

ENLISTED PERSONNEL

SEPARATION OF ENLISTED PERSONNEL

CHANGES
No. 6DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 1 May 1956

SR 615-360-1, 24 June 1953, is changed as follows:

11. Purpose and description.

* * * * *

d. (Superseded) An Armed Forces of the United States Report of Transfer or Discharge (DD Form 214) is furnished all enlisted personnel discharged or released from active military service *except as indicated in paragraph 6a, AR 635-200.*

[AG 220.8 (20 Apr 56) AGPO]

By Order of *Wilber M. Brucker*, Secretary of the Army:

MAXWELL D. TAYLOR,
General, United States Army,
Chief of Staff.

Official:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

DISTRIBUTION:

Active Army: B.

To be distributed on a need-to-know basis to all units and headquarters down to and including separate battalions (administrative) and to units and headquarters of comparable size and responsibility.

*NG: State AG (3).**USAR: None.*

ENLISTED PERSONNEL

SEPARATION OF ENLISTED PERSONNEL

CHANGES }
No. 5 }

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 22 March 1956

SR 615-360-1, 24 June 1953, is changed as follows:

14. Distribution of copies of report of separation. Copies of the *** separation is effected.

d. Veterans Administration Regional Office copy (No. 4). The day's accumulation *** contained in SR 930-10-1.

(2) When the individual's home as shown in item 47 is outside the continental limits of the United States, disposition will be as follows:

(b) If the individual's home is located in a foreign country or oversea area in which there is no Veterans Administration regional office located, forward, together with the No. 6 copy, to the Veterans Administration, **Munitions Building**, Washington 25, D. C.

f. Veterans Administration, Munitions Building copy (No. 6). The day's accumulation of No. 6 copies will be forwarded in one envelope, or other appropriate container, to the Veterans Administration, **Munitions Building**, Washington 25, D. C., *each day.*

19. Records to Veterans Administration, Munitions Building, Washington 25, D. C.

b. When a claim is filed by an individual whose address in item 47 of DD Form 214 is outside the continental limits of the United States (except Alaska, Hawaii, Puerto Rico, or the Philippines which have Veterans Administration regional offices (SR 930-10-1)) all records indicated in paragraphs 16 through 18, will be dispatched to the Veterans Administration, **Munitions Building, Washington 25, D. C.**, in accordance with paragraph 14*d* (2) and (3), together with the No. 6 copy of DD Form 214.

[AG 220.8 (14 Mar 56) AGPO]

By Order of *Wilber M. Brucker*, Secretary of the Army:

MAXWELL D. TAYLOR,
General, United States Army,
Chief of Staff.

Official:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

DISTRIBUTION:

Active Army: B.

To be distributed on a need-to-know basis to all units and headquarters down to and including separate battalions (administrative) and to units and headquarters of comparable size and responsibility.

NG: State AG (3).

USAR: None.

ENLISTED PERSONNEL

SEPARATION OF ENLISTED PERSONNEL

CHANGES
No. 4DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 20 January 1956

SR 615-360-1, 24 June 1953, is changed as follows:

13. Preparation of report of separation from the Armed Forces of the United States.

d.1 (Added) Entry of eligibility for enlistment or reenlistment.

- (1) Under AR 615-120 individuals in the following categories are not eligible at time of separation for immediate enlistment or reenlistment in the Regular Army—
- (a) Individuals who had not attained a percentile score of 31 or higher on the AFQT or standard score of 90 or higher in Aptitude Area GT or AGCT, and are not otherwise eligible for immediate enlistment or reenlistment in the Regular Army. See paragraphs 5 and 16, AR 615-120.
 - (b) Individuals separated by reason of hardship, dependency, marriage, or physical disability.
 - (c) Individuals placed on the temporary or permanent disability list.
 - (d) Individuals furnished an undesirable, bad conduct, or dishonorable discharge.
 - (e) Individuals separated for other reasons for which immediate enlistment or reenlistment in the Regular Army is not authorized under AR 615-120.
- (2) Commanders with custody of the soldier's personnel records will determine at time of separation the individual's eligibility for immediate enlistment or reenlistment in the Regular Army and will enter the appropriate remark "not eligible for (re)enlistment" or "eligible for (re)enlistment" in section 10 (Remarks) of the individual's DA Form 24 (Service Record). See paragraph 23ac, AR 640-201.
- (3) Commanders of transfer activities will enter above "Character of Separation" on copies 2 through 8 of DD Form 214 either "NFR" (not eligible for (re)enlistment) or "EFR" (eligible for (re)enlistment). The notation "NEFR" or "EFR" will not be placed on copy No. 1 of DD Form 214.

* * * * *
[AG 220.8 (6 Jan 56) AGPO].

*These changes supersede DA message 378468, 5 January 1956.

By Order of *Wilber M. Brucker*, Secretary of the Army:

MAXWELL D. TAYLOR,
General, United States Army,
Chief of Staff.

Official:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

DISTRIBUTION:
Active Army: B.

To be distributed on a need-to-know basis to all units and headquarters down to and including separate battalions (administrative) and to units and headquarters of comparable size and responsibility.

NG: State AG (3).

USAR: None.

FORM 100 (Rev. 8-28-62)

ATGO (4181B)

ENLISTED PERSONNEL

SEPARATION OF ENLISTED PERSONNEL

CHANGES }
No. 3 }

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 1 December 1954

SR 615-360-1, 24 June 1953, is changed as follows:

13. Preparation of report of separation from the Armed Forces of the United States.

* * * * *

e. Numbered items.

* * * * *

(5) (Superseded) *Item 5*—Entry primary MOS code number and title of MOS as shown on DA Form 20 (Qualification Record—Enlisted Personnel) in block entitled "Specialty Number or Symbol." Enter "Not applicable" in block entitled "Related Civilian Occupation and D. O. T. Number." Item 38 will be utilized if additional space is required.

* * * * *

[AG 220.8 (18 Nov 54) AGPO]

BY ORDER OF THE SECRETARY OF THE ARMY:

M. B. RIDGWAY,
General, United States Army,
Chief of Staff.

OFFICIAL:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

DISTRIBUTION:

Active Army: B.

To be distributed to all units and headquarters down to and including separate battalions (administrative) and to units and headquarters of comparable size and responsibility.

NG: State AG (3).

USAR: None.

ENLISTED PERSONNEL
SEPARATION OF ENLISTED PERSONNEL

CHANGES }
No. 2 }

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 13 July 1954

SR 615-306-1, 24 June 1953, is changed as follows:

TABLE I

**REGULATIONS GOVERNING DISCHARGE AND RELEASE FROM THE
ACTIVE MILITARY SERVICE**

Authority for separation	Reason for separation	Form of separation certificate	Eligibility for separation	Ordered by—
SR 600-220-1---	Military personnel security program.	Undesirable or general.	Personnel to be discharged under this authority to be specified by order of the Secretary of the Army.	The Secretary of the Army.
* * * AR 615-367---	* * * Resignation: * * *	* * *	* * *	* * *
* * *	f. In lieu of separation under provisions of SR 600-220-1. * * *	Undesirable or general.	Part 7, AR 615-367.	The Secretary of the Army.
* * * AR 615-370 (Rescinded).	* * *	* * *	* * *	* * *

* * * * *

13. Preparation of report of separation from the Armed Forces of the United States.

* * * * *

e. Numbered items.

* * * * *

(8) *Item 8.*—Following is a list of “reasons and authorities for separation” for entry in this item:

* * * * *

(u) (Superseded) “SR 600-220-1 SPN 82.”

* * * * *

[AG 220.8 (1 Jul 54) AGPO]

BY ORDER OF THE SECRETARY OF THE ARMY:

M. B. RIDGWAY,
General, United States Army,
Chief of Staff.

OFFICIAL:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

DISTRIBUTION:

- Active Army: C.
- NG: Same as Active Army.
- USAR: Same as Active Army.

ENLISTED PERSONNEL

SEPARATION OF ENLISTED PERSONNEL

CHANGES }
No. 1 }

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 14 June 1954

SR 615-360-1, 24 June 1953, is changed as follows:

3. Processing steps.—In effecting the separation from active military service of enlisted personnel, the following steps are necessary:

* * * * *

f. Departure.—Prior to departure the separatee will report to a designated officer who will—

* * * * *

(2) (Superseded) Furnish the individual the appropriate discharge certificate or Certificate of Service (DD Form 217A), Report of Separation from the Armed Forces of the United States (DD Form 214), statement regarding Veterans' Rights and Benefits (DD Form 214-1) and any other required forms and records.

* * * * *

TABLE I

REGULATIONS GOVERNING DISCHARGE AND RELEASE FROM THE ACTIVE MILITARY SERVICE

Authority for separation	Reason for separation	Form of separation certificate	Eligibility for separation	Ordered by—
* AR 600-450--- *	* * Disability: * * d. (Added) Removal from Temporary Disability Retired List (physically fit). * *	* * Honorable or general. * *	* * Par. 12, AR 600-450 and par. 43a (3) SR 600-450-5. * *	* Do. * *

10. General provisions.—a. (Superseded) Each person who is lawfully enlisted, inducted, or ordered to active duty for more than 90 days, will be furnished an appropriate separation certificate and a Report of Separation from the Armed Forces of the United States (DD Form 214) upon separation from active military service, regardless of the actual number of days served.

* * * * *

*These changes supersede DA message 498665, 18 March 1954.

11. Purpose and description.

* * * * *

d. A Report of * * * *except* the following:

- (1) Members of the Army Reserve ordered into the active military service for a period of 90 days, or less. **Members of the Army Reserve ordered to active duty for more than 90 days will be furnished a Report of Separation from the Armed Forces of the United States (DD Form 214) upon separation from active military service, regardless of the actual number of days served.**

* * * * *

13. Preparation of report of separation from the Armed Forces of the United States.

* * * * *

e. *Numbered items.*

* * * * *

- (4) (Superseded) *Item 4.*—Enter component. *Examples:* “RA,” “AUS,” “NGUS.”

Note.—When an enlisted * * * by that Administration.

