

**IN THE UNITED STATES COURT OF APPEALS  
FOR VETERANS CLAIMS**

<b>JEFFREY K. LILE,</b>	)	
Appellant,	)	
	)	
v.	)	Vet. App. No. 21-6977
	)	
<b>DENIS MCDONOUGH,</b>	)	
Secretary of Veterans Affairs,	)	
Appellee.	)	

**NOTIFICATION OF SUPPLEMENTAL AUTHORITY UNDER RULE 30(b)**

Appellee submits this notification of supplemental authority under Rule 30(b) in response to Appellant’s January 22, 2024, citation of supplemental authority.

The additional authorities are Army Regulation (AR) 635-8, Separation Processing and Documents, dated February 10, 2014 (Attachment 1), and AR 635-5, Separation Documents, dated August 15, 1979 (Attachment 2).

AR 635-5, paragraph 2-7d from August 1979 states the following:

When members are *released from custody and control* of the Army because of a *void or voided enlistment*, instructions in paragraph 2-8 will apply except as follows:

- (1) Item 9: Enter, “NA.”
- (2) Item 12c: Enter a zero in the year, month, and day blocks.
- (3) Item 18: Enter, “time served is not creditable for promotion or longevity.”
- (4) Item 23: Enter, “Release from Custody and Control of the Army.”
- (5) Item 24: Enter, “NA.”

*Note:* This paragraph does not apply to individuals who are discharged, for example, for fraudulent entry. DD Form 214 for discharged personnel will be completed in accordance with paragraph 2-8.

See AR 635-5 (1979) (emphasis in original). AR 635-5, paragraph 2-8, provides DD Form 214 instructions. Specifically, pursuant to item 12 on the DD-214, which pertains to the Record of Service and in which the years, months and days in service are provided, paragraph 2-8 directs that:

- a. All service entered in 12c through e will be less time lost under title 10 USC 972 and time lost after expiration of term of service.
- b. For cadets, enter in item 12c the total time between dates entered in items 12a and b with reference to item 18h. below.
- c. Time lost under 10 USC 972 (para 2-4, AR 635--200) while on active duty does not extend the terminal date of Reserve obligation under the Military Selective Service Act recorded in item 12i.
- d. Enter foreign service (item 12/) covering the period (see item 12c).
- e. Enter date of promotion to pay grade in item 12h.

See *id.* This is pertinent to this case because Appellant was released from the Custody and Control of the Army for fraudulent entry. (R. at 248).

The new AR 635-8 dated February 2014 consolidated previously prescribed policies and regulations, including AR 635-5, Separation Documents.

Respectfully submitted,

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# ATTACHMENT 1

**Army Regulation 635-8**

**Personnel Separations**

**Separation  
Processing  
and  
Documents**

Headquarters  
Department of the Army  
Washington, DC  
10 February 2014

**UNCLASSIFIED**

# ***SUMMARY***

AR 635-8

Separation Processing and Documents

This new regulation, dated 10 February 2014--

- o Consolidates the policies, principles of support and standards of service previously prescribed and published in AR 635-5, Separation Documents; AR 635-10, Processing Personnel for Separation; and DA Pam 600-8-11, Military Personnel Office Separation Processing Procedures regarding processing personnel for separation (throughout).
  
- o Reflects changes in Army business policies (throughout).

Headquarters  
Department of the Army  
Washington, DC  
10 February 2014

**\*Army Regulation 635–8**

Effective 10 March 2014

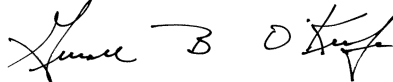
## Personnel Separations

### Separation Processing and Documents

By Order of the Secretary of the Army:

**RAYMOND T. ODIERNO**  
General, United States Army  
Chief of Staff

Official:



**GERALD B. O'KEEFE**  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a new Department of the Army Regulation.

**Summary.** This regulation prescribes policy and procedural guidance relating to transition management. It consolidates the policies, principles of support, and standards of service regarding processing personnel for transition. This regulation explains separation document preparation, distribution, correction, and transition processing specific to the Disability Evaluation System. It also implements DODI 1336.1.

**Applicability.** This regulation applies to the Active Army, the Army National

Guard, the Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to U.S. Military Academy cadets.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix D).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–MPE), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command, Transitions Division (AHRC–PDP–T), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

**Distribution.** This regulation is available in electronic media only and is intended for command levels C, D, and E for Active Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 635–5, 15 September 2000; AR 635–10, 10 June 1987; and DA Pam 600–8–11, 1 July 1984.

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## **Chapter 1 Introduction**

### **Section I General**

#### **1–1. Purpose**

This regulation prescribes the transition processing function of the military personnel system. It supersedes and consolidates AR 635–5, AR 635–10, and DA Pam 600–8–11. This new regulation provides principles of support, standards of service, policies, tasks, rules, and steps governing required actions in the field to support processing personnel for separation and preparation of separation documents.

#### **1–2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1–3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **Section II Responsibilities**

#### **1–4. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Establish transition operations policies related to the transition processing of personnel and separation documents.
- b.* Coordinate with appropriate Army staff agencies to implement change in and evaluation of transition operations, policies and procedures.
- c.* Designate a representative to coordinate requests for exception to policy with Headquarters, Department of the Army (HQDA).

#### **1–5. Chief, National Guard Bureau**

The Chief, NGB will—

- a.* Tailor the procedures set forth in this regulation to conform to Army National Guard (ARNG) component-specific requirements.
- b.* Provide operational oversight to the ARNG State level headquarters.
- c.* Issue separation documents under provision of this regulation.

#### **1–6. Chief, Army Reserve**

The Chief, Army Reserve—

- a.* Will tailor the procedures set forth in this regulation to conform to U.S. Army Reserve Component (RC) specific requirements.
- b.* May issue separation documents under provisions of this regulation.
- c.* May delegate authority to issue separation documents to regional support command and mission support command commanding generals (CG).

#### **1–7. State Adjutant Generals for Army National Guard State level headquarters**

State Adjutant Generals or authorized agents, may issue separation documents to Army National Guard of the United States (ARNGUS) Soldiers within their command. Authority to issue separation documents may not be delegated to organizations or units below the State Adjutant General Joint Force Headquarters level.

#### **1–8. Commanding General, U.S. Army Human Resources Command**

The CG, HRC will—

- a.* Act as the Army staff point of contact for personnel separations policy for active duty Soldiers.
- b.* Update regulations concerning transition center, personnel, and finance activities and responsibilities, as required.
- c.* Continue to evaluate conduct of transition processing.
- d.* Coordinate with appropriate Army staff agencies on implementation of changes in and evaluation of transition processing.
- e.* Issue separation documents under the provisions of this regulation.

**1–9. Commanding General, U.S. Army Physical Disability Agency**

The CG, USAPDA will act as the Army staff point of contact for physical evaluation for retention, retirement, or separation.

**1–10. Army Review Boards Agency**

The Army Board of Correction of Military Records and Army Discharge Review Board, under the Army Review Boards Agency, are authorized to issue separation documents under the provisions of this regulation.

**1–11. Commandant, Adjutant General School**

The Commandant, Adjutant General School will incorporate policy, procedure, and guidance in this regulation into lesson programs of instruction.

**1–12. Commander, Installation Management Command**

The Commander, IMCOM will—

- a. Provide operational control and oversight to Active Army installation level transition centers worldwide through subordinate regions and garrisons.
- b. Assess installation transition processing execution in coordination with HRC.
- c. Provide resources to support execution of transition processing, to include transition center operations training, program implementation, and periodic inspections and visits.
- d. Apprise the DCS, G–1 and HRC of information obtained by Headquarters, IMCOM and IMCOM region offices related to installation transition functions, that addresses both long-range strategic planning and immediate operational concerns.
- e. Ensure a standard level of service delivery is provided at installations.

**1–13. Commanders of Army commands, Army service component commands, and direct reporting units**

These commanders will—

- a. Monitor programs and provide policy direction and guidance to installation commanders.
- b. Coordinate actions with the DCS, G–1; HRC; and related agencies to improve transition processing.

**1–14. Commanders of Army installations, Joint bases, and mobilization stations**

These commanders will—

- a. Coordinate with appropriate Army staff agencies to implement change in and evaluation of the transition processing.
- b. Establish internal control and conduct management control evaluations in accordance with established internal control evaluation plans.
- c. Implement transition processing policies at their installations per this regulation.
- d. Ensure all regular Army (RA) transitioning Soldiers (excluding retirees) are scheduled to attend the Pre-Separation Services Program, as discussed in paragraph 4–4.
- e. Designate the transition center human resources supervisor as the installation transition processing coordinator.
- f. Issue separation documents under the provisions of this regulation.

**1–15. Unit commanders**

These commanders will—

- a. Promote expediency and efficiency of all unit-level supported activities, to include distribution of separation orders to the Soldier.
- b. Emphasize timeliness in submission of award recommendations and evaluation reports, if applicable.
- c. Ensure that transitioning Soldiers attend required briefings, to include the Pre-Separation Services Program and Army Career and Alumni Program (ACAP), in accordance with established pre-separation timelines.
- d. Ensure that Soldiers complete required ACAP related tasks in order to meet career readiness standards and complete capstone requirements.
- e. Afford the Soldier adequate time to properly out-process.
- f. Ensure completion of medical examinations or separation health assessments conducted in accordance with AR 40–501 and other policy guidance issued by The Surgeon General and U.S. Army Medical Command.
- g. Provide required counseling in accordance with paragraph 4–5.
- h. Address financial problems that may affect the Soldier and his or her Family during the transition process. Coordinate with the installation finance or Army Community Services to assist in resolving these issues.
- i. Conduct unit departure ceremonies in accordance with paragraph 4–10.

**1–16. Transition center human resources supervisors**

Transition center human resources supervisors will—

*a.* Coordinate with the installation military treatment facilities or command surgeon to ensure all transition center employees are trained on the Health Insurance Portability and Accountability Act (Public Law 104–191).

*b.* Serve as the installation transition processing coordinator, as designated by the installation commander in accordance with paragraph 1–14, and coordinate pre-separation briefings.

*c.* Serve as the installation Transition Processing System (TRANSPROC) functional administrator, empowered to grant or remove TRANSPROC access for transition center employees performing transition processing duties. Transition processing coordinators may grant view only TRANSPROC access to the installation physical evaluation board liaison officer (PEBLO). Further, transition processing coordinators will monitor and update listings of personnel with access to TRANSPROC. Employees who have departed or been assigned to other duties will have TRANSPROC access withdrawn.

*d.* Ensure personnel granted authority within the TRANSPROC system to authenticate separation documents, as discussed in chapter 4, (authentication authority) are trained to review separation documents for completion and correctness in accordance with this regulation.

*e.* Provide oversight of delegated authorities, such as separation orders authentication authority, preparation, authentication, and distribution of all separation documents.

*f.* Coordinate scheduling, facilities, speakers, equipment, and materials for transition processing on the installation.

*g.* Provide and/or arrange for follow-up counseling services for Soldiers who request them.

*h.* Develop listings of transitioning personnel to attend group briefings.

*i.* Notify transitioning personnel of date, time, and location of briefings. Ensure all RA transitioning Soldiers (excluding retirees) are scheduled to attend all related transition briefings. Soldiers scheduled for retirement attend a pre-retirement briefing in accordance with AR 600–8–7, chapter 3 instead of a pre-separation briefing.

*j.* Ensure that all information on the DD Form 214 (Certificate of Release or Discharge from Active Duty) and other separation documents is accurate. The DD Form 214 is of vital importance to the separating Soldier and must be properly prepared according to prescribed guidance. No deviation is authorized.

*k.* Ensure that each Soldier entitled to receive a DD Form 214 is counseled and understands the following:

(1) The high level of importance of the DD Form 214 to the Soldier’s future and the imperative to safeguard the DD Form 214.

(2) The benefits a Soldier may be eligible to receive as a result of military service will be based primarily on the DD Form 214.

(3) Civilian employment may be affected by the data on the DD Form 214.

(4) Failing to obtain the original, copy number 1, and copy number 4 of the DD Form 214 at separation may cause a delay in eligibility to receive certain benefits after separation.

(5) Any unauthorized change to or alteration of the DD Form 214 will render it void.

*l.* Ensure that copies 1 and 4 of the DD Form 214 are delivered to the separating Soldier prior to departure from the separation activity, either—

(1) On the effective date of separation;

(2) On the date authorized travel time commences; or

(3) Via U.S. Postal Service to the recipient, when separation is effected under emergency conditions that preclude hand delivery.

## **Chapter 2 Separation Processing Requirements**

Separation processing requirements vary by service component, active-duty status, and type of separation. Multiple activities conduct separation processing under the provisions of their own prescribing directives. Discussed below are administrative processing requirements of ACAP, pre-retirement briefing, pre-separation briefing, publication of separation orders, DD Form 214 processing, and other separation documents.

### **2–1. Regular Army**

*a.* Separation processing normally begins with pre-separation counseling, as required by Title 10, United States Code, Section 1142 (10 USC 1142), conducted by the ACAP office.

*b.* Retiring Soldiers attend a pre-retirement briefing in accordance with AR 600–8–7, chapter 3.

*c.* Separating Soldiers (excluding retirees) attend a pre-separation briefing (see chap 4, sec 1).

*d.* Installation level transition center produce separation orders for all (RA) Soldiers in accordance with AR 600–8–105.

*e.* Separating Soldiers complete battalion/unit and installation/community level out-processing in accordance with AR 600–8–101.

*f.* Final transition processing is completed by the supporting installation level transition center discussed in chapter 4, section II. The transition center prepares separation documents in accordance with chapter 5 and other applicable separation documents discussed in chapter 9. Additionally, disability separation processing is also discussed in chapter 6.

## **2–2. Mobilized Reserve Component**

Soldiers serving in a Title 10 activation status complete redeployment/demobilization processing in accordance with AR 600–8–101, chapter 7. The supporting active Army installation level transition center produces separation from active duty orders for all mobilized RC Soldiers. Final transition processing is completed by the supporting installation level transition center, in accordance with chapter 5, and other applicable separation documents discussed in chapter 9.

## **2–3. U.S. Army Reserve Soldiers not on active duty**

- a.* Soldiers not on active duty are not required to complete pre-separation counseling conducted by the ACAP office.
- b.* Retiring Soldiers attend a pre-retirement briefing in accordance with AR 600–8–7, chapter 3.
- c.* Separating Soldiers (excluding retirees) are not required to attend a pre-separation briefing.
- d.* U.S. Army Reserve (USAR) produces separation orders except USAPDA issues disability separation orders for all USAR Soldiers not on active duty in accordance with AR 600–8–105, chapter 9.
- e.* Separating Soldiers complete out-processing requirements in accordance with AR 600–8–101, chapter 3.
- f.* Soldiers separating from an inactive duty status do not receive a DD Form 214. However, RC Soldiers separating from an inactive duty status will receive the appropriate certificate(s) as discussed in chapter 9.

## **2–4. U.S. Army Reserve Soldiers on active duty**

- a.* Separating Soldiers with periods of active duty such as Title 10 Active Guard Reserve (AGR) status, active duty for training (ADT), active duty for operational support (ADOS), of 180 days or more, are required to undergo pre-separating processing. This required counseling is normally provided by ACAP at the beginning of the separation process. Soldiers on active duty for less than 180 days are not required to complete pre-separation counseling.
- b.* Retiring Soldiers attend a pre-retirement briefing in accordance with AR 600–8–7, chapter 3.
- c.* Separating Soldiers are not required to attend the pre-separation briefing.
- d.* HRC issues separation orders for USAR Title 10 AGR status Soldiers.
- e.* USAR Soldiers on other types of active duty orders the supporting installation transition center produces the separation order.
- f.* USAR Soldiers complete the installation/community out-processing requirements at the supporting active duty installation in accordance with AR 600–8–101, chapter 3.
- g.* Final transition processing is completed by the supporting installation level transition center discussed in chapter 4, section II. The transition center prepares separation documents in accordance with chapter 5 and other separation documents discussed in chapter 9. Additionally, disability separation processing is discussed in chapter 6.

## **2–5. Army National Guard**

- a.* ARNG Soldiers in an active duty status under Title 10 AGR or Title 32 AGR, ADT, or ADOS for periods of 180 days or more, are required to undergo pre-separating processing. This required counseling is normally provided by ACAP at the beginning of the separation process. Soldiers on active duty for less than 180 days are not required to complete pre-separation counseling provided by ACAP.
- b.* Retiring Soldiers must attend a mandatory pre-retirement briefing between the retirement application submission date and 120 days before the retirement date, in accordance with AR 600–8–7, chapter 3.
- c.* Separating Soldiers (excluding retirees) are not required to attend the pre-separation briefing.
- d.* The NGB publishes separation orders for all ARNG Title 10 status AGR Soldiers. The Soldier's DD Form 214 will be prepared by the closest RA installation level transition center. The transition center prepares separation documents in accordance with chapter 5 and other applicable separation documents discussed in chapter 9. Soldiers who are also leaving ARNG Service will be issued separation orders and a NGB Form 22 (National Guard Report of Separation and Record of Service) by the Soldier's State Joint Forces Headquarters.
- e.* The State level Joint Forces Headquarters will publish release from active duty (REFRAD) or discharge orders for all ARNG Title 32 AGR status Soldiers upon separation from active duty. Final transition processing is completed by either the supporting installation level transition center discussed in chapter 4, section II or the Joint Force Headquarters under the provisions of this regulation depending on the cost effective location for the processing to occur. The transition activity prepares DD Form 214 in accordance with chapter 5 and other applicable separation documents discussed in chapter 9. Additionally, the State level Joint Force Headquarters will publish separation orders and an NGB Form 22 for ARNG Soldiers that are leaving ARNG Service.
- f.* The State level Joint Forces Headquarters will publish separation orders and an NGB Form 22 for ARNG Soldiers

not on active duty. Those Soldiers who are separating due to disability will receive a retirement/separation order from the USAPDA. Upon receipt of the disability separation/retirement order from the USAPDA, the State Joint Force Headquarters will publish the Soldier's NGB Form 22 and other applicable separation documents, discussed in chapter 9, to complete the separation process.

*g.* For ARNG Soldiers on ADT or ADOS orders, the supporting RA installation level transition center or the supporting State Joint Force Headquarters produces the separation order.

*h.* ARNG Soldiers on active duty complete out-processing requirements in accordance with AR 600-8-101, chapter 3.

*i.* Final transition processing is completed by either the supporting RA installation level transition center discussed in chapter 4, section II or the Joint Force Headquarters under the provisions of this regulation depending on the cost effective location for the processing to occur. The transition processing activity prepares DD Form 214, in accordance with chapter 5, and other separation documents discussed in chapter 9.

## **Chapter 3**

### **Transition Center Policies**

#### **3-1. Levels of work**

The majority of transition processing operations are typically performed at three levels: Company, battalion, and installation (or some equivalent organization in the tactical force). The main focus of the guidance in this regulation is on the installation level.

#### **3-2. The Transition Program**

The Army is interested in ensuring that personnel being separated, discharged, released, or retired from military service are expeditiously and effectively processed for transition. Unnecessary delays during processing detract from the Army's goal of leaving a favorable impression upon each Servicemember being transitioned.

#### **3-3. Designation and organization of transition activities**

*a.* Except as indicated in paragraphs *b* through *d*, the following commanders will centralize transition processing at the installation level: Commanders of Army installations, joint bases, mobilization stations, and HQDA agencies exercising command over units.

*b.* Commanders of the U.S. Disciplinary Barracks and U.S. Army Correctional Activities may conduct transition processing for those Soldiers confined in their facilities. Soldiers assigned as operational personnel must be processed at a transition center listed in appendix B.

*c.* Commander of Walter Reed National Military Medical Center may conduct transition processing for Soldiers assigned to the medical center.

*d.* Soldier and Family Assistance Centers are authorized to process separation actions for the supported Wounded Warrior population under the authority and supervision of the installation transition center supervisor.

*e.* The installation transition center supervisor may conduct student processing or demobilization processing as separate activities from the centralized installation level transition work center.

*f.* Installation commanders may designate a specific transition center to process separating Soldiers when a transition center is not located at the installation.

#### **3-4. Functions of transition centers**

The installation or community transition center performs military personnel functions that provide the commander with support by processing personnel for separation, release, discharge, or retirement from active duty. Transition centers perform the following functions:

*a.* Pre-transition processing, discussed in chapter 4, section I.

*b.* Final transition processing, discussed in chapter 4, section II.

*c.* Post-transition operations, discussed in chapter 4, section III.

#### **3-5. Standards of service**

Commanders responsible for transition centers will ensure that the transition function is carried out according to the following standards:

*a.* Transition processing will be conducted in a professional and informal environment.

*b.* All materials needed for interviewing and counseling will be readily available.

*c.* Locate the transition center in a permanent or semi-permanent building near the military personnel division, finance office, and, if practical, the transportation office.

- d. Transition centers should be attractively furnished to display professional decorum. Sufficient space should be allocated to provide a comfortable waiting room.
- e. Provide a classroom or auditorium for transition orientations and briefings.
- f. Plan the layout to accommodate assembly line processing to avoid back-tracking while processing.
- g. Provide interviewing booths or partitioned interview areas to ensure privacy.
- h. Provide a suitable space for the U.S. Army Recruiting Command RC transition noncommissioned officer (NCO).
- i. Maintain an adequate filing system to ensure rapid handling of requests for information.

## Chapter 4 Separation Processing

### Section I Pre-Transition Processing

#### 4-1. Pre-transition processing

The objective of pre-transition processing is to provide procedures to ensure a pre-transition process is conducted in a manner which leaves separating Soldiers with a positive regard for the Army, with a feeling that the Army appreciates their service, and with a sense that the Army is interested in their welfare and transition to the civilian community. Pre-transition processing provides an opportunity to thank Soldiers for honorable service, reinforce good will among transitioning Soldiers, and encourage positive word of mouth advertising regarding Army experiences. Pre-transition processing gives the Soldier and spouse relevant information in advance of separation to facilitate planning for a successful transition to civilian life, and clearly communicates the benefits and opportunities available through participation in the USAR or ARNG.

#### 4-2. Rules for pre-transition processing

- a. Pre-transition processing, in most instances, will be initiated by the military personnel division transition center or the Soldier's unit of assignment.
- b. Local deviation in processing Soldiers is authorized provided officials—
  - (1) Complete all requirements within the established timeframe.
  - (2) For normal transition dates, start 180 days before effective date of transition for Soldiers scheduled for normal transition upon completion of active duty service.
  - (3) For separations prior to normal transition date, start pre-transition processing for the Soldier upon initiation of separation action.
- c. The installation adjutant general, chief military personnel division, and finance and accounting officer will ensure that close coordination exists between the military personnel division, finance office, the transition center, and the supported units.
- d. Army Military Human Resource Records (AMHRRs) and documents containing information of a personal nature will be safeguarded, stored, handled, and transmitted in accordance with AR 600-8-104, chapter 3.

#### 4-3. Tasks, work centers, and required actions

- a. *Installation transition processing coordinator.* The coordinator, as designated in accordance with paragraph 1-16, generates a loss roster identifying RA Soldiers 180 days prior to their scheduled separation date and schedules Soldiers to attend the Pre-Separation Services Program, as detailed in paragraph 4-4, at least 120 days prior to separation date. Ensures that the loss roster is distributed to the following agencies:
  - (1) Soldier's company or battalion level human resources element.
  - (2) Servicing education center.
  - (3) Finance office.
  - (4) RC transition NCO.
  - (5) Reenlistment office.
  - (6) Medical and dental treatment facility.
  - (7) ACAP transition services manager.
  - (8) Adjutant general and/or military personnel division.
- b. *Unit commander.*
  - (1) Notify Soldiers of separation and ensure Soldiers report as required for the Pre-Separation Services Program. Provide transportation, if necessary.
  - (2) Conduct inspection of military clothing and organizational clothing and equipment upon receipt of separation orders, but no later than 10 days prior to scheduled departure.



