:

### AFPC SEPARATIONS BRANCH (AFPC/DPSOR) & myPers - TFSC:

Under most circumstances, this action is automatic and requires no update from the user. This continues to be true in MilPDS. When the effective date of separation is equal to or less than the current date, the confirmation updates automatically during the next end of day processing as long as the DJMS Status code is D, E or O.

## NAVIGATION:

**AFPC:** Select Personnel Programs and Retirements/Separations. Click the Open button or double-click each selection. The Assignments Folder appears.

## UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl + F11 function key to execute the query. The Assignment Folder populates with the Airman’s current information.
2. Click the R/S Info button. The Extra Assignment Information window appears.
3. Select Enlisted Separation or Officer Separation (as applicable), move the cursor down and click in the Details field for the approved Separation being confirmed. The Further Assignment Information window appears.
4. Change the “Separation Action” field from “APR” to “CON.” Click the OK button.
5. Save the update by clicking the Save button.
6. Close the window or application by clicking the “X” located in the top right corner of each window.

**NOTE:** If the Airman is not previously approved for separation, follow the procedures for updating an approval of voluntary/involuntary separation. Update “CON” in the “Separation Action” field. Click the OK button. Save the update by clicking the Save button and close the application.

## E5 TRANSACTION

### INTRODUCTION

**Defense Joint Military Pay System (DJMS).** This update supports the flow of separation data to the Defense Joint Military Pay System using output of the E53--Report, E54--Change, and E56--Cancel formats. Table B-1 indicates what action must be taken to clear a DJMS reject.

**OPR:** Separations Branch (AFPC/DPSOR)

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.



**REFERENCES:** [AFI 36-3206](#) *Administrative Discharge Procedures for Commissioned Officers*, [AFI 36-3207](#), *Separating Commissioned Officers*, [AFI 36-3208](#), *Administrative Separation of Airmen*

**TARGET AUDIENCE:** Active Duty

**GENERAL INFORMATION:**

1. Prior to completing an update or query retrieve a “RSLOSS” SURF. See [Attachment 3](#) for instructions on retrieving the SURF.
2. DJMS transactions are updated by AFPC or the MPS handling the separation no earlier than 120 days and no later than 10 days before the approved separation date. **NOTE:** The MPS has the authority to update Airmen assigned to Basic Military Training or non-prior service (NPS) students assigned to Technical Training School only.
3. Correction transactions are also available when an update is needed to correct the pay file when MilPDS is correct. These “by-pass” transactions duplicate the E5C, E5D, and E5F in the Air Force Personnel Data System.

**NAVIGATION:**

Select Relocations and Employment, Personnel Relocations, and DJMS. Double-click each selection or click to highlight each selection then click the Open button. The DJMS window appears in query mode. If the Airman’s record has dropped from file, an E5 transaction update may be needed or a reject notice appears after the record has dropped from file. Return to the Responsibilities window and select the Global Transaction Process followed by DJMS.

**UPDATE PROCEDURES:**

1. Type the Airman’s SSN in the SSAN field and press the F8 function key. The system returns to the Airman’s record.
2. Select the appropriate transaction by clicking on the Radio button to the left of the transaction name. DJMS Status is a non-updateable field. The data displayed reflects the status of the DJMS update requirement. Once the appropriate transaction has been updated, the code changes when the record is re-queried.
3. The Source Document ID is mandatory for all transactions. The field is divided into two parts. First, type the two-position source document code selected from the list of values (LOV). Tab to the next area of the field and type the date (DD-MMM-YYYY) of the document. Oracle translates the date into the correct Julian Date.
4. Updating a domestic address for the E53 - Report or the E54 - Change - Futur Mail Adrs St, Futr Mail Adrs Dom City, Futr Mail Adrs State, and Future Mail Adrs Zip. Click the OK button.
5. Updating a foreign (non-APO/FPO) address: Futur Mail Adrs St, and Futur Mail Adrs Forn. Click the OK button.
6. Updating an APO/FPO address: Adrs Main Dom Forn ID, and Futr AFO FPO Code. Click the OK button.
7. Additional fields may be required for specific separation transactions:



- 8. Involuntary Separations entitling Airmen to separation pay: Mos Svc Sev Rea Sep Pay (three digit field with leading zeros (if applicable)), and Gr Dsablty Servnc (numeric only).
- 10. Air Force Reserve officer and enlisted personnel (Service Component “V”): Days Alwbl Tvl Times Res.
- 11. Click the “Submit” button. A processing complete message appears.
- 12. E-56 - Cancel. Oracle automatically generates the E56 action to cancel a separation already reported to the pay file (E53 already input) when the separation cancellation transaction is updated. The DJMS transaction is manually updated by typing the Source Document ID. When the separation date on the pay file is different from the separation date in MilPDS, include Ret/Sep Date in the E56 transaction.
- 13. Correction transactions are updated when the pay file is wrong, but the Personnel Data file (DJMS Status code) is correct. First, select the appropriate transaction E53/E54/E56 and click in the Correct box. Update the fields according to the instructions above. Output transactions reflects E53/E54/E56 and the DJMS Status code does not change.

**Table B-1. AFPC/DPSOR/myPers - TFSC Action For DJMS Reject (This Table Is Used In Conjunction With A T93 Printout From The FSO).**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If MMPA Inquiry</b>	<b>and</b>	<b>AFPC Action</b>
<b>1</b>	N7 line reflects correct data	NN line is clear (no data found).	No action required (see note).
<b>2</b>	N7 line is blank; ETS or DOS is incorrect on MMPA	NN line shows a rejected E53 or E53.	E5C with correction indicated by DJMS reject code.
<b>3</b>	N7 line reflects correct data	NN line shows a rejected E53.	E5F with RAC to rejected E53.
<b>4</b>	N7 line reflects separation, but separation has been cancelled	NN line is clear or reflects any rejected E5# transaction.	E5F with RAC to DOS on N7 or NN line.

**NOTE:** This situation is caused by timing differences between MPS and DFAS processing. If an E5 transaction reject appears on your TR, contact myPers - TFSC at DSN: 665-5000.



**ATTACHMENT 1  
PRE-SEPARATION ORDER WORKSHEET**

“This contains information which must be protected in accordance with AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO). "It must be protected or Privacy Act information removed prior to further disclosure.”

**Only** separatees, who do not have access to a computer to complete the Pre-Separation Order worksheet on-line, **and/or** Airmen who are administratively discharged; utilize this attachment to initiate the separation order. Email the worksheet to the myPers - TFSC at [dps.sepreloc@us.af.mil](mailto:dps.sepreloc@us.af.mil) for regular separations. For administrative discharge orders, attach the worksheet to the CMS case.

**Section 1.** This information is used to prepare separation documents. **PRINT LEGIBLY OR TYPE**

**GRADE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **UNIT & BASE:** \_\_\_\_\_

**DUTY PHONE:** \_\_\_\_\_ **OFFICE SYMBOL:** \_\_\_\_\_

**DUTY EMAIL ADDRESS:** \_\_\_\_\_

**CURRENT HOME/CELL PHONE:** \_\_\_\_\_

**PERSONAL EMAIL ADDRESS:** \_\_\_\_\_

**PROJECTED DEPARTURE DATE (PDD):** \_\_\_\_\_

*(NOTE: If separating from an overseas location, an entry is mandatory in this area. Failure to provide an accurate PDD may result in inaccurate data in the Foreign Service block of the DD Form 214. Inaccurate or non-existent data in the Foreign Service block of the DD Form 214 could adversely affect your ability to receive certain benefits/entitlements both presently and in the future.)*

**Section 2.** Ensure dependent information is correct in the Defense Eligibility Enrollment Reporting System (DEERS) (MPS – Customer Service). Completion of the worksheet initiates separation orders. **NOTE:** Separation orders are not published until the requested information is received.

