Data Automation

DATA ELEMENTS AND CODES

VOLUME II—PERSONNEL

This volume contains the approved data elements and codes which pertain to Air Force reporting of Personnel. See Foreword to overall AFM 300-4 for Applicability, Objectives, Arrangement of Text and Changes.

To simplify use of AFM 300-4, Volume II, Part One (Data Elements and Related Features) and Part Two (Data Items and Codes) have been consolidated into one part.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

Dwight W. Covell, Colonel, USAF
Director of Administration

Supersedes Volume II, AFM 300-4, 1 July 1965.

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HQs, AAFES, Data Sys Div, Dallas TX 75222 ........................................ 1

2-i (Next page is 2-iii)
1. **Title:** Separation Designation Numbers (SDN), Officer, ADE SE 596, Chg Eff: 1 Jan 1972

2. **Data Name:** SDN OFF

3. **Definition/Explanation:** Identifies officer loss actions from the active Air Force strength by various groups.

4. **Data Use Identifiers and Explanations:**

   Separation Designation Numbers (SDN), Officer—See 3 above

5. **Data Items and Explanations:**

   **PART I. Resignations**
   - Hardship
   - Completion of Required Service
   - Enlistment in the Regular Establishment—Regular Officer
   - Withdrawal of ecclesiastical indorsement
   - Serving under a suspended sentence to dismissal
   - Transfer to another service of the Armed Forces
   - Elected or Appointed to Civil Office
     *In lieu of demotion:*
     - Substandard performance of duty
     - Unfitness—Unacceptable conduct
     - To attend school
     *In lieu of further action, or elimination because of:*
     - Substandard or unsatisfactory performance of duty
     - Interest of national security
   - Homosexuality
   - Unfitness or unacceptable conduct
     - Conduct triable by courts-martial or in lieu thereof
     - Unqualified or other miscellaneous reasons
     - Resulting in discharge under honorable general conditions

   **PART II. Discharge Voluntary**
   - Substandard performance of duty
   - Unfitness—Unacceptable conduct
   - Pregnancy

   **PART III. Discharge Involuntary**
   - Failure of selection for permanent promotion
   - Conscientious Objectors
   - Maximum age

   **Years of Service—service in grade**
   - Excessive number of reserve commissioned officers in any grade
     *Discharge for reasons involving board action, or in lieu thereof:*
     - Homosexuality
     - Unfitness or unacceptable conduct
     - Substandard or unsatisfactory performance of duty
     - Interests of national security
     - Entry into a service academy
     - Withdrawal of ecclesiastical indorsement
     - Pregnancy
     - Failure to complete medical training programs
     - Reserve Officers elected or appointed to civil office

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1 August 1971

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5. Data Items and Explanations:

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- Dual status officers to revert to regular Warrant Officer: Para 58
- Recipients of Medal of Honor: Para 59
- To attend school: Para 61
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- Release of Officers Serving With Selective Service System: Para 56
- Release for other miscellaneous reasons: Para 62
- Upon established date of separation: Para 63
- Conversion of Career Reserve Status to a Date of Separation—Individual Application: Para 63 & 63.2

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- Maximum age: Para 67
- Length of Service—service in grade: Para 67
- Excessive number of reserve officers in any grade: Para 67
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- Substandard performance of duty: Para 65
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Failure to accept regular appointment when confirmed by the Senate:

Release from Extended Active Duty (EAD) (Unit Demobilization):

Release of Reserve Units: AFR 36-12

Release of ANG and ANGUS from federal service and return thereof to State control:

Release from Active Duty (Not by reason of physical disability):

Revert to retired list: Para 117, AFM 35-7

Release from Active Duty (By reason of physical disability):

Revert to retired list: Para 24, AFM 35-4

Revert to inactive status for purpose of retirement under Chapter 67, Title 10 USC, in lieu of discharge with entitlement to receive disability severance pay

Authority

AFR 36-12
Para 54
Para 57
Para 58
Para 59
Para 61
Para 65
Para 56
Para 62
Para 63
Para 63 & 63.2

Data Codes

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1. Title: Separation Designation Numbers (SDN), Officer, ADE SE 596, Chg Eff: 1 Jan 1972 (Continued)
2. Data Items and Explanations:

PART VI. Miscellaneous Categories (Continued)

Discharges—Physical Disability:
With entitlement to receive disability severance pay
Physical disability resulting from intentional misconduct or willful neglect or incurred during period of unauthorized absence. Not entitled to disability severance pay.

