



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL
CENTER RANDOLPH AIR FORCE BASE TEXAS**

28 August 2019

**MEMORANDUM FOR AFPC/DPFDD
AFPC/DPFDF
AFPC/DPFDI
SAFPC
AFMRA/SGAT (PEBLOs)
HQ NGB/AI
HQ NGB/SG
HQ AFRC/AI
HQ AFRC/SG**

FROM: AFPC/DPFD

SUBJECT: Policy Guidance: Establishment of Separation/Retirement Date for Disability Evaluation System Cases

References: (a) Department of Defense Manual 1332.18, Volume 2 *"Integrated Disability Evaluation System"*, August 5, 2014.
(b) Department of Defense Directive-Type Memorandum (DTM)-18-004, *"Revised Timeliness Goals for the Integrated Disability Evaluation System (IDES)"*
(c) Air Force Instruction 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 15 July 2019, Chapter 5.
(d) AFMAN 36-2254V1, *Reserve Personnel Participation*, 9 June 2010, Chapters 1 & 6.
(e) AFI 36-3003, *Military Leave Program*, 11 May 2016, Chapter 3.

1. **Purpose:** This policy memorandum revises reference, (c) Chapter 5, paragraph 5.16 Establishment of Disability Separation/Retirement Dates.
2. **Background:** Under procedures for the Integrated Disability Evaluation System (IDES), the AF has established a member's date of separation/retirement at the end of the month. Separation/retirement date calculations include time to out-process and the opportunity to take or sell accrued leave. The retirement/separation date is calculated by allowing a minimum of ten calendar days for out-processing, 20 days for permissive TDY, and accrued leave (accruals are not applicable to Air Reserve Component members in Traditional/Drill Status). Permissive TDY and accrued leave to be taken as terminal leave is subject to unit commander approval. The date of separation is then pushed forward to the end of the month, with the goal of providing a smooth transition to the Department of Veterans Affairs (VA) benefits and care. However, VA and DoD requested we examine this practice and analysis revealed the gap between an Airmen's active duty service and VA care and benefits may be decreased by discontinuing the practice of batching dates of separation at the end of the month.

1. Procedures:

- a. Effective 1 September 2019, member's date of separation/retirement will no longer be pushed to the end of the month. AFPC/DPFDD will establish the member's retirement/separation date throughout the month by calculating the member's accrued leave (to include leave accrued from the date of order to DOS), **15-days processing time** and appropriate permissive TDY from the date the case is finalized. Exceptions to this policy are listed in paragraphs 3b and 3c.
- b. Basic Trainees/AF Academy Cadets - AFPC/DPFDD will establish retirement/separation date as follows:
 - (i) Active Duty- 3 duty days from date of case finalization unless prior arrangements are made with the training squadron.
 - (ii) Reserve - 3 duty days from date of case finalization. All out processing and separation actions are completed at the training squadron and member will not return to the unit for any further out processing.
 - (iii) Guard - 20 duty days from date of case finalization.
 - (iv) Cadets - 20 duty days from date of case finalization.
- c. Tech School Students - AFPC/DPFDD will establish retirement/separation date as follows:
 - (i) Active Duty- **15 days processing time**, 20 days permissive TDY and accrued leave from date of case finalization unless prior arrangements are made with the training squadron.
 - (ii) Reserve - 30 duty days from date of case finalization. All out processing and separation actions are completed at the training squadron and member will not return to the unit for any further out processing.
 - (iii) Guard - 30 duty days from date of case finalization. Member completes out processing at the unit.
- d. If the member wishes an earlier separation/retirement date, the member must submit a request in writing through their PEBLO at the time of concurrence. AFPC/DPFDD will make every effort to comply with the member's request. If the member requests a short notice DOS (i.e. less than 30 days) the request must be routed through the FSS/MPS Personnel Relocations Element for endorsement (excluding basic trainees/cadets and tech training students) before AFPC/DPFDD issues disposition instructions or retirement order. Later separation/retirement dates will not be considered except in circumstances of unusual hardship. The FSS is responsible for ensuring all out processing/briefings can be accomplished by the member's requested DOS.
- e. All necessary updates, to include but not limited to, extensions on medical hold, extensions of system DOS/ETS, E53 and retirement/separation date will be accomplished by the appropriate offices to ensure all information flows correctly.

2. **Point of contact:** AFPC/DPF-QA Quality Assurance & Policy office, DSN 665-5654, commercial (210-565-5654)

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