

Department of Defense INSTRUCTION

NUMBER 1336.1 January 6, 1989

Incorporating Through Change 3, February 28, 2003

ASD(F&P)

- SUBJECT: Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)
- References: (a) DoD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty (DD Form 214 Series)," December 14, 1978 (hereby canceled)
 - (b) Deputy Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the Use of Certain Information of Separation Documents Issued to Individuals," March 27, 1974 (hereby canceled)
 - (c) Deputy Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the Use of Certain Information on Separation Documents Issued to Individuals," May 13, 1974 (hereby canceled)
 - (d) through (1) see enclosure 5

1. REISSUANCE AND PURPOSE

1.1. Reissues reference (a) to consolidate into a single document pertinent portions of reference (b), (c), (d), and (e); and

1.2. Prescribes procedures concerning the preparation and distribution of revised DD Form 214 to comport with the requirements of references (e) and (f) and the control and publication of separation program designators (SPDs).

2. <u>APPLICABILITY AND SCOPE</u>

2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Services, the Joint Staff, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used here, refers to the Army, Navy, the Air Force, the Marine Corps and, by agreement with the Department of Transportation, to the Coast Guard.

2.2. Its provisions include procedures on the preparation and distribution of DD Forms 214, 214-ws, and 215 (enclosures 1, 2, and 3) which record and report the transfer or separation of military personnel from a period of active duty. (NOTE: Computer-generated formats are acceptable substitutes provided Assistant Secretary of Defense (Force Management and Personnel) approval is obtained.) DD Forms 214 and 215 (or their substitutes) will provide:

2.2.1. The <u>Military Services</u> with a source of information relating to military personnel for administrative purposes, and for making determinations of eligibility for enlistment or reenlistment.

2.2.2. The <u>Service member</u> with a brief, clear-cut record of the member's active service with the Armed Forces at the time of transfer, release, or discharge, or when the member changes status or component while on active duty.

2.2.3. <u>Appropriate governmental agencies</u> with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged, otherwise released, or transferred to a Reserve component while on active duty.

2.3. Its provisions include procedures on the control and distribution of all lists of SPDs.

3. POLICY AND PROCEDURES

3.1. Administrative Issuance or Reissuance of DD Forms 214 and 215.

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

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

3.1.2.1. When directed by appropriate appellate authority, Executive Order, or by the Secretary concerned.

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

3.1.2.3. When two DD Forms 215 have been issued and an additional correction is required.

3.1.3. Whenever a DD Form 214 is administratively issued or reissued, an appropriate entry stating that fact and the date of such action will be made in Block 18, Remarks, of the DD Form 214 unless the appellate authority, Executive Order, or Secretarial directive specifies otherwise.

3.2. The Military Services will ensure that every member (except as limited in 3.2.2., and excluding those listed in 3.3.) being separated from the Military Services is given a completed DD Form 214 describing relevant data regarding the member's service, and the circumstances of termination. DD Form 214 may also be issued under other circumstances prescribed by the Military Service concerned. A continuation sheet, if required, will be bond paper, and will reference: the DD Form 214 being continued; information from blocks 1 through 4; the appropriate block(s) being continued; the member's signature, date; and the authorizing official's signature. DD Forms 214 are not intended to have any legal effect on termination of the member's service.

3.2.1. Release or Discharge from Active Service.

3.2.1.1. The original of DD Form 214 showing separation from a period of active service with a Military Service, including release from a status that is legally determined to be void, will be physically delivered to the separate prior to departure from the separation activity (a) on the effective date of separation; or (b) on the date authorized travel time commences.

3.2.1.1.1. Copy No. 4, containing the statutory or regulatory authority, reentry code, SPD code, and narrative reason for separation also will be physically delivered to the separatee prior to departure, if he/she so requested by initialing Block 30, Member Requests Copy 4.

3.2.1.1.2. Remaining copies of DD Form 214 will be distributed on the day following the effective date of separation (see 3.5.).

3.2.1.2. When separation is effected under emergency conditions which preclude physical delivery, or when the recipient departs in advance of normal departure time (e.g., on leave in conjunction with retirement; or at home awaiting separation for disability), the original DD Form 214 will be mailed to the recipient on the effective date of separation.

3.2.1.3. If the separation activity is unable to complete all items on the DD Form 214, the form will be prepared as completely as possible and delivered to the separatee. The separatee will be advised (a) that a DD Form 215 will be issued by the Military Service concerned when the missing information becomes available; and (b) that it will not be necessary for the separatee to request a DD Form 215 for such information (see 3.5.3.).

