

**Attachment 1  
PRE-SEPARATION ORDER WORKSHEET**

*“This contains information which must be protected in accordance with AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO). “It must be protected or Privacy Act information removed prior to further disclosure.”*

**Only** separatees who do not have access to a computer to complete the Pre-Separation Order Worksheet (PSOW) on-line, **and/or** Airmen who are administratively discharged will utilize this attachment to initiate the separation order. For those airmen with no access to a computer Use the myPers “Contact Us” link to submit the document (or have the MPF submit). Document will be internally routed to DP1 M-Separations. For administrative discharge orders, attach the worksheet to the CMS case.

**Completion of the worksheet will initiate separation orders.**

**Ensure dependent information is correct in** the Defense Eligibility Enrollment Reporting System (**DEERS**) (MPF – Customer Service). AFPC will use DEERS to verify dependent information. Orders can not be completed until dependent information in DEERS is accurate.

**Section 1.** This information is used to prepare separation documents. **PRINT LEGIBLY OR TYPE**

**GRADE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **UNIT & BASE:** \_\_\_\_\_

**PROJECTED DEPARTURE DATE (PDD):** \_\_\_\_\_

*(NOTE: If separating from an overseas location, an entry is mandatory in this area. Failure to provide an accurate PDD may result in inaccurate data in the Foreign Service block of the DD Form 214. Inaccurate or non-existent data in the Foreign Service block of the DD Form 214 could adversely affect your ability to receive certain benefits/entitlements both presently and in the future.)*

**Section 2.**

1. **FUTURE MAILING ADDRESS:** (Mandatory Item)

_____ STREET ADDRESS	_____ CITY
_____ STATE/POSSESSION	_____ POSTAL CODE

2. **I ELECT TO RECEIVE TRAVEL PAY TO** (must select one):

HOME OF RECORD       PLACE OF ENLISTMENT OR ENTRY ON ACTIVE DUTY

**NOTE:** Home of Record is obtained from the DD Form 4 (Enlisted) or Entry to Active Duty (EAD) order (Officers) in the Airman's record.

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3. **I PLAN TO TAKE TERMINAL LEAVE:** (Not applicable to administrative discharges):

YES                       NO

Indicate terminal leave start date: \_\_\_\_\_

**NOTE: If requesting expedited orders due to terminal leave a print screen of the commander approved terminal leave of 60 days or more must be included.**

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4. **COMMENTS / REMARKS:**