- (5) (Superseded) *Item 5.*—Enter “Not applicable.”

* * * * *

- (7) (Superseded) *Item 7.*—Enter “Discharge” or “Rel from Act Mil Svc.” When the enlisted person is separated by reason of physical disability, enter whichever of the following is appropriate: “Disch (w/sev pay),” “Disch (w/o sev pay),” “Retirement (Temp Disab)” or “Retirement (Perm Disab).”

* * * * *

- (27) (Superseded) *Item 28.*—Enter the most significant duty assignment and unit to which assigned for longest period of service. Assignment to a medical holding detachment for the purpose of separation by reason of disability will not be considered a duty assignment. The title and/or number of organization will be precisely as indicated in the service record.

- (28) *Item 29.*—Enter chronologically each * * * time of separation. **If records are not available, the terminology “no records available,” will be entered.** The theater of operations in which the action occurred may be entered if exact location is not recorded.

* * * * *

(36) *Item 38.*—The “Remarks” section * * * item 38 when applicable:

- * * * * *
- (r. 1) (Added) When an enlisted person is separated for disability *with* entitlement to severance pay under the provisions of the AR and SR 600-450-series; enter the percentage of disability. *Example:* Disability 20%.
- (r. 2) (Added) When an enlisted person is retired for disability under the provisions of the AR and SR 600-450-series in a commissioned or warrant officer grade, enter the grade in which retired as follows: “Retired in grade of 1st Lt” or “Retired in grade of CWO-2.”
- * * * * *

14. **Distribution of copies of report of separation.**—Copies of the * * * separation is effected.

* * * * *

c. (Superseded) *Record copy (No. 3).*—For separations accomplished by the organization to which the individual is assigned, the “record copy” will accompany the morning report for the day on which separation is effected to the servicing machine records unit (for Army personnel) except as indicated in (2) below, or statistical control office (for Air Force personnel).

- (1) In those cases in which an individual is separated by an activity to which he is only attached, copies of applicable orders, together with the No. 3 copy of DD Form 214, will be forwarded immediately to the organization to which he is assigned. The organization to which the individual is assigned will include a remark on the morning report for the day on which applicable orders and the No. 3 copy of the report of separation were received in the manner prescribed in SR 335-50-1, including the effective date of separation. The copy of the report of separation will then accompany the morning report for that date to the servicing machine records unit or statistical control office.
- (2) For separation of AUS personnel (inductees) who immediately enlist in the Regular Army at station of discharge on day following date of separation, the “record copy” for Army personnel, will accompany the morning report containing the entry reporting such personnel as enlisting in the Regular Army.
- * * * * *

e. (Superseded) *Selective Service copy (No. 5).*—To State Director of Selective Service for State shown in item 14, if shown, otherwise as

in item 20. The entire day's accumulation of copies for each State director will be mailed in one envelope or container. A list of addresses of the directors of Selective Service for the various States, Territories, and possessions are contained in SR 600-105-20.

* * * * *

g. No. 7 copy.—To commanding general * * * Base, New York.

* * * * *

(2) (Superseded) Destroy when separatee is not eligible to reenlist.

* * * * *

h. No. 8 copy.

(1) (Superseded) (a) If the separatee has a service obligation incurred under the Universal Military Training and Service Act, as amended, and is to be released from active military service and transferred to the Army Reserve as provided in SR 615-363-5, the No. 8 copy of DD Form 214 will be forwarded with the reservist's records to the machine records unit of the army area having jurisdiction over the individual's place of residence as shown in item 47.

(b) If the separatee is a member of the Women's Army Corps forward the No. 8 copy of DD Form 214 to the chief of the military district in which the residence shown in item 47 is located. Addresses of chiefs of military districts are contained in appendix, SR 135-305-1.

(2) (Superseded) When an individual who entered the current period of active service as a member of the Army Reserve is to be transferred (released in accordance with SR 615-363-5 for return to USAR jurisdiction, or discharged) the No. 8 copy of DD Form 214 will be forwarded to the machine records unit of the army area having jurisdiction over the individual's place of residence as shown in item 47.

(3) (Superseded) When an enlisted member of the Regular Army who holds a Reserve appointment as a commissioned or warrant officer is to be discharged or released from active duty, the No. 8 copy of DD Form 214 will be forwarded to the machine records unit of the army area having jurisdiction over the individual's place of residence as shown in item 47 together with the records which constitute his Reserve (officer) field military 201 file (found in enlisted 201 file) and copy of separation orders. If Reserve records have not been received, notation "Records as Reserve Officer not available at this headquarters" should be made under "Remarks" on DD Form 214.

* * * * *

SECTION V (Superseded)

DISPOSITION OF RECORDS

15. Transmittal of records to the Veterans Administration.—Prompt transmittal of records to the Veterans Administration is vital to assure that any benefits accruing to the individual may be determined as soon as possible. All records destined for the Veterans Administration will be transmitted within two working days after release from active duty is effected. All records listed below, unless otherwise indicated, will be securely stapled together in the order indicated and transmitted to the appropriate Veterans Administration regional office or hospital as listed in SR 930-10-1.

16. Separation *not* for physical disability.—The following records will be dispatched to the Veterans Administration regional office having jurisdiction over the area in which the individuals' mailing address is located as indicated in item 47, DD Form 214.

a. If claim is not filed (VA Form 8-526e is not prepared).

(1) Copy No. 4 of DD Form 214.

(2) Standard Form 88 (Report of Medical Examination) completed at time of release from active duty.

b. If claim is filed (VA Form 8-526e is prepared).

(1) Duplicate copy of DA Form 664.

(2) VA Form 8-526e (Veterans Application for Compensation or Pension).

(3) Copy No. 4 of DD Form 214.

(4) Standard Form 88 completed at time of release from active duty.

(5) Standard Form 88 completed at time of entry on active duty which is contained in the field military 201 file.

(6) DA Form 8-116 (Register of Dental Patients), all copies found in the field military 201 file and the copy completed at time of release from active duty.

(7) Permanent and temporary changes in physical profile and all correspondence pertaining thereto which may be found in the field military 201 file. Also, any correspondence from physicians or others pertaining to individual's physical or mental condition found in field military 201 file.

(8) If the claimant has been hospitalized or has appeared before a medical board just prior to separation, the original clinical records and/or a copy of the medical board proceedings when obtainable locally will be furnished.

17. Separation or retirement for physical disability.—No person shall be separated or retired from active military service under the

provisions of the AR and SR 600-450-series on account of disability until and unless he has executed a claim for compensation or pension with the Veterans Administration or has signed a statement that he has had explained to him the right to file such a claim. In this connection, DA Form 664 (Serviceman's Statement Concerning Application for Compensation from the Veterans Administration), will be executed in accordance with instructions printed on the form.

a. Patient not transferred to a Veterans Administration hospital but separated after action by Physical Evaluation Board. The following records will be dispatched to the Veterans Administration regional office having jurisdiction over the address shown in item 47, DD Form 214.

(1) *If claim is not filed* (VA Form 8-526e is not prepared).

(a) Copy No. 4 of DD Form 214.

(b) Standard Form 88 completed at time of release from active duty.

(2) *If a claim is filed* (VA Form 8-526e is prepared).

(a) Records listed in paragraph 16b.

(b) Original current clinical record and any other clinical records which may have been received from other sources.

(c) X-rays, if any.

(d) Photostats or copies of all other available medical records.

(e) DD Form 675 (Receipt for Records and Patient's Property). Original and duplicate to Veterans Administration regional office (the receipted form will not be returned by the Veterans Administration). Triplicate in field military 201 file (dispatched to The Adjutant General).

(f) Copy of orders terminating active duty.

b. Patient transferred to a Veterans Administration hospital from United States Army hospital as a result of action by Physical Evaluation Board (see SR 600-450-25 and paragraph 8, SR 930-10-1). Whether or not the patient files VA Form 8-526e for compensation before leaving the Army hospital all records listed in paragraphs 11 and 18 of SR 600-450-25 will be forwarded by the Army hospital to the Veterans Administration hospital.

18. Separation for physical disability which existed prior to entry on active service (SR 600-450-10).—The following records will be dispatched to the Veterans Administration regional office as indicated in paragraph 16.

a. *If claim is not filed* (VA Form 8-526e is not prepared).

(1) Copy No. 4 of DD Form 214.

(2) Copy of approved medical board proceedings.

(3) Standard Form 88 completed at time of release from active duty.

b. If claim is filed (VA Form 8-526e is prepared).

(1) Records listed in paragraph 16*b*.

(2) Copy of approved medical board proceedings.

19. Records to Veterans Administration Central Office, Washington 25 D. C.—*a.* Copy No. 6 of DD Form 214 in all cases and without attachments except as indicated in *b* below.

b. When a claim is filed by an individual whose address in item 47 of DD Form 214 is outside the continental limits of the United States (except Alaska, Hawaii, Puerto Rico, or the Philippines which have Veterans Administration regional offices (SR 930-10-1)) all records indicated in paragraphs 16 through 18, will be dispatched to Veterans Administration Central Office in accordance with paragraph 14*d*(2) and (3), together with the No. 6 copy of DD Form 214.

20. Final disposition of service records and allied papers.—The Service Record (DA Form 24 or 24A, or DD Form 230) and allied papers will be disposed of in accordance with SR 615-20-1.