3.2.1.4. If an optical character recognition format is utilized by a Military Service, the first carbon copy of the document will be physically delivered or mailed to the separatee as prescribed in paragraphs 3.2.1.1., 3.2.1.2., and 3.2.1.3. of this section.

3.2.2. <u>Release for Active Duty Training, Full-Time Training Duty, or Active</u> <u>Duty for Special Work</u>. Personnel being separated from a period of active duty for training, full-time training duty, or active duty for special work will be furnished a DD Form 214 when they have served 90 days or more, or when required by the Secretary concerned for shorter periods. Personnel shall be furnished a DD Form 214 upon separation for cause or for physical disability regardless of the length of time served on active duty.

3.2.3. <u>Continuing on Active Duty.</u> Members who change their status or component, as outlined below, while they are serving on active duty will be provided a completed DD Form 214 upon:

3.2.3.1. Discharge for immediate enlistment or reenlistment (optional--at the discretion of the Military Services). However, Military Services not providing the DD Form 214 will furnish the member a DD Form 256, "Honorable Discharge Certificate," and will issue instructions requiring those military offices which maintain a member's records to provide necessary Service data to the member for application to appropriate civilian individuals, groups, and governmental agencies. Such data will include Service component, entry data and grades. (See paragraph 3.4.10.)

3.2.3.2. Termination of enlisted status to accept an appointment to warrant or commissioned officer grade.

3.2.3.3. Termination of a temporary appointment to accept a permanent warrant or commission in the Regular or Reserve components of the Armed Forces.

3.2.3.4. Termination of an officer appointment in one of the Military Services to accept appointment in another Service.

3.3. DD Form 214 need not be prepared for:

3.3.1. Personnel found disqualified upon reporting for active duty and who do not enter actively upon duties in accordance with orders.

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

3.3.3. Personnel being removed from the Temporary Disability Retired List.

3.3.4. Enlisted personnel receiving temporary appointments to warrant or commissioned officer grades.

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

3.3.6. Personnel who terminate their Reserve component status to integrate into a Regular component.

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

3.4. <u>Preparation</u>. The Military Departments will issue instructions governing the preparation of DD Form 214, consistent with the following:

3.4.1. DD Form 214 is an important record of service which must be prepared accurately and completely. Any unavoidable corrections and changes made in the unshaded areas of the form during preparation shall be neat, legible and initialed on all copies by the authenticating official. The recipient will be informed that making any unauthorized change or alteration of the form will render it void.

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

3.4.3. Copies of DD Form 214 transmitted to various governmental agencies shall be legible, especially those provided to the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), reference (m)) and the Department of Labor.

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

3.4.5. To assist the former Service member in employment placement and job counseling, formal inservice training courses successfully completed during the period covered by the form will be listed in Block 14, Military Education; e.g., medical, dental, electronics, supply, administration, personnel or heavy equipment operations. Training courses for combat skills will not be listed. See 1978 Guide to the Evaluation of Educational Experiences in the Armed Services (reference (g)), for commonly accepted course titles and abbreviations.

3.4.6. For the purpose of reemployment rights (DoD Directive 1205.12 reference (h)), all extensions of service, except those under 10 U.S.C. 972 (reference (e)), are considered to be at the request and for the convenience of the Government. In these cases, Block 18 of DD Form 214 will be annotated to indicate "Extension of service was at the request and for the convenience of the Government."

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

3.4.8. The authorizing official (E-7, GS-7 or above) will sign the original in ink ensuring that the signature is legible on all carbon copies. If not, a second signature may be necessary on a subsequent carbon copy. The authorized official shall be an E-7, GS-7, or higher grade, except that the Service concerned may authorize chiefs of

installation separation activities (E-5, GS-5, or above) to serve in this capacity if designated in writing by the responsible commander and/or director (0-4, or above).

3.4.9. The following are the only authorized entries in Block 24, Character of Service, as appropriate: "Honorable," "Under Honorable Conditions (General)," "Under Other Than Honorable Conditions," "Bad Conduct," "Dishonorable," or "Uncharacterized." When a discharge has been upgraded, the DD Form 214 will be annotated on copies 2 through 8 in Block 18 to indicate the character of service has been upgraded; the date the application for upgrade was made; and the effective date of the corrective action.

3.4.10. The date entered in Block 12.a. shall be the date of enlistment for the earliest period of continuous active service for which a DD Form 214 was not previously issued. For members who have previously reenlisted without being issued a DD Form 214, and who are being separated with any discharge characterization except "Honorable," the following statement shall appear as the first entry in Block 18., "Remarks," on the DD Form 214: "CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date)." The "from" date shall be the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued, as applicable; the "until" date shall be the date before commencement of the current enlistment.