(3) Upon receipt of loss roster, counsel and interview Soldiers, as prescribed by AR 601–280, appendix C on the benefits of immediate reenlistment.

(4) Identify Soldiers eligible for the Good Conduct Medal and recommended for other service awards.

(5) Ensure necessary evaluation reports are completed.

(6) Ensure that flagged Soldiers are not processed for separation, subject to the requirements of AR 600–8–2, chapter 3.

*c. Retention office.*

(1) Notify unit commander, transition center human resources supervisor, and ACAP transition services manager if Soldier reenlists or reenlistment is pending.

(2) Coordinate with RC transition NCO for all Soldiers who decline immediate reenlistment.

(3) Schedule RC interviews for all qualified Soldiers declining reenlistment. Advise the Soldier of advantages of membership in the RC if the installation is not supported by a RC transition NCO.

*d. Reserve Component career counselor.*

(1) Coordinate with reenlistment NCO in scheduling RC interviews.

(2) Interview separating Soldiers 90 days prior to separation date or the beginning of transition leave, in accordance with AR 601–280, appendix C.

(3) Maintain a mutual referral system with the Active Army reenlistment NCO.

(4) Provide necessary documentation to the transition center if Soldier contracts for assignment with the USAR or ARNG.

*e. Transition Center.*

(1) Accomplish the processing of personnel for transition within the time limits specified in this regulation, to include pre-transition processing.

(2) Create and distribute separation orders and separation documents.

(3) Accomplish final disposition of records initiated during pre-transition processing, final transition processing, and those accumulated during a Soldier's period of active duty.

*f. Military personnel division or battalion-level human resources office.*

(1) Update personnel records, initiate corrective actions required, and coordinate with individual Soldier to obtain missing documents identified at the Pre-separation Services Program.

(2) Update emergency contact information, if required.

*g. Medical treatment facility, medical examinations, or assessments.* The goal of medical examinations in conjunction with separation is to determine if the Soldier is medically fit for separation and to identify medical conditions that may impact the determination of service characterization. AR 40–501, chapter 3 provides policy and requirements for medical examinations.

(1) Schedule examinations in time to ensure completion prior to scheduled separation date.

(2) Soldiers requiring medical or dental care may be retained on active duty past expiration term of service (ETS) only if continued hospitalization or physical disability processing is required. However, officers required to retire from active duty, transfer to the Retired Reserve, or be discharged due to reaching a mandatory retirement date or mandatory removal date may not be retained beyond the mandatory removal date unless referred for disability evaluation under provisions of AR 635–40 prior to the separation date.

*h. Post-service dental treatment through the Department of Veterans Affairs.* Veterans are eligible for outpatient dental treatment by Veterans Affairs (VA) only if all of the following conditions are satisfied:

(1) The veteran must have served no less than 90 days of active duty to be eligible for treatment.

(2) The DD Form 214 contains a statement that the Soldier was not provided a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation.

(3) Application for VA treatment must be made within 180 days of discharge or REFRAD.

#### **4–4. Pre-Separation Services Program**

The Pre-Separation Services Program integrates the pre-transition efforts of installation level activities in support of RA Soldiers, including but not limited to: the education center, reenlistment NCO, RC career counselor, ACAP, finance office, and the military personnel division. The following topics will be presented:

*a. Education center.* Documentation of education and training received in service, attending college or vocational school, veteran education benefits, and out-processing requirements.

*b. Reenlistment noncommissioned officer.* Benefits and procedures for immediate reenlistment, reenlistment interview, and out-processing requirements.

*c. Reserve Component career counselor.* Benefits of joining the ARNG or USAR, how military service obligation (MSO) date is determined, entitlements and responsibilities associated with assignment to the Individual Ready Reserve (IRR), and Soldier's responsibility to obtain and maintain USAR identification card. The RC career counselor will conduct the pre-separation interview and other out-processing requirements.

*d. Army Career and Alumni Program pre-separation counseling requirements.* Information about transition assistance workshops and individual counseling, job search and job placement assistance, spouse job placement counseling, relocation assistance services, medical and dental coverage following transition from the Uniformed Services, counseling services on the effects of a career change on individuals and Families, financial planning assistance, benefits of an honorable discharge, VA benefits, veterans disability counseling, and vocational rehabilitation program.

*e. Finance.* Information on transition leave, excess leave, permissive temporary duty (PTDY), cashing-in days of accrued leave, separation pay, disability severance pay, travel allowances and other entitlements, leave and earning statements, Form W-2 (Wage and Tax Statement), and final pay.

*f. Medical and dental.* Purchase of short-term coverage under health plans designated by DA following transition from Uniformed Service, information on additional health benefits and transition assistance, information about, and scheduling of, separation medical and dental examinations, medication management during transition, procedures to obtain copies of medical records and eligibility for VA outpatient treatment.

*g. Military personnel division.* Separation orders, installation level out-processing requirements, transition center procedures, review of DD Form 214, and safeguarding finalized DD Form 214.

#### **4-5. Counseling requirements**

Commanders will counsel:

*a.* Retirement eligible enlisted Soldiers, who are processing for REFRAD or discharge in lieu of retirement. Counseling will be conducted upon receipt of loss roster or as soon as possible in anticipation of separation approval. Ensure retirement eligible Soldiers fully understand the results of separating rather than retirement in accordance with AR 635-200, chapter 4. Ensure the official military personnel file/AMHRR contains the appropriate signed statement as required by AR 635-200 (see counseling required for certain retirement eligible personnel).

*b.* RC Soldiers regarding effective date and time of REFRAD and advise ARNG and USAR Soldiers who are being released from active duty and reverting to the control of their parent components that their effective date of release is 2400 hours on the date of expiration of authorized travel time to their home of record. If applicable, coordinate with the travel and/or transportation office and finance office to ensure Soldiers are provided with adequate travel time so that they will arrive at their home of record by 2400 hours on the effective date of REFRAD.

*c.* Soldiers on transportation entitlements. Soldiers will be provided with travel and transportation allowances to their home of selection (if applicable), home of record, or place from which entered on or ordered to active duty.

*d.* Soldiers who are not U.S. citizens and who are scheduled to transition in the continental United States (CONUS) of the requirement that they must have in their possession a valid passport and U.S. visa upon transition.

*e.* Soldiers who are transitioning to an overseas command that a current passport and visa is required, and what time limitations apply for travel entitlements.

*f.* Philippine and Panamanian residents with American citizenship that they cannot enter the Philippine Islands or Republic of Panama unless they possess a current American passport and a Philippine visa or Panamanian resident permit for permanent residence in the Philippine Islands or Republic of Panama.

#### **4-6. Publication of separation orders**

*a.* The transition center issues separation orders in accordance with AR 600-8-105 for RA Soldiers who will separate from active duty no later than 60 days before the scheduled separation date. Soldiers who desire their separation orders earlier than 180 days before the scheduled separation date should submit written request with justification. Coordinate requests with finance and transportation officer and counsel Soldiers concerning early shipment of household goods and movement of Family members before approving early issuance of separation orders.

*b.* For demobilization, administrative separation, or disability separation actions, publish separation orders upon approval or determination of separation date.

*c.* Produce retirement orders upon approval of the retirement request.

*d.* Separation orders pertaining to RA Soldiers will be produced in TRANSPROC.

*e.* If the Soldier is being processed at an alternate transition center, send records initiated during pre-separation processing to that supporting transition center.

*f.* Installation and unit-level out-processing will be accomplished in accordance with AR 600-8-101, chapter 3 and local command policies.

#### **4-7. Authorized transition center and place of retirement**

*a.* Soldiers assigned to an Army installation that has a transition center as listed in appendix B will process for separation with that supporting transition center.

*b.* Installation commanders may designate a specific transition center to process separating Soldiers when a transition center is not located at the installation.

*c.* Soldiers assigned to a remote location or activity without a supporting transition center will process for separation at the supporting military personnel division if that military personnel division has a transition center.

*d.* If the distance to move a Soldier from a remote location or activity without a supporting transition center to the

supporting military personnel division is greater than the distance to move the Soldier to another established transition center, the transition center publishing the separation order may assign the Soldier to the closest transition center.

*e.* Mobilized USAR and ARNG personnel will demobilize at the installation where they mobilized. U.S. Army Forces Command G-3 may authorize change of demobilization station under special circumstances that will increase efficiency, timeliness, or less expense to the Government.

*f.* Retiree recall, individual mobilization augmentation (IMA), and AGR Soldiers will process for separation from active duty at the nearest transition center to the Soldier's present duty station that will result in the least overall travel cost to the Government.

*g.* USAR and ARNG Soldiers completing 90 days or more continuous active duty will be processed at the nearest transition center, which will result in the least overall travel cost to the Government.

#### **4-8. Processing Soldiers for retirement at a location of personal choice (station of choice)**

*a.* Retiring Soldiers may request retirement processing at a location of personal choice.

*b.* As exception to paragraph 4-7, RA Soldiers who are approved for retirement and either stationed in CONUS or desire to be returned to CONUS, Hawaii, or Alaska, may elect to complete final out-processing for retirement at any transition center listed in appendix B and designated as a station of choice location.

*c.* Personnel who elect a station of choice for final retirement out-processing will incur cost of travel to that location. Transition center human resources supervisors will ensure that each Soldier electing station of choice is informed of their obligation to pay for this travel before publishing the retirement order.

*d.* Reporting date to the station of choice is the last duty day prior to the beginning of any approved PTDY or transition leave. Transition centers preparing retirement orders will not schedule the Soldier to arrive on a Saturday, Sunday, or national holiday.

*e.* Retiring Soldiers will complete pre-separation processing, to the maximum extent possible, at the Soldier's current duty location prior to that Soldier traveling to the station of choice. This includes ACAP services, physical exams, pre-retirement briefings, survivor benefits counseling provided by the retirement services officer (RSO), and preparation of the DD Form 214WS (Certificate of Release or Discharge from Active Duty (Worksheet)). The station of choice transition center is required to verify completion of all pre-separation processing in order to process the final DD Form 214.

*f.* The authorized transition center or the supporting installation level military personnel division will notify the station of choice transition center of the Soldier's reporting date and if any additional services other than the final out-processing appointment will be required.

#### **4-9. Station of choice retirement travel allowances**

*a.* The transition center publishing the retirement order will allow travel time plus approved leave and PTDY time in establishing the Soldiers reporting date to the station of choice transition center to permit the Soldier to proceed from their current duty station to arrive at their station of choice transition center on the reporting date.

*b.* Soldiers who elect to be processed at a station of choice will not be entitled to any additional monetary allowances than those to which they would have been entitled had they retired at the authorized place of retirement, as defined in paragraph 4-7.

*c.* After retiring and traveling to the final home of selection, the Soldier is entitled to the travel and transportation allowances prescribed in the Joint Federal Travel Regulation for travel actually performed, not to exceed the allowances from the authorized place of retirement to the home of selection.

#### **4-10. Unit departure ceremony**

*a.* During the pre-transition processing and prior to the RA Soldier's departure from the unit, the commander will conduct a command departure ceremony for each Soldier transitioning with an honorable character of service. The purpose of the ceremony is to express the Army's appreciation and gratitude for the service rendered by the Soldier. The requirement for a departure ceremony does not apply to Soldiers separating due to alcohol or drug abuse rehabilitation failure, discharge in lieu of trial by court-martial, entry-level performance and conduct, unsatisfactory performance or misconduct.

*b.* The departure ceremony for non-retirement eligible Soldiers who receive an honorable character of service will include the presentation of the Army Lapel Button. The unit commander is responsible for procurement and distribution of the Army Lapel Button. The award of the Army Lapel Button is to provide an appropriate identification of veterans for their honorable active service in the U.S. Army.

*c.* Retiring Soldiers will receive appropriate recognition of service on the occasion of their retirement.

(1) The retirement ceremony will include presentation of the standard Army retiring Soldier commendation program package, in accordance with AR 600-8-7, chapter 2, to include the DD Form 363A (Certificate of Retirement), DD Form 2542 (Certificate of Appreciation for Service in the Armed Forces of the United States), and DA Form 3891 (Certificate of Appreciation for Spouse), if applicable.

(2) If a Soldier desires, he or she may take leave to take part in a retirement ceremony at a CONUS installation

other than where the retirement action will be processed. Related travel costs will be at the Soldier's expense. Soldiers who desire to participate in a retirement ceremony at an alternate installation will personally arrange for the administration of their ceremony.

## Section II

### Final Transition Processing

#### 4-11. Reporting for final transitioning

*a.* After completion of pre-transition processing, Soldiers will report to the supporting transition center for final out-processing on the reporting date established by the transition center, at one of the below-detailed times.

(1) On the actual separation date (or the last workday prior, if this date is a Saturday, Sunday, or national holiday).

(2) On the last duty day prior to the beginning date of transition leave or PTDY (or the last workday prior, if this date is a Saturday, Sunday, or national holiday).

(3) When a Soldier is authorized PTDY and elects to take PTDY in increments, there must be a duty day between the end of the PTDY and the beginning date of transition leave. Final transition processing will occur on that duty day prior to the beginning of transition leave.

*b.* Separation processing must be completed at a transition center prior to departure on transition leave. If taking transition leave, Soldiers will have in their possession a completed DA Form 31 (Request and Authority for Leave) ending on the actual separation or retirement date and a common access card to digitally sign their DD Form 214.

*c.* Upon completion of final separation processing, the Soldier will coordinate with his or her unit of assignment to sign out of the parent organization. Soldiers will not be authorized to depart on PTDY or transition leave earlier than scheduled unless they agree to have a new DA Form 31 prepared showing a new date of departure.

*d.* Soldiers who will be released from active duty or discharged prior to ETS date, or period for which ordered to active duty, by the third workday after approved administrative separation or elimination action, when possible. Alternatively, separation will occur as directed by the separation approval authority.

#### 4-12. Final transition center processing sequence

The following actions will be accomplished during final transition processing:

*a. Initial receiving.* This includes an arrival briefing, issue of any required handouts, a check to ensure that needed records are available, and a check of incoming records to verify eligibility for separation.

*b. Orientation.* Conduct an individual or group orientation based upon the numbers of Soldiers being processed.

(1) Orient Soldiers being separated with characterizations besides honorable separately, to the maximum extent possible.

(2) Discuss services of civilian agencies available to Soldiers after separation.

(3) Acquaint the Soldiers with the mission and facilities of the transition center and give instructions about where to go and what is required at each stage.

(4) Explain the purpose of the records processing (DD Form 214) interview.

(5) Answer questions concerning information covered in the orientation.

*c. Records interview.*

(1) This interview gives the Soldier an opportunity to verify the entries made on the final separation documents.

(2) Inform the Soldier that making any unauthorized changes or alterations of the DD Form 214 will render it void.

(3) Inform the Soldier of the purpose and importance of the documents to be signed.

(4) All active Army DD Forms 214 will be digitally signed.

(5) All records and documents will be carefully checked and time allowed for questions and answers.

(6) Whenever a Soldier is required to complete a form or sign a document, adequate instructions will be given as to its purpose and importance. Upon completion, all documents will be checked by the interviewer for accuracy and completeness, and to ensure instructions have been followed.

(7) The time allowed for each interview must be sufficient to permit the interviewer to survey the complete military records of the Soldier. Entries on the various forms will be extracted from source documents to ensure completeness and accuracy.

(8) Correct detected errors or omissions immediately.

(9) At the close of this phase of processing, authenticate the DD Form 214 and assemble the separation packet for distribution.

## Section III

### Post-Transition Operations

#### 4-13. Post-transition operations

The objective of post-transition operations is to efficiently close out the transitioning Soldier's military personnel

records and make prompt distribution of those records and other documents to facilitate the Soldier's application for veteran's entitlements and benefits.

#### **4-14. Distribution of records**

Distribute records and separation documents in accordance with the instructions in chapter 7.

## **Chapter 5 Preparing Separation Documents**

### **5-1. When to prepare the DD Form 214**

The DD Form 214 is a summary of the Soldier's most recent period of continuous active duty. It provides a brief, clear-cut record of all current active, prior active, and prior inactive duty service at the time of REFRAD, retirement, or discharge. The DD Form 214 is not intended to have any legal effect on termination of a Soldier's service. Except as provided in paragraph 5-2, a DD Form 214 will be prepared for Soldiers in the following categories:

- a. RA Soldiers on termination of active duty because of administrative separation (including separation because of retirement or ETS), physical disability separation, or punitive discharge resulting from a court-martial.
- b. RC Soldiers completing 90 days or more days of continuous active duty. For example, such periods may consist of ADOS, contingency operations-ADOS, active duty operational support-RC, AGR, or full-time National Guard duty for operational support.
- c. RC Soldiers separated for cause or physical disability regardless of the length of time served on active duty.
- d. Recalled retirees on active duty reverting to retired status regardless of the period of active duty service.
- e. ARNGUS and USAR Soldiers mobilized under 10 USC 12301(a), 12302, or 12304 and ARNG Soldiers called into Federal service under 10 USC 15 or 10 USC 12406, regardless of length of mobilization, when transitioned from active duty. Soldiers who report to a mobilization station and are found unqualified for active duty within the first 30 days will be excluded from this provision. They will receive a DD Form 220 (Active Duty Report), as specified in paragraph 9-1.
- f. RC Soldiers completing active duty that results in the award of a military occupational specialty (MOS), even when the active duty period was less than 90 days (for example, completion of the advanced individual training component of ARNGUS Alternate Training Program or USAR Split Training Program).
- g. Soldiers changing their status or component while serving on active duty as outlined below:
  - (1) Enlisted Soldiers discharged to continue on active duty as a commissioned or warrant officer, or a warrant officer terminating warrant status to continue on active duty as a commissioned officer.
  - (2) Officers who revert to enlisted status in accordance with AR 600-8-24, chapter 3.
  - (3) ARNG Soldiers separated from Title 32 AGR status to enter Title 10 activation status, or vice versa.
  - (4) Active duty officers approved for inter-service transfer to another Uniformed Service.
  - (5) U.S. Military Academy (USMA) cadets who are separated from USMA prior to graduation, pursuant to AR 612-205, paragraph 7 or AR 210-26, chapters 6 and 7. In addition, if a cadet entered USMA from an active duty status, USMA will issue the cadet a DD Form 214, upon entry, in accordance with AR 612-205, paragraph 5d(2).

### **5-2. When not to prepare a DD Form 214**

A DD Form 214 will not be prepared for the following Soldiers:

- a. Personnel found disqualified for service upon reporting for active duty and who do not perform duties in accordance with orders.
- b. Personnel whose active duty, active duty for training, full-time training duty, or active duty for special work is terminated by death.
- c. Personnel being removed from the temporary disability retired list (TDRL).
- d. Personnel who terminate their inactive RC status to integrate into an Active Component.
- e. Personnel separated or discharged who have been furnished a prior edition of the DD Form 214, unless that form is in need of reissuance for some other reason.
- f. Soldiers discharged for immediate reenlistment in the RA.

### **5-3. Safeguarding DD Form 214 and DD Form 215**

a. A Soldier's DD Form 214 or DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty) contains vital, sensitive, and authoritative data. The transition center human resources supervisor, or acting transition center human resources supervisor, is the preferred authenticating official for DD Forms 214 or 215. However, the commanding officers of activities authorized to issue DD Forms 214 and DD Forms 215, or civilian equivalent officials, will appoint, in writing, individuals with authority to control, authenticate, or issue DD Forms 214

and DD Forms 215. Authentication authority will not be delegated below the minimum grade qualifications listed below:

- (1) Any commissioned officer or warrant officer.
  - (2) Any enlisted Soldier E-7 or above.
  - (3) Any transition center contractor employees.
  - (4) Civilian Government employees in the grade of general schedule 07 or above.
- b.* The appointed officials will also have the responsibility to—
- (1) Control and issue blank DD Forms 214 and DD Forms 215 (where appropriate).
  - (2) Ensure all forms are secured after duty hours.
  - (3) Ensure all blank DD Forms 214 and DD Forms 215 are closely monitored during duty hours and blank DD Forms 214 and DD Forms 215 are never provided to unauthorized personnel.
  - (4) Ensure all obsolete (including blank, partially completed, reproduced, and signed DD Forms 214 and DD Forms 215) are destroyed in a manner that prevents their future use. Do not dispose of DD Forms 214 and DD Forms 215 in trash receptacles.
  - (5) Ensure DD Forms 214 and DD Forms 215 given or used as teaching tools have been labeled “Teaching Aide.”
  - (6) Immediately notify the transition center human resources supervisor when it is suspected that a DD Form 214 or DD Form 215 is fraudulent, a blank DD Form 214 or DD Form 215 has been stolen, or that an unauthorized individual has possession of a blank DD Form 214 or DD Form 215.

#### **5-4. Source documents**

*a.* When separation is ordered, the separation approval documents must be present for transition processing to occur. Source documents, as listed in subparagraph *b* below, must be present in a Soldier’s record in order to complete the DD Form 214. If approval documentation is not present in a Soldier’s record, action will be coordinated with the necessary activity (personnel service division, Assistant Chief of Staff for Personnel, adjutant general, or chain of command) for proper source documents.

*b.* Use the following documents when preparing a DD Form 214:

- (1) Servicemember’s record brief (computer generated).
- (2) Separation approval documents, if applicable.
- (3) Separation order.
- (4) Any other document authorized for filing in the AMHRR.

#### **5-5. Policy concerning the DD Form 214**

- a.* The DD Form 214 will be prepared in accordance with paragraph 5-6 below. No deviation is authorized.
- b.* TRANSPROC is the system of record for creating separation orders, DD Form 214WS, DD Form 214, DD Form 214C (Certificate of Release or Discharge from Active Duty (Continuation sheet)), and DD Form 215 for the RA.
- c.* DD Form 214WS is an unauthenticated working document disposed of when the DD Form 214 is finalized in a manner that prevents their future use.
- d.* DD Form 214 is an important record of service that must be prepared accurately and completely.
- e.* DD Form 214 is often used by civilian personnel and abbreviations should be avoided, if possible.
- f.* Cite the authority for a Soldier’s transfer or discharge by referring to the appropriate Army regulation, followed by the appropriate separation program designator (SPD) code on copies 2, 4, 7, and 8 only. Do not use a narrative description to identify the reason for transfer or separation on copy 1.
- g.* The information on all copies of the DD Form 214 must be legible. Each block must have an entry; when data is not applicable, enter “NA,” “NONE,” or hyphens, as appropriate.
- h.* When additional space is required for block 18, prepare a continuation sheet (DD Form 214C). The DD Form 214C will—
- (1) Be titled “Certificate of release or discharge from active duty (Continuation Sheet).”
  - (2) Include information from blocks 1 through 3 and the blocks being continued.
  - (3) Be electronically signed and dated by the Soldier and/or the authenticating official.
  - (4) Be attached to each copy of the DD Form 214.
- i.* If required information is missing, enter “See block 18” in the incomplete block. However, missing information will not delay the separation. In block 18 enter “DD Form 214/215 will be issued to provide missing information.” The transition center will then—
- (1) Exhaust all data sources (to include contacting the Soldier’s unit) to obtain the missing information without delaying the separation.
  - (2) Advise the Soldier that a DD Form 215 or another DD Form 214 will be issued when the missing information becomes available and that no action is required by the Soldier.
  - (3) Optionally issue a DD Form 215 on or prior to the actual separation date.

