

1973R54

95 11 July 78

JOINT MESSAGEFORM

SECURITY CLASSIFICATION
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		ACT	INFO				DATE - TIME	MONTH	YR
1 OF 6							270830Z	Jul	77

BOOK MESSAGE HANDLING INSTRUCTIONS

FROM: CDR MILPERGEN ALEX VA//DAPC-MSF-R//

TO: All Holders of Initial Distribution of AR 635-5

Recd 8/23/77

UNCLAS

SUBJECT: Interim Change to AR 635-5, Personnel Separations, Separation Documents

A. DA (DAPC-PAS-S) Message 271530Z Nov 74, Subject: Interim Change to AR 635-5

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 635-5, in accordance with DA Form 12-9A block . Pending revision of AR 635-5 dated 20 Aug 73, subject regulation is changed as follows and is effective immediately.

2. Page 2-3. Paragraph 2-7j is superseded as follows:

j. Item 9a (Type of Separation). The applicable term below will be entered. For guidance, formats contained in Appendix A, AR 310-10 which apply to each type of separation are shown in parenthesis.

(1) Officer Personnel.

(a) Relief from active duty (Format 523, 560, 620).

(b) Discharge (Format 500, 530).

(c) Retirement (Format 610, 612, 660, 662, 680, 682).

(d) Separation to continue on active duty in another status (Format 520, 552).

(e) Relief from ADT (Format 261, 266, 267).

(f) Dismissal, or discharge as appropriate (GCMO).

(g) Drop from the rolls of the Army (Format 540).

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DRAFTER TYPE, NAME, TITLE, OFFICE SYMBOL, PHONE & DATE
DOLORES C. SMITH, Mil Pers Mgt Spec
DAPC-MSF-R, 325-9126, 13 Jul 77

SPECIAL INSTRUCTIONS

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T
GEORGE W. ORTON, Col, GS
Chief, Field Activities Division
George W. Orton

SECURITY CLASSIFICATION
DATE

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BOOK	MESSAGE HANDLING INSTRUCTIONS
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(h) Release from Military Control (Format 505)

(2) Enlisted Personnel.

(a) Relief from active duty (Format 523, 560, 620).

(b) Discharge (Format 500, 502).

(c) Retirement (Format 600, 602, 610, 612, 660, 662, 684, 686).

(d) Separation to continue on active duty in another status (Format 562).

(e) Relief from ADT (Format 266, 267).

(f) Release from military control (Format 505).

(3) Cadets. Enter: Relief from active duty, discharge, release to active duty or return to parent service as appropriate.

3. Page 2-3. Paragraph 2-7r is superseded as follows:

r. Item 12 (Command to which transferred). If transferred or reverted to ARNGUS or USAR, enter appropriate information from Column C, Table 2-1 below.

4. Page 2-4. Following paragraph 2-7r, Table 2-1 is added as indicated below:

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BOOK _____ MESSAGE HANDLING INSTRUCTIONS _____

TABLE 2-1

Reference List to be Used to Determine Appropriate Entry for Item 12.

R U L E	A	B	C
	When the type of separation is	and status after separation is	then entry will be
1.	Release from active duty	Returned to ARNGUS	ARNGUS of (State, District of Columbia, Puerto Rico or Virgin Islands)
		Transferred or returned to USAR with no specific unit assignment	USAR Control Group (Annual Training, Standby, or Reinforcement, as appropriate, RCPAC 9700 Page Boulevard, St. Louis, MO 63132
		Transferred or returned to USAR with specific unit assignment	Designation of the unit to which assigned.

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BOOK	MESSAGE HANDLING INSTRUCTIONS								
A			B			C			
2. Discharge			Accepts USAR appointment			USAR Control Group (Annual Training, Stand- by or Reinforcement, as as appropriate, RCPAC 9700 Page Boulevard, St. Louis, MO 63132			
			No further military status			NA			
3. Retirement			Placed on USA Retired List			NA			
			Placed on AUS Retired list and transferred to Retired Reserve			USAR Control Group Retired Reserve, RCPAC, 9700 Page Boulevard St. Louis, MO. 63132			
4. Release from IADT			Returned to ARNGUS or USAR			Designation of the unit from which entered on IADT			
5. Release from IADT and Discharge from Reserve of the Army			Returned to ARNGUS or State status only			ARNGUS of (State, District of Columbia, Puerto Rico, or Virgin Islands)			
6. Discharge of USAR personnel while on IADT			No further military status			NA			
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BOOK	MESSAGE HANDLING INSTRUCTIONS								
A			B				C		
7. Release from ADT			Returned to ARNGUS or USAR status				Designation of the ARNGUS/USAR unit of assignment from which entered on ADT or USAR Control Group Reinforce- ment, RCPAC, 9700 Page Boulevard, St. Louis, MO 63132		
8. Release from special tour of ADT			Returned to ARNGUS or USAR				For ARNGUS--ARNGUS of (State, District of Co- lumbia, Puerto Rico or Virgin Islands). For USAR--USAR Control Group, Reinforcement, RCPAC 9700 Page Boulevard, St. Louis, MO. 63132		
<p>NOTE: When individual elects to accept a direct assignment to a Ready Reserve unit (ARNGUS/USAR), a cross reference is made between item 9a and 27. In item 27 enter: "Item 9a- Individual accepts direct assignment to unit shown in item 12."</p>									
<p>4. Page 2-4. Paragraph 2-7ab as changed by Ref A is superseded as follows:</p> <p style="padding-left: 40px;">ab. Item 21 (Time lost - Preceding 2 years). This information is required by other Federal agencies. Enter the number of days of time lost under 10 USC, 972 (para 2-3, AR 635-200).</p>									
<p>5. Page 2-4. Paragraph 2-7ah(2) as changed by Ref A is superseded as follows:</p> <p style="padding-left: 40px;">(2) The following information will be shown:</p> <p style="padding-left: 80px;">(a) Time lost. For officers enter the total number of days and inclusive dates absent without leave (Article 86, UCMJ). For enlisted personnel enter the</p>									
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JOINT MESSAGEFORM

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BOOK

MESSAGE HANDLING INSTRUCTIONS

number of days lost and inclusive dates under 10 USC 972 (para 2-3, AR 635-200) as well as time lost subsequent to normal expiration of term of service. For example: Time lost under 10 USC 972 - 2 days: from 15 Jun through 16 Jun 76. Time lost subsequent to normal ETS - 2 days: from 17 Jun through 18 Jun 76 (not chargeable under 10 USC 972). This entry covers the entire period of service shown on the DD Form 214.

(b) Excess leave (Preceding 2 years), Enter the total number of days and inclusive dates of time lost in an excess leave status. For example: Excess leave (creditable for all purposes except pay and allowance) - 2 days: 23 Jul 76 through 24 Jul 76.

6. This headquarters has received reports of criminal activity involving the use of DD Forms 214 as false identification to obtain unauthorized benefits. Such activity can occur prior to and after issuance of the form. To minimize fraudulent use of these forms prior to issuance, request that commanders of Separation/Transfer Processing Activities institute measures to safeguard blank forms. All issuers should be informed that potential exists for the use of DD Forms 214 in fraudulent activity such as collecting unemployment compensation and obtaining veterans benefits. DD Forms 214 should be treated as if they were controlled forms to include securing them whenever practicable.

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SPECIAL INSTRUCTIONS

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE

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SECURITY CLASSIFICATION

DATE TIME GROUP

9/9 Feb 78
OP 635-5

JOINT MESSAGEFORM					SECURITY CLASSIFICATION UNCLASSIFIED			
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01 OF 02				STRUCT		191330Z	Mar	76
BOOK	MESSAGE HANDLING INSTRUCTIONS							

FROM: CDRMILPERGEN ALEX VA //DAPC-OPR-P//

TO: All Holders of AR 635-5, Personnel Separations,
Separation Documents *Rec'd 4/1/80*

SUBJECT: Distribution of DD Forms 214 (Report of Separation from Active Duty)

A. DA (DAPC-PAS-S) Pinpoint message 021330Z Sep 75

B. Paragraph C-2, AR 635-10

- This message is being distributed through publications pinpoint distribution system to all holders of AR 635-5, in accordance with DA Form 12-9a block _____.
- The Department of Labor has requested assistance in informing separating personnel of the need for the DD Form 214 to determine their eligibility to receive unemployment (UCX) benefits following separation from the service. Additionally, State Unemployment Insurance Agencies have reported untimely delays in obtaining DD Forms 214 for former service personnel who did not accept or who have lost their DD Forms 214.
- Reference A established the requirement for a written request prior to issuance of the original (or a copy) of the DD Form 214 to an individual, and requested that each separating individual entitled to receive a DD Form 214 be counseled regarding the importance of this document pursuant to reference B, above.
- It is requested that commanders of all Transfer Processing Activities engaged in preparation of the DD Form 214 conduct a review of their operations to insure compliance with above cited references and to insure that all separating personnel are informed that:
 - The DD Form 214 is essential for establishing an unemployment (UCX) claim in a state unemployment insurance agency.
 - The individual's refusal to obtain the DD Form 214 at time of separation will, in the event that he files an unemployment insurance claim after

