

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTINST M1900.4D
SEP 28 1993

COMMANDANT INSTRUCTION M1900.4D

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, DD
FORM 214

1. PURPOSE. This Instruction establishes procedures for the preparation and distribution of the Certificate of Release or Discharge From Active Duty, DD Form 214.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanders of Headquarters units, and Commander, Coast Guard Activities Europe shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. Commandant Instruction M1900.4C is canceled.
4. DISCUSSION.
 - a. The DD Form 214 provides the member and the service with a concise record of a period of service with the Armed Forces at the time of the member's separation, discharge or change in military status (reserve/active duty). In addition, the form is an authoritative source of information for both governmental agencies and the Armed Forces for purposes of employment, benefit and reenlistment eligibility, respectively.

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- b. This instruction is to be used in conjunction with the Separation Program Designator (SPD) Code Handbook. The restricted access of the Handbook will limit its distribution to units that process the DD Form 214 (PERSRUs). Replacement copies of the Handbook can be obtained from Commandant (G-PMP).
5. RESPONSIBILITIES. Commanding officers shall ensure that the DD Form 214 is issued in accordance with criteria and instructions contained in the chapters to this Instruction. The member must be made aware of the importance of the DD Forms 214 and 215 in obtaining veterans benefits, reemployment rights and unemployed insurance. Additionally, it must be emphasized to the service member that any unauthorized change or alteration of the DD Form 214 will render it void. Only MPC-s is authorized to requisition or issue the DD Form 215.
6. SECURITY. The handling and storage of the DD Form 214 will be monitored and reviewed periodically. All blank DD Form 214's, DD Form 214WS', and DD Form 215's will be safeguarded at all times. All forms to be discarded, including partially completed and reproduced copies of the DD Form 214, will be destroyed. No forms will be discarded intact.
7. AVAILABILITY OF FORMS. DD Form 214 (Stock Number 7530-00F02-2740), DD Form 215 (Stock Number 0102-LF-000-2150) can be requisitioned from the Coast Guard Supply Center, Baltimore, Maryland.

/s/ F. L. Amos
Acting Chief, Office of Personnel
and Training

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CHAPTER 1. INSTRUCTIONS FOR THE PREPARATION OF THE DD FORM 214

- A. Criteria for Issuance: The DD 214 is issued to members who change their military status among active duty, reserve, or retired components or are separated/ discharged from the Coast Guard to civilian status.
- B. Ineligible Personnel: The DD Form 214 will NOT be issued to members:
1. Who are found physically disqualified upon reporting for active duty and who do not enter actively into duties in accordance with orders.
 2. Whose active duty, active duty training, or full-time training terminated by death.
 3. Who are being removed from the temporary disability retired list (TDRL).
 4. Who are officers dismissed from the Service pursuant to the sentence of General Court-Martial.
 5. Who are officers dropped from the rolls.
 6. Who are enlisted members discharged for the purpose of immediate reenlistment.
 7. Who are discharged to accept a permanent appointment to either warrant or commissioned status for continued active duty.
 8. Whose temporary appointment is terminated to accept a permanent warrant or commission in the Regular Coast Guard or Coast Guard Reserve.
 9. Whose reserve appointment is terminated to accept appointment in the Regular Coast Guard.
 10. Who are reservists released from continuous active duty for training (ADT) less than 90 days. This change to guidance previously issued in ALDIST 215/92 is necessary due to the changes in the Emergency Unemployment Compensation Act of 1991 (P.L. 102-164) signed on November 15, 1991.
 11. Who received a temporary officer appointment or temporary warrant appointment in the Coast Guard.

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12. Who have temporary officer status terminated and who remain on active duty to complete their obligated period of service.
 13. Who are being separated under fraudulent enlistment criteria.
- C. Criteria for Non-Issuance: The DD form 214 will be issued at the effective date of the member's change of status except:
1. In the case of personnel who have been separated before a physical evaluation board and have been placed in an "awaiting orders status" pending final action on retention, retirement, or discharge for physical disability.
 2. In the above instances, the command responsible for administering the individual's records and accounts will complete blocks 1 through 8, 10, 12a, and 13 through 22 prior to departure for his/her home. The form will not be distributed until final action is directed by the MPC-SEP. In those cases where retirement or discharge is directed, the remaining blocks will be completed and all copies of the form distributed promptly in accordance with paragraphs D and F in this Chapter. If the individual is returned to active duty in lieu of being retired or discharged, all copies of the form will be destroyed.
- D. Preparation of the DD Form 214.
1. Sources of Information. Data to be entered on the DD Form 214 will be obtained from the following records:
 - a. Enlisted Personnel. PERSRU and Unit Personnel Data Records (PDR's); PMIS/JUMPS database; and other official records.
 - b. Officers. PERSRU and Unit Personnel Data Records (PDR's); PMIS/JUMPS database; and other official records.
 - c. Cadets. Service, health, and pay records, other available records and orders.
 2. Accuracy and Completeness. The DD Form 214 is an important record of service. It must be accurate and complete in order for it to fulfill the purposes for which it was designed. For the same reasons, only

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those items specifically directed are to be entered.

- a. Period Covered. All entries, unless specified otherwise (i.e., blocks 7a, 7b), are for the current period of active duty only from date of entry as shown in block 12a through the date of separation as shown in block 12b. (Note exception, block 13).
- b. Use of DD Form 214WS (Worksheet). The DD Form 214WS, Worksheet for Certificate of Release or Discharge From Active Duty, will be used in all cases to ensure accuracy, completeness, and economy in the final preparation of the DD Form 214.
- c. Completeness of Items. Block-by-block instructions for the entries to be made on the DD Form 214 are contained in paragraph E of this Chapter. No block will be left completely blank, nor will entries of any kind be made outside the margins of the form. When information is not available or more space is needed, the following instructions apply:
 - (1) Information Not Applicable. When information in a block is not applicable to the member being separated, the notation "None" or "Not Applicable" will be made in the space provided. When the space is limited, the abbreviation "NA" may be used.
 - (2) Unused Space. Whenever there is unused space in a large block, type a diagonal line of "X's" below the typed line.
 - (3) More Space Required. When more space is required to complete or clarify the information contained in a block, enter "See Remarks". If there is insufficient space in block 18 (Remarks), then an entry should be made to read "Continued on Reverse". After the last entry made on the reverse, type an entry "Last Authorized Entry."
- d. Abbreviations. Use abbreviations sparingly. The DD Form 214 is destined for use in the civilian community where there is not a broad familiarity with military abbreviations.

