



Department of Defense **INSTRUCTION**

NUMBER 1336.01
August 20, 2009

USD(P&R)

SUBJECT: Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Instruction (DoDI) 1336.1 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (b)).

b. Establishes and implements policy for the preparation and distribution of the revised DD Forms 214, "Certificate of Release or Discharge From Active Duty," 214C, "Certificate of Release or Discharge From Active Duty, Continuation Sheet," 215, "Correction to DD Form 214, Certificate of Release or Discharge From Active Duty," and 214WS, "Certificate of Release or Discharge From Active Duty, Worksheet."

c. Prescribes procedures for the preparation and distribution of the revised DD Forms 214, "Certificate of Release or Discharge From Active Duty," 214C, "Certificate of Release or Discharge From Active Duty, Continuation Sheet," 215, "Correction to DD Form 214, Certificate of Release or Discharge From Active Duty," and 214WS, "Certificate of Release or Discharge From Active Duty, Worksheet," in order to comply with the requirements of enlisted and officer separations issuances, DoDIs 1332.14 and 1332.30 (References (c) and (d)), and the control and publication of separation program designator (SPD) codes. Procedures for the preparation and distribution of these forms include electronic and hard copy formats.

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS. These terms and definitions are for the purposes of this Instruction.

- a. DD Form 214/5 series. This series includes DD Form 214, DD Form 214WS, DD Form 215, and DD Form 214C.
- b. foreign service. Service performed outside the continental United States.
- c. initial entry training. In accordance with section 3301 of Public Law 110-252 (Reference (e)), includes Basic Combat Training and Advanced Individual Training (Army); Recruit Training and Skill Training (or 'A' School) (Navy); Basic Military Training and Technical Training (Air Force); Recruit Training and Marine Corps Training (or School of Infantry Training) (Marine Corps); and Basic Training (Coast Guard). This service time is captured in Block 12h of the DD Form 214.
- d. sea service. The sum of all sea duty periods, as defined by section 305a of title 37, United States Code (U.S.C.) (Reference (f)), minus the number of days lost which occurred during each sea duty period. This service time is captured in Block 12g of the DD Form 214.
- e. SPD Code. A separation program designator code that lists the conditions under which a Service member is discharged from military service.
- f. special additional instructions. Blocks 23 through 30 of the DD Form 214 which contains separation type, character of service, separation authority, separation code, reentry code, narrative reason for separation, dates of lost time (as defined by section 972 of title 10, U.S.C. (Reference (g))), and member election to receive Copy 4 of the DD Form 214.

4. POLICY. It is DoD policy that

- a. The DD Form 214 will provide an accurate and complete summation of active military personnel service. It will provide the Military Services with an authoritative source of personnel information for administrative purposes, and for making enlistment or reenlistment eligibility determinations.
- b. The DD Form 214/5 series shall be issued and distributed in accordance with the responsibilities outlined in Enclosure 2 and procedures outlined in Enclosure 3 of this Instruction. Electronic transfer and electronic signature of the DD Form 214/5 series are acceptable methods for their issuance and distribution and will be used as capabilities evolve in accordance with procedures outlined in Enclosure 3.
- c. Every Service member who is being separated shall be given a completed DD Form 214 describing relevant data regarding the Service member's service and the circumstances of termination, except as limited in Enclosure 3.
- d. The DD Form 214 will be accurately prepared to provide the Service member a clear, concise summary of active service with the Military Services at the time of transfer, release, discharge, or Service member change of component or status while on active duty.

e. The DD Form 214 will be provided in electronic format, if the capability to transmit and receive exists, in order to expedite distribution to appropriate governmental agencies such as the Department of Veterans Affairs (DVA) and the Department of Labor (DOL).

f. The DD Form 214 is the authoritative source of information required for the administration of State and Federal laws applicable to personnel who have been discharged, released, or transferred to a Reserve Component while on active duty.

g. Completion of all DD Form 214/5 series documents will be in accordance with this Instruction.