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CHAPTER, TYPE, NAME, TITLE, OFFICE SYMBOL, PHONE & DATE D.C. SMITH, MIL PERS MGT SP, DAPC-OPR-P 221-8737	SPECIAL INSTRUCTIONS
NAME, TITLE, OFFICE SYMBOL AND PHONE F. ROY SHIRLEY, JR., Colonel, GS Chief, Personnel Operations Division	SECURITY CLASSIFICATION UNCLASSIFIED
SIGNATURE <i>F. Roy Shirley, Jr.</i>	DATE TIME GROUP

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 69, WHICH WILL BE USED.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
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<p>separation, seriously delay the ability of the State unemployment insurance agencies to promptly determine eligibility to receive UCX benefits and to pay such benefits when due.</p> <p>5. AR 635-10 will be amended to reflect the provisions of paragraph 4, above.</p>										
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JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
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BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p style="text-align: right;">7</p> <p style="text-align: right;"><i>Rec'd 10/15/75</i></p> <p>FROM: CDR MILPERCEN ALEX VA//DAPC-PAS-S//</p> <p>TO: ALL HOLDERS OF AR 635-5</p> <p>SUBJECT: Interim Change to AR 635-5 (Personnel Separations, Separation Documents)</p> <p>A. AR 635-5</p> <p>B. DA (DAPE-MPE-PS) message 262218Z Mar 74, Subject: Change to DD Form 214, 1 Nov 72 (Report of Separation from Active Duty)</p> <p>C. DA (DAPC-PAS-S) message 291300Z Jul 74, Change to DD Form 214 (Report of Separation from Active Duty)</p> <p>D. DA (DAPC-PAS-S) message 091400Z Dec 74, Subject: Separation Processing</p> <p>1. This change is being distributed through publications pinpoint distribution system to all holders of AR 635-5, and is effective immediately.</p> <p>2. This change establishes the requirement for a written request for the DD Form 214 prior to issuance of a copy (or original) of the document to an individual. Previous changes in above cited messages continue to apply.</p> <p>3. Reference B modified distribution of the DD Form 214 to furnish the individual only copies 1 and 8. Effective immediately, copy no. 1 (original) and copy no. 8 of DD Form 214 will be furnished to the individual only if requested in writing. The format for a written Request/Decline Form contained in Paragraph 2, Reference C, above will be modified to include the written request for a copy of the DD Form 214. If the individual does not request a copy of the form, the number 1 and 8 copy will be retained in the Military Personnel Records Jacket in the event the individual later requests a copy.</p> <p>4. For purposes of establishing a written request, the notation "Individual requests a copy of the DD Form 214" should be entered in item 27 (Remarks) on all copies of the form and all copies of the form should be initialed by the individual.</p>									
<p>DISTR: RETURN TO THE DIRECTOR ROOM 1 A 518 PENTAGON</p>									
<p>DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE D. C. SMITH, MIL PERS MGT SPEC, DAPC-PAS-S 325-8738, 27 Aug 75</p>						<p>SPECIAL INSTRUCTIONS</p>			
<p>PAUL M. PATSON, COL, GS, ACTING DIR OF PERSONNEL ACTIONS AND RECORDS, 325-9050</p>						<p>SECURITY CLASSIFICATION UNCLASSIFIED</p>		<p>DATE TIME GROUP</p>	
<p>SIGNATURE <i>Paul M. Patson</i></p>									

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BOOK

MESSAGE HANDLING INSTRUCTIONS

The individual is also required to sign item 29 of the DD Form 214 in accordance with paragraph 2-7aj, AR 635-5.

5. Each individual being separated who is entitled to receive the DD Form 214 will be counseled regarding the importance of this document (Paragraph C-2, AR 635-10), and informed that copies of the DD Form 214 will not be available at the Reserve Components Personnel and Administration Center, St. Louis, MO, for a minimum of 30 days from the date of separation from the service.

6. The requirement in Reference D to submit semi-annual report (RCS-DD-M(SA)) 1339, reflecting the number of DD Forms 214 and Optional Forms issued is terminated.

7. Appropriate provisions of this message will be reflected in the next printed change to AR 635-5.

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SPECIAL INSTRUCTIONS

RELEASED TYPED NAME, TITLE, OFFICE SYMBOL, AND PHONE

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DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

AR 635-5

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE 01 OF 02	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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							021400Z	JUN	75
BOOK	MESSAGE HANDLING INSTRUCTIONS								

FROM: CDR MILPERCEN ALEX VA//DAPC-PAS-S// 7

TO: ALL HOLDERS OF AR 635-5 *Rec. 26-23-75*

SUBJECT: Preparation of DD Forms 214 and 215

- A. AR 635-5
- B. DA (DAPE-MPE) Msg 262218Z Mar 74
- C. DA (DAPC-PAS-S) Msg 291300Z Jul 74

1. This message is being distributed through publications pinpoint distribution system to all holders of AR 635-5.
2. The Veterans Administration has reported certain deficiencies in preparation of subject forms.
3. Commanders of Activities responsible for preparation of subject forms will review their operating procedures and take immediate action to insure compliance with above cited reference and that:

a. Item 9a, DD Form 214 specifically identifies personnel being released from active duty for training (ADT). Enter Relief from ADT in item 9a.

b. The regulatory/statutory authority for separation, separation designator codes, and reenlistment codes are not entered on copies of DD Forms 214 and 215 furnished Veterans Administration and Selective Service. Item 9c and 10 of DD Forms 214 will contain only a dashed line on copies for Veterans Administration and Selective Service.

c. The narrative reason for separation is entered in item 27 (Remarks) on copies of the DD Form 214 furnished Veterans Administration and Selective Service.

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DRAFTER/TYPED NAME, TITLE, OFF. CL. SYMBOL, PHONE & DATE D. C. SMITH, MIL PERS MGT SPEC, 325-8736, 2 JUN 75		SPECIAL INSTRUCTIONS	
DANIEL B. PLYLER, CHIEF, OFF. OF PERS ACTIONS & RECORDS, 325-9050			
SIGNATURE <i>[Signature]</i>		SECURITY CLASSIFICATION UNCLASSIFIED	DATE TIME GROUP

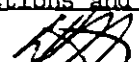
JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
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							021400Z	JUN	75
BOOK	MESSAGE HANDLING INSTRUCTIONS								

4. It is imperative that the entry of coded information specified in para 3b, above be discontinued on DD Forms 214 furnished to the individual and agencies outside of Department of Defense.

5. In addition, the Veterans Administration, Data Processing Center, Austin, TX has been receiving Reports of Medical Examination with copies of the DD Form 214. Request compliance with para 3-2a, AR 635-5 which precludes the attachment of extraneous material to the DD Form 214 unless specifically required by table 3-1, AR 635-5.

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DRAFTER TYPE, NAME, TITLE, OFFICE SYMBOL, PHONE & DATE D. C. SMITH, MIL PERS MGT SPEC, DAPC-PAS-S, 325-8736		SPECIAL INSTRUCTIONS	
SIGNATURE DANIEL B. PEYLER, COL, GS, Director of Personnel Actions and Records, 325-9050 		SECURITY CLASSIFICATION UNCLASSIFIED	DATE TIME GROUP

Change }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 August 1975

PERSONNEL SEPARATIONS
SEPARATION DOCUMENTS

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding Privacy Act Statements for forms prescribed in this publication that are covered under the act.

AR 635-5, 20 August 1973, is changed as follows:

1. The following form(s) (col m b) will be reproduced locally on 8 x 10 1/4 inch paper and made available on and after 27 September 1975 to the individual supplying data on form(s) in column a.

Column a	Column b
DD Form 214 -----	DD Form 214, Privacy Act Statement
DD Form 214WS -----	DD Form 214WS, Privacy Act Statement

2. File this change sheet in front of the publication for reference purposes.

The proponent agency of this publication is the US Army Military Personnel Center.
 (Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-PAS-S) 200 Stovall St., Alexandria, VA 22332.)

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:
Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Separations - A (Qty req block No. 460).

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM

Report of Separation from Active Duty

PRESCRIBING DIRECTIVE

AR 035-5

1. AUTHORITY

10 U.S.C. 1168, 1169

Executive Order 9397, 22 Nov 43 (Social Security Number)

2. PRINCIPAL PURPOSE(S)

Record and report the transfer of active duty military personnel and the separation of persons from a period of service.