1. **DEPENDENTS** (if more space is needed, use item 7 (comments/remarks) :

a. _____	_____	_____
NAME (Last, First MI)	RELATIONSHIP	DATE OF BIRTH
_____	_____	_____
ADDRESS/CITY	STATE/POSSESSION	POSTAL CODE



b. \_\_\_\_\_  
 NAME (Last, First MI)                      RELATIONSHIP                      DATE OF BIRTH

\_\_\_\_\_  
 ADDRESS/CITY                      STATE/POSSESSION                      POSTAL CODE

c. \_\_\_\_\_  
 NAME (Last, First MI)                      RELATIONSHIP                      DATE OF BIRTH

\_\_\_\_\_  
 ADDRESS/CITY                      STATE/POSSESSION                      POSTAL CODE

d. \_\_\_\_\_  
 NAME (Last, First MI)                      RELATIONSHIP                      DATE OF BIRTH

\_\_\_\_\_  
 ADDRESS/CITY                      STATE/POSSESSION                      POSTAL CODE

2. [FUTURE MAILING ADDRESS:](#) (Mandatory Item)

\_\_\_\_\_  
 STREET ADDRESS                      CITY

\_\_\_\_\_  
 STATE/POSSESSION                      POSTAL CODE

2a. NEAREST LIVING RELATIVE (must be someone other than the spouse):

\_\_\_\_\_  
 NAME (Last, First MI)                      RELATIONSHIP

\_\_\_\_\_  
 ADDRESS/CITY                      STATE/POSSESSION                      POSTAL CODE

3. [HOME OF RECORD:](#) (Obtain from DD Form 4/1):

\_\_\_\_\_  
 ADDRESS/CITY                      STATE/POSSESSION



4. PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY: (Obtain from DD Form 4/1):

\_\_\_\_\_  
ADDRESS/CITY

\_\_\_\_\_  
STATE/POSSESSION

---

5. [I ELECT TO RECEIVE TRAVEL PAY TO](#) (must select one):

HOME OF RECORD  PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY

---

6. [I PLAN TO TAKE TERMINAL LEAVE:](#) (Not applicable to administrative discharges):

YES  NO

Indicate terminal leave start date: \_\_\_\_\_

---

7. [COMMENTS / REMARKS:](#)



## ATTACHMENT 2

### PRE-SEPARATION ORDER WORKSHEET INSTRUCTIONS

Enlisted and officer personnel in the grade of Lieutenant Colonel and below and projected to separate from the Air Force utilize the Pre-Separation Order Worksheet. AFPC uses the information to complete the separation orders and DD Form 214, **Certificate of Release or Discharge from Active Duty**.

#### **DUTY INFORMATION:**

MilPDS is the system of record for phone and email address. If there are errors in the input box items, correct the information by clicking in the input box. If errors are found in items NOT in the input boxes, contact the assigned unit, the MPS, or the myPers - TFSC at 1-800-525-0102. Take immediate action to correct any incorrect items.

#### **DEPENDENTS:**

Provide the last name, first name, middle initial, relationship, date of birth (DD-MMM-YYYY), and address for the dependent(s). To add additional dependents, click the “**ADD ANOTHER DEPENDENT**” link. The dependent(s) information provided should match the dependent(s) information updated in the Defense Eligibility Enrollment Reporting System (DEERS). If deletion, change or update of dependents in the DEERS is required, contact the local Customer Service Element at the MPS.

Airmen are only authorized travel entitlements for dependents who physically relocate with them. Contact the local FSO for any questions.

#### **FUTURE MAILING ADDRESS:**

The future mailing address must be either the permanent residential address or the permanent residential address of someone who forwards the Airman’s mail to them. The future mailing address must be a complete mailing address to complete the separation order.

#### **Examples:**

3209 Woodchuck Lane	<b>or</b>	c/o John Smith, 123 Oak Drive
Peoria, IL 61650		Sydney, AK 14561-1124

#### **HOME OF RECORD:**

For enlisted Airmen, use the home of record as shown on the initial DD Form 4-1-2, *Enlistment/Reenlistment Document - Armed Forces of the United States*. For officers use the Extended Active Duty (EAD) order. Guard or Reserve Airmen use the address listed on the document that ordered them to active duty.

**Example:** San Antonio, TX

**PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY INFORMATION:**

For enlisted Airmen, enter the city and the state where the Airman lived when ordered to active duty as shown on the initial DD Form 4-1-2, *Enlistment/Reenlistment Document – Armed Forces of the United States*. For officers, use the Extended Active Duty Order. Reserve or Guard Airmen use the address listed on the document that ordered them to active duty.

For Regular Air Force Airmen, this is the enlistment office where the Airman entered the Air Force on extended active duty. The place of entry should never change during a continuous period of active duty.

**Example:**

San Antonio, TX

**TRAVEL PAY ELECTION INFORMATION:**

Travel entitlements and travel pay are only authorized to the place of entry (POE) or home of record (HOR) regardless of where the Airman relocates. If the Airman desires to receive travel pay to their HOR, select **HOME OF RECORD**. If the Airman desires to receive travel pay to their POE, select **PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY**.

If the Airman chooses to relocate anywhere other than the HOR or POE and there is an additional cost outside of the amount of travel pay entitlement to their HOR or POE, the Airman incurs all additional out-of-pocket expenses associated with the move. The Airman is required to pay the difference prior to the move. Contact the local FSO for any questions.

**HOME OF SELECTION:**

Airmen may be eligible for travel to the home of selection if the following conditions are met:

- a. Airmen who separated with severance or separation pay immediately following at least 8 years of continuous active duty service with no single break therein of more than 90 days.
- b. Involuntary Airmen who were released from active duty with readjustment or separation pay, immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

**TERMINAL LEAVE:**

Terminal leave ([AFI 36-3003](#)) is used in conjunction with separation and is considered chargeable leave. The last day of terminal leave ends on the date of separation. Airmen out-process and depart their duty station the duty day prior to the start of their terminal leave. The unit commander must approve terminal leave. Terminal leave is not authorized for administrative discharges.

If an Airman requests terminal leave, select **YES** and use the calendar to select the anticipated start date. If an Airman does not request terminal leave, select **NO**.



Separations Branch use this information to ensure the separation order is completed prior to the start date of the projected terminal leave. **NOTE:** Contact the local FSO to assist in calculating the leave balance and the MPS to assist with processing terminal leave requests. Orders cannot be processed until AFPC receives the completed worksheet. Departure on terminal leave may be delayed if AFPC is not given enough lead-time to complete the orders.

#### **ADDITIONAL INFORMATION (REMARKS) BOX:**

Communicate any relevant information to AFPC in the box provided. **EXAMPLE:** If the Airman has an aeronautical rating and/or is on flying status, provide AFPC the information in this block to include on the orders. Orders are not amended to include this information after orders are published.

#### **AMENDMENTS:**

Separations Branch or myPers - TFSC will **NOT** publish amendments to orders for reasons listed below. Review the [Orders Processing Application \(OPA\) PSD Guide](#). Correct inaccurate first names, middle names, or initials

- a. Change an AFSC skill level
- b. Correct inaccurate future mailing address
- c. Change aeronautical ratings and flying status
- d. Correct Travel by Private Conveyance (TPC)

If the separation orders require an amendment for any item **NOT** listed above, email [dps.sepreloc@us.af.mil](mailto:dps.sepreloc@us.af.mil) prior to the DOS.



