

United States Air Force Reserve

Integrity - Service - Excellence

DD 214 Service Team/Service Verification



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RESERVE

ARPC/DPTSC
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Version 1

- DD 214/Service Verification Service Team Responsibilities
- Processing Information
- FAQs
- How you can help us and the customer

- Completes DD 214s for the following member:
 - ALL IMA Reservists
 - ALL Separated and Retired ANG and AFR Members
 - ALL Unit assigned ANG and AFR members receiving an **active duty retirement**
 - ALL ANG and AFR members retiring due to a PDRL or TDRL
 - ALL Congressional and BCMR inquiries for ANG or AFR members.
 - ALL DD 215 requests for ANG and AFR members.
- **ARPC is the sole OPR for DD 215s for the ANG and AFR**
- Please log into the myPers to submit ALL DD 215 request
- **EXCEPTION:** If the member is separated or retired the request can be submitted through the myPers, via Fax, or Mail
- **BCMR NOTE:** Most requests for ARC members DO NOT require the member to go through the BCMR or Congressional Process, please contact ARPC before submitting either of these request
- For ALL DD 214/215 issue for the Regular Air Force the member must contact AFPC
- Our Section can also assist members with **Military Buy Back (only for ANG and AFR) and VA Home Loan Letters**

- When does a DD 214 need to be created:
- In accordance with AFI 36-3202, Chapter 4:
- “4.5. ARC members will be issued a DD Form 214 under the following situations:
- 4.5.1. Involuntarily ordered to active duty in the event of a national emergency or war under Title 10, U.S.C., sections 12301, 12302, 12304, 12306, 12307, or 688, will be issued a DD Form regardless of the number of days served. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.
- 4.5.2. Members who complete 90 continuous calendar days or more of active duty or active duty for training (ADT), or an initial active duty training tour (IADT).
- 4.5.3. Active Guard/Reserve (AGR) members who complete 90 continuous calendar days or more of active duty. . .”

- 1. What is the real turn-around time for DD 214 and DD 214 request?
 - **Currently we are roughly a 3 month out for all request.**
- 2. Do we need members to complete DD 214 Worksheets in the virtual MPG
 - **Yes, the member is welcomed to complete the WS if desired.**
 - **However, the information is subject to change based on the source documents provided.**
- 3. Where can the MPS find specific information on how to correctly complete a DD 214?
 - **AFI 36-3202, Table 4 has most of the information needed to accurately complete a DD 214 WS.**
 - **Please feel free to contact the DD 214 Section for ANY questions.**
- 4. What documents are need to complete a DD 214?
 - **Title 10 orders**
 - **COMPLETED Travel Vouchers from the FSO**
 - **SIGNED AND DATED Decorations,**
 - **EPRs/OPRs LOEs,**
 - **475s School Certificates**
 - **DD Form 4AF Form 526s (for DD 214s prior to 2001, in most cases ARPC can pull these from ARMS)**

5. I need Member Copy 4, but PRDA only has Service Copy 2, what should I do?
- **Please have the member contact ARPC for the Service Copy 2 policy letter.**
6. I no longer have access to create/finalize DD 214 worksheets in the v-MPF what should I do?
- **Please contact AFPC Policy/Procedures at DSN: 665-2269**
7. I have several questions and I have no idea where to start, what do I do?
- **Please contact us, at 1800-525-0102, Option 3, Option 4, then 2.**

- Read AFI/PDSGs to begin the process
- Have a different technician review the DD 214 WS and the source documents prior to finalizing the DD 214 WS
 - Submit a copy of the DD 214 WS to the member by clicking “Submit” in the v-MPF
 - Ensure the blocks 23 through 29 are correct prior to finalizing the DD 214
 - Contact ARPC if you are unsure
- Submit all Re-route request through myPers (Systems Support)
- Worse Case Scenario, PLEASE contact ARPC DD 214 Section