3. ROUTINE USES

- a. Becomes part of the service member's record.
- b. Sent to the Veterans Administration, Data Processing Center.
- c. Sent to the appropriate State Director of the Selective Service System.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Voluntary. No effect on individual, as information may be secured solely from service records.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM

Worksheet for Report of Separation from Active Duty

PRESCRIBING DIRECTIVE

AR 035-5

1. AUTHORITY

10 U.S.C. 1168, 1169

Executive Order 9397, 22 Nov 43 (SSN)

2. PRINCIPAL PURPOSE(S)

To have service member verify data which will be placed on his or her report of separation from active duty (DD Form 214)

3. ROUTINE USES

To have service member verify data which will be placed on his or her report of separation from active duty (DD Form 214).

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Voluntary. Information may be secured solely from service records.

Change }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 August 1975

PERSONNEL SEPARATIONS
SEPARATION DOCUMENTS

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding Privacy Act Statements for forms prescribed in this publication that are covered under the act.

AR 635-5, 20 August 1973, is changed as follows:

1. The following form(s) (col m) will be reproduced locally on 8 x 10 1/2 inch paper and made available on and after 27 September 1975 to the individual supplying data on form(s) in column a.

Column a

Column b

DA FORM 1811 - - - - - DA FORM 1811-R, Privacy Act Statement

2. File this change sheet in front of the publication for reference purposes.

<p>The proponent agency of this publication is the US Army Military Personnel Center. (Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-PAS-S) 200 Stovall St., Alexandria, VA 22332.</p>

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION: Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Separations - A (Qty rqr block No. 460).

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM

PHYSICAL AND MENTAL STATUS ON RELEASE FROM ACTIVE DUTY

PRESCRIBING DIRECTIVE

AR 635-5

1. AUTHORITY

Section 301 Title 5 USC

2. PRINCIPAL PURPOSE(S)

The form authorizes certain dischargees/separatees, if reenlisted within a specified time, to reenlist without physical examination or without the requirement for mental retesting.

3. ROUTINE USES

To document physical status at time of separation and to record results of prior mental aptitude tests.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Disclosure is mandatory. Individual in possession of the form who does not disclose the data will be required to take the physical examination and to take the leattery of mental aptitude tests required for reenlistment. Disclosure of SSN is mandatory since the SSN is the svc mbrs identifying number.

AR 635-5

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							271530Z	Nov	74

Rec'd 12/31/74

BOOK	MESSAGE HANDLING INSTRUCTIONS
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FROM: CDRMILPERCEN ALEX VA//DAPC-PAS-S//

TO: All Holders of Initial Distribution of AR 635-5

SUBJECT: Interim Change to AR 635-5

Rec'd 12/31/74

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 635-5.
2. Page 2-4. Paragraph 2-7ab is changed to add the following sentence: "Enter total days for each category, for example: 10 days (excess leave) 10 days (10 USC)."
3. Page 2-4. Paragraph 2-7ah(2) is changed to add the following sentence: "Inclusive dates of all time lost for each category must be shown in this item."

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DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE D. C. SMITH, MIL PERS MGT SP 325-8738		SPECIAL INSTRUCTIONS	
R K L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE DANIEL B. PLYLER, Colonel, USA Dir of Personnel Actions and Records		SECURITY CLASSIFICATION UNCLASSIFIED
	SIGNATURE <i>Daniel B. Plyler</i>		

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 MAR 68, WHICH WILL BE USED.

GPO: 1972 769-279/1100

THE ARMY
WASHINGTON, D.C.

JOINT MESSAGEFORM

SECURITY CLASSIFICATION

UNCLASSIFIED

PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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1 OF 1							8	Feb	73

BOOK

MESSAGE HANDLING INSTRUCTIONS

*Del 11
12 Mar 73*

FROM: DA (DAAG)

Rec'd 1 Mar 73

TO: All holders of initial distribution copies of AR 635-5

UNCLAS

SUBJECT: Interim Change to AR 635-5, 23 May 1972

1. Effective 1 April 1973, paragraph 1-6 is superseded as follows:

"1-6. Chief of Staff Certificate of Appreciation for Wives of Retirees (DA Form 3891). This certificate for the wives of retiring US Army personnel has been established to provide official recognition for the important role a wife's support plays in a successful military career. The certificate may be issued to the wife of each officer and enlisted person retired under the provisions of chapter 4, AR 635-100; chapter 12, AR 635-200; or retired for permanent physical disability with 20 or more years of active Federal service. The decision to present the certificate will be at the discretion of the retiree's commanding officer and contingent on the desires of the retiree. The certificate will not be presented when the DA Form 3563 is withheld from the retiree, or there are other cogent reasons for not issuing the certificate.

a. Retroactive issuance of the certificate is not authorized.

b. The use of a vinyl folder is not authorized.

c. Issuance is not predicated on either a retirement ceremony or the wife's presence."

2. DA Form 3891 will be available for requisition from AG Publication Center, Baltimore, MD 21220, on or about 15 March 1973.

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Clyde W. McGirk, DAC, OX 37820

SPECIAL INSTRUCTIONS

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JOHN A. O'BRIEN, Colonel, AGC
Dir of Pers Svc Spr, TAGO

SIGNATURE

John A. O'Brien

SECURITY CLASSIFICATION

DATE TIME GROUP

ARMY REGULATION
No. 635-5

Ch 1, 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 20 August 1973

PERSONNEL SEPARATIONS
SEPARATION DOCUMENTS

Effective 15 October 1973

This is a complete revision of AR 635-5 and changes are made throughout. The principal changes are that DD Form 214 has been revised and the separation program designator codes have been deleted and published in a separate publication. Local supplementation of this regulation is prohibited, except upon approval of the Commanding General, US Army Military Personnel Center.

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*This regulation, together with AR 635-5-1, supersedes AR 635-5, 23 May 1972; and DA message DAAG 8 Feb 73, subject: Interim change to AR 635-5, 23 May 1972.

CHAPTER 1**GENERAL**

1-1. Purpose. This regulation prescribes the separation documents that are furnished individuals who are retired, discharged, or released from active military service, including members of Reserve components on active duty for training (ADT) or full-time training duty (FTTD) and US Military Academy cadets.

1-2. Separation documents. Separation documents provide the recipients with a record of their military service; the Army with a source of information for administrative purposes; and other governmental agencies with an authoritative source of information for administering Federal and State laws pertaining to veterans. Authorized separation documents and personnel to whom they are issued are listed in table 1-1.

1-3. DD Form 214 (Report of Separation from Active Duty). *a.* DD Form 214 will be issued to all personnel at time of retirement, discharge, or release from the Active Army, including—

(1) Each member of the Reserve components released after completion of more than 89 days of ADT or FTTD.

(2) Each member separated for physical disability.

(3) Each cadet of the US Military Academy who fails to graduate. If a cadet entered the academy from an active duty status, DD Form 214 will be issued upon expiration of his term of service.

(4) Each person who is released from the custody and control of the Army by virtue of void service.

(5) Each member who, while on active duty, changes status and remains on active duty in the new status.

b. The DD Form 214 will not be issued to the following:

(1) Members of the Reserve components on ADT or FTTD who are dropped from the rolls of the Army by reason of absence without leave under the provisions of chapter 6, AR 630-10.

(2) Personnel being removed from the TDRI.

(3) Enlisted personnel who are dropped from a period of service because of fraudulent enlistment or induction and who are being held to a prior period of service for trial by court-martial for desertion (chap 14, AR 635-200).

1-4. Separation program designators (SPD). Formerly separation program numbers (SPN). See AR 635-5-1.