5. RESPONSIBILITIES. Responsibilities are outlined in Enclosure 2.

6. PROCEDURES. Procedures and standards for implementing policy in this Instruction are contained in Enclosure 3.

7. FORMS. Sample forms are provided in Enclosure 4.

8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE. This Instruction is effective immediately. Military Services will forward two copies of implementing documents, and any changes thereto, to the DOL in accordance with section 8523 of title 5, U.S.C. (Reference (h)) and to the DVA.



Gail H. McGinn
Deputy Under Secretary of Defense (Plans)
Performing the Duties of the
Under Secretary of Defense for
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)," January 6, 1989 (hereby canceled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Instruction 1332.14, "Enlisted Administrative Separations," August 8, 2008
- (d) DoD Instruction 1332.30, "Separation of Regular and Reserve Commissioned Officers," December 11, 2008
- (e) Section 3301 of Public Law 110-252, "Supplemental Appropriations Act, 2008," June 30, 2008
- (f) Section 305a of title 37, United States Code
- (g) Section 972 of title 10, United States Code
- (h) Section 8523 of title 5, United States Code
- (i) DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," January 2, 2008
- (j) Sections 596 and 1614(b) (10) (B) of Public Law 110-181, "National Defense Authorization Act for Fiscal Year 2008," January 28, 2008
- (k) DoD 5015.02-STD, "Electronic Records Management Software Applications Design Criteria Standard," April 25, 2007
- (l) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (m) American Council on Education, "Guide to the Evaluation of Educational Experiences in the Armed Services," as updated¹
- (n) DoD Instruction 1205.12, "Civilian Employment and Reemployment Rights of Applicants for, and Service Members and Former Service Members of the Uniformed Services," April 4, 1996
- (o) DoD Directive 1325.2, "Desertion and Unauthorized Absence," August 2, 2004

¹ Available at <http://www.militaryguides.acenet.edu/>

ENCLOSURE 2

RESPONSIBILITIES

1. PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (PDUSD(P&R)). The PDUSD(P&R), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)):

- a. Shall develop, maintain, and oversee procedural instructions and guidance for the DD Form 214/5 series.
- b. May supplement the enclosures to this Instruction to provide updated policy and may delegate authority to establish appropriate oversight requirements.
- c. Exercises approval authority over requests to add, change, or delete standard SPD codes.

2. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE COAST GUARD. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

- a. Provide active duty Service members who are separated a complete, accurate DD Form 214 containing a clear, concise summary of service, except as limited in Enclosure 3 of this Instruction.
- b. Direct commanders or commanding officers of units or activities authorized to issue DD Forms 214 and 215 to appoint, in writing, those delegated authority to issue and control DD Forms 214 and 215.
- c. Issue appropriate instructions for safeguarding the forms and data contained in DD Forms 214 and 215 to separation activities due to their considerable value in obtaining veterans benefits, reemployment rights, and unemployment insurance.
- d. Issue instructions and procedures governing the electronic generation of the DD Forms 214 and 215 and personnel data contained therein.
- e. Issue instructions and procedures for the distribution of the DD Form 214/5 series, consistent with internal requirements, to the DVA and the DOL.
- f. Monitor the use of DD Form 214 and periodically review its issuance to ensure that requests for corrections to DD Form 214 are given priority and that backlogs for corrections are minimized or eliminated. Significant issues or backlogs shall be brought to the attention of the PDUSD(P&R).

g. Delineate in Service policy that no modification to the contents or format of the DD Form 214/5 series are made without prior authorization from the PDUSD(P&R).

h. Ensure that requests to add, change, or delete SPD codes, with appropriate justification, are forwarded to the PDUSD(P&R) for approval.

i. Ensure positive control is exercised over the distribution of any and all lists of SPD codes with narrative explanations. SPD code lists will be stamped "For Official Use Only" and will not be furnished to any agency or individual outside the Department of Defense.

