

Separating from Active Duty for Re-Deferred Residency/Fellowship Training

To preclude unnecessary delay in administrative processing, please initiate the following actions upon receipt of this letter:

a. Initiate a request for separation through the Virtual Military Personnel Flight (vMPF). Visit the AFPC homepage, <https://mypers.af.mil/app/categories/p/8%2C9/c/790> for complete instructions. We recommend that you take a few moments to review the topics under the section titled "Separation Process." You will then need to click on "Apply for Early Separation" to get started. This will take you to AFPC Secure and from there, you will log in to vMPF to start your separation request. For specific questions on the vMPF separation request, you are encouraged to contact either your base MPF Separations section, or the AFPC Total Force Service Center at 1-800-525-0102. Although AFPC/DP2NP is not the Separations authority, the following tips should help guide you through the vMPF process:

- 1.) Step 1 – Login to vMPF, select Self-Service Actions, then select Voluntary Separations Click "Apply for Voluntary Separation" button, review information and click "Next" button. Use the drop down menu to select "Physician Redeferment Program" as the separation provision.
- 2.) Step 2 – Your requested date of separation must be 1 day prior to your training start date (30 June for a 1 July start, or 31 July for a 1 August start).
- 3.) Step 3 – In the "Justification" section, ensure you type this statement – "I am requesting separation under the Physician Redeferment Program IAW AFI 36-3207, para 2.4.7. I will be required to re-enter onto active duty, in the specialty in which I was selected for by the JGMES Board and trained in, upon completion of training to fulfill pre-existing ADSC."
- 4.) Step 4 – Select a statement for Reserve Commission & check "I hereby tender my resignation"
- 5.) Step 5 – Self-explanatory
- 6.) Step 6 – You must check all the acknowledgement statements. *Note: These statements are generic in nature and may not apply to you specifically; however, you must check mark each one to proceed. You should refer to the JGME offer letter/ADSC Statement for specific rules/regulations that apply to you.
- 7.) Step 7 – N/A
- 8.) Step 8 – Complete your Commander's information.
- 9.) Step 9 – Select your Base AD CSS
- 10.) Step 10 "Add attachments". To prevent processing delays, ensure you attach the mandatory documentation to your request. These items are – a.) Copy of your JGMESB offer letter b.) Copy of your signed Statement of Understanding /ADSC Statement and c.) Letter of Acceptance (and match notice if applicable) from the Program Director of the training program in which you have matched, to

include specific training start and stop dates. Failure to attach all of these items may result in disapproval of your request by AFPC Separations.

11.) Save and submit your request.

12.) **(*NOTE: AFTER date of separation (DOS) has been approved, you will receive an e-mail giving you specific instructions to facilitate your outprocessing. Failure to complete the “Pre-Separation Orders Worksheet” and the “DD Form 214 worksheet” could delay your outprocessing. Both worksheets can be found in vMPF under “Self Service Actions” and then “Separations”. Separation orders and DD Form 214 will not be completed if you do not take these actions)**