EPTS—established by physical evaluation board. Not entitled to disability severance pay.

Dropped From the Rolls:

HQ USAF (Rolls of the Air Force) (Absent without authority)

Dropped from Unit Rolls—AWOL and Deserter
Conviction and confinement by civil authorities
Dismissal by reason of General Court-Martial sentence
Dropped from Unit Rolls—Prisoner (Other than POW)
Dropped from Rolls—Missing (Non-Combat)
Deaths—all causes
Dropped from Rolls—POW
Dropped from Rolls—Missing in Action

Strength Corrective Actions:
Correction—Deletion of previously reported gain from DFR Status
Correction—Deletion of previously reported accession

PART VII. Retirements

Age, service, time in grade (mandatory retirement):

35 years service/5 years in grade—Regular Major General
Age 62 or more—Regular AF Major General
Age 60—Regular AF Major General whose retirement has been deferred
Age 64—Regular AF Major General whose retirement has been deferred and each permanent professor and the Registrar of the USAF Academy or the US Military Academy
30 years service/5 years in grade—Regular Brigadier General
30 years service/5 years in grade—Regular Colonels
28 years service—Regular Lt Colonel
Age 60—Regular Officer below grade of Major General
More than 30 years active service—Professor USAF or US Military Academy
30 years active service or more—Regular Warrant Officers
Age 62—Regular Warrant Officers
Age 62—Reserve & Temporary Warrant Officers

Age, service, time in grade (voluntary retirement):

35 years service/5 years in grade—Regular Major General
Age 62 or more—Regular AF Major General
Age 60—Regular AF Major General whose retirement has been deferred
Age 64—Regular AF Major General whose retirement has been deferred and each permanent professor and the Registrar of the USAF Academy or the US Military Academy
30 years service/5 years in grade—Regular Brigadier General
30 years service/5 years in grade—Regular Colonel
28 years service—Regular Lt Colonel
Age 60—Regular Officer below grade of Major General
More than 30 years active service—Professor USAF or US Military Academy
30 years active service or more—Regular Warrant Officers
Age 62—Regular Warrant Officers
Age 62—Reserve & Temporary Warrant Officers

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1 August 1971

AFM 300-4 Vol II (C1)

1. Title: Separation Designation Numbers (SDN), Officer, ADE SE-596, Chg Eff: 1 Jan 1972 (Continued)

5. Data Items and Explanations:

PART VII. Retirements (Continued)

Age, service, time in grade (permanent disability retirement):

- 35 years service/5 years in grade—Regular Major General
- Age 62 or more—Regular AF Major General
- Age 60—Regular AF Major General whose retirement has been deferred
- Age 64—Regular AF Major General whose retirement has been deferred and each permanent professor and the Registrar of the USAF Academy or the US Military Academy
- 30 years service/5 years in grade—Regular Brigadier General
- 30 years service/5 years in grade—Regular Colonels
- 28 years service—Regular Lt Colonel
- Age 60—Regular commissioned officers below grade of Major General
- More than 30 years active service—Professor USAF or US Military Academy
- 30 years active service or more—Regular Warrant Officers
- Age 62—Regular Warrant Officers
- Age 62—Reserve & Temporary Warrant Officers

Age, service, time in grade (temporary disability retirement):

- 35 years service/5 years in grade—Regular Major General
- Age 62 or more—Regular AF Major General
- Age 60—Regular AF Major General whose retirement has been deferred
- Age 64—Regular AF Major General whose retirement has been deferred and each permanent professor and the Registrar of the USAF Academy or the US Military Academy
- 30 years service/5 years in grade—Regular Brigadier General
- 30 years service/5 years in grade—Regular Colonels
- 28 years service—Regular Lt Colonel
- Age 60—Regular commissioned officers below grade of Major General
- More than 30 years active service—Professor USAF or US Military Academy
- 30 years active service or more—Regular Warrant Officers
- Age 62—Regular Warrant Officers
- Age 62—Reserve & Temporary Warrant Officers