Table 1-1. Authorized separation documents

<i>Form number</i>	<i>Title</i>	<i>Issued to</i>
DD Form 214	Report of Separation from Active Duty	See paragraph 1-3
DD Form 363A	Retirement Certificate	Commissioned/Warrant/ Enlisted (Note 1)
DD Form 256A	Honorable Discharge Certificate	Commissioned/Warrant/ Enlisted
DD Form 257A	General Discharge Certificate	Commissioned/Warrant/ Enlisted
DD Form 258A	Undesirable Discharge Certificate	Enlisted
DD Form 259A	Bad Conduct Discharge Certificate	Enlisted
DD Form 260A	Dishonorable Discharge Certificate	Warrant/Enlisted
DD Form 794A	Discharge Certificate (Under Other Than Honorable Conditions)	Commissioned/Warrant
DD Form 1725	Certificate of Appreciation (Presidential)	Commissioned/Warrant/ Enlisted (Note 2)
DA Form 3563	Certificate of Appreciation (Chief of Staff)	Commissioned/Warrant/ Enlisted (Note 3)
DA Form 3891	Certificate of Appreciation for Wives of Retirees	Note 4
DA Form 1811	Physical and Mental Status	Enlisted (Note 5)

Notes:

1. Not issued to personnel placed on Temporary Disability Retired List.
2. Issued to personnel whose service is characterized as honorable, except for -
 - a. Personnel serving on active duty for less than 90 days and personnel performing an initial tour of ADT.
 - b. Personnel discharged under provisions of AR 635-20; AR 635-206; chapter 5, AR 635-100, paragraphs 9-5 through 9-9 and chapters 10, 13, and 14, AR 635-200; and chapters 4, 5, 10, 12, 13, and 14, AR 635-120.
 - c. Personnel separated under authority of the Secretary of the Army when DA directive precludes issuance.
3. May be issued to retirees with 20 or more years of active service. This certificate may be withheld when the retirement approval authority determines that the character of service rendered does not warrant the certificate, even though the member is entitled to retirement.
4. May be issued to the wife of each officer and enlisted person retired under the provisions of chapter 4, AR 635-100 or chapter 12, AR 635-200, or retired for permanent physical disability after 20 or more years of active Federal service. The decision to present the certificate is at the discretion of the retiree's unit commander and contingent upon the desires of the retiree. The certificate will not be presented when the DA Form 3563 is withheld from the retiree, or when there are other cogent reasons for not issuing it.
5. Issued to enlisted personnel whose DD Forms 214 are coded RE-1, RE-1A, or RE-2A. It also may be issued to commissioned or warrant officers who express an interest in enlisting following discharge or REFRAD, provided they are medically qualified for enlistment or separation and are separated under circumstances which would entitle them to a reenlistment code of RE-1.

CHAPTER 2

PREPARATION OF SEPARATION DOCUMENTS

Section I. GENERAL INSTRUCTIONS

2-1. General. The DD Form 214 is the most vital document the separatee will receive from the Army. The information on this form will be the determining factor as to any benefits to which he may be entitled as a result of military service and it may be instrumental in his obtaining civilian employment. It is, therefore, of paramount importance that the information entered on the DD Form 214 be complete, accurate, and in accordance with authorized entries.

2-2. Source documents. DA Form 20 (Enlisted Qualification Record) and DA Form 66 (Officer Qualification Record) are the basic source documents for preparing DD Form 214WS (Worksheet). However, in preparing DD Form 214WS, personnel officers should review all available documents such as the MPRJ (Military Personnel Records Jacket), DA Form 2143 (Military Personnel Financial Data Records, US Army), DA Form 3716 (Personal Financial Record), reassignment orders, enlistment or induction records, and any DD Forms 214 for prior service. At least 90 days prior to scheduled separation, a joint review of the above mentioned records will be conducted in compliance with paragraph 2-3e(2), AR 635-10 and paragraph 40413, AR 37-104-3. A thorough reconciliation of these records will determine if indebtedness exists to the US Government or pay is due the member.

2-3. Responsibility for preparation. Manual systems often interface with automated systems. Separation processing is one area in which close coordination between the systems is required. Personnel officers accomplishing preprocessing in accordance with chapter 2, AR 635-10, will refer to paragraph 2-2c, AR 680-3, for specific items of DD Form 214 to be checked for accuracy. The data from these items affect strength accounting.

a. DD Form 214WS will be prepared by the personnel officer of the last duty assignment.

b. HQDA will prepare all separation documents for general officers being retired.

c. The transfer activity, designated and organized in accordance with paragraph 1-6, AR,

635-10, will prepare all other separation documents. When separation is accomplished under conditions which preclude the preprocessing and preparation of DD Form 214WS at the last duty assignment, the transfer activity will prepare it. The authenticating officer at the transfer activity who signs the DD Form 214 is responsible for the accuracy of the information contained on the form.

2-4. Alterations and corrections. a. Retirement certificates, discharge certificates, and certificates of appreciation will be corrected by retyping. These corrections can be accomplished at any time by the issuing transfer activity.

b. DD Form 214 may be corrected at transfer activities only as follows:

(1) Typographical errors in words or abbreviations only may be corrected by erasure and over-type. All other corrections will be by retyping the form.

(2) Correction must be made prior to departure of the separatee from separation activity and prior to distribution of copies of DD Form 214.

(3) Corrections will be initialed by the signing officer on all copies.

c. After a separatee has departed from the transfer activity, or if distribution has been made, the DD Form 214 will be corrected only by issuance of a DD Form 215 (Correction of DD Form 214, Report of Separation from Active Duty) or by issuance of a new DD Form 214. Requests for issuance of DD Form 215 or a new DD Form 214 will be addressed as follows:

<i>Requests concerning—</i>	<i>Send to—</i>
Commissioned and warrant officers on active duty.	HQDA (DAPC-PAR-R) 200 Stovall Street Alexandria, VA 22832
Retired general officers.	
Enlisted personnel on active duty.	Commander US Army Enlisted Records Center Fort Benjamin Harrison, IN 46249
Requests pertaining to correction of reenlistment code and/or related remarks.	Commander Enlistment Eligibility Activity 9700 Page Boulevard St. Louis, MO 63182

Requests concerning—
 Requests pertaining to individuals who were discharged and have no Reserve obligation.

Sent to—
 National Personnel Records Center
 (Military Personnel records)
 9700 Page Boulevard
 St. Louis, MO 63132

Requests concerning—
 All others

Sent to—
 Commander, RCPAC
 9700 Page Boulevard
 St. Louis, MO 63132

2-5. Reissuance of DD Form 214. DD Form 215 will not be used to correct items 9c or 9e of DD Form 214.

Section II. PREPARATION OF DD FORM 214

2-6. General. An entry is required in all items of the DD Form 214. When the information is omitted pursuant to *a* below, or where no entry is appropriate, enter "NA". If an entry is too long for the space allotted, enter, "See Item 27", and complete the entry in item 27, following a cross reference to the item number being completed.

a. An entry will be made in each item of DD Form 214. Only items 1, 2, 3, 5, 6a, 9a, 9b, 9d, 9e, 15, 18, 21, 27, 29, 30, and 31 will be completed for ADT personnel unless they are being separated for physical disability. All items of the DD Form 214 will be completed for release of Special Reserve Component Program (SRCP) personnel (AR 680-1).

b. If the information required to complete a specific item is not available, enter "See Item 27" in the incomplete item. In such cases, item 27 will contain the entry "DD Form 215 will be issued to provide missing information". The transfer activity will:

(1) Exhaust all data sources prior to annotation of an item as unavailable. This must include contact with separatee's unit when the unit is not overseas and other sources which may be reached without delaying separation. Unless separation is accomplished under abnormal circumstances, data which is considered as unavailable will be limited to items 7, 8a and b, 10, 13, 15, 18a through c, 19, and 21.

(2) Advise the separatee that a DD Form 215 will be issued by the appropriate activity when the missing information becomes available. This action will be taken without further request by the separatee.

(3) After separation is accomplished, complete efforts to obtain missing data to include contact with oversea units.

(4) Furnish missing data by transmittal letter, along with duplicated copy of DD Form 214 issued, to appropriate activity listed in paragraph 2-4.

(5) If search for missing data is unsuccessful, notify appropriate activity listed in paragraph 2-4 of unsuccessful efforts within 30 days from date of DD Form 214 so that attempts may be made by the custodian of records to obtain the data. Such notification will be by letter, inclosing a duplicated copy of the DD Form 214 issued. The letter will summarize all actions taken to obtain the missing data. As a minimum, efforts to obtain data required for completion of the form must include contact with the separatee's unit. In addition, morning reports, personnel information rosters, and other sources will be examined, as applicable.

c. If unable to determine the appropriate re-enlistment code, item 10 will be treated as unavailable data and forwarded in accordance with paragraph 2-4c.

2-7. Preparation instructions. Sample DD Form 214 is shown in figure 2-1. Item by item instructions for entries on DD Form 214 follow:

a. Item 1 (Name). Enter name in order shown on DD Form 214, using all capital letters, and including abbreviation for junior, senior, second, when appropriate.

b. Item 2 (Sex). Enter M or F as appropriate.

c. Item 3 (Social security number). Check records with separatee's social security card when possible. Otherwise, verify the accuracy of the SSN of record (see AR 680-3).

d. Item 4 (Date of birth). Enter date in order shown on DD Form 214, using all numerals; e.g., 73 for year, 01 for January.

e. Item 5 (Department, component, and branch or class). Enter in all capital letters. Career branch will be entered for commissioned officers. Control branch will be entered for warrant officers. No branch entry required for enlisted personnel. For USMA cadets the entry will be: ARMY-USMA-CADETS. If serving in a branch to which detailed, a cross-reference will be shown in item 27 to account for the detail. Sample entries are: ARMY-RA-INF, ARMY-USAR-MSG, ARMY-AUS.

f. Items 6a and b (Grade and pay grade). Enter grade and pay grade at time of separation.

g. Item 7 (Date of rank). Enter date of rank for grade shown in Item 6a. Date will be recorded in order shown on DD Form 214, using all numerals (*d* above).

h. Items 8a and b (Selective Service Number and Local Board). Enter Selective Service Number without altering the group spacing. If member not registered with Selective Service enter "DNA" in both items.

i. Item 8c (Home of record at time of entry in active service).