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- e. Legibility. Servicing PERSRU's shall take steps to ensure that each copy is completely legible and properly aligned. Some steps to ensure legible copies include: checking the presser settings on the printers; periodically checking and replacing printer heads; or splitting the DD- 214 and running through the printer twice. The form is accepted by the Veterans Administration and other agencies to which copies are furnished as an official record of the member's active military service. Clean type will be needed to make legible copies. Prior to distribution, all copies of the DD Form 214 will be checked for legibility and, if necessary, legible copies will be prepared.
 - f. Errors and Alterations. The use of the DD Form 214WS (Worksheet) should prevent any errors from appearing on the DD Form 214. If it is necessary to make a change or correction during the typing of the DD Form 214, they will be made neatly and legibly on all copies. Such corrections will be initialed by the person authorized to sign the form. The DD Form 214 is surprinted with a reproducible screen tint on items 1, 3, 4, 12 and 18 through 30 to make alterations readily discernible. No corrections are permitted in the screened areas. Procedures for official changes and corrections to the DD Form 214 after it has been issued are contained in paragraph K of this Chapter.
- E. Instructions for Completing Blocks. All entries shall be made using capital letters. All dates shall be entered as year, month, and day, e.g., 92 07 14.

Block 1. Name. Enter the member's name - last name (in capital letters), first name, and middle name. If the member does not have a middle name, indicate by "NMN". If the member uses an initial instead of a first or middle name, indicate by enclosing the initial in quotation marks, e.g., "J" or "K". Also include, when applicable, Jr., Sr., III, etc., following the member's middle name.

Block 2. Department, Component and Branch. Enter the following: TRANSPORTATION: Component and Branch - USCG, or USCGR.

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Block 3. Social Security Number. Enter the member's social security number with the digits properly grouped, i.e., 000 00 0000.

Block 4a. Grade, Rate, or Rank. Enter the abbreviation for grade or rate in which separated. The commissioned grade will be shown for a temporary officer reverting to permanent enlisted status for the purpose of retiring under the enlisted "20-year" bill and released from active duty effective on the same date. In the case of a cadet, enter "CADET".

Block 4b. Pay Grade. Enter the pay grade in which separated: "O-4", "W-1", "E-3", etc. For cadets enter "NA".

Block 5. Date of Birth. Enter the year, month and day, e.g., 60 04 29.

Block 6. Reserve Obligation Termination Date. Enter, when applicable, the terminal date of the member's Reserve obligation under the Universal Military Training and Service Act. (Personnel, including women, entering service on and after 1 September 1984 acquire a statutory obligated service requirement of 8-years per Title 10 USC 651. Prior to 1 September 1984, the statutory obligated service requirement was 6-years, except for women. Women were placed under a statutory obligated service requirement effective 1 February 1978.)

Block 7a. Place of Entry into Active Duty.

1. Enlisted Personnel. For a member who entered active duty at a time of initial enlistment or induction, enter the city and state where the member was sworn in.
2. Officers. Enter the place of acceptance of commission.
3. Cadets. Enter the place to which the "Letter of Appointment to the U. S. Coast Guard Academy" was addressed.

Block 7b. Home of Record at Time of Entry. Enter city and state, or complete address if known where member originally entered active duty without a break in service.

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Block 8a. Last Duty Assignment and Major Command. Enter the last permanent duty assignment.

Block 8b. Station Where Separated. Enter the place of release, transfer, retirement or discharge (cutter or station) and its geographical location.

Block 9. Command to Which Transferred. For personnel being transferred or released, enter the Coast Guard District (r) office, as appropriate. In cases of personnel being discharged or retired, enter "NA".

Block 10. SGLI Coverage. Enter exact amount of SGLI coverage (i.e., \$5,000, \$10,000, \$15,000, \$20,000, \$50,000, etc.) or enter a check in "None".

Block 11. Primary Specialty Number, Title and Years and Months in Specialty.

1. Enlisted Personnel. Enter "NA".
2. Officers. Enter the specialty or experience indicator as shown in current Register of Officers (COMDTINST M1427.1 (series)), or the Register of Reserve Officers (COMDTINST M1427.2 (series)).

Block 12. Record of Service. See Volume I (Field Unit), PMIS/JUMPS Manual, COMDTINST M1080.7 (series) for computation of service guidance.

Block 12a. Date Entered Active Duty This Period. Enter the date of entry on active duty.

Block 12b. Separation Date This Period. Enter the effective date of release/discharge. For personnel being retired, enter the last day of active duty in this block and enter the effective date of retirement in block 18, Remarks. For Reservists entitled to travel time incident to separation, construct the effective date to include travel time and enter that date in this block. Enter the actual date the member was released from active duty and the number of days travel time in block 18, Remarks.

Block 12c. Net Active Service This Period. Enter the years, months, and days of service creditable for basic pay purposes for the period from date entered active duty this period (block 12a) through date of separation (block 12b). Note that service while attending a Service Academy as a cadet is creditable for enlisted members

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reverted to enlisted status, but in no case is it creditable for a member commissioned as an officer. Deduct all periods of lost time.

Block 12d. Total Prior Active Service. Enter the years, months, and days of service creditable for basic pay for all active service prior to the date entered in block 12a. This computation will include all periods of active duty training performed in any branch of the Armed Forces. If active duty training is included, put an asterisk (*) and enter in block 18 (Remarks) *"Includes active duty training." The correct procedure for computing active duty training is as follows: Periods of active duty training for 30 days or more, use inclusive dates. For periods of less than 30 days, the computation is day for day, including the 31st day of a given month. For USCGR-RK trainees, enter duration of first phase of initial active duty training with an asterisk (*) and enter in block 18 (Remarks) *"Includes first phase of Initial Active Duty Training from _____ to _____."

Block 12e. Total Prior Inactive Service. Enter the years, months, and days of service creditable for basic pay for inactive service completed prior to the date entered in block 12a. Active Duty Training computation must be subtracted from the total prior inactive service computation, since the ADT computation is cited as part of block 12d.

Block 12f. Foreign Service. Enter the years, months, and days of foreign service from the date entered in block 12a through the date entered in block 12b. Include all periods of service performed in the foreign duty pay areas listed in Chapter 4, Section A, CG PAYMAN COMDTINST M7220.29 (series).

Block 12g. Sea Service. Enter the years, months, and days of sea service from the date entered in block 12a through the date entered in block 12b. The sea service computation entered in this block will be sea service performed which qualifies the member for payment under the Career Sea Pay Law. (See Chapter 4, Section B, CG PAYMAN, COMDTINST M7220.29 (series)).

Block 12h. Effective Date of Pay Grade. Enter the year, month, and day as follows:

1. Enlisted Personnel. Date of advancement.
2. Officers. Date of rank, as distinguished from the date of appointment.

Block 13. Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized (all periods of service).

