

Separations/Retirements Quick List

- Ensure that your Separation/Retirement has been approved online by AFPC. This is done via e-mail confirmation
- Once you have an approved date you will need to determine if you will be taking terminal leave and/or permissive TDY
 - a. Permissive TDY is NOT authorized for regular separations
 - b. Retirees can be granted up to 20 days Permissive TDY by their commanders
 - c. All terminal leave and permissive TDY MUST be requested on a hard-copy AF Form 988
- After the AF form 988(s) are signed by your unit commander you will need to take them to finance for leave numbers. Terminal and permissive TDY cannot be done on the same form.
- Once you have a leave number a copy needs to be provided to the Separations office in the MPS
- Upon receiving your terminal leave and/or permissive TDY forms the separations office will load your virtual Out-processing Checklist (VOP) as well as schedule a final out.
- If you are electing not to take terminal leave or permissive TDY you will still need to contact the Separations office for a final out appt.
 - a. Please note that your final out will be scheduled the day prior to the start of any terminal leave or permissive TDY. You MUST be completely out processed from Hill AFB before you can start terminal leave or permissive TDY. If you are not taking terminal leave or permissive TDY you will be scheduled prior to your last duty day.
- There are several forms that the Separations Office will provide you with prior to your final out. If you do not have the below memorandums completed to turn in to Separations at your final out , you will not be allowed to out-process.
 - Security termination statement
 - VA Dental counseling statement
 - ID card requirement memorandum
 - Relocation processing memorandum
 - Medical examination Memorandum
 - Hard copy of VOP checklist with Air Force Aid Stamp (for those members who are separating)
- All orders are cut by AFPC. They are not cut here at Hill AFB. Your orders should come to you in VMPPF. If you have not seen them at least 60 days prior to your final out you will have to call the Air Force Contact Center at DSN 665-5000 or Commercial 210-565-5000 option 3.
- The DD form 214 is also cut by AFPC. If you have problems or questions with your DD Form 214 please call the Air Force Contact Center at DSN 665-5000 or Commercial 210-565-5000 option 3. Copies of the DD Form 214 cannot be obtained locally at Hill AFB.
- Make sure you have completed your pre separation counseling online in VMPPF and started your DD Form 214 Worksheet online. Failure to do so could hold up the processing of orders.
- If you have any questions please call SSgt Michelle Corlett or SrA Abbra Myers at 777-1661.