Army Regulation 635–5

Personnel Separations

Separation Documents

Headquarters
Department of the Army
Washington, DC
15 September 2000

UNCLASSIFIED

SUMMARY of CHANGE

AR 635–5
Separation Documents

This regulation has been streamlined to avoid duplication of data, and updated to reflect mandatory required data on the DD Form 214 throughout. Specifically, this revision--

- Mandates that the DD Form 214 (Certificate of Release or Discharge from Active Duty) be issued for all void service (para 2-1a).

- Requires mandatory information on the DD Form 214, item 18 (para 2-4h (18)).

- Allows authentication of the DD Form 214 by a soldier in the grade of SSG or by an authorized contractor employee if assigned or the chief or acting chief of a transition center (para 2-4h(22)).

- Authorizes the Chief, National Guard Bureau, the Deputy Assistant Secretary of the Army, and the Army Review Boards Agency to issue the DD Form 215 (Correction to DD Form, Certificate of Release or Discharge from Active Duty)or reissue the DD Form 214 (para 2-6d).

- Adds the DD Form 2542 (Certificate of Appreciation For Service in the Armed Forces of the United States) (para 2-12).

- Modifies Instructions for completing the DD Form 220 (Active Duty Report)(para 2-9).

- Adds a management control evaluation checklist (app B).

Headquarters
Department of the Army
Washington, DC
15 September 2000

*Army Regulation 635–5

Effective 30 September 2000

Personnel Separations

Separation Documents

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the Secretary of the Army

History. This UPDATE printing publishes a revision of AR 635–5. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes policies and procedures regarding separation documents). It also implements DOD Instruction 1336.1 (Certificates of Release or Discharge from Active Duty (DD Form 214/5).

Applicability. This regulation applies to Active Army soldiers, U. S. Military Academy cadets, and the following categories of the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) unless otherwise indicated:
a. USAR soldiers on active duty for 90 or more continuous days.
b. ARNGUS soldiers on active duty or full–time National Guard duty for 90 or more continuous days.
c. ARNGUS and USAR soldiers mobilized under title 10, U.S. Code, sections 12301(a), 12302, or 12304.
d. ARNG soldiers called into Federal service under title 10, U.S. Code, chapter 15, or section 12406, regardless of the length of mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian grade equivalent.

Army management control process. This regulation contains management control provisions and provides an evaluation checklist for use in evaluating management controls.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the DEPUTY CHIEF OF STAFF FOR PERSONNEL; ATTN: 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 CDR, PERSCOM, ATTN: TAPC–PDT–P, 200 STOVALL STREET, ALEXANDRIA, VA 22332–0478.

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

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* This regulation supersedes AR 635–5, 1 October 1979

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Chapter 1
Introduction

Section I
Overview

1–1. Purpose
This regulation prescribes the separation documents that must be prepared for soldiers on retirement, discharge, release from active duty service, or control of the Active Army. It establishes standardized policy for preparing and distributing the DD Form 214 (Certificate of Release or Discharge from Active Duty).

1–2. References
Required and related publications are listed in appendix A. Prescribed and referenced forms are also listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Separation documents
a. Separation documents are prepared on each category of soldier identified in paragraph 1-1 and provides—

(1) Soldiers 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. The following documents are authorized separation documents:

(1) DD Form 214 WS (Certificate of Release or Discharge from Active Duty Worksheet).

(2) DD Form 214 (Certificate of Release or Discharge from Active Duty).

(3) DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty).

(4) DD Form 220 (Active Duty Report).

(5) DD Form 256A (Honorable Discharge Certificate).

(6) DD Form 257A (General Discharge Certificate Under Honorable Conditions).

(7) DD Form 363A (Certificate of Retirement).

(8) DD Form 2542 (Certificate of Appreciation For Service in the Armed Forces of the United States).

(9) DA Forms 3891 (Certificate of Appreciation for Wives of Retiring U.S. Army Personnel).

(10) DA Form 3891-1 Certificate of Appreciation for Husbands of Retiring U.S. Army Personnel).

(11) DA Form 5332 (Certificate of Appreciation for Wives of Retiring Army Active Reserve Status Personnel).

(12) DA Form 5332-1 (Certificate of Appreciation for Husbands of Retiring Army Active Reserve Status Personnel).

Section II
Responsibilities

1–5. The Deputy Chief of Staff for Personnel
The Deputy Chief of Staff For Personnel (DCSPER) will—

a. Establish personnel policies related to separation documents.

b. Coordinate, maintain, publish, and distribute separation documents material.

c. Coordinate with appropriate Army staff agencies to implement change and evaluate separation documents.

1–6. The Chief, National Guard Bureau and Chief, Army Reserve
The Chief, National Guard Bureau (CNGB) and the Chief, Army Reserve (CAR) are authorized to issue the DD Form 214 and DD Form 215 under provisions of this regulation.

1–7. The Commanding General, Army Personnel Command (CG, PERSCOM)
The CG, PERSCOM under the direction of the DCSPER will serve as HQDA administrator for separation documents.

1–8. The Commandant, Adjutant General School
The Commandant, Adjutant General School will incorporate this regulation into lesson programs of instruction.

1–9. Commanders of major Army commands

Commanders of major Army commands will—

a. Monitor separation documents and provide policy direction/guidance to subordinate installation commanders.

b. Coordinate actions with ODCSPER, PERSCOM, and related agencies to improve separation documents.

1–10. Commanders of installations, military communities, and mobilization stations

Commanders of installations, military communities, and mobilization stations will implement policies and procedures per this regulation when separation documents are issued.