3.4.11. For Service members retiring from active duty enter in Block 18., "Subject to active duty recall by Service Secretary."

3.4.12. For Service members being transferred to the Individual Ready Reserve, enter in Block 18., "Subject to active duty recall and/or annual screening."

3.5. <u>Distribution</u>. The Military Services will prescribe procedures governing the distribution of copies of the DD Forms 214 and 215, consistent with their internal requirements, and the following:

3.5.1. <u>DD Form 214</u>

3.5.1.1. Copy No. 1 (original). To the member.

3.5.1.2. <u>Copy No. 2</u>. To be used as the Military Services' record copy.

3.5.1.3. <u>Copy No. 3</u>. To the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), reference (m)), Data Processing Center (214), 1614 E. Woodword Street, Austin, Texas 78772. A reproduced copy will also be provided to the hospital with the medical records if the individual is transferred to a VA hospital. If the individual completes VA Form

21-5267, "Veterans Application for Compensation or Pension," include a copy of the DD Form 214 with medical records forwarded to the VA regional office having jurisdiction over the member's permanent address. When an individual is in Service and enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, copy No. 3 will not be forwarded to the VA.

3.5.1.4. <u>Copy No. 4</u>. To the member, if the member so requested by having initialed Block 30. If the member does not request this copy, it may be retained in the master military personnel record, to be available in case the member requests a copy later.

3.5.1.5. <u>Copy No. 5</u>. To Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070.

3.5.1.6. <u>Copy No. 6</u>. To the appropriate State Director of Veterans Affairs (see enclosure 4), if the member so requested by having checked "Yes" in Block 20, "Member Requests Copy Be Sent to Director of Veterans Affairs." The member must specify the State. If the member does not request the copy be mailed, it may be utilized as prescribed by the Military Service concerned.

3.5.1.7. <u>Copies No. 7 and 8</u>. To be distributed in accordance with regulations issued by the Military Service concerned.

3.5.1.8. <u>Additional Copy Requirements</u>. Discharged Alien Deserters. Provide one reproduced copy of Copy No. 1 to the U.S. Department of State, Visa Office - SCA/VO, State Annex No. 2, Washington, D.C. 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters in accordance with DoD Directive 1325.2 (reference (i)). Place of birth will be entered in Block 18.

3.5.2. <u>DD Form 214-ws</u>. Utilized to facilitate the preparation of DD Form 214. The document will be used and disposed of in accordance with regulations issued by the Military Service concerned.

3.5.3. <u>DD Form 215</u>. Utilized to correct errors in DD Form 214 discovered after the original has been delivered and/or distribution of copies of the form has been made, and to furnish to separatee information not available when the DD Form 214 was prepared. The distribution of DD Form 215 will be identical to the distribution of DD Form 214.

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

3.5.4.1. In those cases where the member has supplied an authorization to provide a copy of the DD Form 214 to another individual or group, the copy furnished will not contain the Special Additional Information section or, in the case of DD forms issued prior to 1 July 1979, those items listed in 3.5.4., above.

3.5.4.2. A copy will be provided to authorized personnel for official purposes only.

3.6. <u>Procurement</u>. Arrangements for procurement of DD Forms 214, 214-ws, and 215 will be made by the Military Services.

3.7. <u>Modification of Forms</u>. The modification of the content or format of DD Forms 214, 214-ws, and 215 may not be accomplished without prior authorization of the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). Requests to add or delete information will be coordinated with the other Military Services in writing, prior to submission to the ASD(FM&P). If a Military Service uses computer capability to generate forms, the items of information may be arranged, the size of the information blocks may be increased or decreased, and copies 7 and/or 8 may be deleted at the discretion of the Service.

4. <u>RESPONSIBILITIES</u>

4.1. The DD Forms 214 and 215 are a source of significant and authoritative information used by civilian and governmental agencies to validate veteran eligibility for benefits. As such, they are valuable forms and, therefore, vulnerable to fraudulent use. Since they are sensitive, the forms must be safeguarded at all times. They will be transmitted, stored, and destroyed in a manner which will prevent unauthorized use. The Military Services will issue instructions consistent with the following:

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

4.1.2. All forms will be secured after duty hours.

4.1.3. All obsolete forms will be destroyed.

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

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

4.1.6. The commander or commanding officer of each unit or activity authorized to issue DD Form 214 will appoint, in writing, a commissioned officer, warrant officer, enlisted member (grade E-7 or above), or DoD civilian (GS-7 or above) who will requisition, control, and issue blank DD Forms 214 and 215. The Service concerned may authorize an E-5 or GS-5 to serve in this capacity.

