



**DEPARTMENT OF THE AIR FORCE  
86TH FLYING TRAINING SQUADRON (AETC)**

15 Mar 21

MEMORANDUM FOR RECORD

FROM: 12 ABC/DO

SUBJECT: Memo in Lieu of a DD-Form 214

1. This memo is to certify that Major Jon Doe is retiring from active military service effective 1 July 2021.
2. Service information:
  - Name/Rank/Grade of Service Member: Jon A. Doe, Major, O-4
  - Branch of Service: USAF
  - Dates of Active Service (Start and End Dates): 29 May 2000 – 30 June 2021
  - Expected Date of Discharge/Release from Active Duty: 30 June 2021
  - Terminal leave start date (if applicable): 1 May 21
  - Expected character of service/discharge and type of separation: Honorable
3. Based on his character, professionalism and skill, I know Major Jon Doe will make a great addition to civil service. If you have any questions please do not hesitate to call me at 210-555-1234.

FRED FLINT, Lt Col, USAF  
Director of Operations, 12 ABC

Signature by, or by direction of the adjutant, personnel office, unit commander, or higher headquarters commander