

(2) Consider imposing disciplinary action (including removal) against the employee or withdrawing command sponsorship of the dependent, as appropriate, for failure to comply.

**§ 884.17 Reporting requests for assistance and action.**

The commander or designee will report promptly by message each request for assistance and intended action. Send reports to HQ USAF/JAJM, who in turn will submit required reports through channels to ASD(FM&P). HQ USAF/JAJM will conduct all communication with requesters.

**§ 884.18 Format letter.**

SUBJECT: Instructions in Case of Release on Bail or Recognizance.

1. You are being released to the custody of civil authorities under the provisions of AFR 111-11. This action does not constitute a discharge from the Air Force. If you are released from civil custody on bail or on your own recognizance, report immediately in person or by telephone to the (Air Force unit, activity, or recruiting office) for further instructions. Advise the commander of your name, grade, SSN, organization, the circumstances of your release from custody, and the contents of this letter, including the Note below.

2. Certain restrictions may be placed upon you by the civil authorities in connection with your temporary release from custody. Be certain to include in your report what these limitations are.  
(Signature element)

NOTE: Section 884.3 provides that the authority to whom you will report will advise the commander who authorized your delivery to civil authorities, or if that is not possible, HQ AFMPC/DPMARS or DPMRPP2, by the fastest means available. Your name, grade, SSN, organization, and other pertinent circumstances will be provided and further instructions will be requested.

**PART 887—ISSUING OF CERTIFICATES IN LIEU OF LOST OR DESTROYED CERTIFICATES OF SEPARATION**

- Sec.  
887.0 Purpose.  
887.1 Explanation of terms.  
887.2 Safeguarding certificates.  
887.3 Persons authorized CILs.  
887.4 Requesting CILs.  
887.5 Issuing CILs.  
887.6 Who must sign CILs.

887.7 Persons separated under other than honorable conditions (undesirable or bad conduct) or dishonorable discharge.

887.8 Where to apply for certificates.

887.9 Furnishing photocopies of documents.

AUTHORITY: 10 U.S.C. 1041.

SOURCE: 53 FR 876, Jan. 14, 1988, unless otherwise noted.

**§ 887.0 Purpose.**

This part tells who may apply for a certificate in lieu of a lost or destroyed certificate of separation. It explains where and how to apply. It implements 10 U.S.C. 1041 and DOD Instruction 1332.13, December 23, 1968. This publication applies to ANG and USAFR members. It authorizes collection of information protected by the Privacy Act of 1974. The authority to collect the information is title 10, U.S.C. 8912 and Executive Order 9397. Each form used to collect personal information has an associated Privacy Act Statement that will be given to the individual before information is collected. System of records notice F035 AF MP C, Military Personnel Records System, applies.

**§ 887.1 Explanation of terms.**

(a) *Certificate in lieu (CIL)*. A certificate issued in lieu of a lost or destroyed certificate of service, discharge, or retirement.

(b) *Service person*. One who:

(1) Is currently serving as a member of the Air Force; or

(2) Formerly served in the active military service as a member of the Air Force and all military affiliation was terminated after September 25, 1947.

(c) *Surviving spouse*. A survivor who was legally married to a member of the service at the time of the member's death.

(d) *Guardian*. A person or group of persons legally placed in charge of the affairs of a service member adjudicated mentally incompetent.

**§ 887.2 Safeguarding certificates.**

Certificates of separation are important personal documents. Processing applications for CILs is costly to the Air Force. To keep requests for CILs at a minimum:

(a) Personnel officers will tell members of the importance of safeguarding the original certificates.