1. General. Enter all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized for all periods of service. No authorities will be cited.
2. Purple Heart. When the Purple Heart was awarded, enter a description of any wound received as a result of action with enemy forces and the date and geographical location at the time the wound was inflicted.
3. Good Conduct Awards. In case of the Good Conduct Medal/Awards, enter the number of the award and the terminal date of the period for which the award was authorized, e.g., "Second Good Conduct Award for period ending (date)".
4. Expeditionary Medal. When the member is entitled to either the Navy Expeditionary Medal or the Armed Forces Expeditionary Medal, enter the area of operations, in parenthesis, after the name of the medal, e.g., "Navy Expeditionary Medal (Cuba)", or "Armed Forces Expeditionary Medal (Vietnam)".

Block 14. Military Education. To assist the former service member in employment placement and job counseling, those formal service schools and in-service training courses captured in PMIS/JUMPS and successfully completed during the period of service covered by the form will be in this block, e.g., medical and dental, electronics, supply administration, personnel, or heavy equipment operations. Enter all course titles, number of weeks, and year completed, from the date entered in block 12a through the date entered in block 12b.

Block 15a. Member Contributed to Post-Vietnam Era VEAP. If the member has contributed to Post-Vietnam Era VEAP, check the "yes" block; otherwise, check the "No" block.

Block 15b. High School Graduate or Equivalent. If the member is a high school graduate or equivalent, check the "Yes" block; otherwise check the "No" block.

Block 16. Days Accrued Leave Paid. If the member receives a lump-sum leave payment, the PERSRU will enter

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the number of days for which the member was paid. If no lump-sum payment is made, the PERSRU will enter "None".

Block 17. Dental Treatment. If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If the member did not, check the "No" block.

Block 18. Remarks. Entries in this block consist of information not shown elsewhere on the form. Only the entries specified below or in supplementary directives will be made in this block. (See Chapter 10, Section A, CG PAYMAN, COMDTINST M7220.29 (series)). Repetition of information included in other blocks adds nothing and obscures essential data. Any unused space will be filled in by diagonal "X's".

1. Continuation of Information. Continue in this block any information which cannot be completed within the space provided. In such cases, a cross reference must be made to indicate the items being continued e.g., "Block 12 continued". If more space is required, a continuation sheet made of bond paper will be prepared. It will contain a reference: the DD Form 214 is being continued, information from block 1 through 4; the appropriate block(s) being continued; the member's signature; date; and the authorizing officer's signature.
2. Home of Record at Time of Entry on Active Duty. Enter in this block the following: "Home of Record at Time of Entry on Active Duty"; and cite the city and state.
3. Discharge for Physical Disability. In cases of personnel being discharged for reason of physical disability, one of the entries below shall be made. Members who plan to apply for veterans' compensation or pension should be advised that it is to their best interest to apply at the time of separation. If they wait, they may expect delay in the processing of their applications until the Department of Veterans Affairs can obtain their medical records from the Coast Guard. In no case will the nature of the disability be described. Enter the appropriate one of the following statements:

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- a. "(Name) has executed a claim for compensation, pension, or hospitalization to be filed with the Veterans Administration."
 - b. "The right to file a claim with the Department of Veterans Affairs for compensation, pension or hospitalization has been explained to (Name) and he/she has signed a statement that he/she does not desire to submit a claim at this time."
 - c. "Disability severance pay authorized in amount of \$(amount) but not paid."
 - d. "Disability severance payment made in the amount of \$(amount)".
4. Involuntary Release of Reserves. An entry showing the amount and date of payment of lump-sum readjustment pay to members of the Coast Guard Reserve involuntarily released from active duty will be made using the following format:
"READJUSTMENT PAY \$14,421.60 (\$600.90 x 2 x 12) 3/26/73".
 5. Effective Date of Retirement. When a member is being released from active duty and retired, the date of release in block 12b will usually be the day before the effective date of retirement. To show that retired status commences the next day, enter: "Effective date of temporary/permanent retirement: (date)."
 6. Reservist's Travel Time. When a reservist is released from active duty and is entitled to travel time, enter in this block the actual date the reservist was last on active duty and the number of days travel time added to arrive at the effective date of release entered in block 12b as follows: "Last date of active duty: (date). 4 days travel time."
 7. Extension of Enlistment/Active Service. When a member's enlistment or active duty commitment was extended, except for the purpose of making up lost time under Title 10, U.S.C. 972, the term of such extension shall be entered in block 18 as shown below. For purposes of reemployment rights under PL 90-491, any extension of enlistment or active service, whether voluntary or involuntary, is considered to have been for the Convenience of the

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Government and shall be so noted on the DD Form 214 as follows: "Enlistment/Active service term extended for (term) on (date). Extension was at the request of and for the Convenience of the Government."

8. Place of Birth. Enter city and state of member's place of birth.
9. Selective Service Registration. Enter in this block the following statement for all male separatees born during the year 1960 and thereafter: "Advised of requirements for Selective Service Registration."
10. Disability Severance Pay. The statement, "No disability severance payment made", will NOT be placed in this block if member's separation is for any reason other than disability.
11. Non-pay/Excess Leave Days. Enter the inclusive dates of any non-pay/excess leave days from date entered in block 12a through the date entered in block 12b.
12. Type of Certificate Issued.
 - a. Enter the appropriate statement concerning the type of discharge certificate issued: "DD Form 256CG", "DD Form 257CG", "DD Form 259CG", or "DD Form 260CG".
 - b. Release from Active Duty. In the case of a Coast Guard Reservist who is released from active duty and continues to hold status as a member of the Coast Guard Reserve on inactive duty, and a Regular Coast Guard enlisted member who is released from active duty and concurrently transferred to the Coast Guard Reserve, enter the statement: "NO DISCHARGE CERTIFICATE ISSUED AT TIME OF SEPARATION."
 - c. Retired. For members retired with pay (except on the temporary disability retired list (TDRL)), enter the statement: "Form CG-3887 issued."
 - d. Uncharacterized Separation. Enter the Statement: "NOT ENTITLED TO DISCHARGE CERTIFICATE."
 - e. Servicewomen Discharged Who Became Pregnant While On Active Duty. Enter as appropriate: "Eligible for prenatal, delivery, and postnatal care for

this pregnancy in an Armed Forces medical facility only."