[AG 220.8 (3 May 54) AGPO]

BY ORDER OF THE SECRETARY OF THE ARMY:

M. B. RIDGWAY,
General, United States Army,
Chief of Staff.

OFFICIAL:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

DISTRIBUTION:

Active Army: C

NG: Same as Active Army

USAR: Same as Active Army

ENLISTED PERSONNEL

SEPARATION OF ENLISTED PERSONNEL

	Para- graph	Page
SECTION I. GENERAL.		
Purpose-----	1	1
General provisions-----	2	1
Processing steps-----	3	2
II. TERMINAL PHYSICAL EXAMINATION.		
Final type physical examination-----	4	7
Medical review board-----	5	11
Venereal disease-----	6	11
Disposition of X-ray film-----	7	12
Disability compensation application-----	8	12
III. INTERVIEW.		
Separation classification interview-----	9	13
IV. PREPARATION AND DISTRIBUTION OF SEPARATION FORMS.		
General provisions-----	10	14
Purpose and description-----	11	15
Preparation of separation certificates-----	12	16
Preparation of report of separation from the Armed Forces of the United States-----	13	17
Distribution of copies of report of separation-----	14	30
V. DISPOSITION OF RECORDS.		
Transmittal of records to Veterans' Administration-----	15	33
Final disposition of service record and allied papers-----	16	34

SECTION I

GENERAL

1. Purpose.—These regulations establish the procedures to be followed in the separation of enlisted personnel from active military service and describe the proper method of execution and disposition of the various forms, records, and reports required.

2. General provisions.—*a.* Definitions in paragraph 3, AR 615-360, are applicable to these regulations.

b. Table I lists the regulations governing discharge or release from the active military service, and shows the type of separation certificate and the reason and authority for each.

c. Special procedures in addition to those contained herein, which are required in effecting the separation or retirement of enlisted per-

*For list of publications superseded, see last page.

sonnel by reason of disability are contained in AR 40-680, SR 600-450-5, SR 600-450-10, and SR 600-450-25.

d. SR 615-395-1 sets forth the additional procedures required in effecting the length of service retirement of enlisted personnel.

e. SR 615-363-5 sets forth additional procedures for release to reserve components of individuals having a reserve obligation under the Universal Military Training and Service Act, as amended.

3. Processing steps.—In effecting the separation from active military service of enlisted personnel, the following steps are necessary:

a. *Orientation processing.*—See SR 600-480-1.

b. *Final type physical examination.*—See section II.

c. *Settlement of clothing account.*—See section IV, SR 32-20-1.

d. *Preparation of separation forms.*—See section IV.

e. *Pay.*—This step includes payment of all amounts due. See SR 35-2000-series.

f. *Departure.*—Prior to departure, the separatee will report to a designated officer who will—

(1) Administer oath of enlistment as a reservist of the Army (for initial service in the Army Reserve), if appropriate. Enlistment will be in accordance with SR 140-107-1.

(2) Give the individual his separation certificate, separation qualification record, report of separation, and any other required forms and records.

g. *Disposition of records.*—Included in this step is the disposition of the service record, allied papers, and other records; transfer to the Veterans' Administration of required records; and distribution of the copies of DD Form 214 (Report of Separation from the Armed Forces of the United States) (sec. V).

TABLE I
REGULATIONS GOVERNING DISCHARGE AND RELEASE FROM THE ACTIVE MILITARY SERVICE

Authority for separation	Reason for separation	Form of separation certificate	Eligibility for separation	Ordered by—
AR 600-443	Homosexuality: a. Class I. b. Class II. c. Class III.	Bad conduct or dishonorable. Undesirable. General or honorable (dependent upon character of service rendered).	Par. 6, AR 600-443. Par. 7b (1), AR 600-443. Par. 8b (1) (c), AR 600-443.	Sentence of general court-martial. The Secretary of the Army. Do.
AR 600-450	Disability: a. Without severance pay. b. With severance pay. c. Placement on the temporary disability retired list.	Honorable, general or undesirable. Honorable or general. Certificate of service.	Par. 11, AR 600-450 and par. 38a (6), SR 600-450-5. Par. 10, AR 600-450 and par. 38a (7), SR 600-450-5. Par. 4, AR 600-450 and par. 3a (9), SR 600-450-5.	Secretary of the Army. Do. Do.
SR 600-450-10	Medical unfitness due to condition which existed prior to entry on active military service.	Honorable or general.	Par. 4, SR 600-450-10.	Commanders specified in par. 3b, SR 600-450-10.
AR 615-360	Expiration of enlistment or required service.	Honorable or general (dependent upon character of service rendered).	Completion of service.	Commander of any installation having separation facilities.

TABLE I—Continued

REGULATIONS GOVERNING DISCHARGE AND RELEASE FROM THE ACTIVE MILITARY SERVICE—Continued

Authority for separation	Reason for separation	Form of separation certificate	Eligibility for separation	Ordered by—
AR 615-361	Marriage	Honorable or general	Section II, AR 615-361	Commanders specified in par. 14, AR 615-360.
AR 615-362	Pregnancy— Purchase (suspended) Minority— Dependency or hardship	do	Section III, AR 615-361	Do.
SR 615-363-5	Release from active military service to the reserve components.	Honorable or general Honorable, general or certificate of service (honorable). Certificate of service (honorable).	Section II, AR 615-362 Section III, AR 615-362	Do. Do.
AR 615-364	Conviction by court-martial.	Bad conduct	Completion of period of active military service imposed by the Universal Military Training and Service Act, as amended, and special criteria established from time to time.	Commander of any installation having separation facilities.
AR 615-365	Convenience of the Government.	Dishonorable Honorable, general or certificate of service (honorable).	Sentence of general or special court-martial. Sentence of general court-martial. Classes of personnel to be discharged under this authority to be specified by order of the Secretary of the Army.	Sentence of general or special court-martial. Sentence of general court-martial. Commanders specified in par. 14a, AR 615-360, EXCEPT as provided in par. 2, AR 615-365.

AR 615-366	Misconduct:	Undesirable	Section I, AR 615-366	Commander specified in par. 14b, AR 615-360.
	a. Fraudulent entry	do	Section II, AR 615-366	
	b. Physically unfit deserters and absentees.	do	Section III, AR 615-366	The Secretary of the Army.
	c. Deserters from Spanish-American War, World War I, or peacetime deserters in whose cases the statute of limitations is applicable.	do	Section IV, AR 615-366	Commanders specified in par. 14b, AR 615-360.
	d. Conviction by civil court.	do	Section IV, AR 615-366	Commanders specified in par. 14b, AR 615-360.
AR 615-367	Resignation:	Honorable or general	Par. 3, AR 615-367	Commanders specified in par. 14a, AR 615-360.
	a. Unconditional	General	Par. 4a, AR 615-367	Do.
	b. In lieu of board action (inaptitude or unsuitability).	Undesirable	Par. 4b, AR 615-367	Commanders specified in par. 14b, AR 615-360.
	c. In lieu of board action (unfitness).	General or honorable	Par. 5, AR 615-367	Commanders specified in par. 14a, AR 615-360.
	d. In lieu of reduction for misconduct or inefficiency.	Undesirable	Par. 6, AR 615-367	Commanders specified in par. 14b, AR 615-360.
	e. For good of service.	Undesirable or general	Par. 7, AR 615-367	The Secretary of the Army.
	f. In lieu of separation for disloyalty or subversiveness.	Undesirable or general	Par. 7, AR 615-367	The Secretary of the Army.

TABLE I—Continued
REGULATIONS GOVERNING DISCHARGE AND RELEASE FROM THE ACTIVE MILITARY SERVICE—Continued

Authority for separation	Reason for separation	Form of separation certificate	Eligibility for separation	Ordered by—
AR 615-367	Resignation—Continued g. In lieu of separation for homosexuality (class II). h. In lieu of separation for homosexuality (class III).	Undesirable General or honorable	Par. 8a, AR 615-367 Par. 8b, AR 615-367	The Secretary of the Army. Do.
AR 615-368	Unfitness	Undesirable	Approved proceedings of board of officers. do.	Commanders specified in par 14b, AR 615-360. Commanders specified in par 14a, AR 615-360.
AR 615-369	Inaptitude	General	do.	Do.
AR 615-370	Unsuitability Disloyal and subversive	Undesirable General	Par. 4b (1) (a), AR 615-370. Par. 4b (1) (b), AR 615-370.	The Secretary of the Army. Do.

Note.—AR 615-360 is the basic discharge regulation and gives the procedure and authority for effecting all other discharges in the AR 615-360-series.

SECTION II

TERMINAL PHYSICAL EXAMINATION

4. Final type physical examination.—*a.* All enlisted personnel are required to undergo a final type physical examination within 3 working days (Sundays and holidays excluded) prior to departure from last duty station (place at which processed for separation) except the following:

- (1) Enlisted personnel separated (discharged) or retired by reason of physical disability under the provisions of the AR and SR 600-450-series,
- (2) Enlisted personnel discharged from first unterminated period of service for retention in current period of service under section I, AR 615-366,
- (3) Deserters from the Spanish-American War, World War I, and peacetime deserters in whose cases the statute of limitations is applicable (sec. III, AR 615-366),
- (4) Enlisted personnel in the hands of civil authorities who are to be discharged under section IV, AR 615-366,
- (5) Enlisted personnel of the Regular Army and of the *reserve components on active duty* who declare their intention to reenlist in the Regular Army immediately (not more than 24 hours after discharge) at the station of discharge, and
- (6) Enlisted personnel who have had a final type physical examination or who have appeared before a medical board or physical evaluation board within 15 days of separation in connection with relief from active duty (other than for physical disability). Such members will sign the following certificate upon separation:

There has been no change in my physical condition since my last final type physical examination _____ with the following exceptions _____

(Date)

(Separatee's name and service number)

If exceptions are noted, the separatee will be reexamined and evaluated prior to separation. The certificate will be forwarded to The Adjutant General with the service record and allied papers when separation processing is completed.

b. The terminal physical examination will be accomplished in accordance with AR 40-100 and AR 40-115.

c. When medical facilities are not available to perform final type physical examination—

- (1) Individuals, other than those Regular Army and reserve component personnel in *a* (5) above, who intend to reenlist im-

mediately will be placed on detached service (DS) or temporary duty (TDY) to the nearest recruiting main station or other activity which has adequate medical facilities available for such physical examinations. Personnel will not be re-assigned for the sole purpose of accomplishing the physical examination or effecting the discharge and reenlistment except as indicated in (2) below.