(4) Continue efforts to obtain the missing information after the Soldier's separation. If after 30 days the missing information is not obtained, notify the custodian of the Soldier's records so he or she may continue efforts to obtain the missing data.

(5) Following the Soldier's separation date, furnish obtained missing data (and include a copy of the DD Form 214) by memorandum to the custodian of the Soldier's records for preparation of a DD Form 214 or DD Form 215, as appropriate.

*j.* When a DD Form 214 has been prepared and distributed, and subsequently determined that it was prepared in error, the responsible transition center will void the DD Form 214 by memorandum. Distribute this memorandum to all addressees that received the erroneously prepared DD Form 214, advising them of the error and requesting the voided DD Form 214 be destroyed and removed from the Soldier's AMHRR.

*k.* DD Form 215 will be issued by the appropriate activity listed in paragraph 8–1. However, in unusual circumstances HRC may direct a transition center to reissue DD Form 214 and void the original issue.

*l.* Soldiers must be informed that although the DD Form 214 is prepared and signed, it is not effective until 2400 hours on the separation date. The Soldier's active duty status is not terminated until the DD Form 214 becomes effective.

*m.* For a Soldier released from active duty due to a void or voided enlistment, the following exceptions will apply:

- (1) Block 9: Command To Which Transferred: Enter "NA."
- (2) Block 12c: Net Active Service This Period: Enter double digit zeros in the year, month, and day blocks.
- (3) Block 18: Remarks: Enter "Time served is not creditable for promotion or longevity."
- (4) Block 23: Type of Separation: Enter "Release from the custody and control of the Army."
- (5) Block 24: Character of Service: Enter "Uncharacterized".

## 5–6. Rules for completing the DD Form 214

This paragraph provides detailed instructions for data required in each block of the DD Form 214.

*a. Block 1: Name.* Compare original enlistment contract or appointment order and review official record for possible name changes. If a name change has occurred list other names of record in block 18.

*b. Block 2: Department, Component, and Branch.* Department entry will be "ARMY." Authorized entries for component are "RA," "ARNGUS," or "USAR"; for USMA cadets, enter "Army-USMA-Cadet." Branch codes do not apply to enlisted personnel.

*c. Block 3: Social Security Number.* Verify accuracy by reviewing initial enlistment contract and/or application for appointment. If the Soldier has had more than one social security number, list the other social security number of record in block 18.

*d. Block 4: Grade, Rate, or Rank.* Verify that active duty grade or rank and pay grade are accurate at time of separation.

*e. Block 5: Date of Birth.* Verify data accuracy by reviewing original enlistment contract and/or application for appointment.

*f. Block 6: Reserve Obligation Termination Date.* This is the completion date of the statutory MSO incurred by a Soldier on initial enlistment or appointment in the Armed Forces. The law (10 USC 651) requires a Soldier with no previous military service who enlisted or was appointed on or after 1 June 1984 to serve a period of 8 years. The MSO starts on the date of initial enlistment or appointment in the RA, ARNG, or USAR to include the Delayed Entry Program (DEP). DEP time is creditable in computing this date (see block 18 for additional requirements). For a Soldier discharged, dismissed, released from the custody and control of the Army or dropped from the Army rolls, or with an expired MSO, enter "0000 00 00". Soldiers within 90 days of their MSO termination date at separation are considered to have completed their MSO.

*g. Block 7: Place of Entry into Active Duty and Home of Record.*

(1) *Block 7a: Place of Entry into Active Duty.* A Soldier's initial enlistment contract or order to active duty is the source document for this data. Enter the city and state where the Soldier entered active duty.

(a) RA enlisted Soldiers normally enter active duty at the military entrance processing station.

(b) Officers enter active duty in accordance with their initial order to active duty. Normally, this is a temporary duty location for attendance at the Basic Officer Leader Course or other temporary duty location (for example, in support of Reserve Officers' Training Corps (ROTC) Summer Camp or Gold Bar Recruiting duties).

(c) USMA graduates enter active duty at the Accessions Detachment, West Point, NY.

(d) Soldiers who previously changed their status or component while serving on active duty, that installation where the change was made becomes the place entered active duty for this period of service. (For example, an enlisted Soldier is discharged at Fort Rucker, AL to continue on active duty as a warrant officer. Upon completion of his warrant officer active duty, his DD Form 214 would list Fort Rucker, AL as his place of entry for this period of service.)

(e) ARNG and USAR Soldiers, the active duty order for this period of service will list where the Soldier enters

active duty (for example, home address, home station, mobilization station, Army installation, and so forth). Normally, this location is the first “Report to” lead line listed on the order.

(2) *Block 7b: Home of Record.* A Soldier’s initial enlistment contract or appointment document is the source for this data, or any correction approved by HRC. List the street address, city, state, and zip code listed as the Soldier’s home of record. For RC Soldiers, the active duty order lists the Soldier’s home of record. Home of record is the place recorded as the home of record of the Soldier when commissioned, appointed, enlisted, or ordered to a tour of active duty. This cannot be changed unless there is a break in active service of at least 1 full day, or it is determined by HRC to be factually incorrect. Requests to change home of record may be sent to [usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil). Home of record is not necessarily the same as the legal domicile as defined for income tax purposes. Legal domicile may change during a Soldier’s career.

*h. Block 8: Last Duty Assignment and Major Command, and Station where separated.*

(1) *Block 8a: Last Duty Assignment and Major Command.* Enter last unit of assignment and major command with the corresponding two-character assignment code (found in the Integrated Total Army Personnel Data base/electronic military personnel office systems).

(2) *Block 8b: Station where Separated.* Enter the installation name and State where the DD Form 214 is generated.

*i. Block 9: Command to which Transferred.* For entry determinations see table 5–1. Enter the applicable location dependent on the Soldier’s status on termination of active duty.

**Table 5–1**  
**DD Form 214, item 9 entry determinations**

Rule	Separation type	Soldier’s status	Enter
1	REFRAD with a remaining statutory service or contractual obligation (includes release from RA, AGR, full-time National Guard duty for operational support, ADOS, contingency operations-ADOS, active duty operational support-reserve component medical readiness processing, Presidential call to active duty, or mobilization status).	Transfer or return to USAR with no specific troop program unit (TPU) assignment.  Transfer or return to USAR or ARNG with a specific TPU or unit assignment.	USAR Control Group (annual training (AT), reinforcement (REINF) or IMA, as appropriate).  Designation of TPU or unit to which assigned.
2	Release from ADT (includes initial ADT other than by discharge).	Returns to ARNGUS.  Returns to USAR TPU.  Return to IRR.	Designation of ARNG unit from which entered active duty.  Designation of USAR TPU from which entered active duty.  USAR Control Group (AT, REINF or IMA, as appropriate).
3	Discharge.	No further military status.  ARNG Soldiers discharged from Reserve of the Army status and returned to the State.  Accepts a USAR appointment or enlists with no specific TPU assignment.  Accepts a USAR or ARNG appointment or enlists with specific TPU or ARNG unit assignment.  Enlists in the USAR as a cadet on enrollment in the Senior ROTC Advanced Course.	Not applicable.  ARNG of applicable State or Territory.  USAR Control Group AT, REINF, or IMA, as appropriate.  Designation of the TPU or ARNG unit to which assigned.  USAR Control Group (ROTC).
4	Retirement (including temporary and permanent disability).	Placed on retired list and transferred to the Retired Reserve.	USAR Control Group retired.
5	Release of a retiree serving on active duty in a retired status, retiree recall, or mobilization.	Revert to Army of the United States or U.S. Army retired list status.	USAR Control Group retired.



*j. Block 10: Servicemembers' Group Life Insurance (SGLI) Coverage.* Enter the amount of the Soldier's SGLI coverage. If the Soldier declined SGLI coverage place an "X" in the "None" block. SGLI remains in effect for 120 days after the Soldier's separation date at no cost to the Soldier.

*k. Block 11: Primary Specialty.* Enter the titles of all MOSs or areas of concentration (AOCs) awarded and held for at least 1 year during the current period of service and include for each MOS/AOC the number of years and months held. For time determinations, 16 or more days counts as a month. Do not count time in training (basic training, advanced individual training, Basic Officer's Leader Course, or MOS-producing school). Primary specialty MOS or AOC is awarded by Service school completion or by publication of orders awarding the MOS or AOC.

(1) For an enlisted Soldier, specify the first five characters of the military occupational specialty code (MOSC), which includes three characters of the MOS, the fourth character of skill and grade level in the MOS, and the fifth character of a special qualification identifier, if applicable. Enter "O" when not applicable. When MOSCs merge at skill level 5, or convert to another MOSC, make separate entries for the highest skill level in each MOSC held for at least 1 year. A single additional skill identifier may be listed immediately following the five-character MOSC.

(2) For warrant officers, enter the four-character MOS and a fifth character for special qualification identifier (if applicable, or enter "O" if not applicable) with appropriate title and time in specialty.

(3) For commissioned officers, specify the AOC consisting of two numbers and one letter. Up to two additional skill identifiers or special skill identifier are allowed immediately following the AOC.

(4) As an exception, if the primary MOS is held for less than 1 year enter the primary specialty and the number of months the MOS and/or AOC was held. Secondary, additional MOS and/or AOC will not be listed if held for less than 1 year.

*l. Block 12: Record of Service.*

(1) *Block 12a: Date Entered Active Duty This Period.* Data sources are enlistment contract(s), initial order to active duty, active duty order, previously issued DD Forms 214, DA Form 1506 (Statement of Service – For Computation of Length of Service for Pay Purposes), and a complete review of the Soldier's official record. Enter the beginning date of the continuous period of active duty for issuance of this DD Form 214, for which a DD Form 214 was not previously issued. Do not depend on basic active service date for this data item. The basic active service date can be an adjusted date.

(2) *Block 12b: Separation Date This Period.* List the Soldier's transition date. This date may not be the contractual date if the Soldier was separated early, voluntarily extends, is extended to make up lost time, or is retained on active duty for the convenience of the Government.

(3) *Block 12c: Net Active Service This Period.* Amount of service this period, computed by subtracting block 12a from 12b. Lost time under 10 USC 972 and noncreditable time after ETS, if any, are deducted. Lost time will be listed in block 29; other noncreditable time will be identified in block 18. If Soldier was released from active duty because of voided enlistment, enter "00 00 00."

(4) *Block 12d: Total Prior Active Service.* From previously issued DD Form 214, DD Form 220, DA Form 1506, or Retirement Point Annual Statement, enter total amount of prior active military service less lost time, if any. If not applicable, enter "00 00 00."

(5) *Block 12e: Total Prior Inactive Service.* From previously issued DD Form 214, Retirement Point Annual Statement, DA Form 1506, or Servicemember's record brief, enter the total amount of prior inactive service, less lost time, if any. DEP time that began on or after 1 January 1985 is not creditable service for pay purposes and will not be entered in this block. However, it is creditable for completing the statutory MSO and will be entered in block 18. If not applicable, enter "00 00 00."

(6) *Block 12f: Foreign Service.* Enter the total amount of service performed outside the continental United States (OCONUS) during the period covered in block 12c. In addition, list periods of deployed service in block 18.

(7) *Block 12g: Sea Service.* Enter the total amount of sea service completed during the period covered in block 12c. Verification is orders format 332 (AR 600-8-105) stating sea duty is required and proof that the Soldier actually served on that duty.

(8) *Block 12h: Initial Entry Training.* Enter the total amount of service time required to complete basic training, advanced individual training, or one station unit training, if that training occurred during the period of service covered on block 12c. When a Soldier did not complete one of these three training events during the current period of active duty enter "0000 00 00."

(9) *Block 12i: Effective Date of Pay Grade.* From the most recent promotion document (or reduction instrument), enter the effective date of promotion or reduction to the current pay grade. Do not confuse with date of rank. Soldiers who have served in ranks corporal, first sergeant, or command sergeant major often have a date of rank different from the effective date of pay grade.

*m. Block 13: Decorations, Medals, Badges, Citations, and Campaign Ribbons Awarded or Authorized.* List all federally recognized awards and decorations for all periods of service. Do not use abbreviations. Do not enter foreign or State level awards on DD Form 214. State awards and decorations will be entered on NGB Form 22 (National Guard Report of Separation and Record of Service) upon separation from the ARNGUS.

*n. Block 14: Military Education.* List all formal, in-service (full time attendance) training courses successfully

completed during the period of service covered by the DD Form 214 of at least 1 week or 40 hours duration. (As an exception to full-time attendance, list Command and General Staff College and Senior Service Colleges completed by correspondence courses). Include course title, length in weeks, and year completed. This information is to assist the Soldier in job placement and counseling; therefore, do not list training courses for combat skills. When in doubt, refer to the American Council of Education's Guide to the Evaluation of Educational Experiences in the Armed Services for commonly accepted course titles to determine its usefulness to the Soldier after transitioning from the Army. Acceptable source documents include the enlisted record brief, DA Form 4037 (Officer Record Brief), DA Form 1059 (Service School Academic Evaluation Report), or other military issued certificate of completion with from and through dates or number of weeks.

*o. Block 15: Source of Commission or Loan Repayment Information.*

(1) *Block 15a: Commissioned through Service Academy.* Enter "Yes" or "No."

(2) *Block 15b: Commissioned through ROTC Scholarship.* Enter "Yes" or "No."

(3) *Block 15c: Enlisted under Loan Repayment Program.* Determined by reviewing the original enlistment contract. Enter "Yes" or "No." If yes, also enter the number of years active duty commitment from that initial enlistment contract.

*p. Block 16: Days Accrued Leave Paid.* As provided by the local finance office, enter the number of days, or fractions thereof, of accrued leave being paid to the Soldier, if none enter "0".

*q. Block 17: Member was provided complete dental examination and all appropriate dental services and treatment within 90 days prior to separation.* This statement is only applicable to Soldiers who have completed 90 days or more of continuous active duty. Enter "Yes" or "No."

*r. Block 18: Remarks.* Use this block for HQDA mandatory requirements when a separate block is not available; as a continuation for entries in blocks 9, 11, 13, and 14; or for conditional entries as listed below:

(1) Mandatory entry: "The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefits program."

(2) Mandatory entry: "SOLDIER (HAS) OR (HAS NOT) COMPLETED FIRST FULL TERM OF SERVICE." This information assists the State in determining eligibility for unemployment compensation entitlement. The following guidance will help determine which entry to use:

(a) To determine if an enlisted Soldier has completed the first full term of enlistment, refer to the enlistment contract and any extensions to those initial enlistment documents and compare the term of enlistment to the net service in block 12c of the DD Form 214. If Soldier has completed or exceeded the initial enlistment, enter "HAS." If block 12c of the DD Form 214 is less than the Soldier's commitment, enter "HAS NOT."

(b) Routinely, a RA Soldier should not be considered to have completed the first full term of service if separation occurs before the end of the initial contracted period of service. However, if a Soldier reenlists before the completion of that period of service, the first term of service is effectively redefined by virtue of the reenlistment contract. A prior service enlistee is considered to be on a second term of military service, even if that Soldier fails to complete the current term of service, the appropriate entry is "HAS".

(c) To determine if an officer has completed his or her commitment, refer to the initial active duty order, as appropriate, for the number of years the officer is ordered to active duty. Compare the active duty service obligation to the net service in block 12c of the DD Form 214. If an officer has met or exceeded the obligation, enter "HAS." If item 12c of the DD Form 214 is less than the officer's commitment, enter "HAS NOT."

(d) Once a DD Form 214 has been issued stating "HAS" completed first full term of service, then any subsequent DD Forms 214 must also say "HAS".

(e) As an exception, if the narrative reason for separation on the DD Form 214 is "completion of required active service or insufficient retainability (economic reasons)," then enter "HAS."

(3) Other mandatory entries as directed by HRC.

(4) Conditional entries include the following:

(a) For enlisted Soldiers with more than one enlistment period during the time covered by this DD Form 214, enter "IMMEDIATE REENLISTMENTS THIS PERIOD" and specify inclusive dates for each period of reenlistment.

(b) For Soldiers who have previously reenlisted without being issued a DD Form 214 and are separated with any characterization of service except "Honorable," enter "Continuous Honorable Active Service From" (first day of service for which DD Form 214 was not issued) Until (date before commencement of current enlistment). Then, enter the specific periods of reenlistment as prescribed above.

(c) For Soldiers retiring for length of service, enter "SUBJECT TO ACTIVE DUTY RECALL BY THE SECRETARY OF THE ARMY."

(d) For Soldiers being transferred to the IRR (see block 9), enter "SUBJECT TO ACTIVE DUTY RECALL AND/OR ANNUAL SCREENING."

(e) When a RA officer requests resignation and is approved for REFRAD to the RC select, "REFRAD pursuant to

unqualified resignation constitutes officer's acceptance of appointment as a Reserve commissioned officer. No oath is required in accordance with 10 USC 12201(a)(2) and DOD policy."

(f) For retiring Soldiers who have been presented with a U.S. Flag, select "Soldier presented U.S. Flag".

(g) For RC Soldiers ordered to active duty, participating in or supporting a contingency operation, and deployed to a foreign country, enter the following three statements in 1, 2, and 3, below in succession. For RC Soldiers ordered to active duty, participating in or supporting a contingency operation, and stationed in CONUS enter statements in 1 and 3, below. For active duty Soldiers deployed with their unit during their continuous period of active service, enter only the statement in 2, below.

1. "ORDERED TO ACTIVE DUTY IN SUPPORT OF (OPERATION NAME) PER 10 USC (applicable section)."

2. "SERVICE IN (NAME OF COUNTRY DEPLOYED) FROM (inclusive dates)."

3. "SOLDIER HAS/HAS NOT COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST-SERVICE BENEFITS AND ENTITLEMENTS."

(h) For Soldiers who have DEP time on or after 1 January 1985, enter "BLOCK 6- PERIOD OF DELAYED ENTRY PROGRAM (inclusive period of DEP time)." For Soldiers with DEP time prior to 1 January 1985, that prior inactive service time is listed in block 12e.

(i) For Soldiers who have their period of service extended—

1. Voluntary extensions (as evidenced by the extension reading "for the best interest of the Service"), enter "EXTENSION OF SERVICE WAS AT THE REQUEST AND FOR THE CONVENIENCE OF THE GOVERNMENT."

2. Voluntary extensions (as evidenced by the extension reading "in support of contingency operation"), enter "EXTENSION OF SERVICE WAS AT THE REQUEST AND FOR THE CONVENIENCE OF THE GOVERNMENT IN SUPPORT OF A CONTINGENCY OPERATION."

(j) For Soldiers retained past ETS, enter "RETAINED IN SERVICE (specify number of days) FOR THE CONVENIENCE OF THE GOVERNMENT PER (authority for retention)."

(k) For enlisted Soldiers or warrant officers retiring after completing 30 or more years of active military service, specify the grade (indicated in the retirement order) to which the Soldier will be advanced on the retired list per 10 USC 3964. In accordance with AR 15-80, officers who have been determined to have not served satisfactorily in their highest or current grade will have their retired grade noted, or show the retired list grade if different from the current grade. Enter "RETIRED LIST GRADE" (specify the appropriate grade).

(l) For enlisted Soldiers retiring for a disability in a commissioned or warrant officer grade, enter "USAR RETIREMENT GRADE" (specify appropriate grade and pay grade).

(m) For enlisted Soldiers discharged to retire as a commissioned or warrant officer, enter "DISCHARGED FROM ENLISTED STATUS IN THE RETIRED GRADE (specify grade) AND PLACED ON THE RETIRED LIST AS INDICATED IN THE RETIREMENT ORDER."

(n) For Soldiers receiving separation, readjustment, or severance pay (as indicated on the separation order and calculated by the finance office), enter type of payment and gross amount of separation, readjustment, or severance pay.

(o) For Soldiers who have excess leave status, enter "EXCESS LEAVE (CREDITABLE FOR ALL PURPOSES EXCEPT PAY AND ALLOWANCES)" (specify total number of days and inclusive dates).

(p) For Soldiers who received an enlistment or reenlistment bonus, enter "TYPE OF BONUS, AMOUNT, AND WHEN ISSUED."

(q) For discharged alien deserters, enter their place of birth.

(r) For Soldiers who have cadet status, enter "BLOCK 12C INCLUDES SERVICE AS USMA CADET FROM (date) TO (date). SERVICE IS NOT CREDITABLE FOR ANY PURPOSE IN COMMISSIONED OFFICER STATUS."

(s) For Soldiers separated with a temporary record, enter "SEPARATED FROM SERVICE ON TEMPORARY RECORD AND SOLDIER'S AFFIDAVIT. A DD FORM 214 or DD FORM 215 WILL BE ISSUED TO PROVIDE MISSING INFORMATION OR TO CORRECT ANY INFORMATION."

(t) When a DD Form 214 is administratively issued or reissued, enter "DD FORM 214 ADMINISTRATIVELY ISSUED/REISSUED ON (date)." However, do not make this entry if the appellate authority, Executive Order, or HQDA directs otherwise.

(u) When a DD Form 214 is administratively reissued to upgrade the character of service enter on copies 2 through 8, "SERVICE CHARACTERIZATION UPGRADED ON (date) FOLLOWING APPLICATION DATED (date)."

(v) If the Soldier has been in a prisoner of war (POW) status, whether or not eligible for award of the POW Medal, enter the unit of assignment, country, and the dates of capture and release.

(w) For RC Soldiers separated after completing multiple back to back periods of active duty, identify the type of active duty, inclusive dates, and section of law for each period of continuous service (for example, Mobilized 20060101 to 20061231 Operation Noble Eagle 10 USC 12301-d, continued active duty operational support 20070101 to 20081231). Continue until all service reflected in blocks 12a through 12c is accounted for.

(x) If the Soldier elects, enter in block 18 an email address and telephone number to allow contact by agencies receiving copies of the DD Form 214.

(y) After the last entry in block 18, enter “//NOTHING FOLLOWS//” or “//SEE ATTACHED CONTINUATION SHEET//.”

*s. Block 19: Contact Address Information.*

(1) *Block 19a: Mailing Address After Separation.* Data source is as provided by the Soldier. This address must be a permanent address. Civilian penal institutions will not be accepted. Enter street address, city, state, and zip code.

(2) *Block 19b: Nearest Relative.* Data source is as provided by the Soldier. Advise the Soldier that the name and address of a relative should be someone who will know Soldier’s location and address at all times. When a relative is not available list a close friend. Enter name, street address, city, state, and zip code.

*t. Block 20: Member Requested Distribution of DD Form 214 Copy 6.*

(1) Advise the Soldier that this copy will be forwarded, if requested, to the State Veteran Affairs Office as indicated by the Soldier for eligibility determination of state benefits. Enter “X” in appropriate block and enter the two letter State abbreviation when “YES” is marked.

(2) *Block 20a: Member Requests a Photo Copy of DD Form 214 Copy 3 Be Sent to the Central Office of the Department of Veterans Affairs (Washington DC).* Enter “X” in the “Yes” or “No” block.

*u. Block 21: Signature of Member Being Separated.* Signature indicates a Soldier has reviewed the DD Form 214 and accepts the information as being correct to the best of his or her knowledge. Digital signature is the authorized signature method for the Active Army. When a Soldier is not available (separated in absentia), enter “SOLDIER NOT AVAILABLE TO SIGN.” When Soldier refuses to sign, enter “SOLDIER REFUSED TO SIGN.” When a Soldier is physically unable to digitally sign, enter “UNABLE TO DIGITALLY SIGN.”

*v. Block 22: Official Authorized to Sign.* This digital signature indicates the information in the certificate is as correct as the records permit; that a quality control check has been made; and that the separation is valid and authorized by the approval authority. Minimum qualifications for authenticating authorities are listed in paragraph 5–3.

*w. Block 23: Type of Separation.* Enter the appropriate term listed below:

(1) For enlisted personnel—

(a) REFRAD.