- 13. Montgomery GI Bill: Enter the following statement inserting the appropriate number of years as shown: "MGIB INFO: MEMBER'S INITIAL SERVICE CONTRACT WAS FOR (NUMBER OF YEARS)."
- 14. Enlistment/Reenlistment Information: Enter the following statement, inserting the appropriate Period of Service, Reenlistment (RE) Code, Separation Program Designator (SPD), and Time Lost (TL) during this period as shown below. "This DD-214 covers multiple enlistments/ reenlistments as reflected in blocks 12a, 12b, and 12c. The following information applied regarding each enlistment/reenlistment:"

<u>Period of Service</u>	<u>RE CodeSPD</u> <u>TL</u>		
86 02 01 to 89 03 01	RE-1	JBK	None
89 03 02 to 93 04 03	RE-1	JBK	None

Block 19a. Mailing Address after Separation. Enter the complete address (street/RFD, city, county, state and ZIP code) where the member intends to reside permanently following separation.

Block 19b. Nearest Relative. Enter the name and complete address (street/RFD, city, state and Zip Code (if known)) of the member's nearest relative. This will be used as a supplementary mailing address if necessary.

Block 20. Member Request Copy 6 be sent to the State Director of Veterans' Affairs. If the member desires that copy (6) be forwarded to the State Director of Veterans' Affairs, the "Yes" block must be checked and the State Director to which the form is to be sent indicated. The "No" block must be checked if the form is not to be forwarded to a State Director.

Block 21. Signature of Member being Separated. The member being separated shall sign each copy separately in ink to ensure that they are aware of the differences of the information contained on certain copies of the DD Form 214. In those cases where it is known that the individual will not be available to sign the DD Form 214, it shall be completed wherever possible and signed by the individual prior to departure from the separating

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command. When the individual is incapable of signature because of physical or mental disability, enter "INCAPABLE OF SIGNATURE".

Block 22. Typed Name, Grade, Title and Signature of Official Authorized to Sign. Type the name, grade, and title of the authorizing official. (The authorizing official shall be an E-6/GS-7 or above who has been delegated authority to sign by direction.) The authorizing official will sign the original in ink, ensuring that the signature is legible on all carbon copies. If not, a second signature may be necessary on subsequent carbon copies.

Block 23. Type of Separation. Enter the type of separation effected: "DISCHARGED", "RELEASED FROM ACTIVE DUTY", "RETIRED", "RESIGNED", "COMMISSION REVOKED", or other as appropriate. Be specific, but do not enter the reason or character of separation.

Block 24. Character of Service (includes upgrades). Only "Character of Service" is to be entered--do not include or indicate the type of discharge certificate being issued.

1. Enlisted Personnel.

- a. Discharge Certificate Issued. Enter in capital letters "HONORABLE"; "UNDER HONORABLE CONDITIONS"; "UNDER OTHER THAN HONORABLE CONDITIONS"; OR "DISHONORABLE", as appropriate and consistent with the reason and authority for separation, unless otherwise directed by the MPC (SEP).

<u>Type of Certificate</u>	<u>Character of Service</u>
DD Form 256CG-Honorable	Honorable
DD Form 257CG-General	Under Honorable Conditions
DD Form 794CG-Under Other Than Honorable Cond.	Under Other Than Honorable Cond.
DD Form 259CG-Bad Conduct	Under Other Than Honorable Cond.
DD Form 260CG-Dishonorable	Dishonorable

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- b. No Discharge Certificate Issued. In determining the entry to be made for an enlisted member who does not receive a discharge at the time of separation, but is assigned to or transferred to a Reserve or Retired component, the "Character of Service" will be determined in the same manner as if he/she were being discharged.
 - c. Uncharacterized Separations. For members separated under authority of Article 12-B-20, CG PERSMAN, COMDTINST M1000.6 (series) enter "Uncharacterized".
2. Officers and Cadets.
- a. Discharge Certificate Issued. Enter in capital letters "HONORABLE" when an honorable discharge certificate is issued; "UNDER HONORABLE CONDITIONS" when a general discharge certificate is issued; "UNDER OTHER THAN HONORABLE CONDITIONS" when a certificate under other than honorable conditions is issued as appropriate and consistent with the reason and authority for separation set forth in the member's orders, unless otherwise directed by the MPC-SEP.
 - b. No Discharge Certificate Issued. Except in case of officers and cadets being dismissed from the Service or dropped from the rolls, enter "HONORABLE" in all cases wherein no discharge certificate is being issued, unless otherwise directed by the MPC-SEP or where the orders directing separation expressly state that the separation is considered to be under other than honorable conditions.

Block 25. Separation Authority.

1. Enlisted Personnel. Enter the appropriate separation authority associated with a particular authority and reason for separation as shown in the SPD Handbook, unless otherwise directed by the MPC-SEP.
2. Officers and Cadets. Enter the appropriate separation code (SPD) associated with a particular authority and reason for separation as shown in the SPD Handbook or as stated by the MPC-SEP in the message granting discharge authority.

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Block 26. Separation Code. Enter the appropriate separation code (SPD) associated with a particular authority and reason for separation as shown in the SPD Handbook or as stated by the MPC-SEP in the message granting discharge authority.

Block 27. Reenlistment Code.

1. Enlisted Personnel. Enter the appropriate reenlistment code to denote whether or not the member is recommended for reenlistment. Use only the proper reenlistment code associated with a particular SPD Code as shown in the SPD Handbook. Codes not listed may only be used upon specific authority from the MPC-SEP. See Article 12-B-4, CG PERSMAN, COMDTINST M1000.6 (series), for criteria for determining whether or not a member may be recommended for reenlistment.
2. Officers and Cadets. Enter "NA".

Block 28. Narrative Reason for Separation. Only the narrative reason, i.e. UNSUITABILITY, MISCONDUCT, etc. is to be entered--do not enter additional information, i.e. "Due to frequent involvement with civil authorities, financial irresponsibility, etc."

1. Enlisted Personnel. The MPC-SEP will specify entries to be made in this item by pertinent letter or orders issued. When discharge authorized by district or command, enter these categories where applicable: "EXPIRATION OF TERM OF ENLISTMENT"; "WITHIN THREE MONTHS OF EXPIRATION OF ENLISTMENT"; "USCG RELEASED FROM ACTIVE DUTY AND TRANSFERRED TO CG RESERVE"; "UNSUITABILITY"; "ENTRY LEVEL SEPARATION (CAPE MAY TRAINING CENTER ONLY)".
2. Officers and Cadets. The pertinent letter or order issued by the MPC-SEP, or other appropriate authority, will stipulate in each case the narrative reason to be entered in block 28.

Block 29. Dates and Time Lost During This Period. Enter inclusive dates for all periods of time lost, whether pay was forfeited or not, during the period from the date of entry (block 12a) to the date of separation (block 12b). Include periods of unauthorized absence (UA), sickness due to misconduct (SKMC), confinement (CONF), and nonperformance of duty due to civil arrest (NPDI CIVIL),

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but do not identify types of time lost by other than "TL". If there are no periods to report, enter "NONE". Do not leave this block blank. (e.g., TL: 6-21-89 to 7-29-89, 11-1-89 to 1-4-89 or TL: NONE).