j. Ensure commanders or commanding officers of units or activities authorized to issue DD Forms 214 and 215 are aware that appropriate provisions of the DoD Directive 5400.07 (Reference (i)) will be used to deny the release of SPD code lists to the public. Only the individual being separated or discharged is entitled access to his or her SPD code. It is not intended that these codes stigmatize an individual in any manner. They are intended for DoD internal use in collecting data to analyze statistical reporting trends that may, in turn, influence changes in separation policy.

k. Develop capabilities and establish procedures to generate and use electronic-signature and electronic transfer of the DD Forms 214 and 215 for transmittal of records to the DVA in accordance with section 1614(b) (10) (B) of Public Law 110-181 (Reference (j)).

l. Develop implementation and management controls for the electronic transfer of DD Form 214/5 data as capability is developed to ensure proper protocol and safeguarding of electronically transmitted data is consistent with DoD standards, as outlined in DoD 5015.2-STD (Reference (k)) and DoDD 5400.11 (Reference (l)).

ENCLOSURE 3

PROCEDURES

1. HANDLING

a. Due to the considerable value of the DD Form 214 in obtaining veterans benefits, reemployment rights, and unemployment insurance, commanding officers will ensure processes are in place and training is conducted on the safeguarding and proper disposal of electronic data and hard copies of the DD Form 214/5 series.

b. DD Form 214 shall contain relevant data regarding the Service member's character of service and the circumstances of termination at the time of transfer, release, discharge, or when the Service member changes status or component while on active duty.

(1) DD Forms 214 will be printed with a reproducible screen tint using appropriate security ink on Blocks 1, 3, 4a, 4b, 12, and 18 through 30. Blocks 1, 3, 5, and 7 of the DD Form 215 will be similarly printed to make alterations readily discernible. No corrections will be permitted in the screened areas.

(2) A continuation sheet (DD Form 214C), if required, will be used, and will reference information from Blocks 1 through 3 and the appropriate block(s) being continued.

(3) All forms to be discarded, including those that are blank or partially completed, and reproduced copies of DD Form 214 will be destroyed. No forms will be discarded intact.

(4) Blank forms given to personnel for educational or instructional purposes, and forms maintained for such use, are to be clearly voided in an unalterable manner.

(5) DD Form 214WS will contain the word "WORKSHEET" on the body of the form (see Enclosure 4 of this Instruction). This worksheet will be treated in the same manner as DD Form 214.

2. ISSUANCE. DD Form 214 will normally be issued by the command from which the Service member was separated. In those instances where a DD Form 214 was not issued, the Services concerned may establish procedures for administrative issuance of the form.

a. DD Form 214, once issued, will not be reissued except:

(1) When directed by appropriate appellate authority, Executive order (E.O.), or by the Secretary of the Military Department concerned.

(2) When it is determined by the Military Department concerned that the original DD Form 214 cannot be properly corrected by issuance of a DD Form 215 or if the correction would require issuance of more than two DD Forms 215.

(3) When two DD Forms 215 have been issued and an additional correction is required.

b. When a DD Form 214 is administratively issued or reissued, an entry will be made in Block 18, "Remarks," annotating the issuance or reissuance unless appellate authority, E.O., or Military Department Secretarial directive specifies otherwise.

c. The original of DD Form 214 showing separation from a period of active service with a Military Service, including release from a status that is legally determined to be void, will be physically delivered to the separating Service member prior to departure from the separation activity (a) on the effective date of separation; or (b) on the date authorized travel time commences. Copy No. 4 of the DD Form 214, containing the statutory or regulatory authority, SPD code, reenry code, and narrative reason for separation, also will be physically delivered to the separating member prior to departure, if requested by the member by initialing Block 30 of the DD Form 214, and remaining copies will be distributed on the day following the effective date of separation (see section 4 of this enclosure regarding delivery of copies).