(b) Discharge.

(c) Retirement.

(d) REFRAD and order to active duty in another status.

(e) Release from ADT.

(f) Release from custody and control of the Army.

(g) Release from ADT and discharge from the Reserve of the Army and return to the ARNG.

(2) For officer personnel—

(a) REFRAD.

(b) Discharge.

(c) Retirement.

(d) Release from active duty to continue on active duty in another status.

(e) Release from ADT.

(f) Dismissal.

(g) Dropped from rolls of the Army.

(h) Release from custody and control of the Army.

(3) For USMA cadets—

(a) REFRAD.

(b) Discharge.

(c) Dismissal.

(d) Return to parent Service.

*x. Block 24: Characterization of Service.* Correct entry is vital since it affects a Soldier’s eligibility for post-service benefits. Characterization or description of service is determined by directive authorizing separation. The character of service must be one of the seven designations (a) through (g) below.

(1) When a RC Soldier successfully completes initial active duty training the character of service is Honorable unless directed otherwise by the separation approval authority.

(2) When an officer or USMA cadet receives a dismissal as punishment from a court-martial, it is equivalent to a Dishonorable characterization of service.

(3) For Soldiers being released from the custody and control of the Army enter Uncharacterized unless directed otherwise by the separation authority.

(a) HONORABLE.

(b) UNDER HONORABLE CONDITIONS (GENERAL).

- (c) UNDER OTHER THAN HONORABLE CONDITIONS.
- (d) BAD CONDUCT.
- (e) DISHONORABLE.
- (f) DISMISSED.
- (g) UNCHARACTERIZED.

y. *Block 25: Separation Authority.* To be completed for copies 2, 4, 7, and 8 only. Obtain correct entry from regulatory directives authorizing the separation.

z. *Block 26: Separation Code.* To be completed for copies 2, 4, 7, and 8 only. Obtain the correct entry from AR 635-5-1, which provides the corresponding SPD code for the regulatory authority and reason for separation. For a USMA cadet who fails to graduate, enter the order number, source, and date. SPD codes are “For Official Use Only” and are not released outside DA. DOD Directive (DODD) 5400.07 will be used to deny the release of SPD code lists to the public. Only the individual being separated is entitled access to his or her SPD code. It is not intended that these codes stigmatize an individual in any manner. They are intended for DOD internal use in collecting data to analyze statistical reporting trends that may influence changes in separation policy.

aa. *Block 27: Reentry Code.* AR 601-210 determines reentry eligibility and provides regulatory guidance on reentry codes. These codes are not applicable to officers, USMA cadets who fail to graduate, or to RC Soldiers being separated for other than cause. Refer questions concerning reentry codes to Commander, U.S. Army Human Resources Command (AHRC-EPR-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40121-5102, or email usarmy.knox.hrc.mbx.epmd-eligibility-management-branch@mail.mil.

ab. *Block 28: Narrative Reason for Separation.* This is based on regulatory or other authority and can be checked against the cross reference in AR 635-5-1.

ac. *Block 29: Dates of Time Lost During This Period.* Verify that time lost as indicated by the Defense Finance and Accounting Service has been subtracted from “Net Active Service This Period” (block 12c) if lost time was not “made good.” If the ETS was adjusted as a result of lost time the Soldier served until ETS, the lost time was “made good.” Lost time under 10 USC 972 is not creditable service for pay, retirement, or veteran’s benefits. However, the Army preserves a record (even after time is made up) to explain which service between “Date Entered Active Duty This Period” (block 12a) and “Separation Date This Period” (block 12b) is creditable service. Time lost after ETS is nonchargeable time under 10 USC 972, but it must also be reported to ensure it is not counted in computation of total creditable service for benefits.

(1) For enlisted Soldiers, show inclusive periods of time lost to be made good under 10 USC 972, and periods of nonchargeable time after ETS.

(2) For officers, show inclusive dates absent without leave (Uniform Code of Military Justice, Article 86).

ad. *Block 30: Member Requests Copy 4.* If requested by the Servicemember, copy 4 of the DD Form 214 will be physically delivered to the separating Servicemember prior to departure from the transition center on PTDY and/or transition leave.

## Chapter 6 Integrated Disability Evaluation System Separation Processing

### 6-1. Disability separations

Disability separation processing is a subspecialty within the installation level transition center. These separation actions are processed under the provisions of AR 635-40 and final disposition instructions are provided by the USAPDA.

a. Soldiers of the ARNG and USAR not on active duty are supported directly by the USAPDA.

b. ARNG Soldiers serving on active duty under Title 32 (non-AGR) status are supported by the State Joint Force Headquarters.

c. RA Soldiers, USAR Soldiers on active duty, including Title 10 AGR status, and ARNG Soldiers serving on active duty under Title 10 activation status or Title 32 AGR status, are supported by Active Army installation-level transition centers.

### 6-2. Policy

A disability separation may occur on any day of the month. However, the Army will make every attempt to separate Soldiers as close to the end of the month as possible, but not the last day of the month. The purpose of this policy is to minimize the financial impact on Soldiers’ benefits during transition from the Army to the VA, given that separation on the last day of the month will result in loss of one month of VA compensation.

### 6-3. Notification report

a. USAPDA will transmit, via TRANSPROC, a notification report to the installation that supports the Soldier’s assigned organization with the data required and authority to issue separation orders when a Soldier is found “Unfit” by

a physical evaluation board and the Soldier has completed all reviews and appeals, as required by AR 635–40, chapter 4. The report will assign a “No Later Than” separation date, the pertinent SPD code and the disability percentage. USAPDA controls and assigns specific SPD codes associated with disability separations. The USAPDA is responsible for publishing separation orders for ARNGUS and USAR Soldiers not on active duty.

b. The transition center will notify the Soldier concerned, the PEBLO, the Soldier’s unit of assignment, or Warrior Transition Unit within 2 workdays of initial USAPDA notification.

#### **6–4. Permissive temporary duty and accrued leave**

a. RA Soldiers separating due to disability may be authorized PTDY. RC Soldiers are not authorized PTDY. The purpose of transition PTDY is to facilitate a Soldier’s transition into civilian life and to conduct job and house hunting activities in accordance with AR 600–8–10, paragraph 5–32. Commanders must ensure that Soldiers have a need to either locate new housing or conduct job search activities during requested dates of transition PTDY. If neither of these activities is necessary then transition PTDY is not appropriate. PTDY is an authorization, not an entitlement, and must be approved by the Soldier’s chain of command.

b. Soldiers separating due to disability are authorized to sell back excess leave or to use accrued leave as transition leave.

#### **6–5. Soldier counseling**

a. The Soldier’s chain of command will counsel the Soldier to determine the separation date and initiate DA Form 31 for PTDY and/or transition leave if requested. The separation date will normally be established within the timeframe provided by the USAPDA. It is the purview of the Soldier’s chain of command, in coordination with the transition center, to establish the separation date. Active separation processing begins as soon as final adjudication is completed. The period established by the USAPDA allows flexibility to assign a separation date based on the individual Soldier’s circumstances and affords the Soldier the opportunity to use any accrued leave or PTDY the Soldier is authorized. Active Component Servicemembers should depart the installation on PTDY and/or transition leave as soon as unit and installation clearance is completed.

b. Approval authority for transition leave that results in exceeding the “No Later Than Date,” as discussed in paragraph 6–3, is the first colonel/O–6 in the Soldier’s chain of command. When such leave is approved, the transition center will contact the USAPDA Chief, Retirements and Separations branch to coordinate the extension of the “No Later Than Date” at [usarmy.pentagon.hrc.mbx.usapda-hq-ret-sep@mail.mil](mailto:usarmy.pentagon.hrc.mbx.usapda-hq-ret-sep@mail.mil).

c. Requests for extension of the “No Later Than Date” for situations other than use of accrued leave may be considered based on extenuating circumstances. USAPDA is the approval authority for these requests. The Soldier’s request must be endorsed by the first colonel/O–6 in the Soldier’s chain of command. Send requests and supporting documentation through the transition center to the USAPDA. The USAPDA will inform the transition center and PEBLO of the approval or disapproval. Soldiers will not be extended beyond the “No Later Than Date” simply to cause separation at the end of the month.

d. The commander will direct the Soldier to report to the transition center with copies of the counseling statement and DA Form 31, if requesting PTDY or transition leave, no later than 3 workdays after notification from the transition center.

e. Prior to publication of separation orders, the transition center will print a copy of the USAPDA notification report contained in TRANSPROC. A copy of the USAPDA notification report and the Soldier’s counseling statement will be maintained by the transition center as part of the DD Form 214 copy 8 file.

#### **6–6. Disability separation orders**

a. The transition center will publish appropriate separation orders within 7 workdays from initial USAPDA notification. The transition center will provide a copy of the separation orders to the supporting PEBLO and the installation VA office (military service coordinator or benefits delivery at discharge coordinator) annotated with the Soldier’s projected final out-processing date.

b. For Soldiers with fewer than 3 years service being discharged with severance pay and a “Combat Zone NO” finding, add the following statement as an additional instruction to the separation order: “Soldier is eligible for severance pay computed based on 3 years of service in accordance with 10 USC 1212(c).”

c. For Soldiers with fewer than 6 years of service being discharged with severance pay and a “Combat Zone YES” finding, add the following statement as an additional instruction to the separation order: “Soldier eligible for severance pay computed based on 6 years of service in accordance with 10 USC 1212(c).”

d. 10 USC 1145 and 1146 authorizes transition assistance benefits to involuntarily separated Soldiers and authorized Family members. Transition assistance benefits include a 2-year identification card authorizing temporary commissary and post-exchange privileges and 180 days of extended medical coverage through Tri-Service Medical Care. A Soldier discharged due to physical disability, either with or without severance pay, is authorized transition assistance benefits. Add the following additional instructions on the discharge orders:

- (1) Authorized 180 days of extended medical care for Soldier and Family members. Expiration date is 180 days from separation date.
- (2) Authorized 2 years of commissary and post-exchange privileges for Soldier and authorized Family members. Expiration date is 2 years from the separation date.
- (3) For information on transition benefits and services see the installation ACAP center or your personnel office.

### **6-7. Policy concerning pending promotion or automatic advancement in grade**

*a.* Consistent with 10 USC 1372, enlisted Soldiers who are on a promotion list when retired for physical disability under 10 USC 1201 or 1204, or who is placed on the TDRL under 10 USC 1202 or 1205, will be retired for disability at the promotion list grade. The enlisted Soldier will be promoted to the designated grade effective the day before placement on the retired list regardless of the cut-off scores, sequence numbers, or position availability. In all cases, the Soldier must otherwise be fully eligible for promotion in accordance with AR 600-8-19, paragraph 1-10.

*b.* Consistent with 10 USC 1212, enlisted Soldiers who are on a promotion list at the time of separation for disability with entitlement to disability severance pay will be paid such compensation at the promotion list grade. Further, the Soldier will be promoted to the designated grade effective on the Soldiers separation date.

*c.* The guidance at paragraph *a* and *b* also pertains to RA enlisted Soldiers who have reached the time-in-grade requirements for the next level of automatic promotion (private enlisted two to specialist) in accordance with AR 600-8-19, paragraph 1-20.

*d.* USAPDA will implement the grade determination provisions of 10 USC 1372 and 1212 as they pertain to officers who are on a promotion list when being retired or separated for disability.

(1) USAPDA is the responsible organization for confirming that the statutory requirements are met. When applicable, officers permanently retired for disability or placed on the TDRL will be retired in the next higher grade. Officers to be separated with disability severance pay will receive severance pay computed at the higher grade. Discharge orders for officers authorized severance pay will contain the following remarks in the additional instructions lead line: "Severance pay is calculated at higher grade under provision of 10 USC 1212." The provisions of 10 USC 1372 and 1212 do not authorize the actual promotion of officers. Accordingly, promotion orders will not be published for officers.

(2) USAPDA will initiate discretionary grade determinations conducted by the Army Grade Determination Review Board when an enlisted Soldier being separated due to disability is not serving at his or her highest grade held. The Army Grade Determination Review Board will determine the highest grade satisfactorily held under the provisions of 10 USC 1372, which will be used in the calculation of retired pay or disability severance pay.

### **6-8. Coordination with retirement services officer**

The transition center will coordinate with the installation RSO to ensure that Soldiers who are being placed on the TDRL or permanently retired for disability receive both the mandatory pre-retirement briefing and Survivor Benefits Plan (SBP) counseling including completion of the Soldier's election to participate in the SBP. In accordance with AR 600-8-7, chapter 3, all retiring Soldiers must complete a DD Form 2656 (Data for Payment of Retired Personnel), to include an SBP election prior to their retirement date.

## **Chapter 7**

### **Distribution of Separation Documents**

#### **7-1. Distribution of records and documents**

*a.* Accompanying documents that are applicable to the type of separation are prepared or assembled during final transition processing. The transition center will dispatch the documents following the effective date of separation. Failure to distribute records promptly or accurately will result in possible loss or delay of rights and benefits due the veteran.

*b.* Forward separation documents directly to the U.S. Postal Service or Army Postal Facility servicing installation or activity no later than close of business on the 5th workday from date of discharge, separation, or retirement.

*c.* Web up-load the separation packet to be filed in the Soldier's AMHRR no later than the 5th workday after the Soldier's separation date.

*d.* Establish transition center files for DD Form 214, copy 8.

*e.* Prepare memorandum to request DD Form 215 in the event errors are detected on the DD Form 214 after the Soldier's separation date.

*f.* Each transition center will maintain an accurate record of when and where the separation documents were shipped. DA Form 200 (Transmittal Record) will be used for maintaining accountability for shipment. One copy of the DA Form 200 will be prepared and shipped with each box or envelope mailed. Annotate the shipment date on each box or envelope.

g. RA Soldiers who are separated from active duty and assigned immediately to a TPU or ARNG unit should have in their possession a copy of the RC enlistment contract and a recent copy of their enlisted record brief or officer record brief. Forward a copy of the TPU assignment documents to the appropriate USAR command or State Adjutant General supporting the organization to which the Soldier is being assigned. See appendix c for mailing addresses.

h. For USAR TPU Soldiers discharged after performing 30 days or more consecutive days of active duty forward a copy of the separation order, photocopy of the DD Form 214, and documentation of the separation action along with any other accompanying documents to the Soldier's regional support command.

i. For ARNGUS Soldiers discharged from Reserve of the Army status while on active duty, forward a copy of the separation order, photocopy of the DD Form 214, and documentation of the separation action along with any other accompanying documents, to the appropriate State Adjutant General. State addresses are available at <http://www.ngb.army.mil/ngbgomo/library/roster.asp> and appendix c.

j. When any RC Soldier is discharged for the purpose of immediate enlistment in the Active Army, forward a copy of DD Form 214 and a copy of the discharge order to the proper USAR regional support command or ARNG State Adjutant General.

## 7-2. Distributing copies of DD Form 214

a. *Copy 1 (Member)*. Provide copy 1 to the Servicemember. Hand deliver the original DD Form 214 to the Servicemember at one of the below-detailed times, upon completion of final out-processing and prior to departure from the transition center.

- (1) On the effective date of separation.
- (2) On the last duty day prior to the date, authorized travel time commences.
- (3) When separation is effected under emergency conditions that preclude delivery, DD Form 214, copy 1, will be mailed to the Servicemember on the effective date of separation or transfer.
- (4) In the case of discharged alien deserters, provide one reproduced copy of the DD Form 214, copy 1, to the U.S. Department of State, Visa Office - CANO, State Annex Number 2, Washington, DC 20520-0001. Enter place of birth in block 18.

b. *Copy 2 (Service)*. If the DD Form 214 is prepared in TRANSPROC and digitally signed by the official authorized to sign (block 22), copy 2 will be automatically forwarded to the interactive Personnel Electronic Records Management System (iPERMS) on the first workday after the separation date. If signed after the separation date, the DD Form 214 will be forwarded to iPERMS on the next workday.

(1) For additional distribution for recalled retirees, IRR, and IMA Soldiers, forward a photocopy of copy 2 to Commander, U.S. Army Human Resources Command (AHRC-PLM-O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102 or email to [usarmy.knox.hrc.mbx.g3-mobops@mail.mil](mailto:usarmy.knox.hrc.mbx.g3-mobops@mail.mil).

- (2) For ARNG Soldiers separated from active duty provide a copy to the State level headquarters.
- (3) For USAR Soldiers provide a copy to the appropriate USAR supporting command.

c. *Copy 3*. Provide to Department of Veterans Affairs, Data Processing Center (214), 1615 East Woodward Street, Austin, TX 78772-7830.

(1) A photocopy of DD Form 214 copy 3 or separation order will also be provided to the supporting military treatment facility or custodian of the Soldier's medical and dental records.

(2) As indicated on DD Form 214 Block 20a, the Service member may also elect to have a duplicate copy of copy 3 forwarded to the Central Office of the Department of Veterans Affairs Compensation and Pension Service in the District of Columbia at 810 Vermont Avenue Northwest, Washington, DC 20420-0001.

(3) If the Soldier is separated due to disability, a reproduced copy of copy 3 will be provided to the installation-level VA military service coordinator or benefits delivery at discharge coordinator within 1 workday following completion of final out-processing.

d. *Copy 4*. Provide copy 4 to the Servicemember. Hand deliver copy 4 or the DD Form 214 to the Servicemember at one of the below-detailed times, upon completion of final out-processing and prior to departure from the transition center.

- (1) On the effective date of separation.
- (2) On the last duty day prior to the date, authorized travel time commences.
- (3) When separation is effected under emergency conditions that preclude delivery, DD Form 214, copy 4, will be mailed to the Servicemember on the effective date of separation or transfer.

e. *Copy 5*. Provide to U.S. Department of Labor, Federal Claims Control Center, PO Box 785070, Orlando, FL 32878-5070.

f. *Copy 6*. Provide to the appropriate State office of VA if the Servicemember so requests by having checked "Yes" in block 20. The Servicemember must specify the State. State addresses are available at <http://www.va.gov/statedva.htm>.

g. *Copy 7*. Provide to installation finance office. For demobilizing Soldiers ensure the Soldier Readiness Program finance office receives a copy.



*h. Copy 8.* File copy for transition center. This copy, along with a copy of the Soldier's separation packet, becomes the transition center administrative file, which is designated as a 6-month file (maintained for 1 year).

### **7-3. The separation packet**

For the Soldier's AMHRR, use a formal letter of transmittal that lists the enclosed documents forwarded as part of the separation packet. Some of the documents listed below will not be applicable to all Soldiers' separations. Documents will be Web up-loaded in the order listed below:

- a.* DD Form 214, copy 2, only if not transferred to iPERMS via interface agreement.
- b.* Separation orders with any amendments or endorsements, only if not transferred to iPERMS via interface agreement.
- c.* For demobilizing Soldiers, mobilization orders and any amendments or endorsements.
- d.* DD Form 2648 (Test) (Preseparation Counseling Checklist for Active Component, Active Guard Reserve, Active Reserve, Full time support, and Reserve Program Administrator Service Members), only if not transferred to iPERMS via interface agreement.
- e.* DD Form 2648-1 (Test) (Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members), only if not transferred to iPERMS via interface agreement.
- f.* DA Form 759 (Individual Flight Record and Flight Certificate - Army).
- g.* DD Form 4 series (Enlistment/Reenlistment Document – Armed Forces of the United States), if enlisting in USAR or ARNG.
- h.* Early separation approval documents, if applicable. The approval endorsement should be the first page and include the Soldier's name and effective date of separation.
- i.* For Soldiers authorized separation pay, include copies of agreement to serve in the Ready Reserve.

## **Chapter 8 DD Form 214 Alteration and Correction**

### **8-1. Rules for alterations and corrections**

- a.* When errors are detected prior to digital signature of the authenticating authority, the transition center will make corrections to any affected separation documents.
- b.* After the DD Form 214 is authenticated and distribution of the DD Form 214 has been made, the issuing transition center may correct the error by issuing DD Form 215 up to the Soldier's actual separation date. After the Soldier's separation date the DD Form 214 will be corrected by forwarding a memorandum to the appropriate location below requesting that a new DD Form 214 or DD Form 215, as applicable, be issued.
  - (1) Officers currently RA or USAR (TPU, IMA, IRR, or Retired Reserve): Commander, U.S. Army Human Resources Command (AHRC-OPL-P), Department 290, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5209 or email unencrypted inquiries at [usarmy.knox.hrc.opmd-idd-pabt@mail.mil](mailto:usarmy.knox.hrc.opmd-idd-pabt@mail.mil).
  - (2) Enlisted Soldiers currently RA or USAR (TPU, IMA, IRR, or Retired Reserve): Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102.
    - (a)* Branches of air defense artillery, armor, aviation, field artillery, infantry, public affairs, and special operations forces: Commander, U.S. Army Human Resources Command (AHRC-EPA-X), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.epmd-mdf-pag@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-mdf-pag@mail.mil).
    - (b)* Branches of military intelligence, signal corps, chaplain, engineer, military policy: Commander, U.S. Army Human Resources Command (AHRC-EPB-X), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.epmd-osed-pab@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-osed-pab@mail.mil).
    - (c)* Branches of ordnance, quartermaster, and transportation corps: Commander, U.S. Army Human Resources Command (AHRC-EPC-X), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.epmd-fsd-pab@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-fsd-pab@mail.mil).
  - (3) Corrections to only add or delete awards or decorations, block 13 of DD Form 214: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Department 480 Fort Knox, KY 40122-5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.tagd-awards@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-awards@mail.mil).
  - (4) Corrections to only reenry codes: Commander, U.S. Army Human Resources Command (AHRC-EPF-R), 1600 Spearhead Division Avenue, Department 365, Fort Knox, KY 40122-5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.epmd-eligibility-management-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-eligibility-management-branch@mail.mil).
  - (5) All other Soldiers including discharged or retired Soldiers without Reserve status: Commander, U.S. Army Human Resources Command, Human Resources Service Center (AHRC-PDR-V), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5402 or email unencrypted inquiries at [askhrc.army@us.army.mil](mailto:askhrc.army@us.army.mil).
  - (6) ARNG Soldiers not on active duty: Appropriate State Adjutant General mailing addresses are listed in appendix C.

c. On direction of the Army Board of Correction of Military Records or Army Discharge Review Board, or in other instances when appropriate, the following are authorized to issue or reissue DD Forms 214 and DD Forms 215:

- (1) CG, HRC.
- (2) Chief, NGB.
- (3) ARNG State Adjutant General.
- (4) Deputy Assistant Secretary of the Army, Army Review Boards Agency.

#### **8-2. Rules for reissuing DD Form 214**

a. Once a DD Form 214 has been issued, transition centers do not reissue except for the following reasons:

- (1) When directed by appellate authority, executive order, or by the Secretary of the Army.
- (2) When it is determined that the original DD Form 214 cannot be properly corrected by issuance of a DD Form 215.
- (3) Activities listed in paragraph 8-1*b* and *c* may reissue DD Form 214 when circumstances listed in paragraph 8-4 apply.

b. When a DD Form 214 is administratively reissued, enter that fact and the date of such action on the DD Form 214, block 18, unless the authority directing reissuance specifies otherwise.

c. Do not issue DD Form 214 to replace copies or DD Forms 214 lost by the Soldier. If no DD Form 214 is available, issue a statement of service or transcript of military record.

#### **8-3. When to prepare the DD Form 215**

a. Prepare a DD Form 215 in response to a request for a Soldier or veteran to correct a previously issued Army DD Form 214. Requests should contain a copy of the DD Form 214 in question and source documents that substantiate the request to change the DD Form 214. Such source documents may include a final decision from the Army Board of Correction of Military Records or Army Discharge Review Board directing the change.

b. Only activities specified in paragraph 8-1*b* and *c* are authorized to issue a DD Form 215 after the Soldier's separation from active duty.