### ATTACHMENT 3 RSLOSS (LOSS MANAGEMENT) SURF

RSLOSS (Loss Management) SURF with identified validation fields. Follow the instructions below to request, submit or print a RSLOSS SURF:

1. Click “Reports/Retrievals” from the navigator window.
2. In the “NAVIGATOR” window, click on “FOLDERS” and “OPEN.”
3. Scroll to and click on “RIP/BRIEF/SURF Interface” and “OPEN.”
4. Click on “report type” and select “SURF.”
5. Click on “REPORT NAME.”
6. Locate/click on SURF format “RSLOSS” (Loss Management) and click on “OK.”
7. Under the Individual Selection Criteria area, click on the “SSN” block.
8. Enter SSN in the following format: 123-45-6789 and press “Enter” on the keyboard; individual’s name appears on screen.
9. After name appears in the Individual Selection Criteria area, click on “FIND.”
10. After the name appears at the bottom of the screen, click on “SUBMIT.”
11. A narrative box should appear stating the transaction was “Done...” and click on “OK.”
12. A list of requested reports/processed appears.
13. Locate the requested product (SURF). Generally appears at the top of the list.
14. Look at the “REQUEST ID” column.
15. If column reflects “PENDING,” press F8 on the keyboard to complete processing (Upon processing, REQUEST ID should change to reflect PHASE COMPLETED.)
16. When column reflects “PHASE COMPLETED,” scroll down to bottom of page and click on “REPORT” SURF appears and can be printed at this time.
17. Check Admin – Hold: NO, Medical Hold: NO line to ensure that Medical Hold changes to state “Y.”



**ATTACHMENT 4**  
**ADMINISTRATIVE DISCHARGE MEMORANDUM**

OFFICIAL LETTERHEAD

(Date)

MEMORANDUM FOR SQ/CC

FROM: (Discharge Authority)

SUBJECT: AFI 36-3208, AB Jane M. Doe, (Squadron)

The recommendation for discharge on **AB Jane M. Doe, 123-45-6789, 111<sup>th</sup> Security Forces Squadron, JBSA Randolph Air Force Base, TX** is approved. I direct that AB Doe be discharged from the United States Air Force for **Misconduct: Commission of a Serious Offense (If the separation is for more than one reason, the discharge authority must cite the primary reason)**. The authority for this action is **AFI 36-3208, *Administrative Separation of Airmen*, paragraph 5.52.3**. I direct an **Under Honorable Conditions (General) Discharge** without the opportunity for probation and rehabilitation.

JOHN H. SMITH, Colonel, USAF  
Commander



## ATTACHMENT 5

### POST-APPROVAL SEPARATION ACTIONS

#### RESPONSIBILITIES:

##### 1. AIRMEN:

a. Ensure dependent information is correct in the Defense Eligibility Enrollment Reporting System (DEERS). If deletion, change or update of dependents in the DEERS is required, contact the local Customer Service Element at the MPS. **NOTE:** If the dependent information is inaccurate in either system, the separation order will not correctly reflect the number of dependents.

b. Upon notification of separation approval, access [AFPC Secure](#); click the **vMPF Self-Service Application link**. Upon accessing the vMPF, click the **Self-Service Actions link, Separations link and the Initial Separation Briefing link**. Initiate and certify the Initial Separation Briefing prior to submitting the Pre-Separation Order Worksheet. **NOTE:** The Pre-Separation Order Worksheet link is not visible until the Initial Separation Briefing is completed.

c. After completing the Initial Separation Briefing, click the **“Pre-Separation Order Worksheet”** link and complete the worksheet. Refer to [Attachment 2](#) for further explanation of the Pre-Separation Order Worksheet terms. **NOTE:** Orders cannot be published until the completed Pre-Separation Order Worksheet is submitted. Orders are available approximately 60 days prior to departure; however, if separation is short notice (within 60 days), allow 2 weeks for processing. Departure on terminal leave may be delayed if AFPC is not given enough lead-time to complete orders.

d. For Airmen denied government network computer access, visit the MPS for hardcopy Pre-Separation Order Worksheet. If changes to the Pre-Separation Order Worksheet are required after submitting the worksheet, contact myPers - TFSC at (800) 525-0102. Click the **Save Changes** button to save the worksheet.

#### **NOTES:**

- 1) AFPC uses the information to complete the separation order and the DD Form 214, **Certificate of Release or Discharge from Active Duty**.
  - 2) MilPDS pre-populates some data from the Airman’s record. AFPC personnel technicians review and verify the personal data and correct errors as needed.
  - 3) Airmen must have a projected separation in MilPDS for the worksheet to display; otherwise, an on-screen notification displays ineligibility.
  - 4) Completed orders are accessible to the Airman in vOP and ARMS after they are processed. MPS also can assist the Airman in retrieving the orders.
- e. Review the DD Form 214, **Certificate of Release or Discharge from Active Duty Worksheet**, and provide source documents of missing entries to the MPS. **NOTE:** For missing or inaccurate training data, ensure the training is updated by the MPS, then scan and attach the required support documents. Training certificates should be for formal, in-



service training courses completed during continuous active military service or Professional Military Education (PME) by correspondence through the Extension Course Institute (ECI). The certificate should reflect the in-residence course length (weeks or hours).

f. Complete all base out-processing actions to include the Unit Checklist and vOP. Contact MPS to schedule a final out-processing appointment.

## 2. **MILITARY PERSONNEL SECTION (MPS):**

***NOTE: The disposition of medical and dental records does not apply to PALACE FRONT and PALACE CHASE separation actions. Follow the guidelines in [AFI 36-3205](#). Provide a hardcopy Pre-Separation Order Worksheet to those Airmen denied government network computer access at [Attachment 1](#), and Pre-Separation Order Worksheet Instructions at [Attachment 2](#).***

- a. Verify dependent information to ensure the dependent data in DEERS and MilPDS are accurate. ***NOTE:*** If the dependent information is inaccurate in either system, the separation order will not correctly reflect the number of dependents.
- b. Monitor the transaction register (TR) and update the Airman's projected departure date (PDD) and SSN into vOP. Utilize the Short Notice Checklist if the Airman is within 30 days of their DOS. Do not update the Airman's PDD and SSN into vOP for short notice separations.
- c. Conduct final out-processing actions to include appellate review actions, port separations and geographically separated units (GSU).
- d. Effective 5 Jun 08, MPS Separations suspended processing E5 transactions for all separations. Once AFPC completes the E5 transaction, the E5 remark no longer reflects on the base-level Transaction Register (TR). ***NOTE:*** AFPC is currently working to suppress the E5 remark on base-level TRs to limit confusion. If receiving pay problem inquiries directly following an Airman's DOS, extreme TR remark repeats (75+) are identified; if the Airman is within 30 days of projected DOS, forward a Case Management System inquiry:
  - 1) Non-Disability Separations:  
Problem Type: Separation (E503 Problem)  
Office: Separations Branch (AFPC/DPSOR)
  - 2) Disability Separations:  
Problem Type: Separation (E503 Problem)  
Office: AF Disabilities (AFPC/DPSD)
  - 3) Retirements:  
Problem Type: Separations Branch (E503 Problem)  
Office: Retirements Branch (AFPC/DPSOR)
- e. Assist Airmen in processing terminal leave requests.
- f. Ensure Airmen being administratively discharged complete the Initial Separation Briefing using vMPF and receive the Discharge Review Fact Sheet at [Attachment 7](#). ***NOTE:*** If computer access is restricted, print the items and make them available to the Airman).



- g. Assist Airmen in retrieving orders when necessary using the [Orders Processing Application \(OPA\) PSD Guide](#).
- h. Final out-process the Airman regardless of their location.
- i. Retain an advisory role in the redesigned separation process and provide guidance to Airmen after they have exhausted support from myPers - TFSC or AFPC/DPSOR.