- (2) Individuals who do not desire immediate enlistment in the Regular Army will be transferred (PCS) to a separation point for appropriate separation procedures, including the final type physical examination.

d. If civilian medical facilities are utilized in lieu of United States Army medical facilities, payment therefor will be made in accordance with the fee schedule established by The Surgeon General.

e. The findings of the final type physical examination will be recorded on Standard Form 88 (Report of Medical Examination) in triplicate, *except* that when the individual is to be released from the active military service and transferred or returned to the reserve components as provided in SR 615-363-5, it will be prepared in quadruplicate. Copies will be distributed by the separation authority as follows:

- (1) *Original.*—Inclosed with service record and forwarded to The Adjutant General, Department of the Army, Washington 25, D. C., ATTN: AGPI, when separation processing is completed. Except as indicated in (2) below, reports of special studies, when accomplished, and any other medical records will be transmitted to The Adjutant General with the *original* copy of the Standard Form 88.
- (2) *Duplicate.*—Forward with the No. 4 copy of the report of separation to the Veterans' Administration regional office having jurisdiction over the area in which the enlisted person's home is located as indicated in item 47, DD Form 214. If the individual files an application for compensation with the Veterans' Administration by completing VA Form 8-526e (Application for Compensation from the Veterans' Administration) or is separated for disability in accordance with the AR and SR 600-450 series, and *not* transferred to a Veterans' Administration hospital, all available medical records, including special studies accomplished during separation processing, will be forwarded with the *duplicate* copy of the Standard Form 88 to the appropriate Veterans' Administration regional office. If the individual is transferred to a Veterans' Administration hospital the *duplicate* copy

of Standard Form 88, together with all available medical records, will be forwarded to the hospital. Addresses of the Veterans' Administration regional offices are contained in SR 930-10-1.

- (3) *Triplicate*.—Forward with the No. 5 copy of the report of separation to the Director of Selective Service of the State in which the individual was inducted or enlisted, as shown in item 14, DD Form 214. A list of the addresses of the directors of Selective Service for the various States, Territories, and possessions is contained in SR 600-105-20. The copy of any report of medical examination furnished Selective Service which contains reference to mental or other conditions which might prove injurious to the physical or mental health of the individual concerned will be clearly marked as follows: "Under the provisions of the Universal Military Training and Service Act, as amended, this information will not be furnished the individual concerned."
- (4) *Quadruplicate*.—When the individual is released from the active military service and transferred or returned to the control of the reserve components as provided in SR 615-363-5, the quadruplicate copy of Standard Form 88 and, when appropriate, one copy of Standard Form 89 (Report of Medical History) will be forwarded with the No. 8 copy of the report of separation to the chief of the military district or, in the case of National Guard personnel, to the Adjutant General of the State in which the residence as shown in item 20, DD Form 214, is located. In the case of Army Reserve personnel, when the State of residence upon release from active duty (item 47) is different from that from which ordered into the active military service (item 20), paragraph 7a (3), SR 615-363-5 will be complied with. The copy of Standard Form 88 will be reviewed to see that it is legible, and that the physical profile has been entered properly. Addresses of chief of military districts are contained in the appendix to SR 135-305-1. See paragraph 14 for addresses of State adjutants general.

f. When an individual is released from the active military service and is transferred or reverts to the reserve components, one copy of Standard Form 89 will be prepared. It will be forwarded to the chief of the military district or, in the case of National Guard personnel, to the adjutant general of the State in which the address shown in item 20, DD Form 214, is located, together with the records shown in e (4) above.

g. A period of 3 days beyond the usual time allotted for separation processing is authorized for the study, observation, and special examination of those individuals whose physical and/or mental status cannot be otherwise evaluated. The retention of an individual in service beyond the date of expiration of his term of service (ETS) will be in accordance with paragraph 11, AR 615-360, and the period retained beyond ETS will be noted in the remarks section (item 38) of DD Form 214 as "Retained in service -- days beyond ETS for convenience of the Government." If more than 3 days is required in order to arrive at the proper diagnosis and disposition, the individual will be referred to the hospital serving the separation processing activity for further evaluation.

h. If a female separatee refuses pelvic examination (par. 4g, AR 40-100) the statement "Separatee refuses pelvic examination" will be entered in the appropriate item of Standard Form 88.

i. For the purpose of separation, individuals are divided into four categories as follows:

- (1) *Group A.*—Individuals medically fit for active military service and individuals whose separation under SR 600-450-10 has been approved who may be separated immediately.
- (2) *Group B.*—Individuals in whose cases special study is indicated before they can be placed in either group A or group C.
- (3) *Group C.*—Individuals who have defects which require further action to determine if medically fit for active duty. Such individuals will be referred to the nearest medical treatment facility for evaluation with a view toward determining their medical fitness, need for hospitalization, and disposition. Orders will include a statement to the effect that the individual is being referred to the medical treatment facility for the express purpose of determining his physical status. Such individuals will not be retained beyond expiration of term of service without their consent (see AR 615-360). If the approved finding of the medical board is that the enlisted person is medically fit for active duty, he will be returned to his organization for separation processing. If the enlisted person's period of service has expired, a remark will be entered in item 38, DD Form 214, that the individual was retained beyond expiration of term of service for the convenience of the Government.
- (4) *Group D.*—Medically unfit individuals who are to be discharged under AR 615-364 or section I or II, AR 615-366.

Separation will be effected without further medical evaluation.

5. Medical review board.—Cases in which there is disagreement among the medical officers responsible for the terminal physical examination, or in which the individual claims medical unfitness from defects not deemed disqualifying for active duty by the medical examiners, will be referred for decision to a medical review board. A medical review board may be appointed by the commanding officer of any installation and will consist of not less than three officers, at least two of whom are Medical Corps officers. A Dental Corps officer may be substituted in lieu of a Medical Corps officer when dental conditions are the subject of review. The medical review board may initiate special clinical studies or consultation, when indicated. When an individual claiming medical unfitness is considered to be medically fit by both the medical examiners and the medical review board, the individual will be separated immediately. The report of the medical review board, to include findings and recommendations, will be attached to each copy of Standard Form 88. If reasonable doubt exists concerning the individual's medical fitness for active duty, the individual will be referred to the hospital serving the separation processing activity for further evaluation. By "reasonable doubt" is meant a substantial doubt, one within the range of probability and not based upon pure speculation or remote possibility.

6. Venereal disease.—*a. General.*

- (1) Enlisted personnel being processed for discharge or release from the active military service, who are found to have a venereal disease in an infectious state, will be interviewed by the surgeon who will make every effort to have the individual remain on active duty until he is rendered non-infectious.
- (2) If the enlisted person refuses to remain for treatment, he will be referred to the civilian agency of his choice (private physician, rapid treatment center, or venereal disease clinic) for treatment and follow-up examination.
- (3) Separation will not be delayed because of a positive or doubtful serologic test for syphilis, or pending the arrival of the syphilis register, nor will a history of syphilis be referred to a medical treatment facility for diagnostic treatment unless primary, secondary, or complicated syphilis is discovered during the final type physical examination and the individual consents to such referral.

b. Examination and treatment.

- (1) A standard serologic test for syphilis will be made on all persons to be discharged or released from the active military service. This test must be made within 7 days prior to the date of separation.
- (2) Treatment will be given in compliance with medical directives.

c. Syphilis register.

- (1) The Syphilis Register (WD AGO Form 8-114) will be maintained and closed out in compliance with AR 40-210.
- (2) The permanent mailing address of the separatee will be entered in the space provided for that purpose in the syphilis register when the individual is separated, and the register will be transmitted direct to The Surgeon General, Department of the Army, Washington 25, D. C.

d. Separation epidemiologic report.—Personnel treated for syphilis within 1 year, and personnel who have a positive or doubtful separation blood test, but no history, signs, or symptoms of venereal infection, will be reported to the Department of Health of the State of intended residence. For this purpose, PHS Form 691 (VD) (Separation Epidemiologic Report) will be used. Supplies of these forms will be obtained from the district office of the United States Public Health Service by the Army surgeon. The report will be prepared in quadruplicate with all available pertinent information correctly entered. The original and duplicate copies will be forwarded to the appropriate State Health Department; the triplicate copy will be sent to Division of Venereal Disease, Public Health Service, United States Department of Health, Education, and Welfare, Washington 25, D. C.; and the quadruplicate copy will be furnished the individual concerned.

7. Disposition of X-ray film.—X-ray films of the chest or other parts of the body made as part of the final type physical examination will be disposed of in accordance with SR 345-250-60.

8. Disability compensation application.—The completion of certain forms required by the Veterans' Administration in order to adjudicate claims for compensation is an important part of the separation procedure. The completion of the application for compensation (VA Form 8-526e), is the responsibility of the separation processing activity and will be accomplished in accordance with paragraph 11, SR 600-480-1. Each enlisted person who is separated from the service, *except* those specified in paragraph 4a (2) through (6), and those who are mentally incompetent, will be required to execute DA Form 664, (Serviceman's Statement Concerning Application for Compensation

from the Veterans' Administration) in accordance with instructions printed on the form.

SECTION III INTERVIEW

9. Separation classification interview.—The separation classification interview will be conducted in accordance with SR 600-480-1 for personnel other than Regular Army enlisted personnel who intend to reenlist the following day at the station of discharge. An important part of the interview is the completion and closing of the individual's military records and the completion of DD Form 214a (Work Sheet for Report of Separation from the Armed Forces of the United States). The following instructions augment those contained in SR 600-480-1:

a. Records to be used.—All available records regarding the period of service to be covered by the report of separation will be used as a basis for the preparation of the DD Form 214a. These include, but are not limited to—

- (1) Service Record (WD AGO Form 24A or DD Form 230).
- (2) Qualification Record—Enlisted Personnel (DA Form 20).
- (3) Court-martial orders, when appropriate.

b. Subjects to be covered.

