

REQUEST AND AUTHORIZATION FOR SEPARATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; Powers and duties; delegation by 8032, General duties; E.O 9397 (SSN), as amended.
PURPOSE: Each type of relocation of Air Force personnel requires specific actions described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for ensuring accomplishment of the action.
ROUTINE USES: In addition to those disclosures generally under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b)(3). "Blanket Routine Uses" apply.
DISCLOSURE: VOLUNTARY. SSN is used to reference member's official records. Failure to provide SSN may make it difficult for member to receive pay and entitlements in coordination with separation.
SORNs: F036 AFPC C, Military Personnel Records System

1. TYPE OF SEPARATION:									
<input type="checkbox"/> DISCHARGE <input type="checkbox"/> ENTRY LEVEL SEPARATION <input type="checkbox"/> RELEASE FROM VOID ENLISTMENT <input type="checkbox"/> RELEASE FROM EAD/REVERTS TO ANG <input type="checkbox"/> RELEASE FROM ACTIVE DUTY/TRANSFERS TO RESAF <input type="checkbox"/> RELEASE FROM EAD/REVERTS TO RESAF <input type="checkbox"/> DISMISSAL									
2. AUTHORITY: <input type="checkbox"/> BY DIRECTION OF THE PRESIDENT <input type="checkbox"/> RESIGNATION ACCEPTED BY THE PRESIDENT									
3a. NAME (Last, First, MI)				3b. GRADE		3c. SSN		4. PLACE OF ENTRY ON ACTIVE DUTY OR ENLISTMENT	
5. HOME OF RECORD			6. FUTURE MAILING ADDRESS				7. UNDER 2 YEARS SERVICE <input type="checkbox"/> (E-4 Only)		
8. PAFSC		9. RESERVE AF RANK		10. MIL SVC OBLIGATION DATE		11. AERONAUTICAL RATING		12. FLYING STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO	
13. EFFECTIVE DATE		14. CHARACTER OF SERVICE:						15. CERTIFICATE ISSUED	
		<input type="checkbox"/> HONORABLE <input type="checkbox"/> UNDER OTHER THAN HONORABLE CONDITIONS <input type="checkbox"/> GENERAL (Under Honorable Conditions) <input type="checkbox"/> BAD CONDUCT DISCHARGE <input type="checkbox"/> UNCHARACTERIZED <input type="checkbox"/> DISHONORABLE DISCHARGE						<input type="checkbox"/> DD FORM 256AF <input type="checkbox"/> DD FORM 214	
16. RELIEVED FROM ASSIGNMENT (Unit, Major Command, Address and Servicing MPF)						17. WILL PROCEED TO:			
						<input type="checkbox"/> PLACE OF ENTRY ON ACTIVE DUTY OR ENLISTMENT <input type="checkbox"/> HOME OF RECORD <input type="checkbox"/> OTHER (See Remarks) <input type="checkbox"/> HOME OF SELECTION			
18. TRAVEL BY PRIVATE CONVEYANCE (TPC) <input type="checkbox"/> YES <input type="checkbox"/> NO									
19. MEMBER QUALIFIES FOR FULL TRAVEL/TRANSPORTATION ENTITLEMENT UNDER THE JTR <input type="checkbox"/> YES <input type="checkbox"/> NO									
20. ASSIGNED TO (Check if Applicable)									
a. ARPC DENVER, CO <input type="checkbox"/> YES <input type="checkbox"/> NO			b. PROJECTED UNIT OF ACCESSION			c. TYPE OF POSITION:			
						<input type="checkbox"/> MOBILIZATION AUGMENTEE <input type="checkbox"/> REINFORCEMENT DESIGNEE <input type="checkbox"/> UNIT <input type="checkbox"/> AGR <input type="checkbox"/> TR			
d. UNIT OF ASSIGNMENT AND MPF			e. TRAINING/PAY CATEGORY		f. RESERVE SECTION CODE		g. FUNCTIONAL ACCT CODE		
			h. AUTHORIZED GRADE		i. AUTHORIZED AFSC		j. POSITION CONTROL NO.		
21a. ELIGIBLE FOR (PER 10 U.S.C. 1174):			b. ENTITLED TO SEVERANCE/SEPARATION PAY			c. CHAPTER 61, 10 U.S.C.			
<input type="checkbox"/> SEPARATION PAY <input type="checkbox"/> READJUSTMENT PAY CREDITABLE ACTIVE FEDERAL SERVICE YEARS MONTHS DAYS			SERVICE FOR PAY IS: YEARS MONTHS DAYS			DISABILITY: <input type="checkbox"/> NOT ENTITLED TO BENEFITS <input type="checkbox"/> NOT APPLICABLE			
22. DEPENDENTS									
23. REMARKS									
24. DATE		25. ORDERS ISSUING/APPROVING OFFICIAL (Name, Grade, Title, DSN Phone)					26. SIGNATURE		
27. EXPENSES CHARGEABLE TO: (*INSERT M, D, H, I, T, G, OR Y)									
NONTEMPORARY STORAGE CHARGEABLE TO:									
CIC:					TAC:				
SDN HHG:					SDN NTS:				

REQUEST AND AUTHORIZATION FOR SEPARATION *(Continued)*NAME *(Last, First, MI)*28. DESIGNATION AND LOCATION OF HEADQUARTERS
DEPARTMENT OF THE AIR FORCE

29. AUTHORITY

30. SPECIAL ORDER NO.

31. DATE

32. TDN PCS
FOR THE COMMANDER

33. DISTRIBUTION

34. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL

35. CONTINUATION OF REMARKS