3. **myPers - TFSC:**

- a. Upon approval, update MilPDS.
- b. Contact the Airman for any missing information for orders processing.
- c. Determine eligibility based on the criteria in [AFI 36-3208](#), chapter 9 for enlisted and [AFI 36-3207](#), Attachment 2 for officers. Notify Airmen entitled to separation pay within 10 days of confirming separation in MilPDS.
- d. Verify dependent information to ensure the dependent data in DEERS and MilPDS are accurate. **NOTE:** If the dependent information is inaccurate in either system, the separation order will not correctly reflect the number of dependents. Upon notification of completion of the Pre-Separation Order Worksheet, process the separation order in the OPA and process the DD Form 214. Provide orders to Airmen approximately 60 calendar days prior to the projected departure date, using the virtual Out-processing (vOP). However, if separation is short notice (within 60 days), orders will be provided as soon as possible. Completed orders are accessible to the Airman in vOP and the Automated Record Management System (ARMS). Personnel being administratively discharged receive orders within the first duty day in conjunction with a weekend or within 48 hours of submitting the Pre-Separation Order Worksheet. **NOTE:** Notification flows to the MPS to add the Airman's Social Security Number (SSN) to vOP.
- e. Process E5 transaction NET 120 calendar days, but NLT 10 calendar days from an approved separation date. Manage all updates with DFAS using direct MilPDS input or dataload. In the event of rejects/errors, coordinate directly with DFAS Denver and Cleveland to resolve. Refer to [Section C](#) for E5 Transaction update instructions.
- f. Correct all Defense Joint Military System (DJMS) rejects.

4. **FINANCIAL SERVICES OFFICE (FSO):**

- a. Assist Airmen in calculating leave balance.
- b. Assist Airmen with travel pay entitlements.



**ATTACHMENT 6**  
**MILITARY PERSONNEL SECTION (MPS)**  
**INVOLUNTARY (ADMINISTRATIVE) DISCHARGE CHECKLIST**

*“This contains information which must be protected in accordance with AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO). “ It must be protected or privacy act information removed prior to further disclosure.”*

**Section 1.** This information is completed by the MPS and is used to prepare separation documents. **WRITE LEGIBLY OR TYPE**

**GRADE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **UNIT & BASE:** \_\_\_\_\_

**DATE OF NOTIFICATION MEMORANDUM BY UNIT COMMANDER:** \_\_\_\_\_

**DATE OF SEPARATION** - AFPC establishes a DOS two duty days (five duty days for overseas personnel) after the package is submitted, reviewed by AFPC, is complete and processed. AFPC returns the case if all applicable actions are not complete. If more than two days are required, justification ***must*** be submitted in the form of a digitally signed email or official memorandum.

**Section 2.** Verify the below items to ensure all applicable actions are completed:

1. Is the Airman in Technical School or a Pipeline Student?  YES  NO.  
(If yes, STOP; all processing actions are still the responsibility of each local MPS for Airmen assigned to Basic Military Training or students (non-prior service) assigned to Technical Training School.
2. Has the Reenlistment Code (RE) been verified?  YES  NO  
(**NOTE:** Reenlistment Section must verify and update the appropriate 2K RE code in accordance with AFI 36-2606 for accuracy)
1. Is a CMS case completed for lost time/duty status (*if applicable*)?  YES  NO  N/A
2. What is the Airman’s duty status? \_\_\_\_\_
3. Is the Airman in civilian confinement?  YES  NO **NOTE:** If yes, ensure base JA contacts AFPC/JA.
4. Is the Airman is military confinement?  YES  NO **NOTE:** If yes, ensure base JA contacts AFPC/JA.
5. Is the Airman medically cleared for separation?  YES  NO

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.



*(If no STOP, the Airman must be medically cleared before you can submit the case to AFPC/DPSOR for processing).*

6. Does the Airman live in base housing/dormitory?  YES  NO  
*(If yes go to question 9; if no skip to question 10).*
7. Personnel residing in government quarters **and/or** assigned overseas only: Can the Transportation Management Office (TMO) support a short notice pick-up of household goods?  YES  NO.  
If NO, what is the earliest date TMO can pick-up the household goods \_\_\_\_\_?  
*(a date must be provided before AFPC/DPSOR will process).*
8. Is the Airman pending a Medical Evaluation Board (MEB)?  YES  NO  
*(If yes, refer to Dual Action Processing in the [Separations PSD Guide](#). STOP, do not submit using CMS).*
9. Is the Airman eligible to apply for retirement?  YES  NO  
*(If yes, **and** the Airman applies for retirement, refer to Dual Action Processing in the [Separations PSD Guide](#). STOP, do not submit using CMS).*
10. If the Airman is demoted, was the demotion updated in MilPDS?  YES  NO  N/A
11. Does the Airman have an assignment updated or projected in MilPDS?  YES  NO
12. Is there a projected TDY or contingency operation in MilPDS?  YES  NO   
*(If yes, contact the Personnel Readiness Function for necessary update)*
13. What is the Characterization of Discharge?  Honorable  General  UOTHC  
*(If UOTHC, must have General Court Martial authority for final decision)*
14. Is the Airman being discharged in accordance with AFI 36-3208, paragraph 5.11.9 (Mental Disorder)?  YES  NO  
*(If yes, see Section J for mental disorder discharge processing and ensure Attachment 19 and Attachment 20 in the [Separations PSD Guide](#) are complete/attached to the CMS case)*
15. Was the Airman entitled to a Discharge board (AFI 36-3208, para 6.2.2)?  YES  NO
16. If yes, did the Airman waive their discharge board entitlement?  YES  NO  
*(Airman's Statement must be attached to the CMS case, fig 6.4 or 6.8)*
17. When is the 15<sup>th</sup> or 20<sup>th</sup> day suspense for processing time? Obtain the date from the legal office. (Refer to AFI 36-3208, table 6.4 Average Processing Time Goals)
- a. 15 workdays for CONUS: \_\_\_\_\_(provide a date)
- b. 20 workdays for OCONUS: \_\_\_\_\_(provide a date)



18. Is Airman required an EPR in accordance with AFI 36-3208, paragraph 6.4 and AFI 36-2406, Table 3.7?  YES  NO
19. I understand the case will be returned by AFPC/DPSOR if all applicable actions are not checked and/or annotated.

**Verified by MPS personnel** \_\_\_\_\_  
(Print Rank/Last, First Name)

**Duty Phone (DSN):** \_\_\_\_\_



## ATTACHMENT 7

### DISCHARGE REVIEW FACT SHEET

The Air Force Discharge Review Board was set up under 10 U.S.C. 1553 and the Air Force Board for Correction of Military Records under 10 U.S.C. 1552.

#### What Is a Discharge Review?

In a Discharge Review, your discharge is examined to decide whether the Service discharged you correctly and whether your service was characterized fairly. Discharge policies and procedures change from time to time. The Boards that review discharges must consider these changes in reviewing your discharge. You may benefit from these changes if you apply.

#### Who Is Eligible To Apply for a Discharge Review?

Former service Airmen may apply for a discharge review or correction of records. If the former service Airmen has died or is not mentally competent, the surviving spouse, next of kin, or legal representative may sign the application but legal proof must accompany the application.

#### How Do I Apply for a Discharge Review?

**STEP 1:** You can apply and present your case on your own but several organizations are available to help you. These organizations provide free counsel or a representative to assist you in your discharge review. The national service organizations (American Red Cross, American Legion, Disabled American Veterans, Veterans' of Foreign Wars, Jewish War Veterans) are listed on the reverse side of the DD Form 293, **Application for Review of Discharge or Dismissal From the Armed Forces of the United States**. You can find the local chapter address and telephone number in the telephone directory.

**STEP 2:** You do not have to get a copy of your military records but they may help you to prepare your discharge appeal, to discuss your case with a counsel or representative, and to understand the official reason for your discharge. You can get a copy of your records at no charge. Use the attached SF 180, **Request Pertaining to Military Records**, to request a copy of your records *before* you send in your application form. In section 2, number 1, of SF 180, write, "complete service and medical records." In section 2, number 4, write, "discharge review."

**STEP 3:** Submit the right application form. There are two Air Force Boards that consider requests to change the characterization and reason for discharges, each of which requires a different application form. You may wish to apply first to the Air Force Discharge Review Board (AFDRB) using DD Form 293. If the AFDRB's decision is unfavorable, you may apply to the Air Force Board for Correction of Military Records (AFBCMR) using DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, U.S.C., Section 1552**. However, you are not required to apply to the AFDRB first. You may apply directly to the AFBCMR.



