

# ***United States Air Force Reserve***

---

*Integrity - Service - Excellence*

## **DD214/Service Verification Team**



**U.S. AIR FORCE**

---



- **Service Verification Team Responsibilities**
- **Responsibilities**
- **When does a DD 214 get created**
- **FAQs**



# *Service Verification Team Responsibilities*

---

- ARPC completes DD 214s for the following members:
  - ALL IMA Reservist
  - ALL Separated and Retired ANG and AFR Members
  - ALL AFR members receiving an active duty retirement with Pay
  - ALL ANG and AFR members retiring due to a PDRL or TDRL
  - ALL DD 214 Congressional and BCMR inquiries for ANG and AFR members
  - ALL DD 215 requests Note: Units should not be creating DD 215s. Submit request through MyPers
    - EXCEPTIONS: *If you are separated or retired the request can be submitted through myPers or Mail*
    - For ALL DD 214/215 issues for Regular Air Force time, you must contact AFPC



## *Service Verification Team Responsibilities*

---

- We assist with Statements of Service for the purpose of Military Buy Back (only for ANG and AFR)
    - Catch 62
    - Casualty
  - We create a TAFRS (Total Active Federal Reserve Service) letter for Reserve Members only
    - Determining SCD
  - We can provide VA Home Loan Letters for members with >6yrs of Sat Svc.
    - FYI: Your previously created contingency 214 is also qualifying for home loan
-



# *When does a DD 214 get created*

---

- When does a DD 214 need to be created:
  - Initial period of active duty
  - 90 days or more of continuous active duty
  - 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, **prior to 23 January 2019**, will be issued a DD Form regardless of the number of days served. On and after that date the minimum participation is **30 days**. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.
  - Retirement from a qualifying length of continuous service while drawing immediate pay
    - AGR
    - PDRL
-



- **What is the real turn-around time for DD 214 and DD 215 requests?**
  - **Currently we are about 2 months out.**
  - **Retirement DD 214 get finalized within 5 working days after retirement effective date.**
- **Do IMA members need to complete DD 214 Worksheet in the VMPPF?**
  - **IMA? No, ARPC uses source documents and system resources to create our documents. IMA members will need to create a ticket in MyPers**
  - **Reminder: If an ARPC customer creates a WS we do not get a notification to create a DD214, the member will still need to submit a request through myPers.**



- **Where can MPS find information on how to complete a DD 214?**
  - **AFI 36-3202, Table 4 and the DD 214 Personnel Service Delivery (PSD) guide found in myPers. please feel free to contact the DD 214 Section for ANY questions.**
  
- **What documents are needed to complete a DD 214?**
  - **Title 10 or Title 32 orders (whichever is applicable)**
  - **COMPLETED Travel Vouchers from the FSO**
  - **SIGNED AND DATED Decorations, EPRs/OPRs LOEs, 475s**
  - **School Certificates**
  - **DD Form 4**
  - **AF Form 526s (for DD 214s prior to 2001, in most cases, ARPC can pull from ARMS)**



- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
  - Please have the member contact ARPC for the Service Copy 2 letter.
  
- **I no longer have access to complete DD 214 worksheets in vMPF what should I do?**
  - Please contact AFPC Policy/Procedures at DSN: 665-2269
  
- **I have several questions and I have no idea where to start, what do I do?**
  - Please contact us, at (210) 565-0102, Option 3, Opt. 4 for IMA





U.S. AIR FORCE

---

# Questions