Block 30. Member Request Copy 4. If member requests to receive the special information contained in items 23 through 29, his/her initials are required in block 30. Copy (4) will be given to the member at the time of separation along with the original copy (1).

F. Distribution of DD Form 214. Commanding officers are directed to effect the distribution of all copies of the DD Form 214 without delay. This form is vital in the recruitment program of the Regular and Reserve components of the Armed Forces, and in assisting the individual to obtain Veterans Administration benefits, reemployment rights, and unemployment compensation as a result of service. The distribution of the copies will be as follows:

1. Member's Copy (No. 1). The original DD Form 214 will be given to the person being released, transferred, discharged, or retired.
2. Record Copy (No. 2).
 - a. Enlisted Personnel. All separation documents and closed out PERSRU and Unit Personnel Data Records (PDR's) must be forwarded per COMDTINST M1080.10 (series). Upon release from active duty with concurrent transfer to the Coast Guard Reserve, discharge without immediate reenlistment, and retirement, copy 2 shall be attached to the separation documents and forwarded to the MPC-s.
 - b. Officers. In all cases, forward the number (2) copy to the MPC-s.
 - c. Cadets. Handle in accordance with USCG ACADEMY policy.
3. Veterans Administration Data Processing Center Copy (No. 3): Forward copy (3) to: Veterans Administration Data Processing Center (214) 1615 East Woodward Street Austin, Texas 78772

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4. Special Additional Information Copy (No. 4). Copy (4) will be given to the member being separated upon request. If the member does not request this copy, it will be forwarded to the MPC-s or Commandant (G-RSM), as appropriate, along with other separation documents.
5. Department of Labor Copy (No. 5). Forward copy (5) to:

Louisiana UCX/UCFE
Claims Control Center
U.S. Department of Labor
P.O. Box 94246 Capital Station
Baton Rouge, Louisiana 70804-9246.
6. State Director of Veterans Affairs Copy (No. 6). Forward copy (6) to the appropriate State Director of Veterans Affairs (see Chapter 4), if the member so requests by having checked "Yes" in block 20, "Member Requests Copy Be Sent to Director of Veterans Affairs". If the member does not request the copy to be mailed, forward to the MPC-s, or Commandant (G- RSM), as appropriate, along with other separation documents.
7. District Commander's Copy (No. 7).
 - a. Enlisted Personnel.
 - (1) Discharged Personnel. Forward to the MPC-s along with other separation documents.
 - (2) Member Transferred or Retained in Reserves. In cases of Regular or Reserve personnel who are transferred to, or retained in, the Coast Guard Reserve to complete a Reserve obligation under the Military Selective Service Act of 1967, attach copy (7) to the PERSRU and Unit PDR's.
 - (3) Retired Personnel. In cases of personnel being retired, file copy (7) in the separation documents.
 - b. Officers and Cadets.
 - (1) Released/Transferred to Reserves. In case

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of transfer or release to inactive service, forward copy (7) to the district commander (r) having jurisdiction over the address indicated as being the permanent home address of the Reservist being separated. This copy will be filed in the officer's inactive Reserve record.

- (2) Retired Personnel. In cases of personnel being retired, file in the separation documents.
 - (3) All others. Forward to the MPC-s along with other separation documents.
8. Service Copy (No. 8). Forward copy (8) to the MPC-s or Commandant (G-RSM), as appropriate, along with other separation documents.
- G. Personnel Being Separated Who Complete VA Form 21-526. If a member being separated completes VA Form 21-526, Veterans Application for Compensation, Pension, or Hospitalization, forward a reproduced copy of the original, copy (1), with copies of the entire health record (except cover), to the Veterans Administration Regional Office having jurisdiction over his/her permanent address.
- H. Personnel Transferred to Veterans Administration Hospital. Forward a reproduced copy of the original, copy (1), with clinical records, X-ray films and copies of the entire health record (except cover) to the designated hospital.
- I. Replacement of Lost DD Form 214. In the event the original DD Form 214 is lost, certified copies may be obtained by addressing a request to the MPC-s, United States Coast Guard, Washington, D.C. 20593-0001. Such requests should include the individual's full name, grade or rate, social security number, and the date of transfer or discharge.
- J. Additional Copy Requirements. Discharged Alien Deserters. Provide one reproduced copy of the original, copy (1), to:

U. S. Department of State
Visa Office - SCA/VO
State Annex No. 2
Washington D.C. 20520.

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Place of birth will be entered in Block 18.

- K. Correction to the DD Form 214. Any corrections entered on the DD Form 214 will render the form void unless they are initialed by the authorizing official. The individual to whom the form is issued will be informed of the correction. Corrections to the DD Form 214 after issuance and distribution shall be made **ONLY** by the MPC-s on the standard correction form, the Certificate of Release or Discharge From Active Duty, (DD Form 215) upon request to:

Military Personnel Command (s)
United States Coast Guard
Washington, D.C. 20593-0001

The request should include the individual's full name, grade or rate, social security number, and the date of transfer or discharge. Information which may not be entered on the DD Form 214 also may not be entered on the DD Form 215.

- L. Administrative Issuance or Reissuance of the DD Form 214.

1. The DD Form 214 will normally be prepared by the command from which the member is separated. When it is determined that a DD Form 214 has not been issued, MPC-s or Commandant (G-RSM-3) may direct the issuance of a DD Form 214. When a DD Form 214 has been prepared, signed and distributed, personnel officers do not have authority to reissue the DD Form 214 without prior approval from the MPC-s or Commandant (G-RSM-3).
2. Reissuance. The MPC will determine and direct the reissuance of the DD Form 214 when the following conditions exist:
 - a. The DD Form 214 cannot be corrected by the issuance of a DD Form 215.
 - b. The correction would require the issuance of more than two DD Forms 215.
 - c. Two DD Forms 215 have been issued and an additional correction is required.

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- d. There is a change in block 24, Character of Service, on the DD Form 214.
- e. Derogatory information is cited in Item 28, Narrative Reason for Separation.