(1) When separation is effected under emergency conditions that preclude physical delivery, the original DD Form 214 will be mailed to the recipient on the effective date of separation.

(2) If the separation activity is unable to complete all items on the DD Form 214, the form will be prepared as completely as possible and delivered to the separating Service member. The Service member will be advised (a) that a DD Form 215 will be issued by the Military Service concerned when the missing information becomes available; and (b) that it will not be necessary for the separating member to request a DD Form 215 for such information. (See paragraph 4.d. of this enclosure.)

d. Personnel being separated from a period of active duty for training, full-time training duty, or active duty for special work will be furnished a DD Form 214 when they have served 90 days or more, or when required by the Secretary of the Military Department concerned for shorter periods. Personnel shall be furnished a DD Form 214 upon separation for cause or for physical disability regardless of the length of time served on active duty.

(1) Reserve Component personnel ordered to active duty for a contingency operation will be issued a DD Form 214 regardless of the number of days served on active duty.

(2) The DD Form 214 issuance requirement shall also apply to recalled retirees reverting to retired status, regardless of the period of active duty served.

e. Service members who change their status or component, as outlined in subparagraphs 2.e.(1) through (4) of this enclosure, while they are serving on active duty will be provided a completed DD Form 214 upon:

(1) Discharge for immediate enlistment or reenlistment (optional – at the discretion of the Military Services). However, Military Services not providing the DD Form 214 will furnish the Service member a DD Form 256, “Honorable Discharge Certificate,” and will issue instructions requiring those military offices that maintain a Service member’s records to provide necessary service data to the Service member for application to appropriate civilian individuals, groups, and Governmental agencies. Such data will include Service component, entry data, and grades. (See paragraph 3.j. of this enclosure.)

(2) Termination of enlisted status to accept an appointment to warrant or commissioned officer grade.

(3) Termination of a temporary appointment to accept a permanent warrant or commission in the Active Duty or Reserve Components of the Military Services.

(4) Termination of an officer appointment in one of the Military Services to accept appointment in another Service.

f. DD Form 214 need not be prepared for:

(1) Personnel found disqualified upon reporting for active duty and who do not perform duties in accordance with orders.

(2) Personnel whose active duty, active duty for training, full-time training duty, or active duty for special work is terminated by death.

(3) Personnel being removed from the Temporary Disability Retired List.

(4) Enlisted personnel who receive temporary appointments to warrant officer or commissioned officer grades.

(5) Personnel whose temporary warrant or commissioned officer status is terminated and who remain on active duty to complete an enlistment.

(6) Personnel who terminate their Reserve Component status to integrate into an Active Component.

(7) Personnel separated or discharged who have been furnished a prior edition of this form, unless that form is in need of reissuance for some other reason.

3. PREPARATION. Preparation of the DD Form 214 will be consistent with the following:

a. DD Form 214 is an important record of service that must be prepared accurately and completely. Any unavoidable corrections and changes made in the unshaded areas of the form during preparation shall be neat, legible, and initialed on all copies by the authenticating official.

The recipient will be informed that making any unauthorized change or alteration of the form will render it void.

b. Since the DD Form 214 is often used by civilian personnel, abbreviations should be avoided.

c. Copies of DD Form 214 transmitted to various Governmental agencies shall be legible, especially those provided to the DVA for associated veteran's benefits and those provided to DOL for those eligible for unemployment benefits.

d. The authority for a Service member's transfer or discharge will be cited by reference to the appropriate Military Service regulation, instruction, or manual, followed by the appropriate separation program designator on Copies 2, 4, 7, and 8 only of the DD Form 214. A narrative description to identify the reason for transfer or separation will not be used on Copy 1 of the DD Form 214.