#### **8-4. Special instructions concerning the preparation of DD Form 215**

a. Do not issue a DD Form 215 when more than one page will be required to complete the correction. Administratively issue a new DD Form 214.

b. Do not issue a DD Form 215 when two DD Forms 215 have already been issued for the same DD Form 214. Administratively issue a new DD Form 214.

c. Do not issue a DD Form 215 to correct block 24 (Character of Service). Issue a new DD Form 214.

d. Do not use punctuation on a DD Form 215 unless the entry is monetary, part of a unit name, or to complete an address with a nine-digit zip code.

e. Data for items 1, 2, 3, and 4 of the DD Form 215 must be transcribed exactly as it appears on the DD Form 214 being corrected, even if the data contains typographical errors. Item 3 will reflect both the social security number and service number if both are shown on the DD Form 214 being corrected.

f. In some cases, certain items being corrected only appear on certain copies of the DD Form 215. If items 25, 26, 27 are being corrected, the entry will only appear on copies 2, 4, 7, and 8 of the DD Form 215. Items 23, 24, 28, 29, and 30 should appear on all copies except copy 1 of the DD Form 215. In cases where there are no corrections that should appear on copy 1, enter the phrase "NOTHING FOLLOWS" on copy 1.

g. Item 5 on the DD Form 215 being issued is taken from block 12b on the DD Form 214 being corrected. Enter the date in day, abbreviated month, and year format (for example 15 Jul 1979).

h. Item 5 is used to correct items 1 through 30 of a DD Form 214. Enter the block number being corrected in the left column. Enter the corrected information in the right section beginning with "ADD" or "DELETE," as appropriate.

i. If a second request is received to correct a block that was previously corrected, void the first DD Form 215 by typing on the last line of the new DD Form 215 "VOID PREVIOUSLY ISSUED DD FORM 215 (DATE OF FIRST DD FORM 215)." If the request is to correct a previously issued DD Form 215 and an additional item is being corrected, issue a new DD Form 215 without voiding the first DD Form 215.

j. For item 6 enter the same state the veteran requested on block 20 of the DD form 214 being corrected or as directed by the veteran.

k. For item 6a if the DD Form 214 is the August 2008 or later version and the veteran directed that a copy of copy 3 be provided to the VA central office, then mark "Yes."

l. After the last entry enter "//NOTHING FOLLOWS//."

#### **8-5. Requirements by agency maintaining records**

Copies of a Soldier's DD Forms 214 may be obtained from the following sources, as applicable:

- a. Soldiers and veterans who have Army Knowledge Online access can obtain copies of DD Forms 214 via the “My Personnel” tab under the Self Service drop down menu.
- b. Soldiers and veterans who register for level 2 premium eBenefits through the Veterans Administration at <http://www.ebenefits.va.gov> can obtain copies of DD Forms 214 from iPERMS through the Defense Personnel Records Information Retrieval System.
- c. Installation military personnel divisions or ARNG State level headquarters may provide Soldiers and veterans with copies of DD Forms 214 available from iPERMS.
- d. For Soldiers separated prior to 1 October 2002 who are no longer in military service, forward requests to the National Personnel Records Center. Relevant information may be found at <http://www.archives.gov/veterans/military-service-records/>.
- e. For Soldiers separated after 1 October 2002 who do not have DD Forms 214 available in iPERMS, forward request to Commander, U.S. Army Human Resources Command (AHRC-PDR-HI), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5402.
- f. If a Soldier has supplied an authorization to furnish a copy of the DD Form 214 to another individual or group, ensure the copy furnished does not contain the “Special Additional Information” section.
- g. Provide a copy of DD Form 214 to authorized personnel for official purposes only.

## Chapter 9 Other Separation Documents

### 9-1. Activities listed in chapter 1 as authorized to prepare separation documents, will issue the following documents as required:

- a. *DD Form 220*. DD Form 220 is used to document periods of active duty when a DD Form 214 is not warranted. Installation level transition centers will issue DD Form 220—
  - (1) For a Soldier enlisted under the USAR Split Training Program and the ARNGUS Alternate Training Program, complete two copies of the DD Form 220 when he or she completes the basic training portion of training.
  - (2) For a mobilized RC Soldier who is found to be unqualified for active duty within 30 days of reporting for active duty, complete 2 copies of DD Form 220 when the Soldier is released from active duty.
- b. *DD Form 256A*. Issue DD Form 256A (Honorable Discharge Certificate) to all Soldiers receiving an honorable discharge. In the space under “this is to certify that,” enter the Soldier’s name, typed in capital letters in signature order, followed by the rank (do not abbreviate) and career branch (officer) or component (enlisted). Do not include the Soldier’s social security number. Spell out the component if RA; enter other components as ARNGUS or USAR. Type the name of the official signing the certificate between the lines in the lower right corner of the certificate. Type the name in capital letters in the signature order, with grade and branch below the name. If the official signing the certificate is a civilian employee, type the name in capital letters in the signature order, with title below the name. For civilian employees listing the grade is not required.
- c. *DD Form 363A*. Issue DD Form 363A to all retiring Soldiers. In the space under “this is to certify that,” center the rank (do not abbreviate) and name, typed in capital letters in signature order. Do not include the Soldier’s social security number. For RC Soldiers, the DD Form 363A will be furnished to the Soldier at the time of transfer to the Retired Reserve. RC Soldiers not on active duty who are placed on the TDRL will receive DD Form 363A from the USAPDA if the status is changed to permanent disability retirement.
- d. *DD Form 2542*.
  - (1) Issue DD Form 2542 to Active Army Soldiers retiring with honorable characterization of service for length of service with at least 20 years active service (15 years when early retirement is authorized), and RC Soldiers not on active duty upon transfer to the Retired Reserve. Also issued to Soldiers placed on the TDRL or permanent disability retirement list regardless of length of active Federal service.
  - (2) Issue DD Form 2542 along with the DD Form 363A and prepare in the same manner. Issue these two forms to RC Soldiers simultaneously when issuing their Retired Reserve transfer orders.
  - (3) DD Form 2542 is an expression of gratitude to Soldiers for military service and is not intended to have any legal effect on entitlements or benefits. No copy of this certificate or any notation that a Soldier received a DD Form 2542 will be made a part of the records. Certificates signed by auto-pen will be controlled and safeguarded consistent with procedures for DD Forms 214, as discussed in paragraph 5-3.
- e. *DA Form 3891*. At a retiree’s request, issue DA Forms 3891 to the spouse of Soldiers retiring under the provisions of AR 600-8-24 or AR 635-200, and when retiring due to permanent physical disability or temporary physical disability regardless of length of active service. Certificates may be issued whether or not a retirement ceremony is conducted or if the spouse is present. Complete the certificate by entering the spouse’s name in all capital letters in signature order.

## **9-2. Presidential Letter of Appreciation**

All requests for the Presidential Letter of Appreciation for Soldiers retiring from active duty or being processed by an active duty RSO or transition center must be submitted by the Soldier's servicing RSO or transition center. The RSO or transition center has the responsibility to verify the Soldier's eligibility against his or her service computation. Requests must be processed through the RSO or transition center to the White House Liaison Office. This task cannot be delegated to the Soldier's unit. Members of the USAR may request the Presidential Letter of Appreciation through the supporting RC RSO. Members of the ARNG may request the Presidential Letter of Appreciation through their State G1 office. The following Soldiers are eligible to receive a Presidential Letter of Appreciation upon retirement:

- a.* Soldiers retiring with at least 30 years active service, 30 years of qualifying service for RC Soldiers, or 30 years of combined service.
- b.* The Chairman and Vice Chairman of the Joint Chiefs of Staff and the Chief of Staff, Army.
- c.* The Sergeant Major of the Army.
- d.* Recipients of the Medal of Honor.
- e.* Former POWs who qualify for or have been awarded the POW medal.

## **Appendix A References**

### **Section I Required Publications**

Unless otherwise stated, all publications are available at the Army Publishing Directorate Web site at <http://www.apd.army.mil> and United States Codes are available at <http://uscode.house.gov/search/criteria.shtml>.

#### **AR 40-501**

Standards of Medical Fitness (Cited in paras 1-15*f*, 4-3*g*.)

#### **AR 210-26**

United States Military Academy (Cited in para 5-1*f*(5).)

#### **AR 600-8-7**

Retirement Services Program (Cited in paras 1-16*i*, 2-1*a*, 2-3*b*, 2-4*b*, 2-6*b*, 4-11*c*(1), 6-8.)

#### **AR 600-8-24**

Officer Transfers and Discharges (Cited in paras 5-1*g*(2), 9-1*e*.)

#### **AR 600-8-101**

Personnel Processing (In, Out- Soldier Readiness, Mobilization and Deployment Processing (Cited in paras 2-1*e*, 2-2, 2-3*e*, 2-4*f*, 2-6*h*, 4-6*f*.)

#### **AR 600-8-104**

Army Military Human Resource Records Management (Cited in para 4-2*d*.)

#### **AR 600-8-105**

Military Orders (Cited in paras 2-1*d*, 2-3*d*, 4-6*a*, 5-6*l*(7).)

#### **AR 601-280**

Army Retention Program (Cited in para 4-3*b*(3) and *d*(2).)

#### **AR 635-5-1**

Separation Program Designator (SPD) Codes (Cited in para 5-6*z* and *bb*.)

#### **AR 635-200**

Active Duty Enlisted Administrative Separations (Cited in paras 4-5*a*, 9-1*e*.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 11-2**

Manager's Internal Control Program

#### **AR 15-80**

Army Grade Determination Review Board and Grade Determinations

#### **AR 15-180**

Army Discharge Review Board

#### **AR 15-185**

Army Board for Correction of Military Records

#### **AR 25-30**

The Army Publishing Program

**AR 25–55**

The Department of the Army Freedom of Information Act Program

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 135–210**

Order to Active Duty as Individuals for Other Than a Presidential Selected

**AR 135–180**

Qualifying Service for Retired Pay Nonregular Service

**AR 340–21**

The Army Privacy Program

**AR 380–5**

Department of the Army Information Security Program

**AR 600–8–10**

Leaves and Passes

**AR 600–8–2**

Suspension of Favorable Personnel Actions (Flag)

**AR 600–8–19**

Enlisted Promotions and Reductions

**AR 600–20**

Army Command Policy

**AR 601–10**

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

**AR 601–210**

Active and Reserve Components Enlistment Program

**AR 612–205**

Appointment and Separation of Service Academy Attendees

**AR 614–120**

Inter-service Transfer of Army Commissioned Officers on the Active Duty List

**AR 635–40**

Physical Evaluation for Retention, Retirement, or Separation

**American Council on Education**

Guide to the Evaluation of Educational Experiences in the Armed Services (Available at <http://militaryguides.acenet.edu>.)

**Joint Federal Travel Regulation**

(Available at [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil).)

**Public Law 104–191**

Health Insurance Portability and Accountability Act of 1996 (Available at [http://www.gpo.gov/libraries/core\\_docs.htm](http://www.gpo.gov/libraries/core_docs.htm).)

**Public Law 110–181**

National Defense Authorization Act of 2008 (Available at <http://www.dod.gov/dodgc/olc/docs/pl110–181.pdf>.)

**10 USC Chapter 15**

Insurrection

**10 USC 651**

Members: required service

**10 USC 688**

Retired members: authority to order to active duty; duties

**10 USC 972**

Members: effect of time lost

**10 USC 1142**

Preseparation counseling; transmittal of medical records to Department of Veterans Affairs

**10 USC 1145**

Health benefits

**10 USC 1146**

Commissary and exchange benefits

**10 USC 1201**

Regulars and members on active duty for more than 30 days: retirement

**10 USC 1202**

Regulars and members on active duty for more than 30 days: temporary disability retired list

**10 USC 1204**

Members on active duty for 30 days or less or on inactive-duty training: retirement

**10 USC 1205**

Members on active duty for 30 days or less: temporary disability retired list

**10 USC 1212**

Disability severance pay

**10 USC 1372**

Grade on retirement for physical disability: members of armed forces

**10 USC 3964**

Higher grade after 30 years of service: warrant officers and enlisted members

**10 USC 12301(a)**

Reserve components generally

**10 USC 12302**

Ready Reserve

**10 USC 12304**

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

**10 USC 12305**

Authority of President to suspend certain laws relating to promotion, retirement, and separation

**10 USC 12406**

National Guard in Federal service: call

**Section III**

**Prescribed Forms**

Unless otherwise stated, all forms are available at the Army Publishing Directorate Web site at <http://www.apd.army>.

mil. DD forms are available at the DOD Forms Management Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/>.

**DA Form 3891**

Certificate of Appreciation for Spouse (Prescribed in paras 4-10c(1), 9-1e.)

**DD Form 214**

Certificate of Release or Discharge from Active Duty (Prescribed in paras 1-16, 2-3f, 2-6, 4-3h(2), 4-4g, 4-8e, 4-11c, 4-12, 5-1, 5-2, 5-3, 5-4, 5-5, 5-6, 6-5e, 7-1, 7-2, 7-3a, 8-1, 8-2, 8-3, 8-4, 8-5, 9-1, Table 5-1, D-1, D-4.)

**DD Form 214C**

Certificate of Release or Discharge from Active Duty (Continuation Sheet) (Prescribed in para 5-5.)

**DD Form 214WS**

Certificate of Release or Discharge from Active Duty (Worksheet) (Prescribed in paras 4-8e, 5-5.)

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Prescribed in paras 5-3, 5-5, 7-1e, 8-1, 8-2, 8-3, 8-4, D-1, D-4.)

**DD Form 256A**

Honorable Discharge Certificate (Prescribed in para 9-1b.)

**DD Form 363A**

Certificate of Retirement (Prescribed in paras 4-10c(1), 9-1c and d(2).)

**DD Form 2542**

Certificate of Appreciation for Service in the Armed Forces of the United States (Prescribed in paras 4-10c(1), 9-1d.)

**Section IV**

**Referenced Forms**

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 31**

Request and Authority for Leave

**DA Form 200**

Transmittal Record

**DA Form 759**

Individual Flight Record and Flight Certificate - Army

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 1506**

Statement of Service - For Computation of length of Service for Pay Purposes

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DD Form 4 series**

Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 220**

Active Duty Report



**DD Form 2648 (Test)**

Preseparation Counseling Checklist for Active Component, Active Guard Reserve, Active Reserve, Full time support, and Reserve Program Administrator Service Members

**DD Form 2648-1 (Test)**

Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members

**DD Form 2656**

Data for Payment of Retired Personnel

**DA Form 4037**

Officer Record Brief (For availability contact your servicing component/career manager.)

**Form W-2**

Wage and Tax Statement (Available at <http://www.irs.gov/>.)

**NGB Form 22**

National Guard Report of Separation and Record of Service (Available at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

## Appendix B Active Army Transition Centers

**B-1. Continental United States Army Transition Centers**

Note: CONUS Army transition centers are authorized for station of choice separations unless noted otherwise.

**Table B-1****Continental United States installation-level transition centers**

Aberdeen Proving Ground, MD
Camp Atterbury, IN; RC demobilization only; not a station of choice location
Fort Belvoir, VA
Fort Benning, GA
Fort Bliss, TX
Fort Bragg, NC
Fort Campbell, KY
Carlisle Barracks, PA
Fort Carson, CO
Fort Detrick, MD
Fort Drum, NY
Fort Eustis, VA
Fort Gordon, GA
Fort Hood, TX
Hunter Army Airfield, GA; sub-installation of Fort Stewart, GA; not a station of choice location
Fort Huachuca, AZ
Fort Irwin, CA
Fort Jackson, SC
Fort Knox, KY
Fort Leavenworth, KS
Fort Lee, VA

**Table B-1**  
**Continental United States installation-level transition centers—Continued**

Fort Leonard Wood, MO
MacDill Air Force Base, FL; sub-installation of Fort Stewart, GA; not a station of choice location
Fort McCoy, WI
Fort Meade, MD
Fort Monroe, VA
Fort Polk, LA
Presidio of Monterey, CA
Redstone Arsenal, AL
Fort Riley, KS
Fort Rucker, AL
Camp Shelby, MS; RC demobilization only; not a station of choice location
Fort Sill OK
Fort Stewart, GA
National Military Medical Center - Bethesda, MD; not a station of choice location
West Point, NY
White Sands Missile Range, NM; sub-installation of Fort Bliss, TX; not a station of choice location

**Table B-2**  
**Joint bases**

Joint Base Elmendorf-Richardson, AK
Joint Base Langley-Eustis, VA
Joint Base Lewis-McCord, WA
Joint Base McGuire-Dix-Lakehurst, NJ
Joint Base Myer-Henderson Hall, VA
Joint Base San Antonio, TX

## **B-2. Outside the Continental United States Installation-Level Transition Centers**

Note: OCONUS transition centers are not authorized for station of choice separations unless noted otherwise.

**Table B-3**  
**Outside the continental United States transition centers**

Ansbach, Europe
Bamberg, Europe
Baumholder, Europe
Benelux, Europe (Belgium)
Fort Buchanan, Puerto Rico
Daegu, Korea
Heidelberg, Europe
Hohenfels, Europe
U.S. Army Garrison Humphreys, Korea
Kaiserslautern, Europe
Schofield Barracks, Hawaii- station of choice
Torri Station, Japan

**Table B-3**  
**Outside the continental United States transition centers—Continued**

Vicenza, Italy

Vilseck, Europe

Fort Wainwright, Alaska- station of choice

Wiesbaden, Europe

U.S. Army Garrison Casey, Korea

U.S. Army Garrison Yongsan, Korea

Camp Zama, Japan

Note. Commanders of CONUS installations; Commanding General, U.S. Army Military District of Washington; HQDA agencies having jurisdiction over field operating agencies and activities; and major overseas commanders will notify HRC (AHRC-PDP-T) of any changes to be made to the tables in this appendix.

## Appendix C

### Addresses of State Adjutants General and U.S. Army Reserve Supporting Commands

**Table C-1**  
**Addresses for State Adjutants General**

State	Address
AL	Adjutant General of Alabama, PO Box 3711, Montgomery, AL 36109-0711
AK	Adjutant General of Alaska, PO Box 5800, Fort Richardson, AK 99505-5800
AZ	Adjutant General of Arizona, 5636 East McDowell Road, Phoenix, AZ 85008-3495
AR	Adjutant General of Arkansas, Camp Robinson, North Little Rock, AR 72199-2200
CA	Adjutant General of California, 9800 Goethe Road, PO Box 269101, Sacramento, CA 95826-9101
CO	Adjutant General of Colorado, 6848 South Revere Parkway, Suite 200, Englewood, CO 80203-6710
CT	Adjutant General of Connecticut, 360 Broad Street, Hartford, CT 06105-3795
DE	Adjutant General of Delaware, First Regiment Road, Wilmington, DE 19808-2191
DC	Adjutant General of the District of Columbia, National Guard Armory, 2001 East Capitol Street, Washington, DC 20003-1004
FL	Adjutant General of Florida, 310 Charlotte Street, PO Box 1008, St. Augustine, FL 32085-1008
GA	Adjutant General of Georgia, 1500 Hood Avenue, Building 720, Fort Gillem, GA 30297-5000
GU	Adjutant General of Guam, 430 Army Drive, Building 300, Barrigada, Guam 96913-4421
HI	Adjutant General of Hawaii, 77-230 Kamehameha Highway, Wahiawa, HI 00009-6786
ID	Adjutant General of Idaho, 4228 West Guard Street, Boise, ID 83705-8049
IL	Adjutant General of Illinois, 1301 North MacArthur Boulevard, Camp Lincoln, Springfield, IL 62702-2399
IN	Adjutant General of Indiana, 2002 South Holt Road, Indianapolis, IN 46241-4839
IA	Adjutant General of Iowa, 7105 NW 70 <sup>th</sup> Avenue, Camp Dodge, Johnston, IA 50131-1824
KS	Adjutant General of Kansas, 2800 Southwest Topeka Boulevard, Topeka, KS 66611-1287
KY	Adjutant General of Kentucky, 1111 Louisville Road, Frankfort, KY 40601-6168
LA	Military Entrance and Processing Station, Army National Guard, 4400 Dauphine Street, Building 603-C, New Orleans, LA 70146-5900
ME	Adjutant General of Maine, Camp Keyes, Augusta, ME 04333-0001
MD	Adjutant General of Maryland, 13607 Desert Storm Lane, Building 206, Camp Fretterd Military Reservation, Reistertown, MD 21136-6123
MA	Adjutant General of Massachusetts, 25 Haverhill Street, Camp Curtis Guild, Reading, MA 01867-1954
MI	Adjutant General of Michigan, 3411 North Martin Luther King Boulevard., Lansing, MI 48906-5105
MN	Adjutant General of Minnesota, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155-2098
MS	Adjutant General of Mississippi, 664 South State Street, Jackson, MS 39201-5611

**Table C-1**  
**Addresses for State Adjutants General—Continued**

MO	Adjutant General of Missouri, 2302 Militia Drive, Jefferson City, MO 65101-1203
MT	Adjutant General of Montana, PO Box 4789, Fort Harrison, MT 59636-4789
NE	Adjutant General of Nebraska, 1300 Military Road, Lincoln, NE 68508-1051
NV	Adjutant General of Nevada, 2460 Fairview Drive, Carson City, NV 89701-6807
NH	Adjutant General of New Hampshire, State Military Reservation, #1 Airport Road, Concord, NH 03301-5353
NJ	Adjutant General of New Jersey, 3650 Saylor's Pond Road, Fort Dix, NJ 08640-7600
NM	Adjutant General of New Mexico, 47 Bataan Boulevard, Santa Fe, NM 87505-4695
NY	Adjutant General of New York, 330 Old Niskayuna Road, Latham, NY 12110-2224
NC	Adjutant General of North Carolina, 4105 Reedy Creek Road, Raleigh, NC 27607-6410
ND	Adjutant General of North Dakota, Frame Barracks, PO Box 5511, Bismarck, ND 58506-5511
OH	Adjutant General of Ohio, 2825 West Dublin-Granville Road, Columbus, OH 43235-2789
OK	Adjutant General of Oklahoma, 3501 Military Circle Northeast, Oklahoma City, OK 73111-4305
OR	Adjutant General of Oregon, 701 Monmouth Avenue North, Monmouth, OR 97361-1021
PA	Adjutant General of Pennsylvania, Department of Military Affairs, Fort Indiantown Gap, Building 8-80, Annville, PA 17003-5002
PR	Adjutant General of Puerto Rico, PO Box 9023786, San Juan, PR 00902-3786
RI	Adjutant General of Rhode Island, 2841 South County Trail, East Greenwich, RI 02818-1728
SC	Adjutant General of South Carolina, 1 National Guard Road, Columbia, SC 29201-4766
SD	Adjutant General of South Dakota, 2823 West Main Street, Rapid City, SD 57702-8170
TN	Adjutant General of Tennessee, Houston Barracks, PO Box 41502, Nashville, TN 97204-1502
TX	Adjutant General of Texas, 2200 West 35 <sup>th</sup> Street, PO Box 5218, Austin, TX 78703-5210
UT	Adjutant General of Utah, PO Box 1776, 12953 South Minuteman Drive, Draper, UT 84020-1776
VT	Adjutant General of Vermont, 789 Vermont National Guard Road, Building 1, Camp Johnson, Colchester, VT 05446-3004
VA	Adjutant General of Virginia, 501 East Franklin Street, Richmond, VA 23219-2322
VI	Adjutant General of the Virgin Islands, 4031 La Grande Princesse, Lot 1B, Christiansted, St. Croix 00820-4353
WA	Adjutant General of Washington, Camp Murray, Tacoma, WA 98340-5110
WV	Adjutant General of West Virginia, 1740 Coonskin Drive, Charleston, WV 25311-1085
WI	Adjutant General of Wisconsin, PO Box 8111, Madison, WI 53708-8111
WY	Adjutant General of Wyoming, 5500 Bishop Boulevard, Cheyenne, WY 82009-3320

**Table C-2**  
**Addresses for U.S. Army Reserve units supporting commands**

USAR units in:	Address
AR, AZ, CA, NV, NM, OK, TX	63 <sup>rd</sup> Regional Support Command 230 RT Jones Road Mountain View, CA 94043-1809
AL, GA, FL, KY, LA, MS, NC, PR, SC, TN, VI	81 <sup>st</sup> Regional Support Command 1525 Marion Avenue Fort Jackson, SC 29207-6807
CO, NO, ID, IL, IN, IA, KS, MI, MN, MO, MT, NE, ND, OH, OR, SD, UT, WA, WI, WY	88 <sup>th</sup> Regional Support Command 60 South O Street Fort McCoy, WI 54656-5138
CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV	99 <sup>th</sup> Regional Support Command 5231 South Scott Plaza Joint Base McGuire-Dix-Lakehurst, NJ 08640-5730

**Table C-2**  
**Addresses for U.S. Army Reserve units supporting commands—Continued**

AK, HI, GU	9 <sup>th</sup> Mission Support Command 1557 Pass Street Fort Shafter Flats, Honolulu, HI 96819-2135
Europe	7 <sup>th</sup> Civil Support Command Unit 23152 APO AE, 09227-5000

## Appendix D

### Internal Control Evaluation

#### D-1. Function.

The function covered by this evaluation is control and issue of the DD Form 214 and DD Form 215.