(1) For members who enter active duty from the ARNGUS or USAR, enter the address shown on the orders.

(2) For cadets, enter the home address at time of appointment.

j. Item 9a (Type of separation). The applicable term indicated below will be entered in item 9a. For guidance, the transaction codes (TC) which apply to each separation are shown in parenthesis.

(1) *Officer personnel.*

(a) Relief from active duty (AD) (TC 306, 316, 370).

(b) Discharge (TC 350, 351, 358).

(c) Retirement (TC 360, 361, 362, 372, 373, 376, 377).

(d) Separation to continue on AD in another status (TC 304, 353).

(e) Relief from ADT (TC165).

(f) Dismissal.

(g) Drop from the rolls of the Army.

(2) *Enlisted personnel.*

(a) Relief from active duty (AD) (TC 306, 314, 316, 370).

(b) Discharge (TC 300).

(c) Retirement (TC 363, 365, 366, 374, 375, 378, 379).

(d) Separation to continue on active duty in another status (TC 308, 310).

(e) Relief from ADT (TC 312).

(f) Release from military control (TC 302).

(3) *Cadets.* Enter "Relief from active duty (AD)," "Discharge," "Release to active duty," or "Return to parent service," as appropriate.

k. Item 9b (Station or installation at which effected). Self-explanatory.

l. Item 9c (Authority and reason). Enter statutory and/or regulatory authority for separation plus the SPD (AR 635-5-1). For dismissals or

punitive discharges, enter GCMO, source, and date. For officers who vacate a Reserve appointment to accept an appointment in the Regular Army, do not show an SPD. For cadets, enter the Special Order Number, source, and date. **DO NOT SHOW A NARRATIVE REASON FOR SEPARATION.**

m. Item 9d (Effective date). Effective date of separation will be shown in manner described in *d* above.

n. Item 9e (Character of service). Enter in all capital letters. Authorized entries are:

(1) HONORABLE.

(2) UNDER HONORABLE CONDITIONS.

(3) UNDER OTHER THAN HONORABLE CONDITIONS.

(4) DISHONORABLE.

o. Item 9f (Type of certificate issued). Enter form number of discharge or retirement certificate, as appropriate. *Do not enter Certificates of Appreciation.*

p. Item 10 (Reenlistment code). See DA Form 1315, DA Form 20, and table 1-3, AR 601-280 for proper reenlistment code (para 2-6c).

q. Item 11 (Last duty assignment and major command). Enter last assignment and major command. The assignment codes and major commands or agencies of assignment of organizations of the Active Army are shown in appendix A.

r. Item 12 (Command to which transferred). If transferred or reverted to ARNGUS or USAR, enter one of the following:

(1) ARNGUS of (State, District of Columbia, or Puerto Rico).

(2) USAR Control Group (Annual Training, Reinforcement, as applicable), with address as follows:

(a) CONUS personnel—RCPAC, 9700 Page Boulevard, St. Louis, MO 63132.

(b) CINCUSAREUR—USAR Affairs, Europe, APO NY 09403.

(c) CINCUSARPAC—USAR Affairs, Pacific, APO SF 96558.

(3) USAR Control Group (Standby or Retired)—RCPAC, 9700 Page Boulevard, St. Louis, MO 63132.

(4) USAR ADT personnel—Command publishing ADT orders.

(5) Enlisted personnel granted early release to serve 1 year in an ARNG or USAR unit—

Unit designation of the unit to which assigned. This entry is also applicable to individuals relieved from active duty or discharged for other reasons, who elect assignment to an ARNG/USAR unit after relief from active duty or discharge. When an individual elects to accept a direct assignment to a Ready Reserve unit (ARNG/USAR), a cross reference is made between items 9a and 27. The item 27 entry will be: "Item 9a-Individual accepts direct assignment to (ARNG/USAR) unit indicated in Item 14".

s. *Item 13 (Terminal date of Reserve/MSS obligation)*. Enter date in manner described in d above. Time lost under 10 USC 972 (para. 2-3, AR 635-200) while on active duty does not extend this period.

t. *Item 14 (Place of entry in current active service)*. The zip code is required for this item even though the street address is not required. When the place of entry is the same city as shown in Item 8c, enter the zip code which appears in 8c. When entries in items 8c and 14 contain different cities, only the three basic numbers plus 00 need be entered in item 14.

u. *Item 15 (Date entered active duty this period)*. Enter date in manner prescribed in d above.

v. *Item 16a (Primary specialty number and title)*. Enter the MOS code, title, and date of award. Also, for enlisted personnel enter PMOS evaluation score and date of score. If the enlisted person has not received an evaluation score, enter "None".

w. *Item 17a (Secondary specialty number and title)*. Enter the MOS code, title, and date of award. Evaluation score for the SMOS is not required.

x. *Items 16b and 17b (Related civilian occupation and DOT number)*. This information can be taken from Dictionary of Occupational Titles or AR 611-201.

y. *Item 18 (Record of service)*. For detailed instructions on computation of basic pay, see chapter 1, DODPM. All service shown in 18(a) through (f) will be less time lost under 10 USC 972 and time lost subsequent to expiration of term of service.

z. *Item 19 (Indochina or Korea service since August 5, 1964)*. For Vietnam service place an x in the "yes" block and show specific dates of service (see fig. 2-1).

aa. *Item 20 (Highest education level successfully completed)*. Include education completed in mili-

tary service as well as education completed prior to service.

ab. *Item 21 (Time lost—preceding 2 years)*. This information is required by other Federal agencies and will include time lost under 10 USC 972 (para. 2-3, AR 635-200) and time in an excess leave status for the preceding 2 years only.

ac. *Item 22 (Days accrued leave paid)*. This information is required by other Federal agencies. In case of immediate reenlistment, enter "DNA".

ad. *Item 23 (Servicemen's Group Life Insurance coverage)*. Place an x in the appropriate block.

ae. *Item 24 (Disability severance pay)*. If member not discharged under provisions of AR 635-40, enter "DNA".

af. *Item 25 (Personnel security investigation)*. Self-explanatory.

ag. *Item 26 (Decorations, medals, badges, citations, and campaign ribbons awarded or authorized)*. This item covers the entire Army service.

ah. *Item 27 (Remarks)*. The remarks section will be used for entries authorized by HQDA for which a separate item is not available on the DD Form 214 and to complete entries too long for their respective blocks. When completing a long entry, the item number being completed must precede the item 27 comment. Sample authorized entries for item 27 follow and are shown in figure 2-1.

(1) Item 5-INF det. MSC.

(2) Time lost must be entered in item 27 as well as in item 21. For officers, enter the number of days absent without leave (UCMJ, Art. 86). For enlisted personnel enter the number of days lost under 10 USC 972, as well as time lost subsequent to normal expiration of term of service. This entry covers the entire period of service covered by the DD Form 214.

(3) When an officer is discharged, enter "Table 2-5, AR 601-210 applies".

(4) For all personnel who have a period of service extended, except an officer of a Reserve component who entered on active duty to determine physical fitness, enter "Extension of service was at the request and for the convenience of the Government".

(5) When an enlisted person is retained in service beyond the date of expiration of his term of service, enter "Retained in service __ days for convenience of the Government per (authority for retention)".

Note: Extension of service, as covered by (4) above, is distinctive from retention in that extension of enlisted service is evidenced by a new service agreement for a specified period, while retention is continuing the member on the same period of service beyond his expiration of term of service date.

(6) When separation is accomplished on a temporary DA Form 20, enter "Separated from service on temporary records and soldier's affidavit".

(7) When an enlisted person is retired after completing 30 or more years' active military service, enter grade to which advanced on the retired list under 10 USC 3964, as indicated in the orders directing retirement.

(8) When an enlisted person is retired for disability in a commissioned or warrant officer grade, enter the grade in which retired.

(9) The following information will be shown when available in financial records:

(a) Last reenlistment bonus paid.

(b) Total amount of bonus received on or after 1 October 1949.

