

OFFICER SEPARATION ACTIONS

(For officers and/or MPFs, follow instructions on reverse/and use continuation block #22 for additional information)

Privacy Act Statement

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; E.O. 9397.

PRINCIPAL PURPOSES: To provide processing activities and approval authority information to determine if applicant meets all requirements.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: If information is not provided, no further action can be taken and all further processing of this application is terminated.

TO (Unit Commander or Comparable Level Commander)

THRU (Separation Section)

I. COMPLETED BY THE OFFICER APPLYING FOR SEPARATION AND/OR MPF

1. NAME (Last, First, Middle Initial)

2. GRADE

3. SSN

4. ACTION REQUESTED (See reverse for filing instructions)

a. I request a separation under AFI 36-3207, paragraph:

to be effective on:

- | | |
|--|--|
| <input type="checkbox"/> (1) I hereby tender my resignation | <input type="checkbox"/> (3) I request that I be given a USAF Reserve Commission |
| <input type="checkbox"/> (2) I agree to accept a USAF Reserve Commission | <input type="checkbox"/> (4) I request release from active duty |

- | | | |
|--|--|------------------|
| b. <input type="checkbox"/> I request an earlier DOS to be effective on: | instead of previously requested/approved | DOS. |
| c. <input type="checkbox"/> I request a later DOS to be effective on: | instead of previously requested | DOS (not final). |
| d. <input type="checkbox"/> I request a later DOS to be effective on: | instead of previously approved: | DOS, based on: |

- | | |
|---|--|
| <input type="checkbox"/> Pregnancy/dependent medical care (documentation attached). | |
| <input type="checkbox"/> Hardship (documentation attached). Extension will not exceed 90 days. | |
| <input type="checkbox"/> Mission-essential reasons or unique/extenuating circumstances (documentation attached). Extension will not exceed 90 days. | |
| e. <input type="checkbox"/> I request withdrawal or my requested/approved DOS (documentation attached). | |

5. REASON FOR ACTION REQUESTED:

SUPPORTING DOCUMENTATION

- | | |
|--------------------------|------------------|
| <input type="checkbox"/> | is attached. |
| <input type="checkbox"/> | is not attached. |

6. I PLAN TO TAKE TERMINAL LEAVE YES Starting on/about: NO

7. I AM ACCOUNTABLE/RESPONSIBLE FOR PUBLIC PROPERTY/FUNDS YES NO

8. DATE 9. SIGNATURE (When signed, officer must turn in this application to MPF within 10 calendar days)

II. MPF COORDINATION

10. THE FOLLOWING INFORMATION HAS BEEN VERIFIED

ADSCDs ARE/SHOULD BE (verified with UPRG Source)

OFFICER HAS BEEN NOMINATED/SELECTED FOR PCS/TRNG/EDUC COURSE YES NO

OFFICE SYMBOL NAME, GRADE, POSITION TITLE, PHONE (DSN) MPF COORDINATOR'S SIGNATURE

III. COUNSELING BY IMMEDIATE SUPERVISOR/COMMANDER--Required for all separations

I have counseled the officer regarding the timing of his or her separation, the reasons for separation, the benefits of an Air Force career, and the opportunities to participate with the Air National Guard or Air Force Reserve Applicant's Initials Counseling Date

11. DATE	12. IMMEDIATE SUPERVISOR/COMMANDER'S NAME, GRADE, UNIT, PHONE (DSN)	13. SUPERVISOR/COMMANDER'S SIGNATURE
----------	---	--------------------------------------

14. OFFICER

- | | | |
|------------------------------------|--|--|
| is <input type="checkbox"/> | is not <input type="checkbox"/> | excess to local base requirements. |
| is <input type="checkbox"/> | is not <input type="checkbox"/> | under investigation or charges. |
| is <input type="checkbox"/> | is not <input type="checkbox"/> | undergoing involuntary discharge action or punitive action under the Manual for Courts-Martial or medical disability |
| There has <input type="checkbox"/> | There has not <input type="checkbox"/> | been a report of recent misconduct on this officer. |

15. DATE	16. IMMEDIATE COMMANDER'S NAME, GRADE, UNIT, PHONE (DSN)	17. IMMEDIATE COMMANDER'S SIGNATURE
----------	--	-------------------------------------

IV. WING OR EQUIVALENT COMMANDER'S RECOMMENDATION/ENDORSEMENT

APPROVE (Attach optional comments) DISAPPROVE (Attach reasons for recommendation)

18. DATE	19. COMMANDER'S NAME, GRADE, UNIT, PHONE (DSN)	20. COMMANDER'S SIGNATURE
----------	--	---------------------------

V. MPF SYSTEM UPDATE

21. CLEARED FOR INPUT TO PDS: YES NO DATE UPDATED:

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

GUIDANCE FOR COMPLETING SECTION I.4.

The Military Service Obligation (MSO) is 8 years, computed from the officer's PAYDATE, or Total Federal Commissioned Service Date (TFCSD), whichever is earlier.

Item 4a(1) - Resignation. Use this item if you are:

a. A Regular Officer

b. A Reserve Officer whose reason for separation is hardship, conscientious objector, transfer to another branch of service, or withdrawal of ecclesiastical indorsement.

c. A Reserve Officer without a MSO who does not desire to retain your Reserve commission and reason for separation is other than those listed in item b. above.

Item 4a(2) - Accepting Reserve appointment. Use this item if you are a regular officer who has a remaining MSO and the reason for your separation is completion of ADSC, to attend school, 7-day option, PALACE CHASE, or miscellaneous reasons.

Item 4a(3) - Requesting Reserve appointment. Use this item if you are a Regular Officer who does not have a remaining MSO but who wants a Reserve appointment unless your reason for separation is hardship, conscientious objector, transfer to another branch of service, or withdrawal of ecclesiastical indorsement.

Item 4a(4) - Requesting Release. Use this item if you are a Reserve Officer without a MSO who wants to retain your commission or with a MSO unless the reason for separation is hardship, conscientious objector, transfer to another branch of service, or withdrawal of ecclesiastical indorsement.