- (1) *Verification of service.*
 - (a) Length of service to be covered by the report of separation.
 - (b) Time lost under section 6 (a), appendix 2b, MCM, 1951.
 - (c) Foreign service.
- (2) *Pay and allowances.*
 - (a) Claims for back pay, if any.
 - (b) Lump sum payment for unused leave.
- (3) *Travel.*
 - (a) Place to which enlisted member of the Army Reserve or National Guard of the United States is authorized to return upon release from the active military service. See SR 615-363-5.
 - (b) Place to which other separatees elect payment of travel allowance.
 - (c) Transportation of dependents and household goods.
 - (d) Travel orders. In order that enlisted personnel have required documents to substantiate claim for reimbursement of travel of dependents and shipment of household goods at time of separation from the active military service, separation orders as prescribed in section IX, SR 310-

110-1, will be issued. The separatee will be included in distribution of such orders.

- (4) *Allotments and deductions.*
 - (a) Notation of discontinuance of allotments and/or deductions will be entered in the service record in accordance with SR 615-20-1.
 - (b) Allotment Discontinuance Notice (WD AGO Form 30-6) or Allotment Discontinuance Notice Upon Discharge or Release from Active Duty, or Death (DA Form 955) will be completed and distributed in accordance with SR 35-1910-1. DA Form 955 is prepared and distributed for every enlisted person separated from the active military service even though there may be no allotments or deductions recorded in the Service Record. The day's accumulation of DA Forms 955 will be forwarded in one envelope, or other appropriate container, *each day* to the Finance Center, U. S. Army, Indianapolis 49, Indiana, in order to preclude allotment overpayments.
- (5) *Decorations and awards.*—When an individual claims a decoration or award which has not been presented, or requests replacement of a lost or destroyed decoration, he will be advised to make application therefor by letter direct to The Adjutant General, Department of the Army, Washington 25, D. C.
- (6) *Close out service record.*—The "Report of separation" section of the service record will be completed as shown in paragraph 38, SR 615-20-1.

SECTION IV

PREPARATION AND DISTRIBUTION OF SEPARATION FORMS

10. General provisions.—*a.* Each person who is lawfully enlisted, inducted, or ordered (for a period in excess of 90 days) into the active military service will be furnished an appropriate separation certificate upon separation, for any reason, from the active military service.

b. The separation certificate, together with a report of separation, if appropriate (par. 11d) and other separation records, will be prepared at the time the enlisted person is processed for separation.

c. When the discharge status of an enlisted person is questionable because of loss, damage, or delay in receipt of service record and allied papers, efforts will be made in accordance with paragraph 13*a* (1), SR 615-20-1, to obtain them in order that an accurate determination may be made relative to the type of discharge which should be given.

- (1) The separation of the individual will not be delayed more than 15 days pending the arrival of the records. If the original service record is not received in time, discharge will be accomplished on a temporary service record prepared in accordance with SR 615-20-1. A statement that separation was effected on a temporary service record will be entered in item 38, DD Form 214, in accordance with paragraph 13e (36) (m).
- (2) This paragraph will *not* be construed as authority for retention in service beyond expiration of term of enlistment of Regular Army enlisted personnel.

11. Purpose and description.—*a.* The purpose of the separation certificate is to provide the individual with documentary evidence of military service and to furnish a vital record for interested Government agencies which assist the individual in obtaining the rights and benefits which may accrue to him as the result of such service.

b. The types of separation certificates (except retirement certificate) which are authorized for enlisted personnel are shown in table II.

TABLE II

DD Form No.	Title	Color	Type of separation
256A-----	Honorable Discharge Certificate.	White----	Honorable discharge.
257A-----	General Discharge Certificate.	White----	Discharge under honorable conditions.
258A-----	Undesirable Discharge Certificate.	White----	Discharge under conditions other than honorable.
259A-----	Bad Conduct Discharge Certificate.	Yellow---	Discharge under conditions other than honorable.
260A-----	Dishonorable Discharge Certificate.	Yellow---	Dishonorable discharge.
217A-----	Certificate of Service-----	White----	Honorable or general (under honorable conditions) release from the active military service.

c. A certificate of service is furnished—

- (1) Personnel who have a service obligation incurred under the Universal Military Training and Service Act, as amended, who are transferred to the Army Reserve to complete the obligation.
- (2) Enlisted personnel placed on the temporary disability retired list under the provisions of the AR and SR 600-450 series, and

- (3) Members of the National Guard and National Guard of the United States and members of the Army Reserve ordered into the active military service who are released from active duty prior to the expiration of enlistment or period of obligated service in the civilian component, *except* in those cases when *discharge* is specifically directed by the Department of the Army, in which case appropriate discharge certificates will be issued.

d. A Report of Separation from the Armed Forces of the United States (DD Form 214) is furnished all enlisted personnel separated from the active military service *except* the following:

- (1) Members of the Army Reserve ordered into the active military service for a period of 90 days, or less,
- (2) Members of the Regular Army and reserve components who are reenlisted in the Regular Army at station of discharge within 24 hours of discharge, and
- (3) Members of reserve components discharged while on active duty to reenlist in their respective reserve components (USAR or NG and NGUS) and continue on active duty.

12. Preparation of separation certificates.—*a. Discharge certificates.*—All entries will be neat and properly centered in the space provided. No erasures or other corrections will be made.

- (1) On the line provided under the words "This is to certify that," enter the separatee's name, typed in CAPITAL LETTERS in signature order, followed by service number, grade, and component. The component will be spelled in full if it is REGULAR ARMY. Other components will be entered as AUS, USAR, NGUS, etc.
- (2) Enter date of separation shown in item 6, DD Form 214.
- (3) In the space between the lines in the lower right section of the certificate type in CAPITAL LETTERS, in signature order, the name of the commanding officer or designated officer of the installation effecting the separation, and in lower case letters centered below the name, type the officer's grade and basic branch.
- (4) When the enlisted person is separated at a Veterans' Administration hospital, type the name of the installation at which the separation papers were prepared directly below the line above which entry in (3) above is typed.

b. Certificate of service.

- (1) *Face of certificate.*—In the space under the words "This is to certify that" enter the separatee's name, typed in

CAPITAL LETTERS in signature order, followed by the service number. Centered below the name and service number, type the separatee's grade and component. The entries on the face of the certificate of service will be identical to entries 1 through 4, DD Form 214.

(2) *Reverse of certificate.*

- (a) Following the word "FROM" enter the date of entry on active military service as shown in item 19, DD Form 214.
 - (b) Following the word "TO" enter the date of release from the active military service as shown in item 6, DD Form 214.
 - (c) When the separatee is present on the date of separation, he will sign the certificate in permanent ink in the presence of the commanding officer or designated officer of the installation effecting the separation.
 - (d) On the line below the words "SIGNATURE OF CERTIFYING OFFICER" the name of the commanding officer or designated officer will be typed in CAPITAL LETTERS, followed by grade and basic branch. The officer will sign above his typed name.
- (3) *Completed DD Form 217A.*—Wherever facilities exist, the completed DD Form 217A (Certificate of Service) will be impregnated in plastic before being presented to the enlisted person.

13. Preparation of report of separation from the Armed Forces of the United States.—a. General.

- (1) To insure accuracy and economy in the preparation of DD Form 214, DD Form 214a (work sheet) will be used as the basis for the final preparation of DD Form 214. After verification of entries on DD Form 214, disposition of the work sheet will be in accordance with SR 345-250-40. Item by item instructions for entries in DD Form 214, arranged in numerical order, are contained in *e* below. An entry will be made in each item. If no detailed entry is applicable, enter "None" or "Not applicable." If information required to complete an item is not available, or if more space is required to complete the item, the words "See remarks" will be entered in the space and the explanation or completion entered in item 38 (Remarks).
- (2) As DD Form 214 is accepted as an official record of the enlisted person's military service by the Veterans' Administration and other agencies to which copies are furnished, care will be exercised in the preparation of the form to insure

that each page is completely legible. Clean type and firm pressure will be needed to make legible copies. Prior to distribution, copies of DD Form 214 will be checked for legibility and, if necessary, legible copies will be prepared.

- (3) As the report of separation will be read by civilians who may not be familiar with military terms, abbreviations will be used sparingly. If the abbreviation "NA" is employed in items not applicable to the separatee, its use will be explained on the margin of the form. Do not place the explanation of the abbreviation above the perforations at the top of the form.
- (4) The report of separation contains spaces for all items deemed appropriate; therefore, no additional entries will be made thereon unless specifically authorized by the Department of the Army.
- (5) All entries other than those in the PERSONAL DATA section apply to the current period of service, except that in those cases when enlisted members of the Regular Army and the reserve components were not furnished DD Form 214 upon discharge from previous enlistment or release from previous period of active duty, certain entries in the DD Form 214 will be adapted to cover all service not previously covered by a report of separation. Special instructions for the completion of these items are contained in *f* below.

b. Alterations and corrections in DD Form 214.

- (1) Corrections or changes made during the preparation of the report of separation will be *neat and legible on all copies*.
- (2) The enlisted person to whom the report of separation is issued will be informed that the making of any change or alteration therein will render the form void.
- (3) If an error is discovered in the Form 214 after the separatee has departed from the separation point and/or distribution of copies of the form has been made, correction or change will be made only by The Adjutant General on DD Form 215 (Correction to Report of Separation from the Armed Forces of the United States). Requests for corrections to the report of separation will be addressed to The Adjutant General, Department of the Army, Washington 25, D. C., ATTN: AGPI.

c. Entry of cause for separation.—The entry of a cause for separation more specific than that which is authorized for entry in items 8 and 38, DD Form 214, is required in some cases. The entry of the specific cause for separation on copies of the report of separation other than those specified in *e* below is prohibited. *In no case will an entry*

which indicates that the enlisted person is mentally incompetent be made on the No. 1 copy of DD Form 214 or any other record which is furnished the enlisted person.

d. *Heading.*

- (1) In the space entitled "Character of separation" enter in CAPITAL LETTERS whichever of the following is appropriate when person is being discharged:
 - (a) HONORABLE.
 - (b) GENERAL (UNDER HONORABLE CONDITIONS).
 - (c) UNDESIRABLE.
 - (d) BAD CONDUCT.
 - (e) DISHONORABLE.
- (2) When the enlisted person is being furnished a certificate of service, enter either "HONORABLE" or "GENERAL (UNDER HONORABLE CONDITIONS)," whichever is appropriate.
- (3) In the space entitled "Department" enter the word ARMY in capital letters.

e. *Numbered items.*

- (1) *Item 1.*—There will be two typewriter spaces between the last name and first name, and between the first and middle names. Spell out the full middle name or names, if any. If the separatee has only a middle initial, the initial will be entered.
- (2) *Item 2.*—Enter the enlisted person's service number together with the authorized prefix. *Examples:* RA11 539 742, ER 15 467 953, WA 8 416 656, NG 21 234 567.
- (3) *Item 3.*—Enter grade in which serving at time of separation, indicating whether permanent or temporary, and date of appointment as shown in (c) 1 below.
 - (a) If *date of rank* is different from date of appointment, enter date of rank in item 38, Remarks, as shown in (c) 2 below.
 - (b) If grade at time of separation is *not* permanent, the permanent grade, date of appointment, and date of rank if different from date of appointment will be entered in item 38 as shown in (c) 3 below.
 - (c) *Examples.*
 1. MSgt (P)—or—MSgt (T)
24 Oct 52 3 Nov 52
 2. Item 3—Date of rank 15 Apr 52
 3. Item 3—Sgt (P) 1 Aug 52—or—Sgt (P) 13 Sep 52
Date of rank 1 Aug 52

- (4) *Item 4.*—Enter component and branch of service of the last unit or similar element to which the enlisted person was assigned for active duty.