(10) When separatee is a cadet, enter "Item 18 includes service as a Cadet, USMA, from (date of entrance in USMA) to date of separation".

(11) Enter the country in which last period of oversea service was performed.

(12) List formal in-service training courses successfully completed during this period of service; e.g., medical and dental, electronics, supply, administration, personnel, or heavy equipment operations. This information is to assist in employment placement and job counseling, so training courses for combat skills will not be listed.

(13) When information for a specific item is unavailable, enter "DD Form 216 will be issued to provide missing information" (para. 2-6b).

ai. Item 28 (Mailing address after separation). The Adjutant General's Office or a civilian penal institution will not be listed as a mailing address after separation. The county may be omitted from this address.

aj. Item 29 (Signature of person being separated). When the separatee cannot or will not sign, leave this item blank on copies delivered to the separatee. Enter on all other copies, "Separatee unavailable for signature" or "Separatee declined to sign", as appropriate.

ak. Item 30 (Typed name, grade, and title of authorizing officer). Only a commissioned or warrant officer will be authorized to sign DD Form 214.

al. Item 31 (Signature of officer authorized to sign). Sign with ball point pen with sufficient force to insure that signature is legible on all copies.

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

1. LAST NAME - FIRST NAME - MIDDLE NAME DOE, JOHN DAVID, JR.				2. SEX M	3. SOCIAL SECURITY NUMBER 000 00 0000			4. DATE OF BIRTH YEAR MONTH DAY 38 10 15	
5. DEPARTMENT, COMPONENT AND BRANCH OR CLASS ARMY-RA				6a. GRADE, RATE OR RANK PFC		b. PAY GRADE E-3	7. DATE OF RANK YEAR MONTH DAY 71 06 06		
8a. SELECTIVE SERVICE NUMBER 11 1 11 111		8b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, STATE AND ZIP CODE LB No. 1, New York, NY 10017			8c. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, State and ZIP Code) 1776 E. 61st Street New York, NY 10021				
9a. TYPE OF SEPARATION Discharge				9b. STATION OR INSTALLATION AT WHICH EFFECTED Fort Dix, New Jersey					
9c. AUTHORITY AND REASON Para. 5-14, AR 635-200 SPD 411							d. EFFECTIVE DATE YEAR MONTH DAY 73 03 31		
9e. CHARACTER OF SERVICE HONORABLE					9f. TYPE OF CERTIFICATE ISSUED DD Form 256A		10. REENLISTMENT CODE RE-1		
11. LAST DUTY ASSIGNMENT AND MAJOR COMMAND USAREUR, 7th ARMY				12. COMMAND TO WHICH TRANSFERRED DNA					
13. TERMINAL DATE OF RESERVE/MSO OBLIGATION YEAR MONTH DAY DNA			14. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City, State and ZIP Code) Chicago, IL 60600				15. DATE ENTERED ACTIVE DUTY THIS PERIOD YEAR MONTH DAY 70 04 09		
16a. PRIMARY SPECIALTY NUMBER AND TITLE 71H20 Personnel Specialist 71/05/10		16b. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER Personnel Clerk 205.368		18. RECORD OF SERVICE			YEARS	MONTHS	DAYS
				(a) NET ACTIVE SERVICE THIS PERIOD			2	11	12
				(b) PRIOR ACTIVE SERVICE			3	9	2
17a. SECONDARY SPECIALTY NUMBER AND TITLE 71F20 Postal Clerk 71/10/15		17b. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER Mail Clerk 231.588		(c) TOTAL ACTIVE SERVICE (a + b)			6	8	14
				(d) PRIOR INACTIVE SERVICE			0	7	11
				(e) TOTAL SERVICE FOR PAY (c + d)			7	3	25
				(f) FOREIGN AND/OR SEA SERVICE THIS PERIOD			2	1	2
19. INDOCHINA OR KOREA SERVICE SINCE AUGUST 5, 1964 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 6 Jan 68 to 21 Dec 68				20. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED (In Years) SECONDARY/HIGH SCHOOL 12 YRS (1-12 grades) COLLEGE 0 YRS					
21. TIME LOST (Preceding Two Yrs) 10 days		22. DAYS ACCRUED LEAVE PAID 20 days		23. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE <input checked="" type="checkbox"/> \$15,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> NONE		24. DISABILITY SEVERANCE PAY <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES AMOUNT		25. PERSONNEL SECURITY INVESTIGATION a. TYPE ENTNAC b. DATE COMPLETED 70-07-11	
26. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED National Defense Service Medal Vietnam Service Medal Combat Infantry Badge Good Conduct Medal									
27. REMARKS For entries in this item see para 2-7ah.									
28. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and ZIP Code) 1776 E. 61st Street New York, NY 10021					29. SIGNATURE OF PERSON BEING SEPARATED				
30. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER JOHN D. JONES, 1LT, ADJUTANT					31. SIGNATURE OF OFFICER AUTHORIZED TO SIGN				

DD FORM 214
1 NOV 72PREVIOUS EDITIONS OF THIS
FORM ARE OBSOLETE.THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

REPORT OF SEPARATION FROM ACTIVE DUTY

Section III. PREPARATION OF OTHER SEPARATION DOCUMENTS

2-8. DD Form 363A. In the space under "This is to certify that", enter the name, typed in capital letters in signature order, followed by the Social Security number, grade, and career branch (officers) or component (enlisted). The component will be spelled out if Regular Army; other components will be entered as ARNGUS, USAR, or AUS. Sample entries are:—

JOHN J. DOE 000 00-0000 CORPORAL
REGULAR ARMY

JOHN J. DOE 000-00-0000 COLONEL
INFANTRY

The date of retirement will be entered in the appropriate space.

2-9. Discharge certificates. The entries on the appropriate discharge certificate will be as described on the retirement certificate, except that the name of the officer who will sign the certificate will be typed between the lines at lower right of the certificate. The name of the authenticating officer will be typed in all capital letters in signature order with grade and branch centered below the name.

2-10. DD Form 1725. This certificate of appreciation will be completed with name (in signature order), grade, military service, and inclusive dates of service (date of original entry on active duty and final day of service). Sample entry is—

JOHN J. DOE CORPORAL UNITED
STATES ARMY 5 Dec 1968 to 4 Dec 1970.

2-11. DA Form 3563. Complete certificate by entering the name, Social Security number, grade, and branch (officers) or component (enlisted) as shown in paragraph 2-8.

2-12. DA Form 3891. Complete certificate by entering the wife's name. No entry is required on line in lower left corner of certificate. Sample entry is: MRS. MARY DOE.

2-13. DA Form 1811. Complete this form by entering the date, name, grade, and Social Security number in the appropriate spaces.

a. Mental status—For onlisted personnel, transcribe latest Army Classification Battery Aptitude Area Scores and latest date tested or retested from DA Form 20 as follows:

COA_____	*MM_____	*If not shown on DA
IN_____	*COB_____	Form 20, enter
CL_____	AE_____	"None". For officers,
EL_____	GT_____	enter "NA".
GM_____	RC_____	

AFQT score is 31 or above—Yes___No___

b. Physical status—Enter date of separation as indicated on DD Form 214 and the physical profile recorded on the SF 88 completed for separation.

c. The typed or stamped name, grade, and branch of the officer responsible for preparing the form and his signature will be entered in the appropriate spaces.

d. Erasures are permitted only if they are neat and legible. All erasures will be initialed by the authenticating officer.

CHAPTER 3

DISTRIBUTION OF SEPARATION DOCUMENTS

3-1. Presentation or mailing to the member. When the member is present at the separation activity on day of separation, the appropriate certificates and copy(s) of the DD Form 214 will be presented at the closing ceremony prescribed by AR 635-10. When separation is accomplished under circumstances which preclude physical delivery, the separation documents will be mailed to the address shown in item 28, DD Form 214.

3-2. Distribution of DD Form 214. Detailed instructions for distributing DD Form 214 are contained in table 3-1. It is of extreme importance

that the DD Form 214 be distributed in accordance with those instructions and mailed in accordance with the following rules:

a. No attachments will be affixed to DD Form 214 unless specifically required by table 3-1.

b. No other material will be inclosed in the package of DD Forms 214 unless specifically required by table 3-1.

c. All completed DD Forms 214 required to be mailed to the same address will be forwarded on a daily basis.