e. To assist the former Service member in employment placement and job counseling, formal in-service training courses successfully completed during the period covered by the form will be listed in Block 14, "Military Education;" e.g., medical, dental, electronics, supply, administration, personnel, or heavy equipment operations. Training courses for combat skills will not be listed. See the "Guide to the Evaluation of Educational Experiences in the Armed Services" (Reference (m)) for commonly accepted course titles and abbreviations.

f. For the purpose of reemployment rights, as outlined in DoDI 1205.12 (Reference (n)), all extensions of service, except those pursuant to Reference (g), are considered to be at the request and for the convenience of the Government. In these cases, Block 18 of DD Form 214 will be annotated to indicate, "Extension of service was at the request and for the convenience of the Government."

g. When one or more of the data items on the DD Form 214 are not available and the document is issued to the separating member, the applicable block(s) shall be annotated "See Remarks." In such cases, Block 18 shall contain the entry "DD Form 215 will be issued to provide missing information." When appropriate, Block 18 will also reflect the amount of disability pay and the inclusive dates of any non-pay or excess leave days.

h. Electronic signatures are the preferred method and will be used as capabilities evolve. If electronic signatures are not used, ensure the signatures are legible on all copies.

i. The only authorized entries in Block 24, "Character of Service," are the terms listed in paragraphs 3.i.(1) through (6) of this enclosure as appropriate. When a discharge has been upgraded, the DD Form 214 will be annotated on copies 2 through 8 in Block 18 to indicate the character of service has been upgraded; the date the application for upgrade was made; and the effective date of the corrective action.

(1) Honorable.

- (2) Under Honorable Conditions (General).
- (3) Under Other Than Honorable Conditions.
- (4) Bad Conduct.
- (5) Dishonorable.
- (6) Uncharacterized.

j. The date entered in Block 12a shall be the date of enlistment for the earliest period of continuous active service for which a DD Form 214 was not previously issued. For Service members who have previously reenlisted without being issued a DD Form 214, and who are being separated with any discharge characterization except “Honorable,” the following statement shall appear as the first entry in Block 18 on the DD Form 214: “CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date).”

(1) The “from” date shall be the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued, as applicable.

(2) The “until” date shall be the date before commencement of the current enlistment.

k. For Service members retiring from active duty, enter in Block 18, “Subject to active duty recall by Service Secretary.”

l. For Service members retiring or separating from active duty, participation in contingency operations will be documented in Block 18 of the DD Form 214.

m. For Service members being transferred to the Individual Ready Reserve, enter in Block 18, “Subject to active duty recall and/or annual screening.” Every Service member who is being separated is given a completed DD Form 214 describing relevant data regarding the Service member’s service, and the circumstances of termination. Exceptions are those listed in sections 2 and 3 of this enclosure. DD Form 214 may also be issued under other circumstances prescribed by the Military Service concerned. A continuation sheet (DD Form 214C), if required, will be included and will reference: the DD Form 214 being continued; information from Blocks 1 through 3; the appropriate block(s) being continued; the Service member’s signature; date; and the authorizing official’s signature. DD Forms 214 are not intended to have any legal effect on termination of the member’s service.

n. If the Service member elects, enter in Block 18 an e-mail address and telephone number to allow contact by agencies receiving copies of the DD Form 214. If the Service possesses the capability, an “e-mail for life” address is preferred since it will provide a secure e-mail environment.

4. DISTRIBUTION. Distribution of copies of the DD Forms 214 and 215 will be made consistent with the Military Service's internal requirements and the instructions in this section.

a. DD Form 214

(1) Copy 1 (original). Provide the original to the Service member. The original DD Form 214 will be physically delivered to the Service member upon separation or the date authorized travel commences. If the Service member is not available at the time of separation, the form will be mailed to the Service member on the effective date of separation or transfer. Copy 1 should be used by the Service member to provide proof of service.

(2) Copy 2. Provide to the Military Service as a record copy.

