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> [Instructions for Service Members with Gender Dysphoria to Request Voluntary Separation or Retirement](#)

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Instructions for Service Members with Gender Dysphoria to Request Voluntary Separation or Retirement

Applicable to: Military

This article is applicable to RegAF and Space Force Active-Duty Military

Pursuant to the 8 May 2025 memorandum from the Secretary of Defense reinstating previous guidance related to gender dysphoria action, the previously implemented pause, effective 2 April 2025, has been lifted. Eligible members may now apply/reapply for voluntary separation or retirement.

The DAF developed the following instructions to allow impacted service members to apply for voluntary separation or retirement to meet Executive Order 14183, *Prioritizing Military Excellence and Readiness*, dated 27 January 2025; Office of the Under Secretary of Defense memorandum, *Clarifying Guidance on Prioritizing Military Excellence and Readiness*, dated 28 February 2025; Office of the Undersecretary of Defense, *Clarifying Guidance on Prioritizing Military Excellence and Readiness: Retention and Accession Waivers*, dated 4 March 2025; and SAF/MR memorandum, *Additional Guidance for Executive Order 14183, "Prioritizing Military Excellence and Readiness"*, dated 1 March 2025.

Service members in one or more of the following situations **are ineligible** to apply:

- Under investigation, pending civilian criminal court proceedings, pending disciplinary action or pending involuntary discharge for circumstances other than gender dysphoria.
- Under appellate review.
- Pending action under the disability evaluation system under DAFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, for a co-morbidity, or other qualifying condition, other than gender dysphoria, that is appropriate for disability evaluation processing in accordance with DoDI 1332.18, *Disability Evaluation System*. If a service member is subsequently returned to duty by the PEB, they may apply for voluntary separation or retirement within 10 days of being returned; however, they must request a separation or retirement date as outlined in paragraph 2 below.

Eligibility

A service member who has a current diagnosis or history of, or exhibits symptoms consistent with, gender dysphoria may request voluntary separation or retirement as outlined below. Medical verification by a privileged/credentialed healthcare provider will be required to establish that the member meets criteria as outlined in the OSD policy and included in the separation application.

Potential Benefits

Service members may be eligible for voluntary separation pay at twice the amount of involuntary separation pay, depending on years of Service (greater than six years and less than 20 years). Members with over 18 years but less than 20 years may be eligible to apply for retirement under the Temporary Early Retirement Authority (TERA). Characterization of service for members

approved for voluntary separation or retirement will be honorable.

Application Window and Separation/Retirement Effective Dates

A service member may submit a request for voluntary separation or retirement through **6 June 2025**.

Service members may request a separation date that is **No Later Than (NLT) 30 November 2025** or request a retirement date that is **NLT 1 December 2025**.

Please be advised that applications are processed on a first-in, first-out basis; therefore, service members must factor in requests for permissive TDY and/or terminal leave, as well as processing time, when requesting the desired retirement/separation date.

Application Process - Separation

Applications must be submitted using the on-line web-based application located on vMPF.

- Access the vMPF and click on the Self-Service Actions link then select “Voluntary Separation”.
- Click Next then complete the steps in order.
- For step 1, choose miscellaneous reasons as the separation provision.
- For step 2, select the requested date of separation using the pop-up calendar.
- For step 3, in the justification remarks section, the very first sentence must say “Applying for voluntary gender dysphoria separation”.
- For officers, on step 4 select the “do not request an Air Force Reserve Commission”. If the system presents an error, then select another option in order to complete the application.
- Complete the remaining steps and upload a copy of the Commander’s verification memo, a medical verification memo and the Separation Pay Acknowledgement memo if applicable. Links to the Commander’s verification memo, medical verification memo, and the Separation Pay Acknowledgement memo can be found under Resources at the bottom of this article.
- Submit your request to your unit commander or equivalent.

NOTE: Do not delay initiating your application while waiting for all the required documents. You can add/forward the required documents after initiation or submission of your application.