**STEP 3.1.** To ask for a better type of separation, use DD Form 293 to apply to the Air Force Discharge Review Board (AFDRB), if one of the following applies:

You received an *entry-level separation*.

Your service was characterized as *under honorable conditions (general)*.

Your service was characterized as *under other than honorable conditions*.

You received a *bad conduct discharge* as the result of trial by special court-martial.

You want to change the reason and authority for discharge.

Fewer than 15 years have elapsed since you were discharged.

**STEP 3.2.** Use DD Form 149 to apply to the Air Force Board for Correction of Military Records (AFBCMR) if one of the following applies:

You want to be reinstated.

You have been previously denied by the Discharge Review Board.

You were tried by a general court-martial and sentenced to *dismissal* or *bad conduct* or *dishonorable discharge*.

You feel your reenlistment code is incorrect or unjust.

Fifteen years or more have elapsed since you were discharged.

**NOTE:** *AFBCMR applications ordinarily must be submitted within three years of discovering errors or injustices in military records.*

**STEP 4:** Once you have filled out as much of the form as you can, following the instructions on the back, mail it to the address shown for your branch of service.

### **Can I Review Previous Decisions of the Review Boards?**

Yes. There is an index of decisions of the Review Boards that might help you appeal your discharge. The index identifies cases that might be similar to yours and tells why the Review Boards decide to upgrade cases. Your state Veterans' Affairs Office or one of the service organizations listed on the DD Form 293 can tell you where to find the index. If you feel that the key to the index or prior cases would be helpful in your appeal, you can get copies by writing to:

DA Military Review Boards Agency,  
ATTN: SFBA (Reading Room),  
Room 1E520, The Pentagon,  
Washington DC 20310

### **How Can I Get a Copy of the Instruction Under Which I Was Discharged?**

To get a copy of the pertinent part of the instruction under which you were discharged, as well as the current version of the instruction, write a letter indicating both your date of separation and the reason and (or) authority as shown on your official separation document. You can also obtain a copy of the instruction that guides the Review Boards procedures. Send the request to:

DA Military Review Boards Agency,  
ATTN: SFBA (Reading Room), Room 1E520,  
Pentagon, Washington DC 20310



**Do I Have To Go to Washington for the Discharge Review?**

No. The Discharge Review Boards conduct reviews throughout the country. See the back of DD Form 293. The Correction Boards do not travel; they only conduct reviews in Washington. The Correction Board almost never requires a veteran to come to Washington DC for a hearing.

**Do I Have To Appear Before a Discharge Review Board in Person?**

No, but it may help if you do. You may also request that the Board decide whether to upgrade your discharge without a hearing, based on your military service record and any other information you send by mail. The back of the DD Form 293 discusses the types of reviews that are available.

**Where Do I Send My Request for Discharge Review?**

The addresses to which the forms are to be submitted are listed on SF 180, and DD Forms 149 and 293.

**NOTE:** Regardless of any action by a Discharge Review Board, a discharge under other than honorable conditions that resulted from a period of continuous, unauthorized absence of 180 days or more bars you from receiving benefits administered by the Department of Veterans' Affairs.



**ATTACHMENT 8**  
**MPS APPELLATE REVIEW LEAVE CHECKLIST**

**HQ AIR FORCE SECURITY FORCES CENTER**  
**CORRECTIONS DIVISION, INMATE MANAGEMENT OFFICE**

Upon notification from SJA, the Airman’s release from confinement, returned to command from confinement facility or appellate review leave is authorized by convening authority (SJA), send appellate review leave request package to HQ AFSFC/SFC NLT 3 duty days with the below actions completed and documentation attached at: [hqafsfc.apellv@us.af.mil](mailto:hqafsfc.apellv@us.af.mil) or fax DSN 945-5411.

<b>NAME:</b>		<b>BASE/UNIT:</b>
<b>HQ AFSFC/SFC AO’s LEGEND:</b> (R) RECEIVED, (M) MISSING, (NC) NEEDS CORRECTIONS, (INC) INCOMPLETE		
<b>HQ AFSFC/SFC AO:</b>		<b>DATE:</b>
<b>MPS</b>	<b>HQ AFSFC</b>	<b>REQUIRED DOCUMENTATION FOR APPELLATE REVIEW LEAVE PACKAGES</b>
		<b>Required Excess Leave Memorandum</b> (obtained from Base JA office)
		General/Special <b>Court Martial Order</b> (obtained from Base JA office)
		AF Form 1359, <b>Result of Trial</b> (obtained from Base JA office)
		DD Form 2707, <b>Confinement Order</b> (obtained from Base JA office or confinement facility)
		DD Form 2718, <b>Confinement Release Form</b> (obtained from Base JA office or confinement facility)
		<b>Records Review RIP</b> , signed by Airman and personnel representative Ensure all applicable MILPDS updates are completed. i.e. DOR, training status, etc.
		AF Form 2098, <b>Duty Status Change</b> , All 2098s Changing the Airman’s duty status from PFD to AWOL/Pretrial or Confinement and back PFD as applicable; process and approved through Case Management System (CMS).
		AF Form 2587, <b>Security Termination Statement</b> (Unit SMO)
		Memorandum for Record (MFR) from SMO - Confirming clearance termination or SIF letter according to AFI 31-501. (Unit SMO)
		<b>Unfavorable Information File</b> (UIF) (Scan, updated AF Form 1137) According to AFI 36-2907, Paragraph 1.3.1, a UIF is mandatory for court martial convictions. If the Airman has an existing UIF, ensure this court martial is added; If no UIF, establish a UIF according to AFI 36-2907, paragraph 1.3.1 & Table 2.3 Note 10.2. -Scan IMT Form 1137 for HQ AFSFC/SFCI contents review; <b>Do not</b> forward original UIF according to AFI 36-2907 Paragraph 1.10 and Table 2.3, Rule 13. UIF Monitor must follow up with Legal or HQ AFSFC for Final CMO and UIF disposition.

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.



		Appellate Review Rights Briefing Memorandum ( <a href="#">Attachment 9</a> )
		Appellate Review Leave FSO Memorandum ( <a href="#">Attachment 11</a> )
		<b>Late Memorandum for Record</b> ; memorandum signed by MPS or Unit CC. Required when Airman is not placed on appellate leave within 3 duty days from approval by the SJA or any other situation where the package is delayed.
		SGLI Coverage during excess leave MFR ( <a href="#">Attachment 13</a> ) According to AFMAN 65-116 v1 Ch 63, 67 Para 63.4 and 67.5.5.4., SGLI coverage will not stop while the Airman is in an excess-leave status without pay. All deductions for the cost of SGLI coverage while in an excess-leave status will be established as a debt on the Airman’s record. Review SGLI coverage with the Airman and complete appropriate actions. If the Airman declines SGLI, a new SGLI form is required to be completed and processed by the MPS.
		AF Form 988, <b>Leave Request/Authorization</b> (Attachment 10, All 3 parts) AF Form 988 (Do not use Leave Web for appellate review leave according to AFI 36-3003, Military Leave Program); Must have CC signature, with a leave number from FSO. Do not use HQ AFSFC as the Airman’s unit. Leave start day will be provided by HQ AFSFC/SFC POC.
		<b>DD Form 1172-2</b> ; Provided a current form to confirm family member information.
		<p style="text-align: center;"><b><u>REMINDERS FOR MPS REPRESENTATIVES</u></b></p> <ol style="list-style-type: none"> <li>1. Allow a minimum of three duty days after all documentation is email or faxed to HQ AFSFC/SFC for package review and order publication. <b>NOTE:</b> This includes any returned documentation for corrections.</li> <li>2. All documents and written communications submitted for creation of Appellate Review Leave Records must be legible. All documents submitted are a matter of record and may be forwarded to Air Force Clemency and Parole Board, Board of Corrections Military Records or requested by the Convening Authority.</li> <li>3. All Airmen departing on appellate review leave must complete all required personnel actions through the FSS/MPS; According to AFI 36-3208, Administrative Separation of Airmen; AFI 36-3202, Separation Documents; AFI 36-2110, Assignments; AFI 36-3020, Family Member Travel and AFI 36-3205).</li> <li>4. Some MilPDS updates require coordination through AFPC and can be initiated or completed as soon as the Airman enters the negative duty status or the court martial order is published by SJA.</li> <li>5. Do not send original appellate review leave package to HQ AFSFC.</li> </ol> <p style="text-align: center;"><b><u>APPELLATE REVIEW LEAVE PACKAGE TIMELINE</u></b></p> <p>*Estimated Departure Date (Date package submitted + 3 duty days)* *Appellate Leave Start Date ( Day After Dep. Date) *</p> <ol style="list-style-type: none"> <li>a. Date notified by SJA or Unit:</li> <li>b. Date Package submitted to HQ AFSFC/SFC:</li> </ol>