(3) Copy 3. Provide to the DVA at Data Processing Center (214), 1615 E. Woodward Street, Austin, Texas 78772. A reproduced copy will also be provided in hard copy or electronic format to the hospital with the medical records if the individual is transferred to a DVA hospital. If the individual completes DVA Form 21-526, "Veterans Application for Compensation or Pension," a copy of the DD Form 214 with medical records will be forwarded to the DVA regional office having jurisdiction over the Service member's permanent address. The Service member may also elect to have a duplicate of Copy 3 forwarded to the Central Office of the DVA in the District of Columbia. When an individual is in Service and enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, Copy 3 will not be forwarded to the DVA.

(4) Copy 4. Provide the original to the Service member.

(5) Copy 5. Provide to the DOL, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070.

(6) Copy 6. Provide to the appropriate State Office of Veterans Affairs if the Service member so requested by having checked "Yes" in Block 20, "Member Requests Copy 6 Be Sent to State/Locality Office of Veterans Affairs." The Service member must specify the State or Locality. As authorized by section 596 of Reference (j), a Service member may elect to have this copy of the DD Form 214 forwarded to the appropriate veterans' affairs office for the State or other locality in which the Service member will first reside after such discharge or release. If the Service member does not request the copy be mailed, it may be utilized as prescribed by the Military Service concerned.

(7) Copies 7 and 8. To be distributed in hard copy or electronic format in accordance with regulations issued by the Military Service concerned.

(8) Copy 1 (reproduction). In the case of discharged alien deserters, provide one reproduced copy of Copy 1 in hard copy or electronic format to the U.S. Department of State, Visa Office - SCA/VO, State Annex No. 2, Washington, DC 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters in accordance with DoDD 1325.2 (Reference (o)). Enter the place of birth in Block 18.

b. DD Form 214WS. The DD Form 214WS will be used to assist the preparation of DD Form 214. The document will be used and disposed of in accordance with regulations issued by the Military Service concerned.

c. DD Form 214C. The DD Form 214C will be used to provide space for supplemental information where space is not available on the DD Form 214. The document will be handled in accordance with regulations issued by the Military Service concerned.

d. DD Form 215. The DD Form 215 will be used to correct errors in the DD Form 214 discovered after the original has been delivered and/or distribution of copies of the form has been made, and to furnish to separating member information not available when the DD Form 214 was prepared. The distribution of DD Form 215 will be identical to the distribution of DD Form 214.

e. Requests for Copies of DD Form 214 Subsequent to Separation. Agencies maintaining a separating member's DD Form 214 will provide a copy only upon written request by the Service member. Agencies will provide the Service member with one copy with the Special Additional Information section, and one copy with that information deleted. In the case of DD Forms 214 issued prior to July 1, 1979, agencies will provide the Service member with one copy containing all items of information completed, and one copy with specific authority and narrative reason for separation, reenlistment eligibility code, and separation program designator and/or number deleted from the form.

(1) In those cases where the Service member has supplied an authorization to provide a copy of the DD Form 214 to another individual or group, the copy furnished will not contain the Special Additional Information section or, in the case of DD forms issued prior to July 1, 1979, those items listed in paragraph 4.e of this enclosure.

(2) A copy will be provided to authorized personnel for official purposes only.

5. REPLACEMENT AND CORRECTION

a. Replacement copies of DD Forms 214 may be requested through the National Personnel Records Center in St. Louis, Missouri.

b. Correction of DD Forms 214 may be made through the Board of Corrections for Military Records via the Military Department concerned.