TABLE 3-1

DISTRIBUTION OF COPIES OF DD FORM 214

COPY NO.	If member	then
1	(All members)	deliver or mail to member (para 3-1).
2	is in-service and enlisting or reenlisting in the RA	forward through the servicing DPA IAW AR 601-280 (note 1).
	(All others)	File in MPRJ for disposition in accordance with app E, AR 635-10.
3	is in-service and enlisting or reenlisting or otherwise continuing on AD in same or another status	forward to the finance and accounting officer paying the member.
	is on ADT and a limited number of items are completed	deliver or mail to the member with copy no. 1 (para 3-1).
	(All others)	forward to VA, Data Processing Center, Austin, TX 78741.
4	is male	forward to the appropriate State Director of Selective Service. If member is registered with Selective Service, forward to State shown in item 8b, DD Form 214. If not registered, forward to State shown in item 28, DD Form 214 (note 2).
	is female	forward to the Army area WAC staff advisor.
5	is transferred to a VA hospital at time of separation	forward to the hospital, ATTN: Chief, Medical Administration Division (136) (note 3).
	has applied for compensation but hospitalization is not required	forward to the VA regional office having jurisdiction over address shown in item 28, DD Form 214 (notes 3 and 4).
	(All others)	deliver or mail to the member with copy no. 1 (para 3-1).

TABLE 3-1—Continued

DISTRIBUTION OF COPIES OF DD FORM 214

COPY NO.	If member	then
6	(All members)	forward to installation data processing support unit in accordance with AR 680-3 (note 5).
	is returned to State control as a member of the ARNGUS	file in MPRJ for disposition in accordance with para E-4, AR 635-10.
	will hold a status in the USAR	file in MPRJ for disposition in accordance with para E-4, AR 635-10.
	is placed on TDRL	file in MPRJ for disposition in accordance with para E-4, AR 635-10 (note 6).
7	entered on AD from the USARNG and continues on AD in the same or another status or is discharged from his Reserve of the Army status	forward to the appropriate State AG (note 7).
	is a member of the USAR and is being discharged from the Army Reserve	forward to the area commander, ATTN: DPA (note 8).
	is enlisted person and is discharged under para 5 9, AR 635-200	forward to Commander, US Army Recruiting Command, ATTN: USARCAO-M, Fort Sheridan IL 60037 (note 9).
	(All others)	deliver or mail to the member with copy no. 1 (para 3-1).
8	(All members)	deliver or mail to the member with copy no. 1 (para 3-1).

- Notes:**
1. Attach to the original of the new DD Form 4 before forwarding.
 2. Attach to a duplicate copy of SF 88 before forwarding. Addresses for State directors are in AR 601-40. If the address is in a foreign country, forward to the Director of Selective Service, District of Columbia, 441 G Street, NW, WASH DC 20001.
 3. Attach the VA Form 21-526e and accompanying records listed in appendix E, AR 635-10. If readjustment pay is involved, attach a copy of separation orders also.
 4. Addresses for VA regional offices are in appendix B.
 5. IDPSU will return No. 6 copy to the transfer activity where it will be retained for 6 months then destroyed.
 6. Excepted are RA and AUS officers.
 7. Addresses are in appendix C.
 8. After processing, DPA will send to the home organization so latter can clear its records.
 9. Attached with metal staples will be:
 - a. Report of Medical Examination (SF 88) and Report of Medical History (SF 93) pertaining to entry preinduction, induction, enlistment, or call to active duty examination.
 - b. Report of Medical Examination (SF 88) and Report of Medical History (SF 93) pertaining to separation examination.
 - c. Medical Board Proceedings (DA Form 8947).
 - d. Narrative Summary (SF 502).
- After processing, USAREC will forward to HQIDA (DASG-HES-1) WASH DC 20314.

APPENDIX A
MAJOR COMMAND OR AGENCY OF ASSIGNMENT OF ORGA-
NIZATIONS OF THE ACTIVE ARMY

To be published

For reporting codes currently in effect, see paragraph 2-6, AR 680-29.

APPENDIX B
VETERANS ADMINISTRATION REGIONAL OFFICES

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Alabama.....	Entire State.....	Aronov Bldg., 474 S. Court St., Montgomery AL 36104
Alaska.....	Entire State.....	P.O. Box 1288 Juneau AK 99801
Arizona.....	Entire State.....	Federal Bldg., 230 North First Ave., Phoenix AZ 85025
Arkansas.....	Entire State.....	Federal Office Building 700 West Capitol Avenue Little Rock AR 72201
California.....	Counties of—Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura	Federal Building 11000 Wilshire Boulevard Los Angeles CA 90024
	Counties of—Alameda, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, Eldorado, Fresno, Glenn, Humboldt, Kings, Lake, Madera, Marin, Mariposa, Mendocino, Merced, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba	49 Fourth Street San Francisco CA 94103
	Counties of—Alpine, Lassen, Modoc, Mono.	1000 Locust Street Reno NV 89502

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Colorado.....	Entire State.....	Denver Federal Center Denver CO 80225
Connecticut..	Entire State.....	450 Main Street Hartford CT 06103
Delaware.....	Entire State.....	1601 Kirkwood Avenue Wilmington DE 19805
District of Columbia	Entire District.....	Veterans Benefits Office 2033 M Street, N.W. WASH DC 20421
Florida.....	Entire State.....	P.O. Box 1437 St. Petersburg FL 33731
Georgia.....	Entire State.....	730 Peachtree Street, NE Atlanta GA 30308
Hawaii.....	Entire State (All mail to be sent AIRMAIL).	P.O. Box 3198 Honolulu HI 96801
Idaho.....	Entire State.....	5th and Fort Sts., Boise ID 83707
Illinois.....	Entire State.....	P.O. Box 8136 Chicago IL 60680
Indiana.....	Entire State, <i>except</i> counties of Lake, La Porte, and Porter which are allocated to Chicago IL VARO	36 South Penn- sylvania St Indianapolis IN 46204
Iowa.....	Entire State.....	210 Walnut Street Des Moines IA 50309
Kansas.....	Entire State.....	5500 East Kellogg Wichita KS 67218

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Kentucky	Entire State	600 Federal Place Louisville KY 40202
Louisiana	Entire State	701 Loyola Avenue New Orleans LA 70113
Maine	Entire State	Togus ME 04330
Maryland	Entire State, <i>except</i> Prince Georges and Montgomery counties which are allocated to VBO, WASH DC	Federal Building 31 Hopkins Plaza Baltimore MD 21201
Massachusetts	Entire State, <i>except</i> as shown below	John Fitzgerald Kennedy Federal Building, Government Center, Boston MA 02203
	Counties of—Barnstable, Bristol, Dukes, Nantucket, and Plymouth, <i>except</i> the towns of Mansfield and Easton in Bristol County and the towns of Lakeville, Middleboro, Carver, Rochester, Mattapoisett, Marion, and Wareham in Plymouth County which are allocated to the Boston MA VARO	Federal Building Kennedy Plaza Providence RI 02903
Michigan	Entire State	P. O. Box 1117A Detroit MI 48232
Minnesota	Entire State, <i>except</i> as shown below	Federal Building Fort Snelling St. Paul MN 55111
	Counties of—Becker, Beltrami, Clay, Clearwater, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Red Lake, Roseau, Wilkin	VA Center Fargo ND 58102

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Mississippi	Entire State	1500 E. Woodrow Wilson Dr. Jackson MS 39216
Missouri	Entire State	4705 Federal Building 1520 Market Street St. Louis MO 63103
Montana	Entire State	VA Center Fort Harrison MT 59636
Nebraska	Entire State	220 South 17th Street Lincoln NB 68508
Nevada	Entire State, <i>except</i> Clark and Lincoln counties which are allocated to the Los Angeles Regional Office	1000 Locust Street Reno NV 89502
New Hampshire	Entire State	497 Silver Street Manchester NH 03103
New Jersey	Entire State	20 Washington Place Newark NJ 07102
New Mexico	Entire State	500 Gold Ave- nue, S.W. Albuquerque NM 87101
New York	Counties of—Albany, Bronx, Clinton, Co- lumbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Kings, Montgomery, Nassau, New York, Orange, Otsego, Put- nam, Queens, Rensselaer, Richmond, Rockland, Sara- toga, Schenectady, Schoharie, Suffolk, Sullivan, Ulster, War- ren, Washington, Westchester	252 Seventh Avenue New York NY 10001

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
New York— Cont.	Counties of—Allegany, Broome, Catteraugus, Cayuga, Chautauqua; Chemung, Chenango, Cortland, Erie, Genesec, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, St. Lawrence, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, Yates	Federal Building 111 West Huron Street Buffalo NY 14202
North Carolina	Entire State.....	301 North Main Street Winston-Salem NC 27102
North Dakota	Entire State.....	VA Center Fargo ND 58102
Ohio.....	Entire State.....	Federal Office Building 1240 East Ninth Street Cleveland OH 44199
Oklahoma....	Entire State.....	Second and Court Streets Muskogee OK 74401
Oregon.....	Entire State.....	426 S. W. Stark Street Portland OR 97204
Pennsylvania..	Counties of—Adams, Berks, Bradford, Bucks, Cameron, Carbon, Centre, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York	P.O. Box 8079 Philadelphia PA 19101