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					
1 NAME (Last First Middle)		2 DEPARTMENT COMPONENT AND BRANCH		3 SOCIAL SECURITY NO	
4 a GRADE RATE OR RANK	4 b PAY GRADE	5 DATE OF BIRTH (YYMMDD)	6 RESERVE OBLIG TERM DATE		
7 a PLACE OF ENTRY INTO ACTIVE DUTY		7 b HOME OF RECORD AT TIME OF ENTRY (City and state or complete address if known)			
8 a LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8 b STATION WHERE SEPARATED			
9 COMMAND TO WHICH TRANSFERRED			10 SGLI COVERAGE <input type="checkbox"/> None		
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.)			12 RECORD OF SERVICE		
			Year(s)	Month(s)	Day(s)
			a Date Entered AD This Period		
			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 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)					
15 a MEMBER CONTRIBUTED TO POST VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM		Yes	No	15 b HIGH SCHOOL GRADUATE OR EQUIVALENT	
17 MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				Yes	No
16 DAYS ACCRUED LEAVE PAID					
18 REMARKS					
19 a MAILING ADDRESS AFTER SEPARATION (include Zip Code)			19 b NEAREST RELATIVE (Name and address include Zip Code)		
20 MEMBER REQUESTS COPY 6 BE SENT TO		DIR OF VET AFFAIRS		Yes	No
21 SIGNATURE OF MEMBER BEING SEPARATED			22 OFFICIAL AUTHORIZED TO SIGN (Typed name grade title and signature)		

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					
1 NAME (Last First Middle)		2 DEPARTMENT COMPONENT AND BRANCH		3 SOCIAL SECURITY NO	
4 a GRADE RATE OR RANK		4 b PAY GRADE		5 DATE OF BIRTH (YYMMDD)	
7 a PLACE OF ENTRY INTO ACTIVE DUTY		7 b HOME OF RECORD AT TIME OF ENTRY (City and state or complete address if known)			
8 a LAST DUTY ASSIGNMENT AND MAJOR COMMAND			8 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.)			12 RECORD OF SERVICE		
IR			a Date Entered AD This Period		
			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 Effective Date of Pay Grade		
13 DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
K					
14 MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
S					
15 a MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM		15 b HIGH SCHOOL GRADUATE OR EQUIVALENT		16 DAYS ACCRUED LEAVE PAID	
Yes		No		Yes	
No		Yes		No	
17 MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					
Yes					
No					
18 REMARKS					
H E					
19 a MAILING ADDRESS AFTER SEPARATION (include Zip Code)			19 b NEAREST RELATIVE (name and address include Zip Code)		
			E		
20 MEMBER REQUESTS COPY 6 BE SENT TO		DIR. OF VET AFFAIRS		22 OFFICIAL AUTHORIZED TO SIGN (Type name, grade, title and signature)	
Yes		No		E	
No		Yes			
21 SIGNATURE OF MEMBER BEING SEPARATED					
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				30 MEMBER REQUESTS COPY 4	
				initials	

FORM DD 215 1 JUL 79

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

1 NAME (Last first middle)		2 DEPARTMENT COMPONENT AND BRANCH		3 SOCIAL SECURITY NO (Also Service Number if applicable)	
4 MAILING ADDRESS (Include ZIP Code)					
5 ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW					
ITEM NO		CORRECTED TO READ			
		SEPARATION DATE ON DD FORM 214 BEING CORRECTED _____			
6 DATE		7 TYPED NAME GRADE TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN			

DD FORM 215
1 JUL 79

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

MEMBER 1

COMDTINST M1900.4D

CHAPTER 2. REENLISTMENT CODES - ENLISTED PERSONNEL

RE-1 Eligible for Reenlistment

RE-2 Ineligible for Reenlistment because of status:

Retired (except for transfer to TDRL)
Commissioned Officer
Warrant Officer

RE-3 Eligible for Reenlistment except for disqualifying factor. Add letter to indicate status at time of separation.

RE-3A Alien
RE-3B Unavailable for world wide assignment due to parenthood.
RE-3C Conscientious objector
RE-3D Dependency
RE-3E Erroneous enlistment
RE-3F Exceeds weight standards
RE-3G Condition (not physical disability) interfering
with performance of duty
RE-3H Hardship
RE-3K Eligible for reenlistment except in designated
rating (list rating in remarks block)
RE-3L Entry level separation, must have waiver to reenlist
RE-3N Importance to national health, safety, or interest
RE-3P Physical disability (includes discharge, transfer to TDRL)
RE-3Q Disqualified for officer candidate training
(not PQ for appointment as officer)
RE-3R Unsuccessful in obtaining Professional Growth Point
RE-3S Sole surviving son/daughter and certain family members
RE-3U Minority age
RE-3X Motion sickness or Nonswimmer
RE-3Y Unsatisfactory Performance

RE-4 Not eligible for Reenlistment

CHAPTER 3. ADDRESSES OF VETERANS ADMINISTRATION REGIONAL OFFICES

1. The Veterans Administration Regional Office copy of the DD Form 214 will be forwarded to the regional office having jurisdiction over the addresses indicated in Block 19 of the form when required by Chapter 1, Part G of this Instruction.
2. The following list indicates that some states have more than one regional office resulting in a division of the counties within the state. In some instances, a regional office in one state may have extended jurisdiction to include several counties in another state.

<u>Territory Allotted to</u>	<u>VA Regional Office</u>	
ALABAMA All Cities and Counties	474 South Court Street Montgomery, Alabama 36104	
ALASKA Entire Territory	2925 DeBarr Road Anchorage, Alaska 99508	
ARIZONA All cities and Counties	3225 N. Central Avenue Phoenix, Arizona 85012	
ARKANSAS All Cities and Counties	Bldg. 65, Ft. Roots PO. Box 1280 Little Rock, Arkansas 72115	
CALIFORNIA Counties:		
Inyo Kern Los Angeles Orange	San Bernardino San Luis Obispo Santa Barbara Ventura	Federal Building 11000 Wilshire Boulevard Los Angeles, CA 90024
Alpine Lassen	Modoc Mono	1201 Terminal Way Reno, Nevada 89520
Imperial Riverside	San Diego San Diego, CA 92108	2022 Camino Del Rio North
All Other Counties		211 Main Street San Francisco, CA 94105

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CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

