

DTI Notice: 240617-03

Topic: How to initiate requests for Statement of Service, DD214/DD215, TAFRS Letter or VA Home Loan Letter

Applicable to: Air National Guard and Air Force Reserve Airmen

BLUF: To initiate a 1613 Statement of Service request for **Reserve time only**, please provide the following information:

- Your Civil Service Start Date (DD MMM YY). This is the actual calendar date you started your civil service position (not to be confused with your Service Computation Date) and can be found on your INITIAL Civil Service SF-50.
 - If you have multiple periods of Civil Service, we will need your SF-50's with the Start and End dates of all previous periods to ensure accurate capture of eligible service.
 - Current home mailing address and email address

If you are looking to buy back any active-duty time performed after your Civil Service Start Date, you will need to prove that you were in a Leave Without Pay (LWOP) status by providing all:

- LWOP SF-50
- Return to Duty (RTD) SF-50

The 1613 Statement of Service can be submitted to DFAS to obtain your Estimated Earnings statement, however, if you have DD 214's for the service dates in question, the 1613 is not needed.

*****Please note that ARPC will only verify Reserve time. For Guard time, please contact your State HQ.*****

To initiate a Total Active Federal Reserve Service (TAFRS) Letter request for **Reserve time only**, please provide the following information:

- Initial Civil Service SF-50 - Career Conditional Appointment - (Required)
- LWOP SF-50(s) - (Only if applicable)
- Return to Duty (RTD) SF-50(s)- (Only if applicable)

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To initiate DD 214's/215's, Statements of Service, VA Home Loan Letters, or TAFRS Letters from a prior service component, please reach out to them directly. Please see below for additional resources:

- **US Army:** usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil.

- US Navy: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Statement-of-Service/>
- USMC: <https://www.hqmc.marines.mil/Agencies/Office-of-Legislative-Affairs/Congressional-Correspondence-Section/Records-Request/>
- USCG: <https://www.dcms.uscg.mil/ppc/adv/socs/>