Failure of Selection for Promotion—Commissioned & Warrant Officers (Mandatory Retirement):

Established retirement date

Retained for retirement

Failure of Selection for Promotion—Commissioned & Warrant Officers (Voluntary Retirement):

Established retirement date

Retained for retirement

Failure of Selection for Promotion—Commissioned & Warrant Officers (Temporary disability retirement):

Established retirement date

Retained for retirement

Failure of Selection for Promotion—Commissioned & Warrant Officers (Permanent disability retirement):

Established retirement date

Retained for retirement
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1. Title: Separation Designation Numbers (SDN), Officer, ADE SE 596, Chg Ed: 1 Jan 1972 (Continued)

5. Data Items and Explanations:

PART VII. Retirements (Continued)

Reserve Officers—20 year Reserve Career Program:

Voluntary Retirement
Permanent Disability Retirement
Temporary Disability Retirement
Twenty years active service or more—Commissioned and Warrant Officers:

Voluntary Retirement
Temporary disability retirement
Permanent disability retirement
Placement on retired list at age 60 with pay:

Voluntary retirement
Permanent disability retirement
Temporary disability retirement
Retirement—Permanent by reason of physical disability
Retirement—Placement on the Temporary Disability retired list

Re-retirements:

Formerly retired for other than disability and recalled to active duty and re-retired for physical disability
Formerly retired for disability and recalled to active duty and retired for disability or aggravation of former disability

Authority
Data Codes

AFM 35-7
75X
AFM 35-4
75Y
AFM 35-4
75Z
AFM 35-7
76Q
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1 August 1971

1. Title: Separation Designation Numbers (SDN), Airman, ADE SE 597, Chg Eff: 1 Jan 1972
2. Data Name: SDN AMN
3. Definition/Explanation: Identifies airman loss actions from the active Air Force strength by various groups.
4. Data Use Identifiers and Explanations:
   - Separation Designation Numbers (SDN), Airman

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## PART I. Separation or Release on Expiration of Term of Service (ETS)

- Separation—Expiration of Term of Active Obligated Service
  - Release from Extended Active Duty (EAD) of AF Reserve or ANG Personnel
  - Separation at adjusted ETS after completing a period of voluntary extension

### AFM 39-10, ch 3, sec A (ETS) and ch 3, sec B, para 3-8m (non-work day)

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## PART II. Separation or Release Prior to Expiration of Term of Service for Convenience of Government

- To accept commission as officer in the Air Force, or accept recall to active duty as officer in the Air Force Reserve
- To accept appointment as W/O or recall to Active Duty as W/O
- To attend AF Academy
- To accept commission or appointment in another branch of the Armed Forces of the United States
- To enter any of the other service academies
- Separation for unique or unusual reasons
- To NAS pending appointment in ANG
- To accept commission as officer from Officer Commissioning School (OCS) or Officer Training School (OTS)
- To accept commission from Aviation Cadet (AVC) or Aviation Student status
- Separation—best interests of the Air Force
- Separation—concealment of certain juvenile records
- Sole Surviving Son
- Release essential to national health, safety or interest
- Release to accept public office

### AFM 39-10, ch 3, sec A, para 1-2

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2 374.5 ADE SE-597
1. Title: Separation Designation Numbers (SDN), Airman, ADE SE 597, Chg Eff: 1 Jan 1972 (Continued)

5. Data Items and Explanations:

PART II: Separation or Release Prior to Expiration of Term of Service for Con-
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- Conscientious Objector
- Erroneous Enlistment or Induction
- Separation—To enter civilian police agency
- Separation—Insufficient service retainability for PCS (overseas returnees only)
- Early release to attend school
- Separation of AVC, OCS or OTS eliminees (no active duty commitment)
- Discharge of enlisted personnel on unspecified enlistment who complete 30 years active Federal service and do not submit application for retirement
- Discharge of enlisted personnel on unspecified enlistment over 55 years of age who have completed 20 years active Federal service and do not submit application for retirement
- Early release for Christmas
- Early release at original ETS of enlisted personnel who have executed a voluntary extension
- Early release after original ETS of personnel serving on a voluntary extension
- Early release for medical or dental school
- Obesity
- Failure to meet minimum requirements for retention in the Air Force
- Marginal producer
- Early release of first term airmen with selected skills and ETS dates
- Early release program specifically directed by HQ USAF
- Separation—Insufficient service retainability for PCS (other than overseas returnees)
- Release of unit of ANG and ANGUS from active Federal service and return thereof to state control
- Release of Reserve units