4.1.7. The Military Services will monitor the use of DD Form 214 and review periodically its issuance to insure compliance with procedures for safeguarding.

4.2. The DD Form 214-ws will contain the word "WORKSHEET" on the body of the form (see enclosure 2) This DD Form 214-ws will be treated in the same manner as the DD Form 214.

4.3. The Military Services will issue appropriate instructions to separation activities stressing the importance of the DD Forms 214 and 215 in obtaining veterans benefits, reemployment rights, and unemployment insurance.

4.4. Standard separation program designator (SPD) codes for officer and enlisted personnel developed under the provisions of DoD Instruction 5000.12 (reference (j)) are published in DoD Manual 5000.12-M (reference (k)).

4.4.1. Requests to add, change, or delete an SPD code shall be forwarded by the DoD Component concerned with appropriate justification to the Assigned Responsible Agency accountable for evaluating, recommending approval of, and maintaining such codes:

Department of the Navy Office of The Chief of Naval Operations (Attention: 0P-161), Room 1514, Arlington Annex Washington, D.C. 20350-2000

4.4.2. Requests to add, change, or delete an SPD code will be submitted in accordance with section V., DoD Instruction 5000.12 (reference (j)), with prior written approval by the ASD(FM&P), or his/her designee.

4.5. All lists of SPD codes, including supplemental lists, published by the DoD Components will be stamped "For Official Use Only" and will not be furnished to any agency or individual outside the Department of Defense.

4.5.1. Appropriate provisions of the Freedom of Information Act (reference (1)) will be used to deny the release of the lists to the public. An individual being separated or discharged is entitled access only to his/her SPD code. It is not intended that these codes stigmatize an individual in any manner. They are intended for internal use by the Department of Defense in collecting data to analyze statistical reporting trends that may, in turn, influence changes in separation policy.

4.5.2. Agencies or individuals who come into the possession of these lists are cautioned on their use because a particular list may be outdated and not reveal correctly the full circumstances relating to an individual's separation or discharge.

5. EFFECTIVE DATE AND IMPLEMENTATION

5.1. This Instruction is effective January 1, 1989. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 180 days.

5.2. Forward copies of implementing documents, and any changes thereto, to the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), reference (m)) and the Department of Labor.

Assistant Secretary of Defense (Force Management and Personnel)

Enclosures - 5

- E1. DD Form 214, Certificate of Release or Discharge from Active Duty
- E2. DD Form 214-ws, Certificate of Release or Discharge from Active Duty (Worksheet)
- E3. DD Form 215, Correction to Certificate of Release or Discharge from Active Duty
- E4. State Directors of Veterans Affairs
- E5. References

	EI. <u>ENC</u>	LOSURE I					
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DD FORM 214, FEB 2000	PREVIOUS EDIT	ION IS OBSOLETE.			ME	MBE	R - 1

F1 ENCLOSURE 1

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PREVIOUS EDITION IS OBSOLETE.

SERVICE - 2

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PREVIOUS EDITION IS OBSOLETE.

VETERANS ADMINISTRATION - 3

CAUTION: NOT TO BE USED FOR THIS IS AN IMPORTADENTIFICATION PURPOSES SAFEGUARI		ANY	ALTERATIO	RENDER		i voi
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7a. PLACE OF ENTRY INTO ACTIVE DUTY b. HOME OF	RECORD AT TIME O	OF ENTRY (City an	d state, or co	omplete addr	ess if k	nown
84. LAST DUTY ASSUMENT AND MAJOR COMMAND	b. STATION WHER			····		
9. COMMAND TO WHICH TRANSFERRED			10. SGLI C AMOUI		י	NONE
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of	12. RECORD OF SE		YEAR(S)	MONTH(S)	DA	Y(8)
specialty. List additional specialty numbers and dues involving periods of one or more years.)	a. DATE ENTERED A					
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	f. FOREIGN SERVICE	E				
	g. SEA SERVICE	OF DAY COURT				
RIBBONS AWARDED OR AUTHORIZED (All periods serving	year completed)					
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' ED b. HIGH SCHOOL GRADUATE OR EQUIVALENT	UCATIONAL ASSIST	ANCE PROGRAM	•	YES		NO
		INATION AND A	LL APPROP	YES	YES	
b. HIGH SCHOOL GRADUATE OR EQUIVALENT 16. DAYS ACCRUED LEAVE PAID 17. MEMBER WAS PROVIDED COMP DENTAL SERVICES AND TREAT 18. REMARKS he information contained herein is obliged to consume matching writin the Dee if and the service of the service statement matching writin the Dee if and the service statement of the service statement matching writin the Dee if and the service statement of the service stat	LETE DE TAL EXAM MENT WITHIN 90 DA	INATION AND A YS PRIOR TO SE	LL APPROP PARATION	YES RIATE		

PREVIOUS EDITION IS OBSOLETE.