CANAL ZONE
Entire Zone

941 North Capitol St., NE
Washington, DC 30421

COLORADO
All Cities and Counties

Denver Fed. Cntr - Bldg 20
44 Union Blvd.
P.O. Box 25126
Denver, Colorado 80225

CONNECTICUT
All Cities and Counties

450 Main Street
Hartford, CT 06103

DELAWARE
All Cities and Counties

1601 Kirkwood Highway
Wilmington, DE 19805

DISTRICT OF COLUMBIA
Entire District

941 North Capitol St., NE
Washington, DC 20421

FLORIDA
All Cities and Counties

144 First Avenue South
St. Petersburg, FL 33731

GEORGIA
All Cities Counties

730 Peachtree Street, NE
Atlanta, GA 30365

GUAM and HAWAII
Entire Islands

P.O. Box 50188
Honolulu, HI 96850

IDAHO
All Cities and Counties

550 W. Fort St. -Box 044
Boise, Idaho 83724

ILLINOIS
All Cities and Counties

536 S. Clark St.
P.O. Box 8136
Chicago, IL 60680

INDIANA
All Cities and Counties

575 North Pennsylvania St.
Indianapolis, IN 46204

IOWA
All Cities and Counties

210 Walnut Street
Des Moines, Iowa 50309

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

KANSAS
All Cities and Counties

5500 E. Kellogg
Wichita, Kansas 67211

KENTUCKY
All Cities and Counties

545 S. third Street
Louisville, Kentucky 40202

LOUISIANA
All Cities and Parishes

701 Loyola Avenue
New Orleans, LA 70113

MAINE
All Cities and Counties

Veterans Admin. Center
Route 17 East
Togus, ME 04330

MARYLAND
Counties: Montgomery
Prince Georges

941 North Capitol St., NE
Washington, DC 20421

All Other Counties

31 Hopkins Place, Fed Bldg.
Baltimore, MD 21201

MASSACHUSETTS
Cities and Towns - Bristol County:

John Fitzgerald Kennedy
Federal Building
Government Center
Boston, MA 02203

All Other Cities and Towns
in Bristol County

380 Westminister Mall
Providence, RI 02903

Cities and Towns - Plymouth County:

Carver Middleboro
Lakesville Rochester
Marion Wareham
Mattapoisett

John Fitzgerald Kennedy
Federal Building
Government Center
Boston, MA 02203

Counties:

Barnstable Nantucket
Dukes

380 Westminister Mall
Providence, RI 02903

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

MASSACHUSETTS (cont'd)
All Other Counties

John Fitzgerald Kennedy
Federal Building
Government Center
Boston, MA 02203

MICHIGAN
All Cities and Counties

Patrick V. McNamara
Federal Building
477 Michigan Avenue
Detroit, MI 48226

MINNESOTA

Counties:

Becker	Norman
Beltrami	Otter Tail
Clay	Pennington
Clearwater	Polk
Lake of the Woods	
Mahnomen	Roseau
Marshall	Wildin
Kittson	Red Lake

655 First Ave., North
Fargo, ND 58102

All Other Counties

Federal Bldg., Ft. Snelling
St. Paul, MN 55111

MISSISSIPPI
All Cities and Counties

Veterans' Admin. Center
100 West Capitol Street
Jackson, MS 39269

MISSOURI
All Cities and Counties

Federal Building
1520 Market Street
St. Louis, MO 63103

MONTANA
All Cities and Counties

Veterans' Admin. Center
Fort Harrison, MT 59636

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

NEBRASKA

All Cities and Counties

5631 S. 48th Street

Lincoln, Nebraska 68516

NEVADA

All Cities and Counties

245 East Liberty Street

Reno, NV 89520

NEW HAMPSHIRE

All Cities and Counties

Norris Cotton Federal Bldg.

275 Chestnut Street

Manchester, NH 03101

NEW JERSEY

All Cities and Counties

20 Washington Place

Newark, NJ 07102

NEW MEXICO

All Cities and Counties

500 Gold Avenue, SW

Albuquerque, NM 87102

NEW YORK

Counties:

Albany

Bronx

Clinton

Columbia

Essex

Franklin

Fulton

Green

Delaware

Dutchess

Hamilton

King

Montgomery

Nassau

New York

Westchester

Orange

Otsego

Putnam

Queens

Rockland

Saratoga

Schenectady

Schoharie

Rensselaer

Richmond

Suffolk

Sullivan

Ulster

Warren

Washington

252 Seventh Ave

at 24th St.

New York, NY 10001

All Other Counties

111 W. Huron St.

Buffalo, NY 14202

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

NORTH CAROLINA
All Cities and Counties

251 Main St.
Winston Salem, NC 27155

NORTH DAKOTA
All Cities and Counties

655 First Ave., North
Fargo, ND 58102

OHIO
All Cities and Counties

Federal Office Bldg
1240 E. 9th St.
Cleveland, OH 44199

OKLAHOMA
All Cities and Counties

125 South Main St.
Muskogee, OK 74401

OREGON
All Cities and Counties

1220 SW 3rd Avenue
Portland, OR 97204

PENNSYLVANIA

Counties:

Adams	Lycoming
Berks	Mifflin
Bradford	Monroe
Bucks	Montgomery
Cameron	Montour
Carbon	Northampton
Centre	Northumberland
Cumberland	Potter
Dauphin	Schuylkill
Franklin	Sullivan
Chester	Perry
Clinton	Philadelphia
Columbia	Pike
Juniata	Susquehanna
Lackawanna	Tioga
Lancaster	Union
Lebanon	Wayne
Lehigh	Wyoming
Luzerne	York

P. O. Box 8079
500 Wissahickon Ave.
Philadelphia, PA 19101

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

PENNSYLVANIA (cont'd)

All Other Cities:

1000 Liberty Ave.
Pittsburgh, PA 15222

PHILIPPINE ISLANDS

Entire Islands

1131 Roxas Blvd.
APO AP Manila 96440

PUERTO RICO

Entire Possessions of Puerto Rico

GPO, Box 4867
San Juan, PR 00936

RHODE ISLAND

All Cities and Counties

380 Westminster Mall
Providence, RI 02903

SOUTH CAROLINA

All Cities and Counties

1801 Assembly Street
Columbia, SC 29201

SAMOA

941 North Capitol St., NE
Washington, DC 20421

SOUTH DAKOTA

All Cities and Counties

Post Office Box 5046
Sioux Falls, SD 57117

Tennessee

110 9th Avenue So.
Nashville, TN 37203

TEXAS

Counties:

Angelina	Dewitt
Aransas	Dimitt
Atascosa	Duval
Austin	Edwards
Brewster	Gonzales
Brooks	Grimes
Bandera	Fort Bend
Bee	Frio
Bexar	Galveston
Blanco	Gillespie
Brazoria	Goliad
Caldwell	Guadalupe

2515 Murworth Dr.
Houston, TX 77054

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CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

TEXAS (cont'd)

Counties:

Calhoun	Hardin
Cameron	Harris
Chambers	Hays
Colorado	Hidalgo
Comal	Houston
Crockett	Jacson
Jasper	Matagorda
Jefferson	Maverick
Jim Hogg	Medina
Jim Wells	Menard
Karnes	Montgomery
Kendall	Nacogdoches
Kenedy	Newton
Kerr	Nueces
Kimble	Orange
Kinney	Pecos
Kleberg	Polk
LaSalle	Real
Lavaca	Refugio
Liberty	Sabine
Live Oak	San Augustine
McCulloch	San Jacinto
McMullen	San Patricio
Mason	Schleicher
Shelby	Starr
Sutton	Terrell
rinity	Tyler
Uvalde	Val Verde
Victoria	Walker
Waller	Washington
Webb	Wharton
Willacy	Wilson
Zapata	Zavala