Commander Review

These separation applications will only require unit-level commander review and will not need to be coordinated through the Base Separation Authority. Once the commander has provided recommendation the application will be forwarded to AFPC Voluntary Seps Tier 2 (DPMSSR).

Application Process - Retirement

Applications must be submitted via myFSS using the following steps:

- Log into myFSS and click the **myRetirement** tile.
- Click on the **Active-Duty Retirement** tile.
- The Retirements homepage appears. Review the applicable information on retirement; when ready click the **Create a Request** button at the bottom of the page.
- The eligibility review screen appears. Review the information and complete the questions at the bottom of the page:
 - Enter your **desired retirement date** (i.e., not later than **1 Dec 2025**)
 - If you are enlisted and served in a higher grade, check the “I held a higher grade than my current grade” box and answer the subsequent questions that appear.
 - Select **Force Management** from the list of available retirement programs.
 - Check the appropriate radio button to indicate the **location of your last duty station** (CONUS or OCONUS).
 - Check the appropriate radio button to indicate **completion of Transition Assistance Program requirements**.
 - Click the **Next** button.
- A notice will appear to indicate your application has been sent for manual review. A retirements technician will review your record and respond within 48 hours.
- Upon receipt of the eligibility response, access your open retirement case on the myFSS Airman Community page. Click on the Update case button and complete the pre-application checklist and application. Upload a copy of the commander verification and medical verification memos. You will need your forwarding address and your commander’s official email address to complete the application.
- myFSS will forward a notice to your commander to complete the required recommendation.

Commander Review

Commanders must advise in the comment portion of the online separation application or on the commander coordination page of the online retirement application any condition which exists that renders the service member ineligible, i.e., pending involuntary discharge for conditions other than gender dysphoria, undergoing investigation or pending court-martial action.

For retirement applications, commanders will also identify circumstances that warrant an officer grade determination (OGD) and initiate immediate action to begin the review process. Any application requiring an OGD will be placed in suspended status until the SecAF decides on the officer’s retired grade. Since this process could delay a member’s retirement date, commanders must monitor the request and ensure the OGD review process is completed as expeditiously as possible.

Commanders, supervisors, agencies, units, or organizations are not authorized to delay, divert or disapprove applications under this program.

Administrative Absence

Guidance for administrative absence is covered in myFSS article 10471.

Resources

- [Executive Order 14183, *Prioritizing Military Excellence and Readiness*, dated 27 January 2025 \(/USAFCommunity/s/view-file?id=069Rw000004jA4DIAU\)](#)
- [Office of the Under Secretary of Defense memorandum, *Clarifying Guidance on Prioritizing Military Excellence and Readiness*, dated 28 Feb 2025 \(/USAFCommunity/s/view-file?id=069Rw000004jDRpIAM\)](#)
- [SAF/MR memorandum, *Additional Guidance for Executive Order 14183, "Prioritizing Military Excellence and Readiness"*, dated 1 Mar 2025 \(/USAFCommunity/s/view-file?id=069Rw000004izOuIAI\)](#)
- [OSD Memorandum, *Implementing Policy on Prioritizing Military Excellence and Readiness*, 8 May 2025 \(/USAFCommunity/s/view-file?id=069Rw000008EDk3IAG\)](#)
- [OUSD Memorandum, *Prioritizing Military Excellence and Readiness: Implementation Guidance*, 15 May 2025 \(/USAFCommunity/s/view-file?id=069Rw000008ER3IIAG\)](#)
- [Commander Verification template \(/USAFCommunity/s/view-file?id=069Rw000004j6DUIAY\)](#)
- [Separation Pay Acknowledgement memo \(/USAFCommunity/s/view-file?id=069Rw000004j3QvIAI\)](#)
- [Medical Verification template \(/USAFCommunity/s/view-file?id=069Rw000008EQyvIAG\)](#)

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