

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SHEPPARD TECHNICAL TRAINING CENTER (ATC)
SHEPPARD AIR FORCE BASE, TEXAS 76311



REPLY TO
ATTN OF: CBPO-R&S/207 2840, 2764, 6233, 6784

SUBJECT: Individual Instructions/Information for Accomplishing Separation
Relocation Preparation Actions

TO:

SEPARATION RELOCATION PREPARATION ACTIONS

You have been briefed concerning this relocation by the CBPO Reenlistment and Separation Unit during the initial preparation interview. They provided you with a Separation Relocation Preparation Checklist to insure all requirements are met prior to your departure from this duty location. The checklist identifies the agencies which you must personally visit in order to complete a required action. Some of these actions have already been completed by the CBPO Reenlistment and Separation Unit or appropriate action has been initiated. To assist you in completing the remainder of these requirements, suggest you read all the information furnished in this letter before you proceed. As you complete each action, check it off in the space provided at the beginning of each paragraph. IF YOU HAVE ANY QUESTIONS CONCERNING YOUR PREPARATION, DO NOT HESITATE TO ASK. OUR PURPOSE IS TO HAVE YOU THOROUGHLY ADVISED AND PREPARED FOR THIS RELOCATION.

() 1. ID Requirements - If you are to be discharged or released from active duty and transferred to an inactive reserve component, you will be required to surrender your ID card on your day of departure. If you have dependents, you will be required to surrender theirs at the same time. If you are to be released from active duty and are transferring to an active reserve component, or if you are being retired, the R&S Unit will prepare a request for your new ID card and if applicable, a request for your dependent's new ID cards, which you must take to the Pass & ID Office located in building _____, room _____.

() 2. Military Pay - The CBPO R&S Unit is responsible for completing all your required military pay actions. They will counsel and advise you in a variety of subjects that will include:

- a. Post Service Entitlements
- b. Severance Pay
- c. Readjustment Pay, etc.

They will also obtain from you all the necessary information for use in the preparation of vouchers for dependents' travel, claims for Air Force Reserve lump-sum payment, lump-sum payment for pay and allowances due upon separation, and other unsettled claims which you may desire to submit. In addition, they will advise and assist you in preparing documentation regarding Authorization to Start, Stop or Change an Allotment (AF Form 337), and documents required to establish your retired pay account, and an MPO effecting your separation.

() 3. Travel - Your travel requirements will be determined in accordance with Joint Travel Regulations, AFM 75-4, or AFM 75-2. In addition, if you are being retired from the service, AFM 35-7 outlines procedures concerning selection of place of retirement. At the time of separation, you are authorized use of commercial aircraft at reduced military rates. If you desire to use this service, the CBPO R&S Unit will prepare and give you a DD Form 1580, "Military Standby Authorization for Commercial Air Travel," upon your request.

() 4. Medical Care Documents - AFR 168-9 requires that members being processed for separation will complete DD Form 1407, indicating whether or not they have a dependent receiving medical care in a uniformed services facility or receiving civilian care under the Dependent's Medical Care Program. The R&S Unit will accomplish this action prior to your release.

* () 5. Veterans Administration Disability Compensation Application - All members being processed for separation are eligible to submit an application to the VA for disability compensation. Although you may apply anytime after separation, if you intend to file, it is advisable to do so before you leave the service as at that time your medical records are more easily obtainable and action can be expedited. Filing this application will not delay your separation in any way.

() 6. DD Form 214 - The DD Form 214 will be prepared by the CBPO Reenlistment and Separation Unit in accordance with AFM 35-5 for all members scheduled for relocation as the result of separation. The separation forms given to you are very, VERY important documents and could very well have a profound effect upon your future. These forms are usually required when applying for employment and any rights or benefits to which you are entitled as a result of military service or insurance transactions. You are advised to have copies made of these forms and register them at the local county court or other registering agency if your state has the facilities to perform this function. Any future inquiries you may have pertaining to your records should be addressed as follows:

Rcds)	a.	Discharged Member:	NPRC (Mil Pers 9700 Page Blvd St Louis, MO 63132
	b.	Retired Officer:	NPRC (MPR-AF) 9700 Page Blvd St Louis MO 63132
	c.	Retired Airman:	NPRC (MPR-AF) 9700 Page Blvd St Louis MO 63132
	d.	Reserve Member:	ARPC 3800 York St Denver, CO 80205
	e.	Inquiries Regarding Pay:	AFAFC 3800 York St Denver CO 80205

