

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

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*Integrity - Service - Excellence*

## **DD214/Service Verification Team**



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## *Overview*

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



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## *Service Verification Team Responsibilities*

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- **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***



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## *Service Verification Team Responsibilities*

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- **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**
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# ***When does a DD 214 get created***

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- **When does a DD 214 need to be created:**
- **Initial period of active duty training regardless of length**
  - Initial BMT Tech School with USAFR / ANG
- **90 days or more of continuous active duty**
- **In support of Contingency Operation**
  - 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 consecutive days**. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.
- **Active Duty Retirement from a qualifying length of continuous service while drawing immediate pay**
  - **AGR**
  - **PDRL / TDRL**



- **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 effective retirement 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?**
    - Service 2 Memorandum will be on MyPers for download and explains Member Copy 4 and Service Copy 2 are identical and either can be used in pursuit of benefits.
  
  - **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
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# Questions