MEMBER - 4

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5. MEMBER CONTRIBUTED TO) POST-VIETNAM ERA VETERANS		ANCE PROGRAM	A	YES		NO
b. HIGH SCHOOL GRADUATE		S EDUCATIONAL AGGIOT	ANGE Photonan	п	YES		NC
6. DAYS ACCRUED LEAVE	17. MEMBER WAS PROVIDED C				RIATE	YES	NC
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28. NARRATIVE REASON FOR SE 28. DATES OF TIME LOST DURIN	PARATION						

PREVIOUS EDITION IS OBSOLETE.

DEPARTMENT OF LABOR - 5

AUTION: NOT TO BE USED FOI DENTIFICATION PURPOSES	R THIS IS AN IMPORTA SAFEGUARD		ANY	ALTERATI	ons in Shai Render I	
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20. MEMBER RECUBERTS COPY		DRCCIDE DEVEL	***************************************			80
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	SPECIAL ADDITIONAL INFORMATION	(For the programmer)				
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AUTION: NOT TO BE USED FO ENTIFICATION PURPOSES	R THIS IS	S AN IMPORTAN SAFEGUARD		ANY	ALTERATIONS I	n Shadei Nder Foi	
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3. DECORATIONS, MEDALS, I RIBBONS AWARDED OR A		ID CAMPAIGN	14. MILITARY EDU	CATION (Course	title, number of we	ks, end mo	onth a
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9. DATES OF TIME LOST DUR	ING THIS PERIOD /YYYM	MMDD)			30. MEMBER R Jivitelaj	CALES TO	COP

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SERVICE - 7

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PAID DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION 19. REMARKS	YES TE YES
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	Sadard anon
varification purposes and to determine alignality for, and/or compliance with, the constrainers of a Paravel senality program.	
19a. MAILING ADDRESS AFTER SEPARATION (Journe 2/P June) b. NEAREST RELATIVE (June and address - manufa 2	- Core
20. MEMBER REGUESTS COPY & BE SENT TO DIRECTOR OF VETERANS AFFAIRS	925
21. SIGNA TURE OF MEMBER BEING GEPARATED 22. OFFICIAL AUTHORIZED TO SIGN (Speed parts, grass and a	ana an
	ATTACK 000000000000000000000000000000000000
SPECIAL ADDITIONAL INFORMATION (Per use by surface species soly)	
23. TYPE OF SEPARATION 24. CHARACTER OF SERVICE inside approximit	
25. SEPARATION AUTHORITY 26. SEPARATION CODE 27. REPORT	2006
	2008
25 SEPARATION AUTHORITY 28 SEPARATION CODE 27 REPARTON 28 NARRATIVE REASON FOR SEPARATION	2006

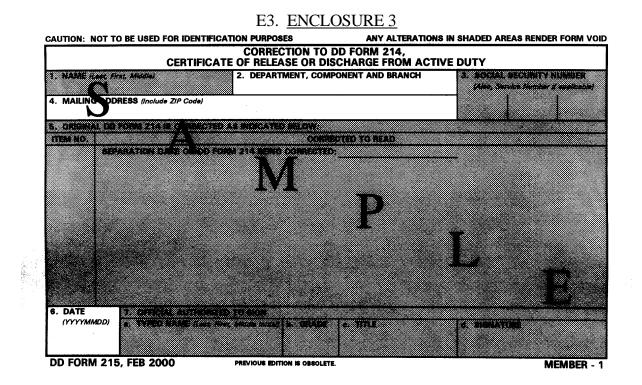
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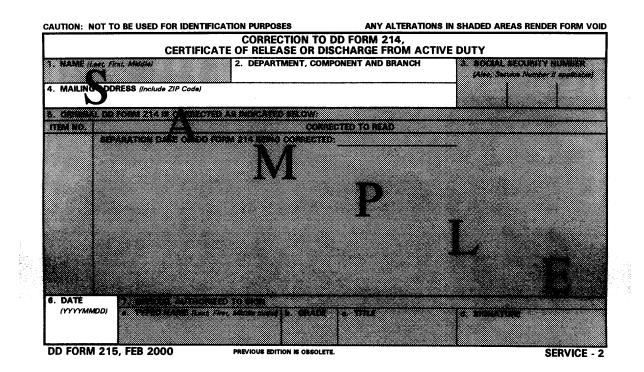
SERVICE - 8