#### D-2. Purpose

The purpose of this evaluation is to assist in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### D-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### D-4. Test questions

- a. Are the DD Forms 214 and 215 being properly safeguarded per paragraph 5-3?
- b. Are the DD Forms 214 only being issued to eligible Soldiers per paragraph 5-1?
- c. Are the DD Forms 214 being prepared per paragraph 5-6?
- d. Do the DD Forms 214 correctly reflect the Soldier's reason for separation, as authorized by the separation approval authority?
- e. Are the responsibilities of the authenticating officials being assigned per paragraph 5-3?
- f. Is pre-transition processing initiated 180 days prior to the scheduled transition date for anticipated losses per chapter 4, section I?
- g. Are Soldiers scheduled to attend the pre-separation services program 120 days prior to anticipated separation date or upon initiation of administrative elimination action per paragraph 4-3?

#### D-5. Supersession

This checklist replaces the checklist for administrative transition processing previously published in DA Circular 600-8-89-1.

#### D-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC-PDT-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40121-5500.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACAP**

Army Career and Alumni Program

**ADOS**

active duty for operational support

**ADT**

active duty for training

**AGR**

Active Guard Reserve

**AMHRR**

Army Military Human Resource Record

**AOC**

area of concentration

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AT**

annual training

**CG**

commanding general

**CONUS**

continental United States

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**DD**

Department of Defense

**DEP**

Delayed Entry Program

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**ETS**

expiration term of service

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**IMA**

individual mobilization augmentation

**IMCOM**

Installation Management Command

**iPERMS**

interactive Personnel Records Management System

**IRR**

Individual Ready Reserve

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MSO**

military service obligation

**NA**

not applicable

**NCO**

noncommissioned officer

**NGB**

National Guard Bureau

**OCONUS**

outside the continental United States

**PEBLO**

physical evaluation board liaison officer

**PO**

post office

**POW**

prisoner of war

**PTDY**

permissive temporary duty

**RA**

regular Army

**RC**

Reserve Component

**REFRAD**

release from active duty

**REINF**

reinforcement

**ROTC**

Reserve Officers' Training Corps

**RSC**

regional support command

**RSO**

retirement services officer

**SBP**

Survivor Benefit Plan

**SGLI**

Servicemembers' Group Life Insurance

**SPD**

separation program designator

**TDRL**

temporary disability retired list

**TPU**

troop program unit

**TRANSPROC**

Transition Processing System

**USAPDA**

U.S. Army Physical Disability Agency

**USAR**

U.S. Army Reserve

**USC**

United States Code

**USMA**

U.S. Military Academy

**VA**

Veterans Affairs

**Section II**

**Terms**

**Character of service at separation**

A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three administrative characters are: Honorable, General (Under Honorable Conditions), and Under Other Than Honorable Conditions. The service of Soldiers separated in entry level status is normally described as uncharacterized. Punitive discharge under the Uniform Code of Military Justice may be characterized as Bad Conduct or Dishonorable.

**Contingency operation**

Military operations designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call to or order to, or retention on, active duty of member of the Uniformed Services under 10 USC 688, 12301 (a), 12302, 12304, 12305, or 12406, or 10 USC chapter 15, and any other provision of law during a war or during a national emergency declared by the President or Congress.

**Discharge**

Complete severance from all military status gained by enlistment or appointment concerned.



**Initial active duty for training**

Initial entry training which provides non-prior service Soldiers instructions in basic skills common to all Soldiers. Basic training precedes advanced individual training.

**Initial entry training**

Date of completion of both basic combat training and advanced individual training. This completion date is captured in block 12h of the DD Form 214.

**Foreign service**

The total of all service performed OCONUS. This service time is captured in block 12f of the DD Form 214.

**Release from active duty**

A termination of active duty status and transfer or reversion to a RC of the Army. Personnel with a statutory MSO (10 USC 651) are transferred to a USAR Control Group or TPU. Unit members of the ARNGUS and USAR revert from an active duty or ADT status to their components to complete unexpired enlistments or unfulfilled obligations.

**Sea service**

The sum of all sea duty periods as defined by U.S. Army career sea pay manager, minus the number of days' time lost which occurred during each sea duty period. This service time is captured in block 12g of the DD Form 214.

**Transition**

An all inclusive term applied to personnel actions resulting from REFRAAD, discharge, retirement, or release from military control of personnel without a military status.

**Transition center**

An office designated to accomplish transition processing of Soldiers, formerly known as transition points or transition activities.

**U.S. Army Reserve supporting commands**

The commands that support USAR TPU Soldiers and organizations in specific regions. CONUS USAR TPU Soldiers and organizations are supported by four regional support commands (RSCs). The four CONUS RSCs are 63rd RSC (West and Southwest Region), 88th RSC (West and Midwest Region), 99th RSC (Northeast Region), and 81st RSC (Southeast Region). OCONUS USAR TPU Soldiers and organizations are supported by the 7th Civil Support Command (Europe) and the 9th Mission Support Command (Pacific).

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 103977-000**

# ATTACHMENT 2

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 2 April 1980

Immediate Action  
INTERIM CHANGE

AR 635-5  
INTERIM CHANGE  
No. 102  
Expires 2 April 1981

PERSONNEL SEPARATIONS

SEPARATION DOCUMENTS

This interim change is required to provide an updated listing of State Directors of Veterans Affairs. It clarifies procedures pertaining to issuance and distribution of DD Form 214 (Certificate of Release or Discharge from Active Duty) and preparation of DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release from Active Duty). This change is effective immediately upon receipt. It has a direct and immediate impact on the individual service member. It expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by 1st class mail through publications pinpoint distribution system to all holders of AR 635-5. It is, as an interim measure, issued in other than page-for-page format; and will be included in Change 1, AR 635-5.

Page 1-1. Paragraph 1-4a(1) is superseded as follows:

(1) Members of the ARNGUS and USAR separated after completion of 90 days or more of continuous ADT or FTTD. However, all members separated from active duty for physical disability, those serving under special active duty training program tours of the ARNGUS, or USAR, and ARNGUS and USAR personnel upon completion of initial active duty for training will be furnished a DD Form 214 regardless of time served on active duty.

Page 2-1. Paragraph 2-5a(2) is superseded as follows:

(2) It is determined that the corrections to be made will not fit within the correction block of a single DD Form 215.

Page 2-3 and 2-4. Table 2-1, item 18i is superseded as follows:

The Army Library (ANRAL)  
ATTN: Military Documents  
Room 1A318 Pentagon  
Washington DC 20310

I02, AR 635-5

2 April 1980

i. Enter the amount of disability severance pay/readjustment pay, if any, and specify the type. (For example: disability severance pay \$\_\_\_\_\_/readjustment pay \$\_\_\_\_\_ ).

Page 2-3 and 2-4. Table 2-1, item 23b(5). After format 267 add "274."

Page 2-5. Table 2-1. Item 27. The first sentence is superseded as follows: "See chapters 1 and 2, and appendix D, AR 601-280 for reenlistment eligibility codes to be entered on copies 2, 4, 7 and 8 only.

Page 2-6. Table 2-2, rules 1 and 2, column C, delete the word: "standby."

Page 2-6. Table 2-2, rule 9 is added:

Rule 9. Under column A enter: "release from ADT." Under column B enter: return to ARNG/transfer to the USAR for completion of military service obligation. Under column C enter: For ARNG-ARNG of (State, District of Columbia, Puerto Rico or Virgin Islands) for discharge from State status and transfer to the USAR Control Group (Annual Training or Reinforcement as appropriate). For USAR-USAR Control Group (Annual Training or Reinforcement as appropriate), RCPAC 9700 Page Boulevard, St Louis, MO 63132.

Page 2-7. Figure 2-1. Item 18, Remarks. Move the words "NOTHING FOLLOWS" flush with "AR 635-200," the last entry in the block.

Page 2-8. Paragraph 2-12b is superseded as follows:

b. For enlisted members, transcribe the latest Army Classification Battery (ACB) Aptitude Area or Armed Services Vocational Aptitude (ASVAB) scores and the latest date tested or retested from DA Form 2-1. If AFQT score is not reflected on DA Form 2-1 it may be obtained from item 17b, DD Form 1966/1, Application for Enlistment.

Page 2-8. Paragraph 2-12c. The following sentence is added: "Enter "NA" in the PHYSICAL PROFILE block if service member elects not to receive a medical examination at separation."

Page 3-1. Paragraph 3-2a(5) is added:

(5) Mail copies three, five and six the first workday after the separation date (see table 3-1).

2 April 1980

I02, AR 635-5

Page 3-2. Table 3-1. Under the column "FOR," copy number 7 add: "A member of the USAR being released from IADT and assigned to USAR Control Group (Annual Training or Reinforcement, as appropriate, - See Appendix E, AR 635-10) (IRR)." Under the heading "ACTION IS," copy no. 7 add: "Forward thru appropriate CDR, Army area/area command to CDR of organization from which member entered on IADT."

Page C-1 through C-4. Appendix C, Addresses of State Directors of Veterans Affairs, is superseded as follows:

## APPENDIX C

## ADDRESSES OF STATE DIRECTORS OF VETERANS AFFAIRS

Director  
Department of Veterans Affairs  
P.O. Box 1509  
Montgomery, Alabama 36102

Director  
Division of Veterans Affairs  
Pouch DA  
Juneau, Alaska 99811

Veterans Affairs Officer  
Veterans Affairs Office  
Department of Economic Security  
3033 N. Central Avenue, Suite 402  
Phoenix, Arizona 85012

Director  
Arkansas Veterans Service Office  
1200 W. Third, Room 105  
Little Rock, Arkansas 72201

Director  
Department of Veterans Affairs  
P.O. Box 1559  
Sacramento, California 95807

Director  
Department of Social Services  
Veterans Affairs Section  
1575 Sherman Street, Room 122  
Denver, Colorado 80203

Commandant  
Veterans Home & Hospital  
287 West Street  
Rocky Hill, Connecticut 06067

2 April 1980

Director  
Veterans Service Division  
Department of Finance  
820 N. French Street  
Wilmington, Delaware 19801

Chief  
Office of Veterans Affairs  
941 N. Capitol Street, N.E.  
Room 1211 F  
Washington, DC 20421

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

Commissioner  
Department of Veterans Service  
246 Sycamore Street  
Decatur, Georgia 30030

Director  
Department of Social Services  
Veterans Affairs Section  
P.O. Box 339  
Honolulu, Hawaii 96809

Director  
Division of Veterans Services  
P.O. Box 7765  
Boise, Idaho 83707

Director  
Department of Veterans Affairs  
P.O. Box 5054  
Springfield, Illinois 62705

Director  
Department of Veterans Affairs  
707 State Office Building  
100 N. Senate Avenue  
Indianapolis, Indiana 46204

Director  
Iowa Department of Veterans Affairs  
State Capitol  
Des Moines, Iowa 50319

Executive Director  
Kansas Veterans Commission  
P.O. Box 1369  
Topeka, Kansas 66601

Manager  
Kentucky Center for Veterans Affairs  
600 Federal Place, Room 136J  
Louisville, Kentucky 40202

Director  
Department of Veterans Affairs  
Old State Capitol - Fourth Floor  
Baton Rouge, Louisiana 70801

Commissioner  
Bureau of Veterans Services  
Camp Keyes  
Augusta, Maine 04333

Executive Director  
Maryland Veterans Commission  
Room 110 Federal Building  
31 Hopkins Plaza  
Baltimore, Maryland 21201

Commissioner  
Department of Veterans Service  
Saltonstall Building  
100 Cambridge Street  
Boston, Massachusetts 02202

Executive Secretary  
Michigan Veterans Trust Fund  
300 E. Michigan Avenue  
Lansing, Michigan 48933

Commissioner  
Department of Veterans Affairs  
Veterans Service Building  
St. Paul, Minnesota 55155

Commissioner  
Veterans Affairs Commission  
P.O. Box 3018  
Jackson, Mississippi 39207

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



2 April 1980

Administrator  
Veterans Affairs Division  
P.O. Box 4210  
Helena, Montana 59601

Director  
Department of Veterans Affairs  
301 Centennial Mall - 5th Floor  
State Office Building  
Lincoln, Nebraska 68509

Commissioner  
Commission for Veterans Affairs  
1201 Terminal Way, #104  
Reno, Nevada 89520

Director  
State Veterans Council  
18 North Main Street  
Concord, New Hampshire 03301

Director  
Division of Veterans Services  
P.O. Box 1237  
Trenton, New Jersey 08625

Director  
Veterans Service Bureau  
P.O. Box 2324  
Santa Fe, New Mexico 87503

Director  
Division of Veterans Affairs  
No. 2 World Trade Center  
34th Floor  
New York, New York 10047

Assistant Secretary  
Department of Veterans Affairs  
227 E. Edenton Street  
Raleigh, North Carolina 27601

Commissioner  
Department of Veterans Affairs  
P.O. Box 1287  
Fargo, North Dakota 58107

Chief  
Soldiers Claims-Veterans Affairs  
State House Annex-Room 11  
Columbus, Ohio 43215

2 April 1980

I02, AR 635-5

Director  
Department of Veterans Affairs  
P.O. Box 53067  
Oklahoma City, Oklahoma 73152

Director  
Department of Veterans Affairs  
General Services Building  
1225 Ferry Street, S.E.  
Salem, Oregon 97310

Director  
Department of Military Affairs  
Veterans Affairs & Assistance  
Fort Indiantown Gap  
Annville, Pennsylvania 17003

Director  
Division of Veterans Affairs  
414 Barbosa Avenue  
Hato Rey, Puerto Rico 00917

Chief  
Veterans Affairs  
46 Aborn Street  
Providence, Rhode Island 02903

Director  
Department of Veterans Affairs  
1205 Pendleton Street  
Columbia, South Carolina 29201

Director  
Division of Veterans Affairs  
Capitol Building  
Pierre, South Dakota 57501

Commissioner  
Department of Veterans Affairs  
215 Eighth Avenue, North  
Nashville, Tennessee 37203

Director  
Veterans Affairs Commission  
Box 12277, Capitol Station  
Austin, Texas 78711

Director  
Veterans Affairs  
City Hall, Main Street  
Montpelier, Vermont 05602

I02, AR 635-5

2 April 1980

Director  
Division of War Veterans Claims  
210 Franklin Road, S.W.  
Roanoke, Virginia 24011

Director  
Division of Veterans Affairs  
P.O. Box 890  
Christiansted, St. Croix, VI 00820

Director  
Department of Veterans Affairs  
P.O. Box 9778  
Olympia, Washington 98504

Director  
Department of Veterans Affairs  
603 Atlas Building  
Charleston, W.V. 25301

Secretary  
Department of Veterans Affairs  
Washington Square Building  
77 North Dickinson Street  
Madison, Wisconsin 53702

No DVA UTAH  
No DVA WYOMING

(DAPC-MSF-RS)

By Order of the Secretary of the Army:

E. C. MEYER  
General, United States Army  
Chief of Staff

Official:

J. C. PENNINGTON  
Major General, United States Army  
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with  
DA Form 12-9A, requirements for AR, Personnel Separations--A.

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S/Sch. F  
1 July 1981

## CHAPTER 1

## GENERAL

**1-1. Purpose.** This regulation prescribes the separation documents which are prepared for individuals upon retirement, discharge, or release from active military service or control of the Army. It establishes standardized policy for preparing and distributing DD Form 214 (Certificate of Release or Discharge from Active Duty).

**1-2. Applicability.** This regulation is applicable to—

*a.* Members of the active Army.

*b.* Members of the Army National Guard of the United States (ARNGUS) and the US Army Reserve (USAR) on active duty, active duty for training (ADT); or members of the Army National Guard (ARNG) on full-time training duty (FTTD) under 32 USC, 101 (12).

*c.* US Military Academy cadets.

**1-3. Separation documents.** *a.* Separation documents provide—

(1) Service members with a record of their military service.

(2) The Army with a source of information for administrative purposes.

(3) Governmental agencies with an authoritative source of information for administering Federal and State laws pertaining to veterans.

*b.* Authorized separation documents and personnel to whom they are issued are listed in table 1-1.

**1-4. DD Form 214 (Certificate of Release or Discharge from Active Duty).** *a.* Issue a DD Form 214 to all members except as stated in *b* below at time of retirement, discharge, or release from the active Army. These include—

(1) Members of the ARNGUS and USAR separated from a period of ADT or FTTD after they have served 90 days or more. However, all members separated from active duty for physical disability and those serving under special active duty training program tours of the ARNGUS or USAR

will be furnished a DD Form 214 regardless of time served on active duty.

(2) Members trained under the ARNGUS Alternate Training Option or the USAR Split Training Option (who receive BT and AIT in two consecutive summers) upon completion of AIT if they have served a total of at least 90 days.

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

(4) Each person released from a status that is determined to be void. (See para 2-7*d* for instructions for completing items on DD Form 214 for these individuals.)

(5) Enlisted members who became commissioned or warrant officers, and have their enlisted status terminated.

(6) Active duty officers who:

(*a*) Become enlisted members.

(*b*) Join another Service.

*b.* The DD Form 214 will not be prepared for—

(1) Members of the ARNGUS and USAR on ADT who are dropped from the rolls of the Army because of absence without leave (chap. 3, AR 630-10).

(2) Members leaving reserve officer status to join a Regular component.

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

(4) Enlisted members who are released from custody and control of the Army because of fraudulent enlistment and who are being held to a prior period of service for trial by court-martial for desertion (14-4*f*(2)(*a*), AR 635-200).

(5) Enlisted members discharged for immediate reenlistment in the RA.

(6) Members who are found disqualified upon reporting for active duty and who do not enter actively upon duties in accordance with orders.

*c.* A State Adjutant General or his or her agent may issue DD Form 214 to an ARNGUS member

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released after 90 days or more of continuous ADT or an ARNG member released after 90 days or more of continuous FTTD under 32 USC 101(12). The signer must be Federally recognized and authorized to sign. (See item 22, table 2-1.) In these cases, the Office of the State Adjutant General will be a Separation Transfer Activity (STA).

**1-5. Safeguarding DD Form 214, DD Form 214WS, and DD Form 215.** DD Form 214 (and the DD Form 214 worksheet) and 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty) contain vital, sensitive, and authoritative data. Store, transmit, and destroy them as explained below. The commander or chief of each Separation Transfer Activity (STA) authorized to issue DD Form 214 will—

a. Appoint, in writing, an officer, enlisted member (E-7 or above), or DA civilian (GS-7 or above) to order, control, and issue blank DD Forms 214.

b. Ensure that all forms are secured after duty hours.

c. Ensure that all obsolete forms are destroyed.

d. Ensure that all forms to be destroyed—including blank, partially filled in, and reproduced forms, are shredded or burned. (Never throw forms away.)

e. Ensure that forms given or kept for teaching use have the words "S P E C I M E N" placed on them.

f. Monitor the use of the DD Form 214 to be sure these actions are being taken.

g. Use all procedures applicable to DD Form 214 with DD Form 214WS and DD Form 215.

**Table 1-1. Authorized Separation Documents**

<i>Form Number</i>	<i>Title</i>	<i>Issued to</i>
DD Form 214	Certificate of Release or Discharge from Active Duty	See para 1-4
DD Form 363A	Certificate of Retirement	Commissioned/Warrant/Enlisted (Note 1)
DD Form 256A	Honorable Discharge Certificate	Commissioned/Warrant/Enlisted
DD Form 257A	General Discharge Certificate	Commissioned/Warrant/Enlisted
DD Form 794A	Discharge Certificate Under Other Than Honorable Conditions	Commissioned/Warrant/Enlisted
DD Form 259A	Bad Conduct Discharge Certificate	Enlisted
DD Form 260A	Dishonorable Discharge Certificate	Warrant/Enlisted
DA Form 3891	Certificate of Appreciation for Wives of Retiring US Army Personnel	(Note 2)
DA Form 3891-1	Certificate of Appreciation for Husbands of Retiring US Army Personnel	(Note 2)
DA Form 1811	Physical Data and Aptitude Test Scores Upon Release from Active Duty	Enlisted (Notes 3 and 4)

*Notes:*

1. Do not issue to members placed on the Temporary Disability Retired List (TDRL).
2. a. At their discretion, unit commanders may issue certificates (if the retirees desire) to the spouses of—
  - (1) Officers and enlisted members retired—
    - (a) Under chapter 4, AR 635-100, or chapter 12, AR 635-200.
    - (b) For permanent physical disability after 20 or more years of active Federal service.
  - (2) ARNGUS/USAR members transferred to the Retired Reserve or discharged under honorable conditions with 20 or more years of qualifying service for retired pay (para 8-7.1, AR 672-5-1).
- b. Do not present the certificate if a valid reason exists. Certificates may be issued whether or not a retirement ceremony is conducted or the spouse is present.

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c. The signer of the DD Form 214 at the STA is responsible for its accuracy.

**2-4. Alterations and corrections.** a. The STA preparing the DD Form 214 may make corrections as follows:

(1) Only typographical errors in words or abbreviations located in unshaded areas of the form may be corrected by erasure and overtype.

(2) Corrections must be made before the departure of the service member from the STA and before distribution of copies of DD Form 214.

(3) The signing official will initial corrections on all copies. Any corrections and changes made on the unshaded areas of the form must be neat and legible. Corrections are not permitted in the screened areas of forms described in (4) and (5) below.

(4) DD Forms 214 have a reproducible screen tint on blocks 1, 3, 4, 12, and 18 through 30 to make changes clearly noticeable.