Note.—When an enlisted person is discharged from the Philippine Scouts the letter (PS) will be added in parentheses in order to enable the Veterans' Administration to determine entitlement to benefits under section 14, act of 6 October 1945 (PL 190, 79th Cong.; WD Bul 19, 1945), as administered by that Administration.

- (5) *Item 5.*—Enter "Not applicable." This item is covered in the Separation Qualification Record (DA Form 493) required by SR 600-480-1).
- (6) *Item 6.*—Enter date separation is accomplished. If the individual is transferred to a Veterans' Administration hospital, see SR 600-450-25 for the date to be entered in this item. Effective date of separation for members of civilian components will be the date on which the individual should arrive at his home following his departure from the point at which processed for separation. See SR 615-363-5.
- (7) *Item 7.*—Enter "Discharge" or "Rel from act mil svc."
- (8) *Item 8.*—Following is a list of "reasons and authorities for separation" for entry in this item:
- (a) "Disability AR 600-450" (Type of disability and line of duty status will be entered in item 38 on copies 2, 3, 4, 5, and 6 *only*.)
- (b) "Medical disqualifications EPTE SR 600-450-10."
- (c) "Expiration of term of service AR 615-360."
- (d) "Marriage, section II, AR 615-361."
- (e) "Section III, AR 615-361." The specific cause for discharge will be entered in item 38 as shown in (36) (r) below.
- (f) "Minority, section II, AR 615-362," and the specific directive such as "4th Ind Hq First Army -----"
(Date)
- (g) "Dependency, section III, AR 615-362."
- (h) "Hardship, section III, AR 615-362."
- (i) If the individual incurred a reserve obligation under the Universal Military Training and Service Act, as amended, and is being transferred to the Army Reserve for the purpose of satisfying the obligation, enter "Released to Army Res, AR 615-360 (or AR 615-362 or AR 615-365, whichever is appropriate) and SR 615-363-5 (see 38)." In item 38 will be entered the period for which released to the Army Reserve ((36 (g) below).

- (j) If the individual entered the period of active military service from the Army Reserve, and he is being separated from the active military service *prior* to the expiration of his enlistment or obligated service in the Army Reserve, enter "Released to Army Res SR 615-363-5." Indicate whether individual has completed the period for which ordered into the active military service by including "ETS" or "PETS" as part of the reason and authority for separation.
- (k) If the individual entered the period of active military service from the National Guard and the National Guard of the United States and he is being separated from the active Federal service *prior* to the expiration of his enlistment or obligated service in the National Guard and the National Guard of the United States, enter "Released to NG of _____ SR 615-363-5." Indicate whether individual
(State)
has completed the period for which ordered into the active military service by including "ETS" or "PETS" as part of the reason and authority for separation.
- (l) "Sentence of Court-Martial, par. 1a (or 1b) AR 615-364 (see 38)." In item 38, enter the orders number, source, and date.
- (m) "Convenience of the Government AR 615-365 (see 38)." If discharge was directed under provisions of paragraph 2, AR 615-365, omit "(see 38)" and include "par. 2" as part of the reason and authority for separation. In *all other cases*, enter the specific reason for discharge in item 38 on *all copies*. See *examples* in (36) (i) below.
- (n) "Fraudulent entry into Army, section I, AR 615-366 (see 38)." In item 38, enter the appropriate one of the causes shown in section I, AR 615-366.
- (o) "Desertion, trial waived, section II, AR 615-366."
- (p) "AWOL, trial waived, section II, AR 615-366."
- (q) "Conviction by civil court, section IV, AR 615-366." (Except such cases as come under the provisions of sec. I, AR 615-366.)
- (r) "Resignation par. 3 (or par. 4a, 4b, 5, 6, 7, or 8), AR 615-367."
- (s) "AR 615-368."
- (t) "AR 615-369."
- (u) "AR 615-370."

- (v) "Convenience of the Government, AR 615-365 and AR 600-443."
- (w) "Par. 3b (3), AR 15-130."
- (9) *Item 9.*—Enter the name and location of the installation completing separation, *except* when the enlisted person is separated at a Veterans' Administration hospital or other institution. In the latter case, enter only the town or city and State in which the hospital or other institution is located. The Veterans' Administration hospital or other institution will not *under any circumstances*, be shown on the report of separation. In such cases an entry will be made in item 38 to show the organization preparing this form. *Example:* "Separation papers prepared at Walter Reed Army Medical Center, Washington, D. C."
- (10) *Items 10 and 11.*—Self-explanatory.
- (11) *Item 12.*—Enter RACE precisely as shown on the enlistment record filed with the service record. Use present height and weight.
- (12) *Item 13.*—Indicate whether enlisted person registered for Selective Service, and if he did, enter his Selective Service number. (The group spacing is important in this number, therefore it will be entered with group spacing unaltered.)
- (13) *Item 14.*—In all cases in which the entry in item 13 is in the positive, enter in item 14, the Selective Service local board number, and the city, county, and State in which located.
- (14) *Item 15.*—Self-explanatory.
- (15) *Item 16.*—If, at the time of separation, the individual enlists in, is transferred to, or reverts to a reserve component, enter means of entry, component, branch and appropriate military district or State National Guard based on the address which will be entered in item 47. *Examples:*
- (a) "Trans Army Res Calif Mil Dist."
 (b) "Enl Army Res Minn Mil Dist."
 (c) "Revert NG of Arkansas."
 (d) "Revert to Army Res Ohio Mil Dist."
- (16) *Item 17.*—If individual entered service by means other than induction, check appropriate space to indicate means of entry. Indicate the term of contract (original contract only) and any voluntary and/or involuntary extension thereof. Information regarding extension will include type of extension (voluntary or involuntary), period of extension, and date of voluntary extension or authority for involuntary

extension. If additional space is required, continue in item 38. *Examples:*

- (a) "☒ Enlisted 3 yrs (Vol Ext 1 yr 12 May 52)."
- (b) "☒ Enlisted 3 yrs (Invol Ext 1 yr PL 624)."
- (c) "☒ Enlisted 3 yrs (Invol Ext 1 yr PL 624, vol ext 1 yr 7 May 52)."
- (17) *Item 18.*—Self-explanatory.
- (18) *Item 19.*—Enter date of EDCSA indicated on active duty orders, or date induction, enlistment, or reenlistment accomplished. Enter city and State of home address indicated on active duty orders for individuals ordered into the active military service. For personnel who were inducted, enlisted, or reenlisted, enter place at which induction, enlistment, or reenlistment was accomplished. If the DD Form 214 being prepared covers more than the current period of service, see *f* below for data to be entered.
- (19) *Item 20.*—Enter home address individual maintains as residence regardless of place physically located at time of entry into the active military service.
- (20) *Item 21.*—Not applicable to Army personnel.
- (21) *Item 22.*—Enter total service completed between the inclusive dates of the current period of active military service as represented by continental and foreign service, less time lost under section 6 (a), appendix 2b, MCM, 1951, and time lost subsequent to normal expiration of term of service. If individual reenlisted immediately after discharge, and no DD Form 214 was furnished for the period (par. 11*d*), this entry will include all service not previously covered by a report of separation (DD Form 214).
- (22) *Item 23.*—Enter all prior service excluding any service shown in item 22, but including any *inactive* reserve time in current enlistment.
- (23) *Item 24.*—Add items 22 and 23 and enter total.
- (24) *Item 25.*—Enter "Not applicable."
- (25) *Item 26.*—Enter total service outside continental limits of the United States during current term of service in years, months, and days. If individual reenlisted immediately following discharge, and no DD Form 214 was furnished for the period (par. 11*d*), this entry will include all foreign service not previously covered by a report of separation.

- (26) *Item 27.*—Enter decorations or citations received during period covered by the DD Form 214, and authority for each. Authorities for service medals need not be entered.
- (27) *Item 28.*—Enter the last unit, or similar element, to which assigned for duty rather than the element of which individual was a part while moving to a separation point. Assignments to units for the purpose of transfer from an oversea command to the United States are considered part of the movement to a separation point. Assignment to a medical holding detachment for the purpose of separation by reason of disability will not be considered a duty assignment. The title and/or number of the organization will be precisely as indicated in the service record.
- (28) *Item 29.*—Enter chronologically each wound received as the result of enemy action. Show both date and place of action if recorded on records available at time of separation. The theater of operations in which the action occurred may be entered if exact location is not recorded.
- (29) *Item 30.*—Enter service schools, including dates and major course, at which individual completed course satisfactorily. This entry also includes military sponsored courses completed in civilian schools and colleges during period covered by the report of separation being prepared.
- (30) *Item 31.*—Enter such installation training courses (qualification courses), military correspondence courses, and off-duty courses as the individual has completed successfully.
- (31) *Item 32A.*—Enter NSLI or USGLI, as appropriate, and amount of insurance. Enter also the monthly premium if available from current records. If the enlisted person is entitled only to indemnity coverage under Public Law 23—82d Congress, enter, “None—Indemnity.”
- (32) *Item 32B.*—Self-explanatory.
- (33) *Item 33.*—If individual has National Service Life Insurance and/or United States Government Life Insurance in force under waiver and no allotment in effect, the entry will be “None—Waiver.” Otherwise this item will be completed to show the month the allotment is discontinued.
- (34) *Item 34.*—If the insurance is to be continued and an allotment is in effect, the month entered in this item will be the calendar month following that shown in item 33. If the enlisted person has National Service Life and/or United States Government Life insurance in force under waiver,

entry will be the *fourth* calendar month following month of separation. If insurance is *not* to be continued, enter "Not applicable."