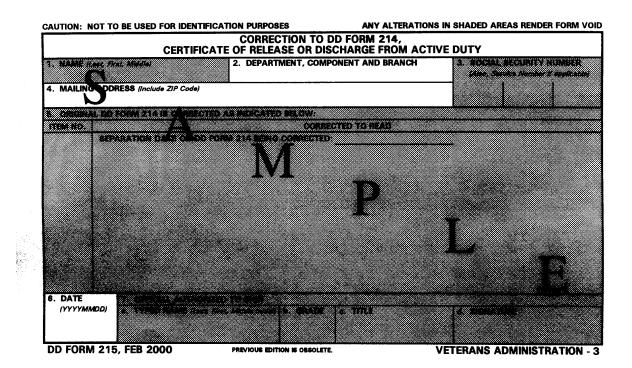
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CAUTION: NOT TO BE USED FOR THIS IS AN IMPOF IDENTIFICATION PURPOSES SAFEGU		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID
IDENTIFICATION PURPOSES SAFEGU/ CEPTIFICATE OF RELEASE OF		
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RIBBONS AWARDED OR AUTHORIZED (All periods of service)	year completed)	
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS		GRAM YES NO
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS b. HIGH SCHOOL GRADUATE OR EQUIVALENT		YES NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT 16. DAYS ACCRUED LEAVE 17. MEMBER WAS PROVIDED CC	' EDUCATIONAL ASSISTANCE PRO DMPLETE DENTAL EXAMINATION A EATMENT WITHIN TO DAYS PRIOR T	ND ALL APPROPRIATE YES NO
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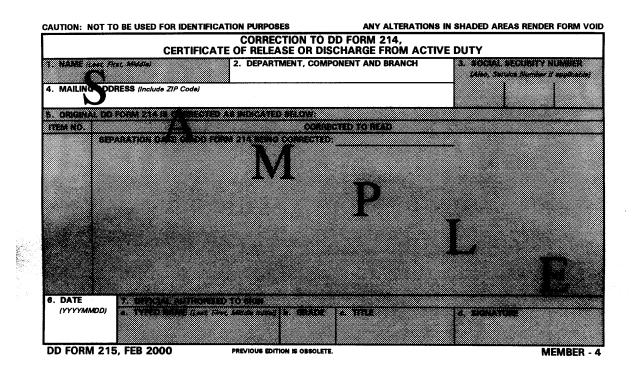
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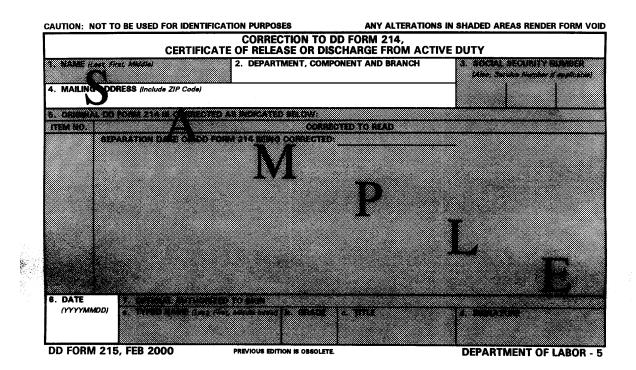
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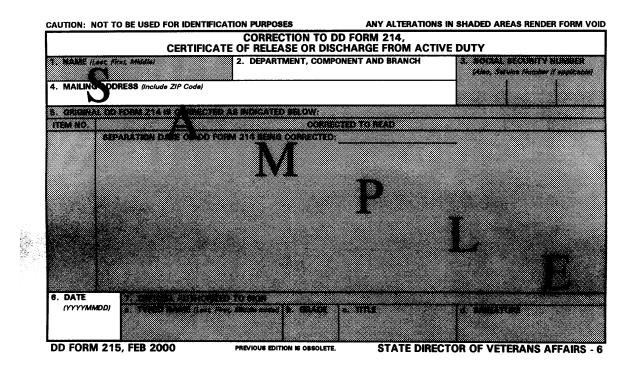