(5) DD Forms 215 have a reproducible screen tint on blocks 1, 3, 5, and 7 to make changes clearly noticeable.

b. Once a separatee has departed from the STA or if distribution of the DD Form 214 has been made, correct the DD Form 214 by requesting a DD Form 215 or a new DD Form 214 (para 2-5).

c. Request a DD Form 215 or a new DD Form 214 by letter to the proper address below:

<i>Requests Concerning</i>	<i>Send to</i>
Commissioned and warrant officers on active duty	HQDA(DAPC-PSR-S) Alexandria, VA 22332
Enlisted personnel on active duty	Commander US Army Enlisted Records and Evaluation Center Fort Benjamin Harrison, IN 46249
Correction of reenlistment eligibility code or related remarks	Commander US Army Enlistment Eligibility Activity 9700 Page Boulevard St. Louis, MO 63132
Discharged personnel who have no reserve status	Director National Personnel Records Center, General Services Administration ATTN: Army Branch 9700 Page Boulevard St. Louis, MO 63132

*Requests Concerning*  
ARNG officers or warrant officers not on active duty

*Send to*  
Chief, Army National Guard Personnel Center  
5600 Columbia Pike  
Falls Church, VA 22041

Note. Signer will be chief or acting chief of Center.

ARNG enlisted personnel not on active duty

State Adjutant General

All others

Commander  
US Army Reserve Components Personnel and Administration Center  
ATTN: AGUZ-PSE-VS  
9700 Page Boulevard  
St. Louis, MO 63132

d. The CG, US Army Military Personnel Center, and the CG, US Army Reserve Components Personnel and Administration Center, may also correct these forms upon the recommendation of the Army Discharge Review Board or Army Board for Correction of Military Records or in other instances when appropriate. Chapter 2, AR 340-21, contains procedures for the amendment of records, upon requests submitted under the Privacy Act of 1974.

**2-5. Issuance or reissuance of DD Form 214.** a. Do not reissue the DD Form 214, once issued, except when—

(1) Directed by proper appellate authority, Executive Order, or by the Secretary of the Army.

(2) It is determined that the original DD Form 214 cannot be properly corrected by issuance of a DD Form 215.

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

(4) The character of service, item 24, is to be changed.

b. Do not reissue DD Form 214 to replace record copies or DD Forms 214 lost by service members. If no DD Form 214 is available, issue a statement of service or transcript of military record.

c. When a DD Form 214 is issued or reissued, enter that fact and the date in item 18, Remarks, of the DD Form 214 unless the appellate authority, Executive Order, or Secretarial directive specifies otherwise.

**2-6. Agency requirements.** Requests for copies of DD Form 214 after the member's separation will be forwarded to the proper agency (para 2-4c) maintaining the separatee's DD Form 214. The agency will —

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a. Provide a copy only upon the member's written request.

b. Provide the member with one copy with the Special Additional Information section and one copy with that information deleted.

c. If DD Form 214 was issued before 1 October 1979, provide the member with one copy containing all items of information completed, and one copy with the following items deleted:

- (1) Regulatory/statutory authority for separation.
- (2) Narrative reason for separation.

(3) Separation program designator.

(4) Reenlistment eligibility code.

d. If the member has supplied an authorization to furnish a copy of the DD Form 214 to another individual or group, ensure the copy furnished does not contain the Special Additional Information section or, if the DD Form 214 was issued before 1 October 1979, the items listed in c (1) thru (4) above.

e. Provide a copy of DD Form 214 to authorized personnel, for example, HQDA, for official purposes.

## Section II. INSTRUCTIONS FOR PREPARING DD FORM 214

2-7. **General.** a. The DD Form 214 must be typed so that all copies are legible. An entry is required in all items on the DD Form 214. When no entry is appropriate, enter the abbreviation for not applicable "NA." If an entry is too long for the space allotted, enter "see item 18." Complete the entry in block 18 after citing the item number being completed.

b. If the information required to complete a specific item is not available, enter "see item 18" in the incomplete item. In item 18, state "DD Form 215 will be issued to provide missing information."

The STA will—

(1) Exhaust all data sources to obtain missing information, to include contact with the separatee's unit when the unit is not overseas, and other sources which may be reached without delaying separation.

(2) Advise the separatee that a DD Form 215 will be issued when the missing information becomes available. This action will be taken with further request by the separatee.

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

(4) Furnish missing data by letter along with a copy of DD Form 214 to the proper office (para 2-4c).

(5) If the search for the missing data is unsuccessful, advise the proper office by letter within 30 days after the date of the DD Form 214 so that attempts may be made by the records keeper to

obtain the missing data. Include a copy of DD Form 214 with the letter. As a minimum, efforts to obtain needed data must include contact with the separatee's unit.

c. Prepare a continuation sheet to DD Form 214 on bond paper—if there is not enough space in item 18 (Remarks), (item 18o, table 2-1). The continuation sheet will—

(1) Refer to the DD Form 214 being continued.

(2) Include information from items 1 through 4, and items being continued.

(3) Be signed by the member and signed and dated by the authenticating official.

d. When members are *released from custody and control* of the Army because of a *void or voided enlistment*, instructions in paragraph 2-8 will apply except as follows:

(1) Item 9: Enter, "NA."

(2) Item 12c: Enter a zero in the year, month and day blocks.

(3) Item 18: Enter, "Time served is not creditable for promotion or longevity."

(4) Item 23: Enter, "Release from Custody and Control of the Army."

(5) Item 24: Enter, "NA."

*Note.* This paragraph does not apply to individuals who are discharged, for example, for fraudulent entry. DD Form 214 for discharged personnel will be completed in accordance with paragraph 2-8.

2-8. **DD Form 214 instructions.** See table 2-1. A sample of a completed DD Form 214 is shown in figure 2-1.

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Table 2-1. DD Form 214 Preparation Instructions

- Item*
- 1 Enter name in all capital letters. Include "JR," "SR," or "II" when needed.
  - 2 Enter in capital letters. For enlisted members, enter ARMY/RA (or ARNG/USAR). For USMA cadets, enter: ARMY-USMA-CADET. Enter career branch for commissioned officers and control branch for warrant officers.
  - 3 Verify accuracy with the SSN of record.
  - 4 (a and b) Enter active duty grade of rank and pay grade at time of separation.
  - 5 Enter date using six-digit number in this item; year, month, and day written in that sequence without spaces or slashes, e.g., 420106 for 6 Jan 42.
  - 6 Enter city and State from which member entered into current tour of active service. (See app J, volume I of the JTR for definition of place of entry on active duty.) For oversea addresses enter the APO or FPO.
  - 7 Enter last unit of assignment, major command, and the corresponding two character assignment code shown in paragraph 2-4, AR 680-29.
  - 8 Enter Army station or installation and State.
  - 9 Enter the proper data (see column C, table 2-2).
  - 10 Enter the amount of Servicemen's Group Life Insurance coverage, or "X" for none.
  - 11 Enter the MOS codes, titles, years, and months for warrant officers and enlisted personnel. For commissioned officers enter the specialty skill identifier (SSI) (two digits and one letter), title, years, and months (see fig. 2-1.)
  - 12
    - a. All service entered in 12c through e will be less time lost under title 10 USC 972 and time lost after expiration of term of service.
    - b. For cadets, enter in item 12c the total time between dates entered in items 12a and b with reference to item 18h below.
    - c. Time lost under 10 USC 972 (para 2-4, AR 635-200) while on active duty does not extend the terminal date of Reserve obligation under the Military Selective Service Act recorded in item 12i.
    - d. Enter foreign service (item 12f) covering the period (see item 12c).
    - e. Enter date of promotion to pay grade in item 12h.
  - 13 Self-explanatory.
  - 14 List in-service training courses; title, number of weeks, year successfully completed during this period of service; e.g., medical, dental, electronics, supply, administration, personnel, or heavy equipment operations. This information is to assist the member after separation in job placement and counseling; therefore, training courses for combat skills will not be listed.
  - 15 Enter yes or no as provided by individual.
  - 16 Self-explanatory.
  - 17 Enter either the number of days of accrued leave paid or the word "none." This information is required by other Federal agencies.
  - 18 Use the remarks section for entries required by HQDA for which a separate item is not available on the form and for completing entries that are too long for their blocks. When completing a long entry, place the item number before the rest of the comment. Sample required entries for item 18 are—
    - a. Excess leave (preceding 2 years). Enter the total number of days and inclusive dates of time spent in an excess leave status. For example: Excess leave (creditable for all purposes except pay and allowance)—10 days: 780515-780524.
    - b. For all personnel who have a period of service extended, except an officer of a reserve component who entered on active duty to determine physical fitness, enter "Extension of service was at the request and for the convenience of the Government."
    - c. When an enlisted person is retained in service beyond the date of expiration term of service (ETS), enter "Retained in service\_\_\_\_days for convenience of the Government per (authority for retention; e.g., 'AR 635-200')." Do not identify paragraph or chapter of Army Regulation.

*Note.* Extension of service (b above) is distinctive from retention (c above) in that extension of enlisted service is evidenced by a new service agreement for a specified period, while retention is continuing the member on the same period of service beyond the ETS date.



## Table 2-1. DD Form 214 Preparation Instructions

## Item

- d. When a temporary DA Form 201 is used for separation, enter "Separated from service on temporary records and soldier's affidavit."
- e. When an enlisted person is retired after completing 30 or more years of active military service, enter grade to which advanced on the retired list under 10 USC 3964 as indicated in the orders directing retirement.
- f. When an enlisted person is retired for disability in a commissioned or warrant officer grade, enter the grade in which retired. If an enlisted person is discharged to retire as a commissioned or warrant officer (format 684, app A, AR 310-10), enter "discharged from enlisted status to retire in the retired grade and placed on the retired list as indicated in the retirement order."
- g. Show the following information when available in the financial records:  
 (1) Type of last bonus paid; for example Regular reenlistment bonus (RRB).  
 (2) Amount paid:\_\_\_\_, date\_\_\_\_\_.
- h. When a separatee is a cadet, enter "Item 12 includes service as a cadet, USMA, from (date of entrance in USMA) to date of separation."
- i. Enter the amount of disability/readjustment pay, if any.
- j. Enter the inclusive dates of any non-pay/excess leave.
- k. When information for a specific item is unavailable, enter "DD Form 215 will be issued to provide missing information" (para 2-7b).
- l. When a DD Form 214 is administratively issued or reissued, enter on all copies: "DD Form 214 administratively issued/reissued on (date)." unless the appellate authority, Executive Order, or the Secretary of the Army directive specifies otherwise.
- m. When a discharge is upgraded, enter on copies 2 through 8 of the reissued DD Form 214 "Discharge upgraded on (date) following application of (date)."
- n. Enter place of birth for discharged alien deserters.
- o. Enter either "NOTHING FOLLOWS" flush with last word or "CONTINUATION SHEET ATTACHED."
- 19 Enter the mailing address and county of residence furnished by the individual at time of separation. The county may be omitted if not listed in appendix A. Do not list civilian penal institutions as a mailing address after separation.
- 20 Insert State requested by the member and place an "X" in the proper block. Addresses of State Directors are in appendix C. This will speed up the processing of any available State veteran's benefits.
- 21 When the separatee cannot or will not sign, enter "Member not available to sign" or "Member refused to sign." Signature of member must be legible on all copies. A second signature may be needed on copy 4. Use your payroll signature when signing the form.
- 22 a. Only a commissioned or warrant officer may sign DD Form 214 unless the STA chief or acting chief is a senior noncommissioned officer (E-7 or above) or DA civilian (GS-7 or above), then he/she may sign.  
 b. The signature must be legible on all copies. A second signature may be needed on copy 4.
- 23 Enter one of the terms listed in (a) through (c) below. (The applicable orders formats in appendix A, AR 310-10 are shown.)  
 a. *Officer personnel.*  
 (1) Relief from active duty (format 523, 524, 526, 620).  
 (2) Discharge (format 500, 501, 530).  
 (3) Retirement (format 610, 612, 660, 662, 680, 682).  
 (4) Separation to continue on AD in another status (format 520, 522).  
 (5) Relief from ADT (format 261, 266, 267).  
 (6) Dismissal or discharge, as appropriate (GCMO).  
 (7) Drop from the rolls of the Army (format 540).  
 (8) Release from custody and control of the army (format 505).  
 b. *Enlisted personnel.*  
 (1) Relief from active duty (format 523, 526, 620).  
 (2) Discharge (format 500, 501, 502).  
 (3) Retirement (format 600, 602, 610, 612, 660, 662, 684, 686).  
 (4) Separation and order to additional active duty (format 562).  
 (5) Relief from ADT (format 261, 266 and 267).  
 (6) Release from custody and control of the Army (format 505).  
 (7) Relief from ADT and discharge from the Reserve of the Army (format 266).

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Table 2-1. DD Form 214 Preparation Instructions

- Item*
- c. Cadets. Enter "Relief from active duty," "Discharge," "Release to active duty," or "Return to parent service."
- 24 Authorized entries are:
- a. Honorable
  - b. Under Honorable Conditions (General)
  - c. Under Other Than Honorable Conditions
  - d. Bad Conduct
  - e. Dishonorable
  - f. To be determined (see para 1-5b, AR 635-100).
  - g. Not applicable (for release from custody and control of the Army due to void or voided enlistments).
- 25 Enter the regulatory or statutory authority cited in directives authorizing separation on copies 2, 4, 7, and 8 only. For personnel ordered to ADT and FTTD by self-terminating orders, show the authority, "Self-terminating order," orders number, course, and date.
- 26 Enter the proper separation program designator (SPD), representing the reason for separation (AR 635-5-1), on copies 2, 4, 7, and 8 only. For cadets, enter the order number, source, and date.
- 27 See appendix D, AR 601-280, for reenlistment eligibility codes to be entered on copies 2, 4, 7, and 8 only. Enter "NA" for ARNGUS or USAR members released after serving on ADT or ARNG after serving on FTTD. For members discharged for cause (for example, under the Trainee Discharge Program (TDP) or for medical reasons), give the proper reenlistment eligibility code. Refer questions concerning RE codes to the Commander, USAEEA, St. Louis, Mo 63132 (AUTOVON 693-7647).
- 28 Enter the reason for separation (shown in AR 635-5-1) based on the regulatory or statutory authority. Do not enter the narrative reason for separation on copy 1 of DD Form 214. For personnel ordered to ADT and FTTD by self-terminating orders, show the reason as "Completion of period of ADT or FTTD," as appropriate.
- 29 These dates are required by other Federal agencies. For officers, enter inclusive dates absent without leave (Article 86, UCMJ). For enlisted personnel enter inclusive dates under 10 USC 972 (para 2-4, AR 635-200), as well as time lost after normal ETS. For example: Time lost under 10 USC 972 780615-780616. Time lost after normal ETS 780617-780618 (not chargeable under 10 USC 972). This entry covers the period of service shown in items 12a and b. If the member has no time lost during this period enter "none."
- 30 Have members initial in this item if they desire copy 4 of DD Form 214.

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TABLE 2-2

REFERENCE LIST TO BE USED TO DETERMINE APPROPRIATE ENTRY FOR ITEM 9			
R U L E	A	B	C
	When the type of separation is	and service member will (be)	then entry is
1	Release from active duty	return to ARNG	ARNG of (State, District of Columbia, Puerto Rico, or Virgin Islands)
		transfer or return to USAR with no specific unit assignment	USAR Control Group (Annual Training, Standby, or Reinforcement, as appropriate), RCPAC, 9700 Page Blvd., St. Louis, MO 61312
		assigned to USAR with a specific unit assignment	designation of the unit to which assigned.
2	Discharge (includes resignation of RA commissioned officers)	accept a USAR appointment	USAR Control Group (Annual Training, Standby or Reinforcement, as appropriate), RCPAC, 9700 Page Boulevard, St. Louis, MO 63132
		have no further military status	NA
		immediately enlisting in USAR Troop Program Unit (within 24 hours of discharge)	designation of unit to which assigned
		immediately enlisting in the Individual Ready Reserve (IRR)—(within 24 hours of discharge)	USAR Control Group (Reinforcement) RCPAC, 9700 Page Blvd., St. Louis, MO 63132
		immediately reenlisting in the USAR Control Group (ROTC)	USAR Control Group (ROTC), RCPAC, 9700 Page Blvd., St. Louis, MO 63132
3	Retirement (including temporary and permanent disability)	placed on AUS Retired list and transferred to USAR Control Group (Retired)	USAR Control Group (Retired), RCPAC, 9700 Page Blvd., St. Louis, MO 63132
		placed on USA retired list	NA
		placed on TDRL	NA
4	Released from ADT	return to ARNG	designation of the unit from which entered on ADT
5	Release from ADT and discharge of ARNG personnel from Reserve of the Army	return to State	ARNG of (State, District of Columbia, Puerto Rico, or Virgin Islands)
6	Discharge of USAR personnel on ADT	have no further military status	NA
7	Release from ADT/FTTD	return to ARNG/USAR	for ARNG-ARNG unit of assignment of (State, District of Columbia, Puerto Rico or Virgin Islands for USAR-USAR unit of assignment or USAR Control Group (Reinforcement), RCPAC, 9700 Page Blvd., St. Louis 63132, as appropriate
8	Release from special ADT program tours	return to ARNG or USAR	for ARNG-ARNG of (State, District of Columbia, Puerto Rico or Virgin Islands) for USAR-USAR Control Group (Reinforcement), RCPAC, 9700 Page Blvd., St. Louis, MO 63132

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CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD SAFEGUARD IT ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 214 1 JUL 79		PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.		CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY		
1. NAME (Last, first, middle) <b>DOE, JOHN DAVID, JR.</b>		2. DEPARTMENT, COMPONENT AND BRANCH <b>ARMY/RA</b>		3. SOCIAL SECURITY NO. <b>111   11   1111</b>		
4a. GRADE, RATE OR RANK <b>SP5</b>	4b. PAY GRADE <b>E5</b>	5. DATE OF BIRTH <b>560106</b>	6. PLACE OF ENTRY INTO ACTIVE DUTY <b>Alexandria, VA</b>			
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND <b>4th Transportation Brigade, USAREUR E9</b>			8. STATION WHERE SEPARATED <b>Fort Dix, NJ</b>			
9. COMMAND TO WHICH TRANSFERRED <b>USAR Control Group (Reinforcement) RCPAC, St. Louis MO 63132</b>			10. SGU COVERAGE AMOUNT \$ <u>20</u> 000 <input type="checkbox"/> NONE			
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)  <b>75E20, Personnel Actions Specialist, 1 yr and 2 mos. 71L20, Administrative Specialist, 2 yrs and 3 mos.</b>			12. RECORD OF SERVICE			
			a. Date Entered AD This Period	YEAR (#)	MON (#)	DAY (#)
			b. Separation Date This Period	<b>72</b>	<b>11</b>	<b>16</b>
			c. Net Active Service This Period	<b>03</b>	<b>06</b>	<b>24</b>
			d. Total Prior Active Service	<b>00</b>	<b>00</b>	<b>00</b>
			e. Total Prior Inactive Service	<b>00</b>	<b>01</b>	<b>09</b>
			f. Foreign Service	<b>01</b>	<b>00</b>	<b>00</b>
			g. Sea Service	<b>00</b>	<b>00</b>	<b>00</b>
			h. Effective Date of Pay Grade	<b>74</b>	<b>06</b>	<b>06</b>
			i. Reserve Oblig. Term. Date	<b>78</b>	<b>11</b>	<b>15</b>
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)  <b>National Defense Service Medal, Army Commendation Medal (2 Oak leaf clusters).</b>						
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)  <b>Advanced NCO Education System, 8 weeks (Jun 1976).</b>						
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		16. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		17. DAYS ACCRUED LEAVE PAID <b>10</b>		
18. REMARKS  <b>For entries in this block see item 18, Table 2-1. Sample entries are shown below: Excess leave (preceding 2 years). Creditable for all purposes except pay and allowance. 10 days: 780515-780524.  Last Reenlistment Bonus paid: \$1,250.00, 750116. Item 21. Member refused to sign DD Form 214. Retained in the service 9 days for the convenience of the government, Authority: AR 635-200.</b>						
19. MAILING ADDRESS AFTER SEPARATION <b>1776 E. 61st Street, (Bronx) New York, NY 10021</b>				20. MEMBER REQUESTS COPY 4 BE SENT TO <u>NY</u> DIR. OF VET AFFAIRS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
21. SIGNATURE OF MEMBER BEING SEPARATED			22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN			

S/N 0102-LF-000-2140

MEMBER - 1

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION <b>Release from active duty</b>	24. CHARACTER OF SERVICE (Includes upgrades) <b>Honorable</b>	
25. SEPARATION AUTHORITY <b>Chapter 2, AR 635-200</b>	26. SEPARATION CODE <b>XYZ</b>	27. REENLISTMENT CODE <b>RE-1</b>
28. NARRATIVE REASON FOR SEPARATION <b>Completion of required service</b>		
29. DATES OF TIME LOST DURING THIS PERIOD <b>760502-760503</b>		30. MEMBER REQUESTS COPY 4 INITIALS

S/N 0102-LF-000-2140

SERVICE - 2

Figure 2-1.

**Section III. PREPARATION OF OTHER SEPARATION DOCUMENTS**

**2-9. DD Form 363A (Certificate of Retirement).** In the space under "This is to certify that" enter the name, typed in capital letters in signature order, followed by the social security number; grade, and career branch (officer) or component (enlisted). Spell out the component if Regular Army; enter other components as ARNGUS, USAR, AUS, or ARNG if on FTTD. Sample entries are—

JOHN J. DOE 000-00-0000 CORPORAL  
REGULAR ARMY

JOHN J. DOE 000-00-0000 MAJOR INFAN-  
TRY

Enter the date of retirement in the space provided.

**2-10. Discharge certificate.** The entries on the discharge certificate will be the same as those given above for the retirement certificate, except that the name of the officer signing the certificate will be typed between the lines in the lower right corner of the certificate. Type the name in capital letters in signature order, with grade and branch centered below the name.

**2-11. DA Form 3891 (Certificate of Appreciation for Wives of Retiring US Army Personnel) and DA Form 3891-1 (Certificate of Appreciation for Husbands of Retiring US Army Personnel).** Fill out certificate by entering the name of the spouse, e.g., MRS. MARY DOE.

**2-12. DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release from Active Duty).** *a.* Complete this form by entering the date, name, grade, social security number, and test scores (see note 3, table 1-1). Type all entries on this form.

*b.* For enlisted members, transcribe the latest Army Classification Battery (ACB) Aptitude Area or Armed Services Vocational Aptitude (ASVAB) scores and the latest date tested or retested from

DA Form 2-1. If the ACB-73 scores are not shown in item 10 (other tests) on DA Form 2-1, enter "NONE."

*c.* Show physical status by entering the date of separation shown on DD Form 214 and the physical profile recorded on the SF 88 (Report of Medical Examination) completed for separation.

*d.* Enter the typed or stamped name, grade, branch, and signature of the officer responsible for preparing the form in the space provided.

*e.* Erasures are permitted only if they are neat and legible. The authenticating officer will initial all erasures.

**2-13. DD Form 220 (Active Duty Report).** *a.* Complete two copies of the DD Form 220 (Fig. 2-2) upon completion of basic training for members enlisted under the USAR Split Training Program and the ARNGUS Alternate Training Program (i.e., complete basic and advanced individual training in two consecutive summers).

*b.* Complete one copy for members enlisted under the Civilian Acquired Skills Program if not authorized issuance of a DD Form 214.

*c.* Complete the following items on the form; unnumbered items at the top of the form (address the form to the member in care of the unit of assignment; from, the current unit to which attached for training); items 1-3, 6, 9, 17, and 18; and the signature block; include lost time dates on page 2 following item 19.

*d.* Give the original DD Form 220 to the separatee. File the copy in the MPRJ for use in preparing the DD Form 214 upon completion of advanced training, at which time it will be destroyed.

*e.* When DD Form 220 is not available, provide the same data by letter.

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## CHAPTER 3

DD FORM 214 AND DD FORM 215 DISTRIBUTION

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**3-1. Presenting or mailing documents to the individual.** Present the proper certificates and copies of the DD Form 214 at the STA as prescribed by AR 635-10. When separation is accomplished under circumstances which preclude physical delivery, mail the separation papers to the address shown in item 19, DD Form 214.