		<p>c. Package returned for Corrections on:                  d. Estimated Departure Date:                  e. Appellate Leave Start Date:</p>
<b>MPS</b>	<b>HQ AFSFC</b>	<p align="center"><b><u>MPS Out-processing Appointment Actions</u></b>                  Complete and submit documents to HQ AFSFC/SFC</p>
		<p>1. Provide the Airman with a copy of the completed documents below:                  a. AF Form 899, Appellate Review Leave Orders                  b. Required Excess Leave Memorandum from SJA                  c. AF Form 988, Leave Request/Authorization                  d. Appellate Review Rights Briefing Memorandum at <a href="#">Attachment 9</a></p>
		<p>2. <b>Complete ID Card Requirements Memo (<a href="#">Attachment 12</a>)</b>; Ensure DEERS/RAPIDS personnel status is updated to Appellate Review Leave expiring in 300 days; Issue a new ID card and complete DD Form 1172-2, provide a signed and updated form to HQ AFSFC.</p>
		<p>3. <b>Mail Medical and Dental records to:</b>                  59<sup>th</sup> MDSS/SGSBTHS, 2200 Berquist Drive Ste 1, JBSA Lackland AFB TX                  78236-0119</p>
		<p>4. <b>Mail to Automated Records Management System (ARMS):</b>                  a. Unit Personnel Record Group (UPRG) – If UPRG is not in electronic form and the items listed in AFI 36-3202, Separation Documents .                  b. Maintain the UIF and ALL other appellate review leave package items according to guidance for Military Adverse Actions and Records Management programs.                  HQ AFPC/DPSIRI (ARMS) 550 C ST W, Suite 21, JBSA Randolph AFB, TX                  78150</p>
		<p><b><u>REFERENCES:</u></b> AFI 36-3208, <i>Administrative Separation of Airmen</i>; AFI 51-201, <i>Administration of Military Justice</i>, Section 9J - Involuntary (Required) and Voluntary Excess Leave; AFI 36-2134, <i>Air Force Duty Status Program</i>; AFI 36-2604, <i>Service Dates And Dates Of Rank</i>; AFI 36-2606, <i>Reenlistment in the United States Air Force</i>; AFI 36-3003, <i>Military Leave Program</i>; AFI 36-3026, <i>Identification Cards for Airmen of The Uniformed Services</i>; AFI 36-3202, <i>Separation Documents</i>; AFI 51-201, <i>Administration of Military Justice</i>; AFMAN 65-116 Vol 1, Chapter 44; AFMAN 65-116 Vol 2, <i>Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO</i> and AFI 31-205, <i>Air Force Correction Systems</i>.</p>



**ATTACHMENT 9**  
**APPELLATE REVIEW LEAVE RIGHTS BRIEFING MEMORANDUM**

MEMORANDUM FOR “Type or Print Appellant /Inmate Name” (Date)

FROM: “Type or Print Losing MPS”

SUBJECT: Briefing on Appellate Review Leave

1. You are hereby directed, pursuant to Article 76A, Uniform Code of Military Justice (UCMJ), to depart on appellate review leave pending completion of appellate review of your conviction by court-martial and punitive discharge, as identified below. The effective date of your appellate review leave will be determined administratively. You will receive an AF Form 899 and AF Form 988 through your FSS/MPS approved by HQ AFSFC/SFC indicating your departure date and your appellate review leave start date.

*Refer to GCMO or SpCMO to complete the below areas:*

Type of Court-Martial: \_\_\_\_\_ Type or Print

Date Adjudged: \_\_\_\_\_ Type or Print

Date Court-Martial Action was approved by the Convening Authority: \_\_\_\_\_ Type or Print

2. You have accrued ordinary leave in the amount of \_\_\_\_\_ days. Excess leave is a no-pay status and begins the day after accrued leave ends. You can elect to: (circle one below)

- a. Receive pay and allowances during the period of accrued leave, then continue on unpaid required excess leave.
- b. Receive a lump sum payment for the accrued leave, as of the day before the required excess leave begins, and serve the entire period of required leave on unpaid excess leave. If you elect this option, you are only entitled to base pay minus taxes. This entitlement does not extend to allowances or special pay.
- c. Receive pay and allowances during some ordinary leave, payment for remaining accrued leave, and then continue on excess leave. \_\_\_\_\_ (Airman’s Initials)

3. If you have no accrued leave, the entire period of appellate leave will be unpaid excess leave. \_\_\_\_\_ (Airman’s Initials)

4. While on appellate review leave, you will remain an Airman of the United States Air Force on active duty, subject to the UCMJ, lawful orders, be recalled from appellate review leave and all United States Air Force regulations. \_\_\_\_\_ (Airman’s Initials)

5. My appellate leave address will be \_\_\_\_\_ and phone number \_\_\_\_\_.

6. You are required to provide a correct leave address and report any changes to your address to HQ Air Force Security Forces Center (HQ AFSFC/SFCI). Failure to provide a correct address



may result in loss to recoup any pay and allowances, which you may be entitled to if your sentence is disapproved or set aside. It may also prevent you from receiving important instructions regarding your appellate review case and DD Form 214. \_\_\_\_\_ (Airman's Initials)

7. You are subject to recall from appellate leave. Failure to return promptly to your unit (if directed by order delivered or mailed to your leave address) could result in placement in absent without leave or desertion status and could result in disciplinary action. \_\_\_\_\_ (Airman's Initials)

8. Upon completion of the appellate review, copies of the appellate tribunals' decisions and any other action taken will be forwarded to appellate leave address. \_\_\_\_\_ (Airman's Initials)

9. While on appellate leave you and your family members are entitled to medical care, use of military exchange facilities, commissaries, and other military welfare benefits. These entitlements may be curtailed or terminated for cause; therefore, you and your family members must follow all applicable rules and maintain proper conduct.

a. Emergency medical and dental care is authorized at US Government's expense ONLY when the required treatment cannot be obtained from the Uniformed Services medical facility. These facilities include the Department of the Air Force, Army, and Navy or Uniformed Service Treatment Facility (USTF) or other government medical facility (i.e. Veterans Administration Hospital) \_\_\_\_\_ (Airman's Initials)

b. For non-emergency medical, dental or maternity care, contact the nearest TRICARE/CHAMPUS advisor to ensure eligibility. Family members are not eligible for non-emergency dental care. \_\_\_\_\_ (Airman's Initials)

10. To use these benefits, you and your family members will be issued identification cards in annual increments determined by the appropriate service until discharged. Airmen and their family members must comply with service specific dress and appearance standards to receive the identification card. \_\_\_\_\_ (Airman's Initials)

11. Obtaining civilian government employment, state unemployment or welfare benefits without a DD Form 214, **Certification of Release or Discharge from Active Duty** may be difficult. Refer to your home state for eligibility criteria. \_\_\_\_\_ (Airman's Initials)