(35) *Items 35, 36, and 37.*—Enter "Not applicable."

(36) *Item 38.*—The "Remarks" section will be used to complete entries too long for their respective blocks, or to enter authorized items not provided for in the report of separation. When used for cross reference, the item number must precede the continued information. If item 38 is filled and still more space is required, the last line will read "Continued on reverse" and the remarks will be completed on the reverse side of the form. Because of the arrangement of the one-time carbon contained in this form, all items on the face of the form will be completed prior to using the reverse side. The following entries will be entered in item 38 when applicable:

(a) If *date of rank* is different from the date of appointment in grade shown in item 3, enter date of rank as follows:
"Item 3—Date of rank 15 Apr 52."

(b) If grade as shown in item 3 is *not* permanent, enter permanent grade, date of appointment, and date of rank if different from date of appointment as follows

1. Item 3—Sgt (P) 1 Aug 52.

2. Item 3—Sgt (P) 13 Sep 52, Date of rank 1 Aug 52.

(c) If the entry in item 8 is "Disability AR 600-450," enter the diagnosis and line of duty status on copies 2, 3, 4, 5, and 6 *only*. This information will not appear on the original DD Form 214 or on any copy other than those specified.

(d) If the individual is separated (discharged) for disability, with or without severance pay, whichever of the following entries is applicable will be shown in item 38, *on copies 2, 3, and 4 ONLY. Examples:*

1. "Paid \$----- severance pay."

2. "Severance pay not authorized."

(e) If the entry in item 8 is "Medical disqualification EPTS SR 600-450-10," enter: "Item 8—For medical disqualification existing prior to entry on active service and not aggravated by military service."

(f) If the entry in item 8 is "Section III, AR 615-361," enter "Item 8—Pregnancy" in item 38 on copies 2 and 3 *only*. When an Undesirable Discharge Certificate (DD Form

- 258A) is furnished, the specific cause will also be entered on copies 4 and 6.
- (g) If the entry in item 8 is "Released to Army Res SR 615-363-5 (see 38)" enter whichever of the following is appropriate:
1. "Item 8—Released from active military service and transferred to Army Reserve for 5 yrs."
 2. "Item 8—Released from active military service and returned to Army Reserve to complete remaining service obligation of _____ and _____."
(Years) (Months)
 3. "Item 8—Released from active military service and transferred to Army Reserve to complete 8 yrs' service under Universal Military Training and Service Act."
- (h) If the individual is being discharged under AR 615-364, enter court-martial orders number, source, and date in this item on all copies. For entry of specific cause for separation, see (r) below.
- (i) If entry in item 8 is "Convenience of the Government AR 615-365 (see 38)," enter the appropriate reason for separation as shown in paragraphs 3, 4, and 5, AR 615-365. *Example:* "Item 8—To accept commission."
- (j) If the entry in item 8 is "Fraudulent entry into Army, section I, AR 615-366 (see 38)," enter the appropriate one of the causes shown in section I, AR 615-366.
- (k) If the enlisted person is separated at a Veterans' Administration hospital or other institution, enter "Separation papers prepared at _____."
(Installation preparing this form)
- (l) If the individual lost any time under section 6 (a), Appendix 2b, MCM, 1951, enter the total number of days lost. Any time lost subsequent to normal expiration of term of service will be shown separately. Inclusive dates are not required. *Examples:* "3 days lost under sec. 6 (a), App. 2b, MCM, 1951"; "No days lost under sec. 6 (a), App. 2b, MCM, 1951"; "2 days lost subsequent to normal ETS."
- (m) Whenever separation is effected on a temporary service record prepared in accordance with SR 615-20-1, the following statement will be entered: "Separated from the service on a temporary service record and separatee's affidavit."

- (n) Enter blood group from the Immunization Register (WD AGO Form 8-117). *Example*: "Blood Group 'O'."
- (o) When an individual is retained in service beyond the date of expiration of his term of service as authorized in AR 615-360, enter "Retained in service _____ days for convenience of the Government."
- (p) Enter number of days in excess leave. *Example*: "Excess leave—5 days."
- (q) If individual is eligible for complete separation under any criteria when he is discharged to enlist in the Regular Army, enter the following: "EM eligible for complete severance under _____"
(Authority)
- (r) After the report of separation has been completed, whichever is appropriate of the following specific causes will be entered in item 38 on copies 2, 3, 4, 5, and 6 *only, except* as provided in 1 below. Under no circumstance will they appear on the No. 1 copy of DD Form 214.
1. When discharge is under provisions of section III, AR 615-361, the specific cause for separation will be entered in item 38 on copies 2 and 3 as follows: "Item 8—Pregnancy." If Undesirable Discharge Certificate is furnished, the specific cause for separation will be entered on copies 4 and 6 also.
 2. When discharge is under the provisions of AR 615-366, enter
 - (a) "Desertion."
 - (b) Other causes (state specific cause).
 3. When discharge is under AR 615-367, enter as appropriate—
 - (a) "Unconditional resignation."
 - (b) "Resignation in lieu of board action (inaptitude) or (unsuitability) or (unfitness)."
 - (c) "Resignation in lieu of reduction for (misconduct) or (inefficiency)."
 - (d) "Resignation for good of service."
 - (e) "Resignation in lieu of separation for homosexuality (class II) or (class III)."
 4. If the entry in item 8 is "AR 615-368," enter whichever of the following is appropriate:
 - (a) "Item 8—Unfitness. Habits rendering retention in service undesirable."

- (b) "Item 8—Unfitness. Traits of character rendering retention in service undesirable."
 - (c) When specific cause can be determined as due to such traits as "Chronic alcoholism," "dope addiction," etc., such specific cause will be entered.
5. If the entry in item 8 is "AR 615-369," enter whichever of the following is appropriate:
- (a) "Item 8—Inaptness."
 - (b) "Item 8—Unsuitability."
- (s) The only other entries made under this heading will be those specifically authorized by the Department of the Army.
- (37) *Item 39.*—The name, grade, and title of the officer responsible for the preparation of DD Form 214 will be typed in the space provided. The form normally employed on official correspondence will be used. The officer will sign in the space above his typed name, grade, and title. The signature on the original will be in permanent ink; all other copies will be signed in any manner which is convenient, but the signature on copies 2, 3, 4, and 6 must be legible. There is no objection to the signature appearing on copies 5, 7, and 8, but it is not necessary. The signature of the responsible officer will indicate that the information set forth in the report of separation is as complete and correct as records permit.
- (38) *Item 40.*—This item will be completed from information furnished by the separatee regarding compensation, pension, insurance benefits, education, and training, etc., applied for prior to the current period of service, or during the current period of service. The "Claim Number" is as important to the Veterans' Administration as the service number is in the Armed Forces. If one has been assigned to the enlisted person, it may be obtained from any correspondence which he has received in connection with benefits previously applied for.
- (39) *Items 41 through 46.*—Enter from the Soldier's Qualification Card (WD AGO Form 20).
- (40) *Item 47.*—Enter the permanent address for mailing purposes furnished by the enlisted person at the time of separation. Each address will include the county. If the separatee does not know the name of county in which the town or city is located, it will be obtained from the U S Postal

Guide or from a standard atlas. This information is required to make distribution of the No. 4 copy to the appropriate Veterans' Administration regional offices.

(41) *Item 48.*—Except as provided below, the enlisted person being separated will sign this item in the presence of the officer signing item 39. The signature will be in permanent ink on the No. 1 copy. Copies 2, 3, 4, and 6 will be signed in any way which is convenient. There is no objection to the enlisted person's signature appearing on copies 5, 7, and 8, but it is not necessary.

(a) When the individual is mentally incompetent or otherwise unable to sign the report of separation, this item will be left blank. *In no case will a statement that the individual is mentally incompetent appear on the original of the DD Form 214.*

(b) If the enlisted person is not present when separation is effected, as when travel time is authorized, this item will be left blank.

(c) Force or coercion will not be used to compel an enlisted person to sign the report of separation if he refuses to do so. In such cases, the report of separation and other separation forms will be mailed to the enlisted person at the address shown in item 47, and a report of action taken will be made to The Adjutant General, Department of the Army, Washington 25, D. C., ATTN: AGPI.

f. If the service record of an enlisted member of the Regular Army who does not intend to reenlist indicates that he was discharged from previous enlistment or enlistments and immediately reenlisted without being furnished a report of separation, he will at the time of final discharge be furnished a DD Form 214, certain items of which will include information regarding all service not previously covered by a report of separation. All entries will concern the current period of service except as shown below.

- (1) *Item 17.*—Complete in accordance with *e* (16) above for the earliest period of service to be covered by the report of separation. Subsequent reenlistment will be entered in item 38 as shown in (6) below.
- (2) *Item 18.*—Enter grade held on entry into the earliest period of service to be covered by the report of separation.
- (3) *Item 19.*—Enter date and place of entry into the earliest period of service to be covered by the report of separation.