ENCLOSURE 4

FORMS

This enclosure provides samples of the DD Form 214/5 series. The forms herein are not intended for reproduction or use.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle) S		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED		
9. COMMAND TO WHICH TRANSFERRED A			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) M		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD	YEAR(S)	MONTH(S)	DAY(S)
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
		g. SEA SERVICE			
		h. INITIAL ENTRY TRAINING			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) P			
15a. COMMISSIONED THROUGH SERVICE ACADEMY <input type="checkbox"/> YES <input type="checkbox"/> NO					
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b) <input type="checkbox"/> YES <input type="checkbox"/> NO					
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, years of commitment: _____) <input type="checkbox"/> YES <input type="checkbox"/> NO					
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			<input type="checkbox"/> YES <input type="checkbox"/> NO	
18. REMARKS L					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address include ZIP Code) E			
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) _____ OFFICE OF VETERANS AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO					
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) <input type="checkbox"/> YES <input type="checkbox"/> NO					
21.a. MEMBER SIGNATURE	b. DATE (YYYYMMDD)	22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)		b. DATE (YYYYMMDD)	

DD FORM 214, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

MEMBER - 1

Adobe Professional 8.0

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED		
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) A		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD	YEAR(S)	MONTH(S)	DAY(S)
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
		g. SEA SERVICE			
		h. INITIAL ENTRY TRAINING			
		i. EFFECTIVE DATE OF PAY GRADE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)			
M					
15a. COMMISSIONED THROUGH SERVICE ACADEMY <input type="checkbox"/> YES <input type="checkbox"/> NO					
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b) <input type="checkbox"/> YES <input type="checkbox"/> NO					
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, length of commitment: _____) <input type="checkbox"/> YES <input type="checkbox"/> NO					
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				<input type="checkbox"/> YES <input type="checkbox"/> NO
18. REMARKS					
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19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)			b. NEAREST RELATIVE (Name and address - include ZIP Code)		
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) _____ OFFICE OF VETERANS AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO					
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) <input type="checkbox"/> YES <input type="checkbox"/> NO					
21.a. MEMBER SIGNATURE		b. DATE (YYYYMMDD)	22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)		b. DATE (YYYYMMDD)
			E		

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Include upgrades)
25. SEPARATION AUTHORITY	26. SEPARATION CODE	27. REENTRY CODE
28. NARRATIVE REASON FOR SEPARATION		
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		30. MEMBER REQUESTS COPY 4 (Initials)

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		g. SEA SERVICE				
		h. INITIAL ENTRY TRAINING				
		i. EFFECTIVE DATE OF PAY GRADE				
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)			14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)			
15a. COMMISSIONED THROUGH SERVICE ACADEMY			YES		NO	
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)			YES		NO	
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, years of commitment:)			YES		NO	
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO	
18. REMARKS						
The information contained herein is subject to computer matching within the Department of Defense with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)			b. NEAREST RELATIVE (Name and address - include ZIP Code)			
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality)		OFFICE OF VETERANS AFFAIRS		YES	NO	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				YES	NO	
21.a. MEMBER SIGNATURE	b. DATE (YYYYMMDD)	22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)		b. DATE (YYYYMMDD)		
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)						
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Include upgrades)				
25. SEPARATION AUTHORITY		26. SEPARATION CODE	27. REENTRY CODE			
28. NARRATIVE REASON FOR SEPARATION						
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)			30. MEMBER REQUESTS COPY 4 (Initials)			

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ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY *(Continuation Sheet)*

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1. NAME <i>(Last, First, Middle)</i>	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NUMBER
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(Specify the item number of the block continued for each entry.)

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5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:				
ITEM NO.	CORRECTED TO READ			
	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: _____			
	<div style="font-size: 4em; letter-spacing: 1em;">S A M P L E</div>			
6. MEMBER REQUESTS COPY 6 BE SENT TO <small>(Specify state/locality)</small> _____ OFFICE OF VETERANS AFFAIRS			YES	NO
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS <small>(WASHINGTON, DC)</small>			YES	NO
7. DATE <small>(YYYYMMDD)</small>	8. OFFICIAL AUTHORIZED TO SIGN			
	a. TYPED NAME <small>(Last, First, Middle Initial)</small>	b. GRADE	c. TITLE	d. SIGNATURE

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DD FORM 215, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

SERVICE - 7

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