2515 Murworth Dr.
Houston, TX 77054

All Other Countries

1400 N. Valley Mills Dr.
Waco, TX 76799

UTAH

All Cities and Counties

P. O. Box 11500
Federal Building
Salt Lake City, UT 84147

COMDINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

VERMONT

All Cities and Counties

Veterans' Admin. Center
White River Junction, VT
05001

VIRGINIA

Cities:

Counties:

Alexandria
Fairfax
Falls Church

Arlington
Fairfax

941 North Capitol St., NE
Washington, DC 20421

All Other Counties:

210 Franklin Rd., SW
Roanoke, VA 24011

VIRGIN ISLANDS

Entire Islands

GPO, Box 4867
San Juan, PR 00936

WASHINGTON

All Cities and Counties

915 Second Ave.
Seattle, WA 98174

WEST VIRGINIA

Counties:

Brooke
Hancock

Marshall
Ohio

1000 Liberty Ave.
Pittsburg, PA 15222

All Other Counties:

640 4th Ave.
Huntington, WV 25701

WISCONSIN

All Cities and Counties

5000 W. National Ave.
Milwaukee, WI 52395

WYOMING

All Cities and Counties

Veterans' Admin. Center
2360 East Pershing Blvd.
Cheyenne, WY 82001

CHAPTER 4. ADDRESSES OF STATE DIRECTOR OF VETERANS AFFAIRS

ALABAMA

Director
Department of Veterans Affairs
P.O. Box 1509
Montgomery, AL 36192-3701

ALASKA

Division of Veterans' Affairs
Dept. of Military & Veterans' Affairs
3601 C Street, Suite 620
Anchorage, AK 99503-5989

AMERICAN SAMOA

Veterans' Affairs Officer
Office of Veterans' Affairs
American Samoa Government
P.O. Box 2586
Pago Pago, American Samoa 96799

ARIZONA

Director of Veterans' Affairs
Arizona Veterans' Service Comm.
3225 N. Central Ave., Suite 910
Phoenix, AZ 85012

ARKANSAS

Director
Department of Veterans' Affairs
1200 West 3rd - Room 105
Box 1280
Little Rock, AR 72201

CALIFORNIA

Director
Department of Veterans' Affairs
1227 O Street, Room 200A
Sacramento, CA 95814

CONNECTICUT

Commandant
Veterans' Home and Hospital
287 West St.
Rocky Hill, CT 06067

DELAWARE

Chairman
Comm. of Veterans' Affairs
P.O. Box 1401
Dover, DE 19901

DISTRICT OF COLUMBIA

Chief
Office of Veterans' Affairs
941 N. Capitol St., NE
Room 1211-F
Washington, DC 20421

FLORIDA

Director
Division of Veterans' Affairs
P.O. Box 1437
St. Petersburg, FL 33731

GEORGIA

Commissioner
Dept. of Veterans' Affairs
Floyd Veterans' Memorial Bldg
Suite E-970
Atlanta, GA 30334

GUAM

Office of Veterans' Affairs
P.O. Box 3279
Agana, Guam 96910

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

CANAL ZONE

NONE

COLORADO

Director
Division of Veterans' Affairs
Department of Social Services
1575 Sherman St., Room 122
Denver, CO 80203

ILLINOIS

Director
Department of Veterans' Affairs
208 West Cook St.
Springfield, IL 62705

INDIANA

Director
Dept of Veterans' Affairs
707 State Office Building
100 N. Senate Avenue
Indianapolis, IN 46204

IOWA

Administrator
Veterans' Affairs Division
7700 N.W. Beaver Drive
Camp Dodge
Johnston, Iowa

HAWAII

Director
Dept. of Social Services
and Housing
Veterans' Affairs Section
3949 Diamond Head Rd.
Honolulu, HI 96809-0339

IDAHO

Administrator
Division of Veterans'
Affairs
P.O. Box 7765
Boise, Idaho 83707

MASSACHUSETTS

Commissioner
Dept. of Veterans' Service
100 Cambridge St., Rm 1002
Boston, MA 02202

MICHIGAN

Director
Michigan Veterans' Trust
Fund
Ottawa Bldg., North Tower
Third Floor
P.O. Box 30026
Lansing, MI 48909

MINNESOTA

Commissioner
Dept. of Veterans' Service
Bldg.
Veterans' Service Bldg.
2nd Floor
St. Paul, MN 55155

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

KANSAS

Executive Director
Kansas Veterans' Commission
JayHawk Tower, Suite 701
700 S.W. Jackson St.
Topeka, KS 66603-3150

KENTUCKY

Director
Kentucky Cntr for Veterans' Affairs
600 Federal Place - RM 1365
Louisville, KY 40202

LOUISIANA

Executive Director
Dept. of Veterans' Affairs
P.O. Box 94095, Capital Station
Baton Rouge, LA 70804-4095

MAINE

Director
Bureau of Veterans' Services
State Office Bldg., Station 117
Augusta, ME 04333

MARYLAND

Executive Director
Maryland Veterans' Commission
Federal Building, RM 110
31 Hopkins Plaza
Baltimore, MD 21201

MISSISSIPPI

President
State Veterans' Affairs
Board
120 North State St.
War Memorial Bldg, RM B-100
Jackson, MS 39201

MISSOURI

Director
Division of Veterans'
Affairs
P.O. Drawer 147
Jefferson City, MO 65101

MONTANA

Administrator
Veterans' Affairs Division
P.O. Box 5715
Helena, MT 59604

NEBRASKA

Director
Dept. of Veterans' Affairs
P.O. Box 95083
State Office Bldg.
Lincoln, NE 68509

Commissioner
Com. for Veterans' Affairs
1201 Terminal Way, RM 108
Reno, NV 89520

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

NEW HAMPSHIRE

Director
State Veterans' Council
359 Lincoln St.
Manchester, NH 03103

NEW JERSEY

Director
Division of Veterans' Programs
and Special Services
143 E. State St., RM 505
Trenton, NJ 08608

NEW MEXICO

Director
Veterans' Service Commission
P.O. Box 2324
Santa Fe, NM 87503

NEW YORK

Director
Division of Veterans' Affairs
State Office Bldg., #6A-19
Veterans' Highway
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Albemarle Bldg, Suite 1065
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CHAPTER 4. (cont'd)

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CHAPTER 4. (cont'd)

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WEST VIRGINIA

Director
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WYOMING

NONE