- (4) *Item 22.*—Enter total service completed between dates shown in items 19 and 6, less time lost under section 6 (a), appendix 2b, MCM, 1951.
- (5) *Items 26 through 31.*—These items will reflect all service performed between the dates in items 19 and 6.
- (6) *Item 38.*—Enter all separations and immediate reenlistments between the dates shown in items 19 and 6, followed, if appropriate, by information regarding extensions of enlistments in the manner prescribed in *e* (16) above. *Examples:*
- (a) Hon disch 23 Jun 52 ETS. Reenl 24 Jun 52-6 yrs.
- (b) Gen disch (Under hon cond) 14 Jul 52 PETS COG to reenl. Reenl 15 Jul 52-3 yrs (Vol ext 1 yr 27 Nov 52).

14. Distribution of copies of report of separation.—Copies of the report of separation will be checked for legibility and, if necessary, legible copies will be prepared. Copies will be distributed in accordance with the following instructions no later than 48 hours after separation is effected.

a. Individual's copy (No. 1).—Delivered to the individual separated. If the enlisted person is entitled to active duty pay for travel time, the report of separation will be delivered to the enlisted person in accordance with SR 615-363-5. If the delivery of the report of separation cannot be accomplished, forward to The Adjutant General with reasons therefor.

b. Headquarters copy (No. 2).—Place in the service record in accordance with SR 615-20-1.

c. Record copy (No. 3).—For separation by the organization to which the individual is assigned, the "Record Copy" will accompany the morning report for the day on which separation is effected to the servicing machine records unit or statistical control office. In those cases in which an individual is separated by an activity to which he is only attached, copies of applicable orders, together with the No. 3 copy of DD Form 214, will be forwarded immediately to the organization to which he is assigned. The organization to which the individual is assigned will include a remark on the morning report for the day on which applicable orders and the No. 3 copy of the report of separation were received in the manner prescribed in SR 335-50-1, including the effective date of separation. The copy of the report of separation will then accompany the morning report for that date to the servicing machine records unit or statistical control office.

d. Veterans' Administration Regional Office copy (No. 4).—The day's accumulation of No. 4 copies of DD Form 214 and accompanying records for each Veterans' Administration regional office will be

forwarded in one envelope, or other appropriate container, *each day*. Addresses of Veterans' Administration regional offices are contained in SR 930-10-1.

- (1) *Except* as shown in (2), (3), and (4) below, the No. 4 copy of DD Form 214, with accompanying forms and records, will be forwarded to the Veterans' Administration regional office having jurisdiction over the area in which the individual's home, as shown in item 47, is located.
- (2) When the individual's home as shown in item 47 is outside the continental limits of the United States, disposition will be as follows:
 - (a) If the individual's home is in Puerto Rico, Alaska, Hawaii, or the Philippines, or in any other oversea area in which there is a Veterans' Administration regional office, forward to the appropriate Veterans' Administration regional office.
 - (b) If the individual's home is located in a foreign country or oversea area in which there is no Veterans' Administration regional office located, forward, together with the No. 6 copy, to the Veterans' Administration Central Office, Washington 25, D. C.
- (3) When the individual is transferred to a Veterans' Administration hospital, the No. 4 copy will be forwarded to the hospital.
- (4) When the individual is transferred to a non-Veterans' Administration hospital designated by the Veterans' Administration, forward the No. 4 copy to the Veterans' Administration regional office having jurisdiction over the area in which such hospital is located.

e. Selective Service copy (No. 5).—To State Director of Selective Service for State shown in item 14, if shown, otherwise as in item 20. Destroy when separatee is a member of the Women's Army Corps. The entire day's accumulation of copies for each State director will be mailed in one envelope or container. A list of addresses of the directors of Selective Service for the various States, Territories, and possessions is contained in SR 600-105-20.

f. Veterans' Administration Central Office copy (No. 6).—The day's accumulation of No. 6 copies will be forwarded in one envelope, or other appropriate container, to the Veterans' Administration Central Office, Washington 25, D. C., *each day*.

g. No. 7 copy.—To commanding general of the army in which the address in item 47 is located, *except* that when Air Force personnel are discharged at Army installations, the No. 7 copy will be forwarded to Commanding General, Continental Air Command, Mitchel Air Force Base, New York.

- (1) The envelope or container in which forwarded will be marked for the attention of the "Military Personnel Procurement Officer."
- (2) Destroy when the separatee is a member of the Women's Army Corps.
- (3) Destroy when the separatee's residence as shown in item 47 is in a foreign country.

h. No. 8 copy.

- (1) If the separatee has a service obligation incurred under the Universal Military Training and Service Act, as amended, and is to be released from active military service and transferred to the Army Reserve as provided in SR 615-363-5, forward to the chief of the military district in which the residence shown in item 47 is located. Addresses of chiefs of military districts are contained in the appendix to SR 135-305-1.
- (2) When an individual who entered the current period of active service as a member of the Army Reserve is to be separated (released in accordance with SR 615-363-5 for return to USAR jurisdiction, or discharged) the No. 8 copy of DD Form 214 will be forwarded to the chief of the military district in which the address shown in item 20 is located, *except* that when the State of residence upon release from active military service (item 47) is different from that shown in item 20, procedure set forth in SR 615-363-5 will be followed.
- (3) When a member of the Regular Army who holds a status as a Reserve commissioned officer or a Reserve warrant officer of the Army is to be separated, the No. 8 copy will be forwarded to the chief of the military district in which the address in item 47 is located.
- (4) If the individual entered the active military service from the National Guard and the National Guard of the United States, forward to the Adjutant General of the State from which the individual was ordered into the active Federal service as shown in item 20. The day's accumulation of DD Forms 214 for each State Adjutant General will be forwarded in one envelope or other suitable container *each day*. The address

of the State Adjutant General is the capital of the State from which the separatee entered the service, except as shown below:

- | | |
|-------------------------------|----------------------------------------------------|
| (a) Alaska..... | Juneau. |
| (b) Delaware..... | Wilmington. |
| (c) District of Columbia..... | 2001 East Capitol Street, Wash-
ington 3, D. C. |
| (d) Florida..... | St. Augustine. |
| (e) Hawaii..... | Fort Ruger, Oahu. |
| (f) Louisiana..... | New Orleans 12. |
| (g) Maryland..... | Baltimore. |
| (h) New York..... | 270 Broadway, New York City. |
| (i) Pennsylvania..... | RD No. 2, Annville. |
| (j) Puerto Rico..... | San Juan 18. |
| (k) South Dakota..... | Rapid City. |
| (l) Utah..... | Fort Douglas. |
| (m) Washington..... | Camp Murray-Fort Lewis. |
- (5) In all other cases forward with the service record (but not attached thereto) to The Adjutant General, Department of the Army, Washington 25, D. C., ATTN: AGPI.

SECTION V

DISPOSITION OF RECORDS

15. Transmittal of records to the Veterans' Administration.—

Prompt transmittal of records to the Veterans' Administration is vital in order to assure that any benefits accruing to the individual may be determined as soon as possible. All records destined for the Veterans' Administration will be transmitted within 48 hours (2 working days) after separation is effected. They will be securely stapled together in the order indicated below.

a. To Veterans' Administration regional office having jurisdiction over the area in which the individual's home is located as shown in item 47, DD Form 214—

- (1) When pension application is filed, and the individual is *not* transferred to a Veterans' Administration hospital—
 - (a) Statement on DA Form 664 that the individual has filed a claim for compensation with the Veterans' Administration, *and* the completed VA Form 8-526e. The individual will be advised that the filing of an application for disability compensation will in no way delay his separation,
 - (b) Copy of retirement orders for those individuals to be placed on the temporary disability retired list,

- (c) No. 4 copy of DD Form 214,
- (d) Duplicate copy of Standard Form 88 completed upon separation,
- (e) If available, a copy of Standard Form 88 completed at time of entry into the active military service, and
- (f) Original clinical records, X-rays if any, and all other available medical records, including any correspondence found in the field 201 filed regarding change in physical profile.
Exception: This does not apply to the original individual medical records for the current period of treatment, if any, as required by AR 40-1025, which will continue to be forwarded to The Surgeon General. Photostatic copies of such records may be made and included when deemed necessary.

(2) When pension application is *not* filed—

- (a) No. 4 copy of DD Form 214,
- (b) Duplicate copy of Standard Form 88 completed upon separation, and
- (c) If discharge is by reason of disability, a statement on DA Form 664 that the individual did *not* file an application for compensation with the Veterans' Administration.

b. To Veterans' Administration hospital. See SR 600-450-25.

16. **Final disposition of service record and allied papers.**—The Service Record (WD AGO Form 24 and 24A, and DD Form 230) and allied papers will be disposed of in accordance with SR 615-20-1.

[AG 220.8 (7 Jan 53) AGPO]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:

WM. E. BERGIN
Major General, USA
The Adjutant General

J. LAWTON COLLINS
Chief of Staff, United States Army

DISTRIBUTION:

C

*These regulations supersede SR 615-360-1, 20 June 1950, including C 1, 8 August 1950; C 2, 18 December 1950; C 3, 5 March 1951; C 4, 28 June 1951; C 6, 9 May 1952; and C 7, 8 September 1952, and—

DA messages

No.	Date
20083.....	1 Jun 51
25498 (Parts 1, 3, 4, and 5).....	19 Jun 51
25499.....	19 Jun 51
26226.....	20 Jun 51
29922.....	2 Jul 51
32461.....	11 Jul 51
33404.....	13 Jul 51
37188.....	26 Jul 51
46963.....	28 Aug 51
27971.....	1 Oct 51
33330.....	15 Oct 51
40453.....	5 Nov 51
42020.....	8 Nov 51
45202.....	20 Nov 51
313020.....	20 Mar 52
314098.....	24 Mar 52
315550.....	26 Mar 52
346525.....	25 Jul 52
358808.....	12 Sep 52
379757.....	3 Dec 52

DA letters

File	Date	Subject
AGAO-S(M) 220.8 (9 Jul 52) AGAS-P.....	19 Aug 52	Administrative Errors in Separation Points.
AGAC-C(M) 220.8 (5 Sep 52) AGPO-KD.....	18 Sep 52	Administrative Errors in Separation Points.