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ADE SE 597 2-374.6
### Data Items and Explanations

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<tr>
<td>Discharge by reason of physical disability with entitlement to receive severance pay</td>
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<td>Discharge by reason of physical disability resulting from intentional misconduct or wilful neglect or incurred during period of unauthorized absence. Not entitled to severance pay.</td>
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PART III. Attrition (Continued)

Discharged by reason of physical disability—EPTS—established by medical board and individual made application for discharge by reason of physical disability. 
Not entitled to receive disability severance pay.

Discharged by reason of physical disability—EPTS—established by physical evaluation board proceedings.
Not entitled to receive disability severance pay.

Unfitness—frequent involvement in incidents of a discreditable nature with civil or military authorities.

Unsuitability—financial irresponsibility—individual evaluation

Unfitness—an established pattern showing dishonorable failure to pay just debts.

Unfitness—an established pattern showing dishonorable failure to contribute adequate support to dependents or failure to comply with orders, decrees, or judgments of a civil court concerning support of dependents.

Unsuitability—financial irresponsibility—board entitlement

Unfitness—unsanitary habits

Misconduct—fraudulent enlistment

Misconduct—desertion—trial barred by 10 USC 843

Misconduct—desertion—prolonged unauthorized absence

Misconduct—AWOL—trial waived

Misconduct—convicted by civil court during current term of military service

Unsuitability—alcoholism—including the intemperate use of alcohol—board entitlement

Desertion (court-martial)

Unsuitability—alcoholism—including the intemperate use of alcohol—individual evaluation

Discharge—convicted by court-martial—other than desertion
1 August 1971

1. **Title:** Separation Designation Numbers (SDN), Airman, ADE SE 597, Chg Eff: 1 Jan 1972 (Continued)

5. **Data Items and Explanations:**

### PART III. Attrition (Continued)

- **Unsuitability—homosexual tendencies (waiver of board)**
- **Unsuitability—homosexual tendencies (Class III)—result of board action**
- **Unfitness—drug addiction, habituation, or the unauthorized use or possession of narcotics, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs and/or chemicals**
- **Unfitness—an established pattern of shirking**
- **Unfitness—sexual perversion, including but not limited to (1) lewd and lascivious acts, (2) homosexual acts, (3) sodomy, (4) indecent exposure, (5) indecent acts with or assault upon a child, or (6) other indecent acts or offenses**
- **Unsuitability—apathy, defective attitudes and inability to expend effort constructively—board entitlement**
- **Unsuitability—sexual deviate (aberrant tendencies)—board entitlement**
- **Unsuitability—apathy, defective attitudes and inability to expend effort constructively—individual evaluation**
- **Unsuitability—sexual deviate (aberrant tendencies)—individual evaluation**
- **Deaths—All causes**

**Military Personnel Security Program**

### PART IV. Retirements

- **Discharged from enlisted status and retirement as an officer**
- **Retirement after 20 but less than 30 years active Federal service**
- **Retirement after 30 years active Federal service**
- **Voluntary retirement in lieu of other administrative action**
- **Physical disability retirement following voluntary application—placed on Temporary Disability Retired List**
- **Physical disability retirement—placed on Temporary Disability Retired List**
- **Permanently retired by reason of physical disability**
- **Permanent retired by reason of physical disability following voluntary application**
- **Release from EAD and revert to retired list**
- **Release from EAD by reason of physical disability and revert to inactive status for the purpose of retirement under the provisions of 10 USC 1331-1337, in lieu of discharge with entitlement to receive disability severance pay.**

### PART V. Miscellaneous

a. **Correction**

   - **Correction—Deletion of previously reported accessions**
   - **As absentee or deserter**
   - **As a prisoner (other than POW)**
   - **As missing (non-combat)**
   - **Correction—Deletion of previously reported as gained from dropped from Unit Rolls**
   - **As POW**
   - **As missing in action**

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