12. If the punitive discharge or dismissal is suspended by legal authority, you may be subject to recall at the discretion of the authority placing you on appellate leave. This recall may be extended to allow completion of your current enlistment or obligated service. \_\_\_\_\_ (Airman's Initials)



13. When the sentence in your case is finally affirmed, you may be discharged (bad conduct discharge, dishonorable discharge, or dismissal) from the service. If discharged is executed a DD Form 214 will be issued discharging you from the service. \_\_\_\_\_ (Airman’s Initials)

14. If your sentence is set aside and no retrial is held, you may elect retirement (if eligible), or you may separate upon completion of required active service. Retirement or separation occurs at the expiration of your enlistment or convenience of the government as appropriate, with a service description as warranted by your service record. If the sentence to dismiss is set aside, you may remain eligible for administrative separation processing. \_\_\_\_\_ (Airman’s Initials)

15. I will remain on appellate leave until discharged, unless ordered to return by competent military authority. \_\_\_\_\_ (Airman’s Initials)

16. I have reviewed my records review RIP and provided any source documents for missing data. \_\_\_\_\_ (Airman’s Initials)

17. SGLI Coverage; Per AFMAN 65-116 v1 Ch 63, 67 Para 63.4 and 67.5.5.4., SGLI coverage will not stop while an Airman is in an excess leave status without pay. All deductions for the cost of SGLI coverage while in an excess leave status will be established as a debt on your record. At this time you may elect to decline, change or continue SGLI coverage.

I will contact my local Military Personnel Section to decline, change or continue SGLI coverage at this time. \_\_\_\_\_ (Airman’s Initials)

18. Questions regarding the release from appellate review leave should be referred to:

HQ AFSFC/SFC  
1517 Billy Mitchell Blvd  
JBSA Lackland AFB TX 78236-0119  
Commercial Number: (210) 925-0845 or (210) 925-5051

19. I have been briefed on my status, obligations and entitlements while on appellate review leave and on the appeal process for my case; I was permitted to ask questions regarding this process and received was provided with an out processing appointment to receive copy of all applicable documentation and my appellate review leave orders from HQ AFSFC/SFC.

\_\_\_\_\_ (Airman’s Initials)

\_\_\_\_\_  
Signature of Airman/Date

\_\_\_\_\_  
(Signature of MPS Rep/Date)  
(Name, Grade, Title)



## ATTACHMENT 10

### APPELLATE REVIEW LEAVE REQUEST

1. **BASIC GUIDANCE** - Airmen are not authorized leave if already approved to depart on excess leave. Airmen pending involuntary excess leave approval may take leave in local area only. Airmen are required to return to the unit to acknowledge (sign-in) return from ordinary leave and complete required out-processing actions and then depart on excess leave. Refer to AFI 36-3003, paragraphs 6.8.1.3 and 6.8.2.
2. **OVERSEAS PROCEDURES** - The overseas FSO issues the leave number and enters the leave into the military pay system. While on appellate review leave in the CONUS, the Airman is assigned to a FSO closest to the appellate leave address. The CONUS FSO accepts responsibility for the Airman's appellate leave status once the Airman arrives at their appellate leave destination.
3. **OPTIONS AND INFORMATION CONCERNING ACCRUED LEAVE** - The Airman has three options to consider for accrued leave in conjunction with the appellate review process. Regardless of the options the Airman chooses, ensure the FSO is informed of the request prior to the Airman departing their permanent duty station. Each option has different requirements the Airman must be briefed on as described below:
  - a. **Sell Back Leave** - Airmen may sell their leave providing they have not sold more than 60 days of leave total during their career. Leave that is sold back is for base pay alone and is considered a one-time payment. One-time payments are taxed normally within federal and state statutes.
  - b. **Receive Pay and Allowances for the Accrued Leave Balance While on Appellate Leave** A "no pay" status is indicated once the accrued leave is expended. This status allows the Airman to receive the following entitlements: Base pay, Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH) minus normal taxes, if applicable i.e., the Airman has dependents to support.

### **PREPARING THE APPELLATE LEAVE FORM**

1. Assist Airmen in preparing the AF Form 988, Leave Request/Authorization for 300 days.
2. Accomplish only one form for the Airman's appellate review leave.



LEAVE REQUEST/AUTHORIZATION <i>(See Privacy Act Statement and General Instructions below)</i>		SECTION I			
		TO: FSO	1. DATE OF REQUEST DATE PACK SUB	2. TYPE OF TRANSACTION (1-5) (FSO Use Only)	
3. SSN (6-14)	4. NAME (Last, First, Middle Initial) (15-19)		5. GRADE PER GCMO	6. CURRENT LV BALANCE	6a. DOS RRR
7. RECOMMEND CONVALESCENT LEAVE FROM _____ TO _____		8. TYPE OF LEAVE (Check one) <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Reenlistment (E) PTDY Reason (AFI 36-3003) <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Adoption Leave (T) <input type="checkbox"/> Ordinary (A) <input checked="" type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Paternity Leave (T) <input type="checkbox"/> Convalescent (F) <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A)			
PROVIDER'S SIGNATURE & STAMP		REMARKS: Mbr will not depart on Appellate Review Leave without PCS orders from HQ AFSFC/SFC.			
9. NO. DAYS REQUESTED (33-35) 300	10. LEAVE AUTH NO. (37-43) FSO	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV (47-52)	13. LAST DAY OF CHARGEABLE LV (53-58)	
14. LEAVE AREA (36) <input type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS		15. EMERGENCY PHONE NO.	16. LEAVE ADDRESS (Street, City, State, Zip Code, and Phone No.) <i>(if different from phone number provided in block 15)</i>		
17. DUTY PHONE NO. CURRENT UNIT	18. UNIT CURRENT UNIT	19. DUTY SECTION CURRENT UNIT	APPELLATE LEAVE ADDRESS APPELLATE LEAVE PHONE		
20. DUTY LOCATION MBR'S CURRENT UNIT BASE					
LEAVE REQUEST CERTIFICATION: I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.					
21. MEMBER'S SIGNATURE		22. LEAVE IS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED    DATE			
23. APPROVER'S NAME AND GRADE (Print or Type) MBR'S CURRENT UNIT COMMANDER		24. DUTY PHONE NO. CURRENT	25. APPROVER'S SIGNATURE		
SECTION II (To be completed by supervisor/unit commander to authorize advance or excess leave)					
26. LEAVE AVAILABLE TO ETS (From LES)	27. ADVANCE LEAVE REQUESTED (Block 9 minus 6)	28. EXCESS LEAVE REQUESTED (44-46) (Block 9 minus 26)	29. TOTAL LEAVE APPROVED		
30. UNIT HEADQUARTERS	31. COMMANDER'S SIGNATURE/GRADE	32. AUTHORIZATION DATE	33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS		
PRIVACY ACT STATEMENT					
AUTHORITY 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9; EO 9397, November 1943. <b>PRINCIPAL PURPOSES:</b> To authorize military leave, document the start and stop of such leave; record address and telephone number where you may be contacted in case of emergency during leave; and certify leave days chargeable to <b>ROUTINE USES:</b> Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations. <b>DISCLOSURE:</b> Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay or leave purposes.					
GENERAL INSTRUCTIONS					
(For emergency, reenlistment, convalescent, terminal, appellate review leave, and PTDY, see variations in AFMAN 65-116, Vol 2, Ch 7.)					
1. THIS FORM MUST BE TYPED OR COMPLETED IN INK.					
2. BEFORE SEPARATING PARTS I, II, AND III, COMPLETE THE FOLLOWING BLOCKS:					
a. Blocks 1 thru 5, 9, 12 thru 21, and 23 thru 25 are self-explanatory.					
b. Block 6, current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. This may be done by checking the member's LES or the orderly room's leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS.					
c. Block 7. This block will be completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended.					
d. Block 8. For PTDY, state the paragraph number of the applicable reason for PTDY as stated in AFI 36-3003 and in Remarks area give abbreviated description of purpose of PTDY. (For example: base baseball team.)					
e. Block 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number immediately before signing a leave approval and forwarding Part I to FSO. Do not get leave number earlier than 30 days before effective date.					
f. Block 11. First Day/Time of Leave Status. This is the earliest time a member can depart or sign up for space available transportation. If planned departure is on a non-duty day, enter the non-duty date and 0001 hours. If planned departure is on a duty day without performing the majority (over 50%) of scheduled duty, enter the date and time when over 50% of the scheduled duty will be completed. NOTE: Leave status is not necessarily chargeable leave. Date cannot be more than 1 day before the date in block 12. See also Part III, Instructions for Charging Leave.					
g. Block 22. For PTDY, use approval level required by AFI 36-3003.					
h. Blocks 26-33. Complete only to authorize advance or excess leave. Blocks are self-explanatory except for blocks 27, 28, and 33.					
(1) Advance Leave (Block 27). If the requested leave exceeds the current balance but does not exceed the balance to ETS, the leave is advance leave. Complete Blocks 26-27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance of 30 days, comply with AFI 36-3003.					
(2) Excess Leave (Block 28). If the requested leave exceeds the balance to ETS, the leave is excess leave. Complete Blocks 26 and 28 and forward the form (all parts) to the unit commander for approval.					
(3) Authority for Advance Leave Over 30 Days (Block 33). Record message date/time group if approval was received by message.					
3. AFTER INITIALLY COMPLETING THIS FORM:					
a. Separate Part I immediately after getting a leave authorization number and signing the form. Forward to the FSO using normal distribution unless the leave is terminal/separation or involves excess or advance leave. Forward these requests (all parts) to the unit for approval.					
b. Separate Part II and give to member.					
c. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave is taken, complete Section III of Part III and forward to your unit commander.					
4. INSTRUCTIONS FOR COMPLETING AND PROCESSING PART III ARE PRINTED ON PART III.					
5. GUIDELINES FOR CHARGING LEAVE AND INSTRUCTIONS FOR LEAVE ADJUSTMENTS ARE PRINTED ON PART III.					