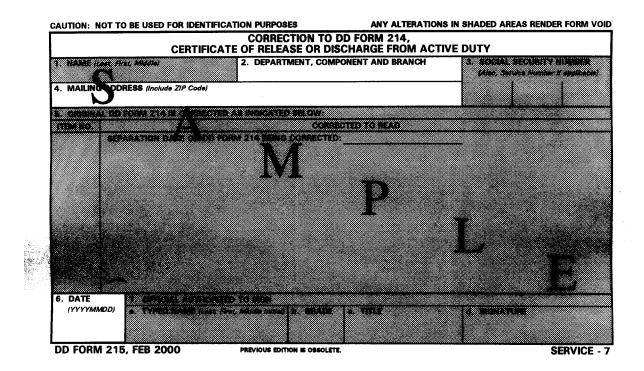


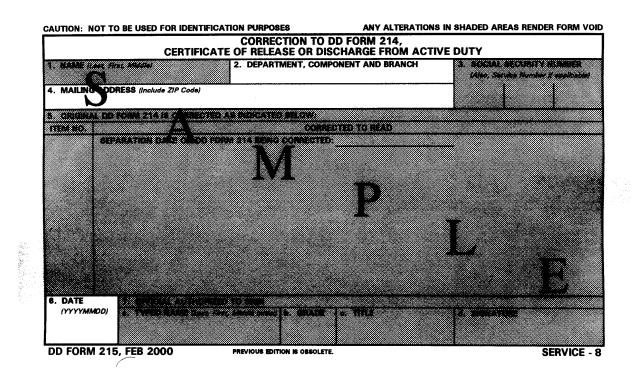












E4. ENCLOSURE 4

STATE DIRECTORS OF VETERANS AFFAIRS

<u>ALABAMA</u>

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

<u>ALASKA</u>

Director Division of Veterans Affairs Department of Military & Veterans Affairs 3601 C Street, Suite 620 Anchorage, AK 99503

AMERICAN SAMOA Veterans Affairs Officer

Office of Veterans Affairs American Samoa Government P.0. Box 2586 Pago Pago, AS 96799

<u>ARIZONA</u>

Director of Veterans Affairs Arizona Veterans Service Commission 3225 N. Central Avenue, Suite 910 Phoenix, AZ 85012

ARKANSAS

Director 1200 West 3rd, Room 105 Box 1280 Little Rock, AR 72201

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

DELAWARE Chairman Commission of Veterans Affairs P.O. Box 1401 Dover, DE 19901

DISTRICT OF COLUMBIA

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

<u>FLORIDA</u>

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

<u>GEORGIA</u>

Commissioner Department of Veterans Service Floyd Veterans Memorial Bldg, Suite E-97O Atlanta, GA 30334

GUAM

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

<u>HAWAII</u>

Director Department of Social Services & Housing Veterans Affairs Section 3949 Diamond Head Road Honolulu, HI 96809-0339

<u>COLORADO</u>

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

CONNECTICUT

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

INDIANA

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

<u>IOWA</u>

Administrator Veterans Affairs Division 7700 N.W. Beaver Drive Camp Dodge Johnston, IA 50131-1902

KANSAS

Executive Director Kansas Veterans Commission Jayhawk Tower, Suite 701 700 S.W. Jackson Street Topeka, KS 66603-3150

KENTUCKY

Director Kentucky Center for Veterans Affairs 600 Federal Place - Room 1365 Louisville, KY 40202

LOUISIANA

Executive Director Department of Veterans Affairs P.O. Box 94095, Capitol Station Baton Rouge, LA 70804-4095

IDAHO Administrator Division of Veterans Service P.O. Box 7765 Boise, ID 83707

ILLINOIS

Director Department of Veterans Affairs 208 West Cook Street Springfield, IL 62705

MICHIGAN

Director Michigan Veterans Trust Fund P.O. Box 30026, Ottawa Bldg, No. Tower, 3rd Floor Lansing, MI 48909

MINNESOTA

Commissioner Department of Veterans Affairs Veterans Service Building, 2nd Floor St. Paul, MN 55155

MISSISSIPPI

President State Veterans Affairs Board 120 North State Street War Memorial Building, Room B-100 Jackson, MS 39201

<u>MISSOURI</u>

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

MONTANA

Administrator Veterans Affairs Division P.O. Box 5715 Helena, MT 59604 MAINE Director Bureau of Veterans Services State Office Building Station 117 Augusta, ME 04333

MARYLAND Executive Director Maryland Veterans Commission Federal Bldg. - Rm 110 31 Hopkins Plaza Baltimore, MD 21201