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Pennsylvania —Cont.	Counties of—Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, Westmoreland	1000 Liberty Avenue Pittsburgh PA 15222
Rhode Island	Entire State	Federal Building Kennedy Plaza Providence RI 02903
South Carolina	Entire State	1801 Assembly Street Columbia SC 29201
South Dakota	Entire State	2501 West 22d Street Sioux Falls SD 57101
Tennessee	Entire State	US Courthouse 801 Broadway Nashville TE 37203
Texas	Counties of—Angelina, Aransas, Atascosa, Austin, Bandera, Bee, Bexar, Blanco, Brazoria, Brewster, Brooks, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Crockett, De Witt, Dimmitt, Duval, Edwards, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris, Hays, Hidalgo, Houston, Jackson, Jasper, Jefferson, Jim Hogg, Jim Wells, Karnes, Kendall, Kennedy, Kerr, Kimble, Kinney, Kleberg, La Salle, Lavaca, Liberty, Live Oak, Mason, Matagorda, Maverick, McCulloch, McMullen, Medina, Menard, Montgomery, Nacogdoches, Newton, Neuces, Orange, Pecos, Polk, Real,	515 Rusk Avenue Houston TX 77061

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Texas—Cont.	Counties of—Refugio, Sabine, San Augustine, San Jacinto, San Patricio, Schleicher, Shelby, Starr, Sutton, Terrell, Trinity, Tyler, Uvalde, Val Verde, Victoria, Walker, Waller, Washington, Webb, Wharton, Willacy, Wilson, Zapata, Zavala.	Houston, TX— Cont.
	Counties of—Anderson, Andrews, Archer, Armstrong, Bailey, Bastrop, Baylor, Bell, Borden, Bosque, Bowie, Brazos, Briscoe, Brown, Burleson, Burnet, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Concho, Cooke, Coryell, Cottle, Crane, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, El Paso, Erath, Falls, Fannin, Fayette, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Harde- man, Harrison, Hartley, Has- kell, Hemphill, Henderson, Hill, Hockley, Hood, Hop- kins, Howard, Hudspeth, Hunt, Hutchison, Irion, Jack, Jeff Davis, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Lampasas, Lee, Leon, Limestone, Lipscomb, Llano, Loving, Lubbock, Lynn, Madison, Marion, Martin, McLennan, Midland, Milam, Mills, Mitchell, Mon- tague, Moore, Morris, Motley, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Pre- sidio, Rains, Randall, Rea- gan, Red River, Reeves, Roberts, Robertson, Rock- wall, Runnels, Rusk, San	1400 N. Valley Mill Dr. Waco TX 76710

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Texas—Cont.	Counties of—Saba, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Sterling, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Tom Green, Travis, Upshur, Upton, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Williamson, Winkler, Wise, Wood, Yoakum, Young.	Waco TX—Cont.
	<i>Exception: In Bowie County, the city of Texarkana is allocated to the Little Rock, Ark., VARO.</i>	
Utah.....	Entire State.....	125 South State Street. Salt Lake City UT 84111
Vermont.....	Entire State.....	VA Center White River Junction VT 05001
Virginia..	Entire State, <i>except</i> Fairfax and Arlington Counties and the cities of Alexandria, Fairfax, and Falls Church are allocated to the VBO, WASH DC	211 West Campbell Avenue Roanoke VA 24011
Washington...	Entire State.....	Sixth and Lenora Bldg. Seattle WA 98121
West Virginia.	Entire State, <i>except</i> Brooke, Hancock, Marshall, and Ohio counties are allocated to Pittsburgh PA VARO	502 Eighth Street Huntington WV 25701
Wisconsin....	Entire State.....	342 North Water Street Milwaukee WI 53202
Wyoming....	Entire State.....	2360 E. Pershing Blvd. Cheyenne WY 82001
Midway Island	-----	P.O. Box 3198 Honolulu HI 96801

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Wake Island	-----	P.O. Box 3198 Honolulu HI 96801
Guam	-----	P.O. Box 3198 Honolulu HI 96801
Panama Canal Zone.	-----	Veterans Benefits Office 2033 M Street, N.W. WASH DC 20421
Republic of the Philippines	-----	Director, US Veterans Administra- tion APO San Francisco 96528
Puerto Rico and the Virgin Islands	-----	GPO Box 4867 San Juan PR 00936
American Samoa	-----	P.O. Box 3198 Honolulu HI 96801
All foreign countries and other oversea areas	-----	Veterans Bene- fits Office 2033 M Street, N.W. WASH DC 20421

APPENDIX C
ADDRESSES OF THE STATE ADJUTANTS GENERAL

The Adjutant General, State (Commonwealth) of _____, with addresses as follows:

Alabama—1720 Federal Drive, PO Box 1311, Montgomery, AL 36102
Alaska—610 Mackay Building, 338 Denali Street, Anchorage, AK 99501
Arizona—747 West Van Buren Street, Phoenix, AZ 85007
Arkansas—Ft. McAlister, PO Box 678, North Little Rock, AR 72115
California—PO Box 8143, 2415 1st Avenue, Sacramento, CA 95818
Colorado—300 Logan Street, Denver, CO 80203
Connecticut—360 Broad Street, Hartford, CT 06115
Delaware—1401 Newport Gap Pike, Wilmington, DE 19804
District of Columbia—NG Armory, 2001 E. Capitol Street, WASH DC 20003
Florida—State Arsenal, St Augustine, FL 32084
Georgia—959 E. Confederate Street, PO Box 4839, Atlanta, GA 30302
Hawaii—Ft. Ruger, Honolulu, HI 96816
Idaho—PO Box 1098, Boise, ID 83701
Illinois—Room 200 Armory Office Bldg., Springfield, IL 62706
Indiana—Mil Dept of Indiana, Stout Field, Indianapolis, IN 46241
Iowa—PO Box 616, Des Moines, IA 50303
Kansas—Room 10, State Capitol, Topeka, KS 66612
Kentucky—Capitol Plaza Towers, Frankfort, KY 40601
Louisiana—Headquarters Bldg., Jackson Barracks, New Orleans, LA 70146
Maine—Camp Keyes, Augusta, ME 04330
Maryland—5th Regiment Armory, Baltimore, MD 21201
Massachusetts—905 Commonwealth Avenue, Boston, MA 02215
Michigan—2500 S. Washington Avenue, PO Box 210, Lansing, MI 48901
Minnesota—Veterans Service Bldg., St Paul, MN 55155
Mississippi—PO Box 5027, Fondren Station, Jackson, MS 39216
Missouri—1717 Industrial Drive, Jefferson City, MO 65101
Montana—1100 N. Main Street, Helena, MT 59601
Nebraska—1300 Military Road, Lincoln, NB 68508
Nevada—PO Box 1808, Carson City, NV 89701

New Hampshire—State Mil Res, Airport Road, Concord, NH 03301
New Jersey—PO Box 979, Trenton, NJ 08625
New Mexico—PO Box 4277, Santa Fe, NM 87502
New York—Public Security Bldg., State Campus, Albany, NY 12226
North Carolina—PO Box 26268, Raleigh, NC 27611
North Dakota—PO Box 1817, Bismarck, ND 58401
Ohio—PO Box 660, Worthington, OH 43085
Oklahoma—2205 N. Central Street, Oklahoma City, OK 73105
Oregon—2150 Fairgrounds Road, N. E. Salem, OR 97310
Pennsylvania—RD #2, Annville, PA 17003
Puerto Rico—PO Box 3786, San Juan, PR 00904
Rhode Island—1051 North Main Street, Providence, RI 02904
South Carolina—1225 Bluff Road, Columbia, SC 29201
South Dakota—Camp Rapid, Rapid City, SD 57704
Tennessee—NG Armory, Sidco Drive, Nashville, TN 37204
Texas—Box 5218, Austin, TX 78703
Utah—PO Box 8000, Salt Lake City, UT 84108
Vermont—Building No. 1, Camp Johnson, Winooski, VT 05404
Virginia—Room 506, Ninth Street, State Office Bldg.; Richmond, VA 23219
Washington—Camp Murray, Tacoma, WA 98430
West Virginia—Room W-200, State Capitol, Charleston, WV 25305
Wisconsin—PO Box 328, Madison, WI 53701
Wyoming—5500 Bishop Blvd., PO Box 1709, Cheyenne, WY 82001

20 August 1973

AR 635-5

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPC-PAS-S) 200 Stovall St., Alexandria, VA 22332.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

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