**3-2. Distribution of DD Form 214 and DD Form 215.** *a.* Detailed instructions for distributing DD Form 214 are in table 3-1. DD Forms 214 must be distributed as shown in table 3-1 and mailed as prescribed below:

(1) No attachments other than DD Form 214

continuation sheet will be fixed to the form unless specifically required by table 3-1.

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

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

(4) All copies of DD Form 214 required to be filed in the MPRJ (table 3-1) will be distributed based on appendix E, AR 635-10.

*b.* The distribution of DD Form 215 will be identical to the distribution of DD Form 214.

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TABLE 3-1		
DISTRIBUTION OF COPIES OF DD FORM 214		
Copy No.	FOR	ACTION IS
1	All service members	present or mail to service member (para 3-1 (note 1).)
2	All service members	file in MPRJ (note 2).
3	A member in service (commissioned/warrant officers) and enlisting or continuing on active duty in another status  All others	forward to the finance and accounting officer paying the service member.  forward to Veterans Administration, Data Processing Center (214), E. Woodward St., Austin, Texas 78772 (notes 3 and 4).
4	All service members if requested as prescribed in para 2-1e.  All others	present or mail to service member (para 3-1).  file in MPRJ.
5	All service members	forward to US Department of Labor, Unemployment Insurance Systems Design Center, PO Box 44246, Capital Station, Baton Rouge, LA 70804
6	All service members if requested in item 20, DD Form 214  All others	forward to proper State Director of Veterans Affairs (addresses listed in app C)  destroy IAW para 1-5d.
7	A member of ARNGUS on extended active duty (AR 135-210)  A member who will become a member of a USAR troop program unit  A member of the USAR being discharged from the Reserve of the Army  A member of the ARNGUS being discharged from the Reserve of the Army  An enlisted member discharged under para 5-7, AR 635-200  All others	file in MPRJ  file in MPRJ  forward thru Army area commander (app D) to Cdr of the organization from which member entered on ADT.  forward to State AG.  forward to Cdr, MEPCOM, ATTN: MEPCOS/Command Surgeon, Fort Sheridan, IL 60037 (note 5)  destroy IAW para 1-5d.
8	All service members	Separation Transfer Activity will retain as a 6 month file and then destroy IAW file number 701-07, AR 340-18-7. (note 6)

**Notes.**

1. For discharged alien deserters: Forward a reproduced copy 1 to the US Department of State, Visa Office—SCA/VO, State Annex No. 2, WASH, DC 20520.
2. If the member is in the service and—
  - a. Enlisting in the Regular Army, forward to a reproduced copy 2 through the servicing SIDPERS Interface Branch (SIB) (AR 601-280). Attach the original of the new DD Form 4/4 before forwarding. (See rules 6 and 7, table E-8, AR 635-10).
  - b. Accepts a commission, or warrant officer appointment, forward a reproduced copy 2 to Cdr, USAEREC, Fort Benjamin Harrison, IN 46249. (See rule 3, table E-9, AR 635-10).
3. If the service member is transferred to a VA hospital at the time of separation, forward a reproduced copy 3 to the hospital, ATTN: Chief, Medical Administration Division (136). Attach the VA Form 21-526e (Veterans

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Application for Compensation or Pension at Separation from Service) and health records as required by appendix E, AR 635-10. If readjustment or severance pay is involved, also attach a copy of separation orders.

4. If the individual has applied for compensation but hospitalization is not required, forward a reproduced copy 3 to the VA Regional Office listed in appendix A, having jurisdiction over the address shown in item 19, DD Form 214. Attach VA Form 21-526e and health records (app E, AR 635-10).

5. When forwarding copy 7 to Cdr, US Military Enlistment Processing Command (MEPCOM), attach the following with metal staples:

a. SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) pertaining to entry enlistment or the call to active duty examination.

b. SF 88 and SF 93 pertaining to separation examination.

c. DA Form 3947 (Medical Board Proceedings).

d. SF 502 (Clinical Record—Narrative Summary).

After processing, the CG, MEPCOM, will forward to HQDA(HSP-A-HE), WASH DC 20310.

6. This copy will be used to provide information to recruiters concerning the reenlistment eligibility of members separated from active duty.



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## APPENDIX A

## VETERANS ADMINISTRATION REGIONAL OFFICES

<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Alabama .....	Entire State .....	Aronov Bldg. 474 S. Court St. Montgomery AL 36104
Alaska .....	Entire State .....	P.O. Box 1288 Juneau AK 99801
Arizona .....	Entire State .....	3225 North Central Ave. Phoenix AZ 85012
Arkansas .....	Entire State .....	1200 West 3rd Street Little Rock AR 72201
California .....	Counties of — Inyo, Kern, Los Angeles, Orange, San Bernardino, San Luis Obispo, Santa Barbara, Ventura	Federal Building 11000 Wilshire Boulevard Los Angeles CA 90024
	Counties of — Alameda, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, Eldorado, Fresno, Glenn, Humboldt, Kings, Lake, Madera, Marin, Mariposa, Mendocino, Merced, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba	211 Main Street San Francisco CA 94105
	Counties of — Alpine, Lassen, Modoc, Mono .....	1201 Terminal Way Reno NV 89520
	Counties of — Imperial, Riverside, San Diego .....	2022 Camino Del Rio North San Diego CA 92108
Colorado .....	Entire State .....	Denver Federal Center Denver CO 80225
Connecticut .....	Entire State .....	450 Main Street Hartford CT 06103
Delaware .....	Entire State .....	1601 Kirkwood Highway Wilmington DE 19805
District of Columbia	Entire District .....	VARO 941 North Capitol Street, NE. WASH DC 20421

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State	Area of jurisdiction	Address
Florida	Entire State	P.O. Box 1437 St. Petersburg FL 33731
Georgia	Entire State	730 Peachtree Street, NE. Atlanta GA 30308
Hawaii	Entire State American Samoa, Guam, Wake Island, Midway and Trust Territory of the Pacific Islands	P.O. Box 50188 Honolulu HI 96850
Idaho	Entire State	550 W Fort Street Boise ID 83724
Illinois	Entire State	P.O. Box 8136 Chicago IL 60680
Indiana	Entire State	575 North Pennsylvania St. Indianapolis IN 46204
Iowa	Entire State	210 Walnut Street Des Moines IA 50309
Kansas	Entire State	901 Geo Wash Blvd Wichita KS 67211
Kentucky	Entire State	600 Federal Place Louisville KY 40202
Louisiana	Entire State	701 Loyola Avenue New Orleans LA 70113
Maine	Entire State	Togus ME 04330
Maryland	Entire State, <i>except</i> Prince Georges and Montgomery counties which are allocated to VARO, WASH DC	Federal Building 31 Hopkins Plaza Baltimore, MD 21201
Massachusetts	Entire State, <i>except</i> as shown below  Counties of — Barnstable, Dukes, Nantucket, and towns in Bristol County, <i>except</i> Mans- field and Easton; towns of Lakeville, Middleboro, Carver, Rochester, Mat- tapoisett, Marion, and Wareham in Plymouth County which are allocated to the Boston MA VARO	John Fitzgerald Kennedy Federal Building Government Center Boston MA 02203  321 S. Main Street Providence RI 02903
Michigan	Entire State	Patrick V. McNamara Fed Bldg 477 Michigan Avenue Detroit MI 48226
Minnesota	Entire State, <i>except</i> as shown below  Counties of — Becker, Beltrami, Clay, Clearwater, Kittson, Lake of the Woods, Mahno-	Federal Building Fort Snelling St. Paul MN 55111  2101 Elm Street Fargo ND 58102

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<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
	men, Marshall, Norman, Otter Tail, Pennington, Polk, Red Lake, Roseau, Wilkin	
Mississippi .....	Entire State .....	2350 Hwy 80 West Jackson MS 39204
Missouri .....	Entire State .....	Federal Building 1520 Market Street St. Louis MO 63103
Montana .....	Entire State .....	VA Center Fort Harrison MT 59636
Nebraska .....	Entire State .....	100 Centennial Mall North Lincoln NE 68508
Nevada .....	Entire State, <i>except</i> Clark and Lincoln counties which are allocated to the Los Angeles Regional Office	1201 Terminal Way Reno NV 89520
New Hampshire ....	Entire State .....	275 Chestnut St Manchester NH 03103
New Jersey .....	Entire State .....	20 Washington Place Newark NJ 07102
New Mexico .....	Entire State .....	500 Gold Avenue, SW. Albuquerque, NM 87102
New York .....	Counties of — Albany, Bronx, Clinton, Columbia, Delaware, Dutchess, Essex, Frank- lin, Fulton, Greene, Hamilton, Kings, Montgomery, Nassau, New York, Or- ange, Otsego, Putnam, Queens, Rens- selaer, Richmond, Rockland, Saratoga, Schenectady, Schoharie, Suffolk, Sul- livan, Ulster, Warren, Washington, Westchester	252 Seventh Avenue at 24th St. New York NY 10001
	Counties of — Remaining Counties of New York ...	Federal Building 111 West Huron Street Buffalo NY 14202
North Carolina .....	Entire State .....	251 North Main Street Winston-Salem NC 27102
North Dakota .....	Entire State .....	2101 Elm Street Fargo ND 58102
Ohio .....	Entire State .....	Anthony J. Celebrezze Fed- eral Building 1240 East Ninth Street Cleveland OH 44199
Oklahoma .....	Entire State .....	125 South Main Street Muskogee OK 74401
Oregon .....	Entire State .....	1220 Southwest Third Ave. Portland OR 97204

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<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
Pennsylvania .....	Counties of — Adams, Berks, Bradford, Bucks, Cameron, Carbon, Centre, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York	P.O. Box 8079 Philadelphia PA 19101
	Remaining Counties of Pennsylvania	1000 Liberty Avenue Pittsburgh PA 15222
Rhode Island .....	Entire State .....	321 S. Main Street Providence RI 02903
South Carolina .....	Entire State .....	1801 Assembly Street Columbia SC 29201
South Dakota .....	Entire State .....	300 North Dakota Ave Sioux Falls SD 57101
Tennessee .....	Entire State .....	110 9th Ave. South Nashville TN 37203
Texas .....	Counties of — Angelina, Aransas, Atascosa, Austin, Bandera, Bee, Bexar, Blanco, Brazoria, Brewster, Brooks, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Crockett, De Witt, Dimmitt, Duval, Edwards, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris, Hays, Hidalgo, Houston, Jackson, Jasper, Jefferson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kimble, Kinney, Kleberg, La Salle, Lavaca, Liberty, Live Oak, Mason, Matagorda, Maverick, McCulloch, McMullen, Medina, Menard, Montgomery, Nocogdoches, Newton, Neuces, Orange, Pecos, Polk, Real, Refugio, Sabine, San Augustine, San Jacinto, San Patricio, Schleicher, Shelby, Starr, Sutton, Terrell, Trinity, Tyler, Uvalde, Val Verde, Victoria, Walker, Waller, Washington, Webb, Wharton, Willacy, Wilson, Zapata, Zavala.	2515 Murworth Dr. Houston TX 77054
	Counties of — Anderson, Andrews, Archer, Armstrong, Bailey, Bastrop, Baylor, Bell, Borden, Bosque, Bowie, Brazos, Briscoe, Brown, Burleson, Burnet, Calahan, Camp, Carson, Cass, Castro,	1400 N. Valley Mills Dr. Waco TX 76710

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<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
	Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Commanche, Concho, Cooke, Coryell, Cottle, Crane, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, El Paso, Erath, Falls, Fannin, Fayette, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hudspeth, Hunt, Hutchison, Irion, Jack, Jeff Davis, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Lampasas, Lee, Leon, Limestone, Lipscomb, Llano, Loving, Lubbock, Lynn, Madison, Marion, Martin, McLennan, Midland, Milam, Mills, Mitchell, Montague, Moore, Morris, Motley, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Presidio, Rains Randall, Reagan, Red River, Reeves, Roberts, Robertson, Rockwall, Runnels, Rusk, San Saba, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Sterling, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Tom Green, Travis, Upshur, Upton, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Williamson, Winkler, Wise, Wood, Yoakum, Young.	
	<i>Exception:</i> In Bowie County, the city of Texarkana is allocated to the Little Rock, Ark., VARO.	
Utah .....	Entire State .....	125 South State Street Salt Lake City UT 84137
Vermont .....	Entire State .....	VA Center White River Junction VT 05001
Virginia .....	Entire State, <i>except</i> Fairfax and Arlington Counties and the cities of Alexandria, Fairfax, and Falls Church are allocated to the VBO, WASH DC	210 Franklin Rd. SW. Roanoke VA 24011
Washington .....	Entire State .....	915 Second Ave Seattle WA 98174

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<i>State</i>	<i>Area of jurisdiction</i>	<i>Address</i>
West Virginia .....	Entire State, <i>except</i> Brooke, Hancock, Marshall, and Ohio counties are allocated to Pittsburgh PA VARO	502 Eighth Street Huntington WV 25701
Wisconsin .....	Entire State .....	342 North Water Street Milwaukee WI 53202
Wyoming .....	Entire State .....	2360 E. Pershing Blvd Cheyenne WY 82001
Midway Island .....	.....	P.O. Box 50188 Honolulu HI 96850
Panama Canal Zone .....	.....	VARO 941 North Capitol St. NE WASH DC 20421
Republic of the Philippines .....	.....	Director, US Veterans Administra- tion APO San Francisco 96528
Puerto Rico and the Virgin Islands .....	.....	GPO Box 4867 San Juan PR 00936
All foreign countries and other oversea areas .....	.....	VARO 941 North Capitol St. WASH DC 20421

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## APPENDIX B

## ADDRESSES OF THE STATE ADJUTANTS GENERAL

<i>State or Territory</i>	<i>Address</i>
Alabama	1720 Federal Dr. PO Box 1311, Montgomery, AL 36102
Alaska	610 Mackay Bldg, 338 Denali St., Anchorage, AK 99501
Arizona	5636 E. McDowell Rd, Phoenix, AZ 85006
Arkansas	Ft McAlister, PO Box 678, North Little Rock, AR 72115
California	PO Box 214405, Sacramento, CA 95821
Colorado	300 Logan St., Denver, CO 80203
Connecticut	360 Broad St., Hartford, CT 06115
Delaware	First Regiment Rd, Wilmington, DE 19808
District of Columbia	NG Armory, 2001 E. Capitol St., WASH, DC 20003
Florida	State Arsenal, St Augustine, FL 32084
Georgia	PO Box 17965, Atlanta, GA 30316
Hawaii	3949 Diamond Head Road, Ft Ruger, Honolulu, HI 96816
Idaho	PO Box 45, Boise, ID 83707
Illinois	1301 North MacArthur Blvd, Springfield, IL 62702
Indiana	PO Drawer AO, Indianapolis, IN 46241
Iowa	RR #1, Camp Dodge, Grimes, IA 50111
Kansas	PO Box C-300, Topeka, KS 66601
Kentucky	Boone National Guard Center, Frankfort, KY 40601
Louisiana	HQ Bldg, Jackson Barracks, New Orleans, LA 70146
Maine	Camp Keyes, Augusta, ME 04333
Maryland	5th Regiment Armory, Baltimore, MD 21201
Massachusetts	905 Commonwealth Ave, Boston, MA 02215
Michigan	2500 S. Washington Ave, Lansing, MI 48913
Minnesota	Veterans Service Bldg, St Paul, MN 55155
Mississippi	PO Box 5027, Pondren Station, Jackson, MS 39216
Missouri	1717 Industrial Dr. NE, Jefferson City, MO 65101
Montana	PO Box 4789, Helena, MT 59601
Nebraska	1300 Military Road, Lincoln, NE 68508
Nevada	2525 S. Carson St., Carson City, NV 89701
New Hampshire	State Mil Res, Airport Road, Concord, NH 03301

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<i>State or Territory</i>	<i>Address</i>
New Jersey	PO Box 979, Trenton, NJ 08625
New Mexico	PO Box 4277, Santa Fe, NM 87502
New York	Public Security Bldg, State Campus, Albany, NY 12226
North Carolina	PO Box 26265, Raleigh, NC 27611
North Dakota	PO Box 1817, Bismarck, ND 58505
Ohio	2825 W. Granville Road, Worthington, OH 43085
Oklahoma	3501 Military Circle, NE, Oklahoma City, OK 73111
Oregon	2150 Fairgrounds Rd, NE, Salem, OR 97303
Pennsylvania	Department of Military Affairs, Annville, PA 17003
Puerto Rico	PO Box 3786, San Juan PR 00904
Rhode Island	1051 N. Main St., Providence, RI 02904
South Carolina	1225 Bluff Rd, Columbia, SC 29201
South Dakota	PO Box 2150, Rapid City, SD 57709
Tennessee	NG Armory, Sidco Dr, Nashville, TN 37204
Texas	Box 5218, Austin, TX 78763
Utah	PO Box 8000, Salt Lake City, UT 84108
Vermont	Bldg #1, Camp Johnson, Winooski, VT 05404
Virginia	401 East Main St., Richmond, VA 23219
Virgin Islands	PO Box 3240, Christiansted, St Croix, US VI 00820
Washington	Camp Murray, Tacoma, WA 98430
West Virginia	1703 Coonskin Drive, Charleston, WV 25311
Wisconsin	PO Box 8111, Madison, WI 53708
Wyoming	5500 Bishop Blvd, PO Box 1709, Cheyenne, WY 82001



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## APPENDIX C

## ADDRESSES OF STATE DIRECTORS OF VETERANS AFFAIRS

**Alabama**

Director  
 Department of Veterans Affairs  
 PO Box 1509  
 Montgomery, AL 36106

**Alaska**

Director  
 Division of Veterans' Affairs  
 Pouch DA  
 Juneau, Alaska 99801

**Arizona**

Director  
 Department of Economic Security  
 Veterans Service  
 P.O. Box 6123  
 Phoenix, AZ 85005

**Arkansas**

Director  
 Veterans Service Office  
 1200 West 3d  
 Little Rock, AR 72201

**California**

Director  
 Department of Veterans' Affairs  
 P.O. Box 1559  
 Sacramento, CA 95807

**Colorado**

Director  
 Veterans Affairs Section  
 Department of Social Services  
 1575 Sherman Street—Rm 103  
 Denver, CO 80203

**Connecticut**

Commandant  
 Veterans Home and Hospital  
 287 West Street  
 Rocky Hill, CT 06067

**Delaware**

Director  
 Veterans Services Division  
 Department of Finance  
 Emily P. Bissell Hospital  
 3000 Newport Gap Pike Bldg.  
 Wilmington, Del. 19808

**District of Columbia**

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

**Florida**

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

**Georgia**

Director  
 Department of Veterans Service  
 Veterans Bldg., State Capitol  
 Atlanta, GA 30334

**Hawaii**

Director  
 Department of Social Services  
 Veterans Affairs Section  
 P.O. Box 339  
 Honolulu, Hawaii 96809

**Idaho**

Director  
 Division of Veterans Services  
 P.O. Box 7765  
 Boise, ID 83707

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**Illinois**

Director  
Department of Veterans Affairs  
P.O. Box 5054  
126 W. Jefferson Street  
Springfield, IL 62705

**Indiana**

Director  
Department of Veterans Affairs  
707 State Office Building  
Indianapolis, IN 46204

**Iowa**

Executive Secretary  
Bonus Board  
State Capitol  
Des Moines, IA 50319

**Kansas**

Executive Director  
Veterans Commission Division  
Department of Human Resources  
701 Jackson Street  
Topeka, KS 66603

**Kentucky**

Manager  
Kentucky Center for Veterans Affairs  
600 Federal Place—Rm 136J  
Louisville, KY 40202

**Louisiana**

Director  
Department of Veterans Affairs  
4th Floor, Old State Capitol  
Baton Rouge, LA 70801

**Maine**

Commissioner  
Bureau of Veterans Services  
Camp Keys  
Augusta, ME 04333

**Maryland**

Director  
Veterans Commission  
113 Federal Bldg.—Rm G-07  
31 Hopkins Plaza  
Baltimore, MD 21201

**Massachusetts**

Commissioner of Veterans Services  
100 Cambridge St.—Rm 1002  
Boston, MA 02202

**Michigan**

Executive Secretary  
Veterans Trust Fund  
3500 N. Logan St., Rm 379  
Lansing, MI 48913

**Minnesota**

Commissioner  
Department of Veterans Affairs  
Veterans Service Building  
St. Paul, MN 55155

**Mississippi**

Commissioner  
Veterans Affairs Commission  
637 North President St.  
Jackson, MS 39202

**Missouri**

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

**Montana**

Administrator  
Veterans Welfare Commission  
P.O. Box 1702  
Helena, MT 59601

**Nebraska**

Director  
Department of Veterans Affairs  
First Floor, State Capitol  
Lincoln, NE 68509

**Nevada**

Commissioner  
Veterans Affairs  
1201 Terminal Way  
Reno, NV 89502

**New Hampshire**

Director  
State Veterans Council  
100 State House Annex  
Concord, NH 03301

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**New Jersey**  
Director  
Division of Veterans Service  
P.O. Box 1237  
Trenton, NJ 08625

**Pennsylvania**  
Deputy Adjutant General  
Office of Veterans Affairs & Assistance  
Fort Indiantown Gap  
Annaville, PA 17003

**New Mexico**  
Director  
Veterans Service Commission  
P.O. Box 2324  
Santa Fe, NM 87503

**Puerto Rico**  
Director  
Veterans Office  
1332 Jesus T. Pinero Avenue  
Puerto Nuevo, PR 00921

**New York**  
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Division of Veterans Affairs  
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**Rhode Island**  
Chief  
Soldier's Welfare Services  
46 Aborn Street  
Providence, RI 02903

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Department of Veterans Affairs  
227 E. Edenton Street  
Raleigh, NC 27601

**South Carolina**  
Director  
Department of Veterans Affairs  
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1205 Pendleton Street  
Columbia, SC 29201

**North Dakota**  
Commissioner  
Department of Veterans Affairs  
P.O. Box 1287  
Fargo, ND 58102

**South Dakota**  
Director  
Division of Veterans Affairs  
P.O. Box 298  
Capitol Building  
Pierre, SD 57501

**Ohio**  
Chief  
Division of Soldiers Claims &  
Veterans Affairs  
11 State House Annex  
Columbus, OH 43215

**Tennessee**  
Commissioner  
Department of Veterans Affairs  
215 8th Avenue, North  
Nashville, TN 37203

**Oklahoma**  
Director  
Department of Veterans Affairs  
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**Texas**  
Director  
Veterans Affairs Commission  
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Austin, TX 78711

**Oregon**  
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Department of Veterans Affairs  
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Salem, OR 97310

**Utah**  
Director  
Department of Social Services  
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Salt Lake City, UT 84111

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**Vermont**  
Director  
State Veterans Affairs Section  
City Hall, Main Street  
Montpelier, VT 05602

**Virginia**  
Director  
Division of War Veterans Claims  
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Roanoke, VA 24011

**Virgin Islands**  
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Department of Veterans Affairs  
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St. Croix, VI 00820

**Washington**  
Director  
Department of Veterans Affairs  
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**West Virginia**  
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Department of Veterans Affairs  
612 Atlas Building  
Charleston, WV 25301

**Wisconsin**  
Secretary  
Department of Veterans Affairs  
77 North Dickinson Street  
Madison, WI 53702

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

By Order of the Secretary of the Army:

Official:

J. C. PENNINGTON  
Major General, United States Army  
The Adjutant General

E. C. MEYER  
General, United States Army  
Chief of Staff

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