AF FORM 988, 20101110

PREVIOUS EDITION WILL BE USED.

PART I - FSO COPY



**ATTACHMENT 11**  
**APPELLATE REVIEW LEAVE FINANCIAL SERVICES OFFICE (FSO)**  
**MEMORANDUM**

MEMORANDUM FOR SERVICING CPTS

FROM: HQ AFSFC/APPELLATE LEAVE PROGRAM OFFICE  
1517 Billy Mitchell Blvd  
JBSA Lackland AFB TX 78236-0119

SUBJECT: APPELLATE REVIEW LEAVE ACTIONS (**RANK & NAME**)

1. The following information is provided concerning (**RANK & NAME**)

A. **RANK & NAME** is departing from **BASE** on Appellate Review Leave/Excess Leave and requires a manual numbered AF Form 988 along with other out-processing procedures. **RANK & NAME** will administratively PCS, not an ordinary PCS. It is a PCS w/out PCA meaning that the Airman will be assigned to **BASE** financially throughout the appellate review leave process. PCS orders will be issued by HQ Air Force Security Force Center Correction Division upon approval of appellate review leave package.

**NOTE: DO NOT PROCESS AN SH03 TRANSACTION ON THIS AIRMAN.**

B. Appellate Review Leave numbers should be issued from a manual DD Form 1486 maintained by your office on a manual AF Form 988 **NOT LEAVEWEB**. For specific guidance/procedures, refer to AFMAN 65-116 volume I Chapter 44, Paragraph 44.6.4.

C. There will be only one leave form for Appellate Review Leave; with leave tracking # (**LEAVE NUMBER**) and has an accrued leave balance of (**LEAVE BALANCE**). The Airman has two options to consider for accrued leave in conjunction with the appellate review process:

- 1) Sell Back Leave.
- 2) Receive Pay and Allowances for the Accrued Leave Balance While on Appellate Leave.

**Member has chosen option: \_\_\_\_\_**

D. Per AFMAN 65-116 volume 1, Chapter 63, 67, Para 63.4 and 67.5.5.4., SGLI coverage will not stop while an Airman is in an excess-leave status without pay. All deductions for the cost of SGLI coverage while in an excess-leave status will be established as a debt on the Airman's record. To decline and submit a new SGLI coverage form, report to the nearest Military Personnel Support (MPS). (**Airman's Initials**)\_\_\_\_\_.



2. For questions or issues concerning this memorandum, contact HQ Air Force Security Forces Corrections Division, Finance Action Officers at DSN 945-0844 or 945-5610.

*//SIGNED//*

HQ Air Force Security Forces Center

Ind, FSO SPECIAL ACTIONS POC

NAME/RANK: \_\_\_\_\_ (Print, Losing Base FSO POC) \_\_\_\_\_ (Initials) \_\_\_\_\_

DATE: \_\_\_\_\_ DSN: \_\_\_\_\_ EMAIL: \_\_\_\_\_



**ATTACHMENT 12**  
**IDENTIFICATION CARD REQUIREMENTS MEMORANDUM**

MEMORANDUM FOR CUSTOMER SERVICE

(Date)

FROM: Personnel Relocations

SUBJECT: Identification Card Requirements for Separating or Retiring Personnel

1. (Grade, Name,) is separating or retiring from the USAF effective (day, month, year) and is scheduled to final out-process on (date, time). Please prepare ID card applications for member and family members, if applicable, as indicated below:

- a.  Involuntary Separation - Temporary ID cards for 90 days.
- b.  Prior to ETS Separation ID cards are to expire on date of separation as indicated in paragraph 1 above.
- c.  Temporary Disability Retirement List (TDRL).
- d.  Retirement - (Retirees who plan to continue TRICARE-Prime coverage, and want to pre-enroll before retirement, must obtain their retired ID Cards first.) Obtain retiring members initials of acknowledgement. \_\_\_\_\_.

- 2.  TAP eligible.
- 3.  Transfer to a Reserve Component - Expiration of Reserve obligation.
- 4.  Appellate Review Leave - Temporary ID cards for 1 year.
- 5. Please complete the first indorsement and return to Personnel Relocations.

(Signature)  
(Typed name, grade, USAF)

Attachment:

- Separation/Retirement Order
- Appellate Review Leave Order

1st Ind, Customer Service (date)

TO: Personnel Relocations

- 1.  Action requested above has been completed on (date).
- 2.  Appropriate ID cards have been retrieved and returned to military control.
- 3.  Suspense file has been established to retrieve any ID cards, which were not surrendered.

(Signature)  
(Typed name, grade, USAF)  
(Title)



**ATTACHMENT 13**  
**SGLI COVERAGE DURING EXCESS LEAVE MEMORANDUM**

MEMORANDUM FOR RECORD (AB LAST NAME, NAME)

DATE

FROM: (MPS POC, BASE,)

SUBJECT: SGLI COVERAGE DURING EXCESS LEAVE

1. Per AFMAN 65-116 v1 Ch 63, 67 Para 63.4 and 67.5.5.4., SGLI coverage will not stop while the Airman is in an excess-leave status without pay. All deductions for the cost of SGLI coverage while in an excess-leave status will be established as a debt on the Airman's record. At this time you may elect to decline, change or continue SGLI coverage.

I will (select one) decline/change/continue SGLI coverage at this time. \_\_\_\_\_ (Airman's Initials)

//SIGNED//  
MPS POC, SSGT, USAF  
DUTY TITLE

TO: (MPS SEPARATIONS)

- 1. ( ) Action requested above has been completed on \_\_\_\_\_ (Date).
- 2. ( ) A new form was submitted to MPS Customer Service on \_\_\_\_\_(Date).

(Signature)  
(Typed name, grade, USAF)  
(Title)