MASSACHUSETTS Commissioner Department of Veterans Services 100 Cambridge Street, - Room 1002 Boston, MA02202

<u>NEW JERSEY</u> Director Division of Veterans Programs & Special Services 143 E. State Street, Room 505 Trenton, NJ 08608

<u>NEW MEXICO</u> Director Veterans Service Commission P.O. Box 2324 Santa Fe, NM 87503

<u>NEW YORK</u> Director Division of Veterans Affairs State Office Building #6A-19 Veterans Highway Hauppauge, NY 11788

NORTH CAROLINA Asst Secretary for Veterans Affairs Division of Veterans Affairs 227 E. Edenton Street Raleigh, NC 27601 <u>NEBRASKA</u> Director Department of Veterans Affairs P.0. Box 95083, State Office Building Lincoln, NE 68509

<u>NEVADA</u> Commissioner Commission for Veterans Affairs 1201 Terminal Way, Room 108 Reno, NV 89520

NEW HAMPSHIRE Director State Veterans Council 359 Lincoln Street Manchester, NH 03103

OREGON Director Department of Veterans Affairs Oregon Veterans Building 700 Summer Street, N.E. Suite 150 Salem, OR 97310-1270

PENNSYLVANIA Director Department of Military Affairs Bureau for Veterans Affairs Fort Indiantown Gap, Bldg 5-0-47 Annville, PA 17003-5002

PUERTO RICO Director Bureau of Veterans Affairs & Human Resources Department of Labor 505 Munoz Rivera Avenue Hato Rey, PR 00918

RHODE ISLAND

Chief Veterans Affairs Office Metacom Avenue Bristol, RI 02809

NORTH DAKOTA

Commissioner Department of Veterans Affairs 15 North Broadway, Suite 613 Fargo, ND 58102

<u>OHIO</u>

Director Division of Soldiers Claims & Veterans Affairs State House Annex, Room 11 Columbus, OH 43215

OKLAHOMA Director Department of Veterans Affairs P.0. Box 53067 Oklahoma City, OK 73152

TEXAS Executive Director Veterans Affairs Commission of Texas Box 12277, Capitol Station Austin, TX 78711

UTAH

No DVA

VERMONT

Director Veterans Affairs Office State Office Building Montpelier, VT 05602

SOUTH CAROLINA Director Department of Veterans Affairs Brown State Office Building 1205 Pendleton Street Columbia, SC 29201

SOUTH DAKOTA

Director Division of Veterans Affairs 500 East Capitol Avenue State Capitol Building Pierre, SD 57501-5083

TENNESSEE

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

WEST VIRGINIA

Director Department of Veterans Affairs 605 Atlas Building Charleston, WV 25301-9778

WISCONSIN

Secretary Department of Veterans Affairs P.O. Box 7843 77 North Dickinson Street Madison, WI 53707

No DVA

VIRGINIA Director Division of War Veterans Claims 210 Franklin Road, S,W. Room 1002 P.O. Box 809 Roanoke, VA24004

VIRGIN ISLANDS

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

WASHINGTON

Director Department of Veterans Affairs P.O. Box 9778, Mail Stop PM-41 Olympia, WA 95804

E5. ENCLOSURE 5

REFERENCES

- (d) Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum,
 "Discontinuation of the DD Form 214," June 16, 1975 (hereby canceled) as further amended by Deputy Assistant Secretary of Defense (Military Personnel Policy)
 Memorandum, "Recommendation Concerning Request/Decline From Showing Offer of Narrative Reason for Separation," January 25, 1978 (hereby canceled)
- (e) Title 10, United States Code, Section 1168, "Discharge or Release from Active Duty: Limitations," and Section 972, "Enlisted Members: Required to Make Up Time Lost"
- (f) <u>DoD Directive 1332.14</u>, "Enlisted Administrative Separations," January 28, 1982
- (g) 1986 Guide to the Evaluation of Educational Experience in the Armed Services
- (h) <u>DoD Instruction 1205.12</u>, "Assistance to be Provided Members of the Armed Forces in Exercising Reemployment Rights for Obtaining Employment or Training," January 15, 1969
- (i) <u>DoD Directive 1325.2</u>, "Desertion and Unauthorized Absence" August 20, 1979
- (j) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
- (k) DoD Manual 5000.12-M, "Manual for Standard Data Elements," October 1986 (authorized by DoD Instruction 5000.12)
- (1) 5 U.S.C. 552, as amended by Public Law 93-502
- (m) Public Law 100-527, "Department of Veterans Affairs Act," 25 October 1988