In the event you feel your records are in error or a particular remark or entry has caused you an injustice, you may apply for a correction to the USAF Board for Correction of Military Records on DD Form 149. Air Force Regulation 31-3 is the governing directive and provides for a period of three (3) years from the date the error or injustice was discovered during which time you may submit your application direct to the appropriate board. You may report to the Military Personnel Section of any military installation near your home for assistance in obtaining forms or submitting your application. Request for correction of separation forms are made to ARPC and corrections will be made from existing records, if authorized. The Reserve members will be furnished a DD Form 149 with appropriate instructions only when the ARPC is not authorized to make corrections from the record.

- () 7. Recognition of Members Being Retired - (For members who elected a formal retirement ceremony.) Your retirement ceremony will be at _____ hours, _____ (date).
- () 8. Special Orders - Your separation relocation special orders have been given to you by the CBPO R&S Unit or will be furnished you through normal distribution channels. If you have not received them by _____, contact the CBPO R&S Unit, extension _____. If moving from oversea duty station to place of retirement, separate PCS w/o PCA orders are required in addition to retirement orders.
- () 9. Separation Records Review - This review will be accomplished by the CBPO R&S Unit. The purpose of this review is to obtain all data for completing and closing your military records and preparation of separation forms and related separation papers. The interview will include, but not be limited to verification of service, review of your awards and decorations, AF Forms 7 or 11. You are scheduled to complete this requirement on _____, at _____ hours, in building _____, room _____.
- () 10. Classification Interview - (Officers only) Each officer being released from active military service will be scheduled for a separation classification interview to determine requirements for the deletion, awarding, or upgrading of AFSCs based upon your qualifications at time of separation. You are scheduled to complete this requirement on _____, at _____ hours, in building _____, room _____.
- * () 11. Preseparation Counseling - The CBPO Personal Affairs Section is responsible for providing you a counseling program to help you make a normal transition from military to civilian life. You will be furnished counseling (either group and/or personal) in a variety of subjects to include, but not limited to: benefits under the Veterans Readjustment Benefits Act of 1966 (Cold War GI Bill), Reemployment Rights, Post Service Employment, Civil Service Employment Opportunities, Post Service Insurance Benefits, Social Security and Survivor Benefits, Disability Separation; Selective Service Registration; Conflict between Private Interest and Official Duties and Immunization Continuation. This counseling will be given at building _____, room _____, on _____ (date and time).
- () 12. Duty Section - This activity has the responsibility of giving you your Security Debriefing and completing the Termination Statement. They will determine whether you have incurred a Duty and Travel Restriction per AFR 30-24. Your duty section will counsel and furnish you a letter if any duty and travel restrictions have been incurred. To satisfy the above requirements, the CBPO R&S Unit has furnished your duty section with two letters which must be completed by your supervisor and returned to the R&S Unit.
- () 13. Transportation Counseling - The Commercial Transportation Office is located in building _____, room _____, extension _____. Transportation personnel will advise you concerning dependent travel, shipment and storage of household goods, house trailer, hold and excess baggage, firearms, privately owned vehicles and pets. They will also make arrangements with a moving company for the shipment or storage and accomplish the required shipping/storage documents. Prior to visiting this agency you should complete the Standard Form 117, "Inventory of Household Goods," which was furnished you by the CBPO R&S Unit and have in your possession copies of the special orders which authorize your separation.
- () 14. Clothing Showdown and Certification - (Enlisted members) If your Separation Relocation Preparation Checklist has a "yes" in column A for clothing showdown and certification you will be given a showdown by your unit. The CBPO Reenlistment and Separation Unit has furnished your unit a letter advising them a showdown is required. You will be notified by your unit of the time, place and date this requirement is to be accomplished.

() 15. Health Care Coverage - The Reenlistment and Separations Unit will, during separation processing, provide certain materials pertaining to short term health care coverage, which you may purchase at time of separation. This coverage is strictly voluntary on the part of the member but, if selected, must be paid for, in full, on the date of separation.

* () 16. Withdrawal of Medical Clearance for Separation or Retirement - If there is reason why medical clearance should be withdrawn and orders for separation or service retirement revoked, notify the CBPO-R&S Unit as far in advance of separation or retirement date as possible.

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