1–11. Commanders/chiefs of transition centers (TCs)

Commanders or chiefs of TCs will—

a. Ensure all information on DD Form 214 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.

b. Ensure that each soldier entitled to receive a DD Form 214 is counseled and understand the following:

(1) This is the most vital document he or she will receive from the Army, and it is imperative to safeguard this document carefully.

(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 form.

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

(5) Copies of their completed DD Form 214 will not be available at the records repository at the Army Reserve Personnel Command (AR-PERSCOM) in St Louis, MO, for 90 days or more after separation.

(6) Any unauthorized change or alteration of the form will render it void.

c. Ensure that copy 1 given to the soldier when present on the separation date (or mailed to the soldier after the separation date, and after ascertaining the soldier is alive and well and the soldier's status is unchanged) or any copy given to an agency outside of DOD (excluding para d below) does not contain the following information:

(1) Authority for separation.

(2) Narrative reason for separation.

(3) Separation program designator code.

(4) Reentry eligibility code.

d. Provide the narrative reason for separation to the Department of Veterans Affairs, Department of Labor, and State Directors of Veterans Affairs.

e. Provide copy 4 (original) of the DD Form 214 to soldier before he or she departs on permissive temporary duty/transition leave. However, advise soldier that copy 4 does not become an official document until after their separation date. Copy 4 contains the following information:

(1) Authority for separation.

(2) Narrative reason for separation.

(3) Reentry eligibility code.

(4) Separation program designator code.

Chapter 2
Preparing and Distributing Separation Documents

Section I
DD Form 214 (Certificate of Release or Discharge from Active Duty)

2–1. Preparing the DD Form 214

The DD Form 214 is a summary of a soldier's most recent period of continuous active duty. It provides a brief, clear-cut record of active duty service at the time of release from active duty, retirement, or discharge. The DD Form 214 is not intended to have any legal effect on termination of a soldier's service.

a. Except as provided in paragraph b below, a DD Form 214 will be prepared for each soldier as indicated:

(1) Active Army soldiers on termination of active duty by reason of administrative separation (including separation by reason of retirement or expiration term of service (ETS)), physical disability separation, or punitive discharge under the Uniform Code of Military Justice.

(2) Reserve component (RC) soldiers completing 90 days or more of continuous active duty for training (ADT),

Full-Time National Guard Duty (FTNGD), active duty for special work (ADSW), temporary tours of active duty (TTAD), or Active Guard Reserve (AGR) service, except as specified in subparagraphs (3) through (5) below.

(3) RC soldiers separated for cause or physical disability regardless of the length of time served on active duty. (A separation under AR 635-200, paragraph 5-11 is not considered a physical disability separation.)

(4) ARNGUS and USAR soldiers mobilized under sections 12301(a), 12302, or 12304, title 10, U.S. Code and ARNG soldiers called into Federal service under chapter 15, or section 12406, title 10, U.S. Code, regardless of length of mobilization, when transitioned from active duty. A soldier who reports to a mobilization station and is found unqualified for active duty will be excluded from this provision. He or she will only receive a DD Form 220 (Active Duty Report).

(5) RC soldiers completing initial ADT that results in the award of a military occupational specialty (MOS), even when the active duty period was less than 90 days. This includes completion of advanced individual training (AIT) under ARNGUS Alternate Training Program or USAR Split Training Program.

(6) Enlisted soldiers released from active duty by reason of void enlistment under AR 635-200, chapter 7.

(7) Soldiers changing their status or component while serving on active duty as outlined below:

(a) Enlisted soldiers discharged to continue on active duty as commissioned or warrant officers, or warrant officers terminating warrant status to continue on active duty as commissioned officers.

(b) Officers who revert to enlisted status (AR 600-8-24).

(c) ARNGUS soldiers separated from title 32, U.S. Code AGR status to enter title 10 U.S. Code AGR or other active duty status, or the reverse (for example, title 10 to title 32 AGR status).

(d) Active Duty List officers approved for interservice transfer to another Uniformed Service (AR 614-120).

(e) Soldiers released from a status that is determined to be void.

(f) USMA cadets who fail to graduate. In addition, if a cadet entered USMA from an active duty status, DD Form 214 will be issued by USMA on entry into the Academy (AR 612-205).

b. A DD Form 214 will not be prepared for the following soldiers:

(1) Whose active duty or FTNGD tour ends because of death or other reasons specified in AR 680-29.

(2) Enlisted soldiers discharged for immediate reenlistment in the RA.

(3) Removed from the TDRL.

(4) Found disqualified on reporting for active duty and who do not enter actively upon duties per orders.

(5) On active duty terminating their RC status to integrate in the RA.

(6) AGR and other RC soldiers who are entering on extended active duty for a specific period of time and are retained beyond their initial contractual release date without a break in active duty.

(7) Separated from active duty and were furnished a prior edition of DD Form 214, unless that form must be reissued for some other reason.

c. A State Adjutant General, or authorized agent, may issue DD Form 214 to ARNGUS soldiers released after 90 days or more of continuous ADT, or ARNGUS soldiers released after 90 days or more of continuous FTNGD under 32 USC 101(19). The authenticating official must be Federally recognized and authorized to sign (para 2-4h(22)). In these cases, the Office of the State Adjutant General will be considered the equivalent of an Active Army transition center (TC).

2–2. Safeguarding DD Forms 214, 214WS, and 215

DD Form 214 (and the DD Form 214 worksheet) and DD Form 215 contain vital, sensitive, and authoritative data. The commander or chief of each TC (or equivalent authority) authorized to issue separation documents will ensure safeguards are in place by—

a. Appointing (in writing) an officer, enlisted soldier in the grade of SSG or above, or authorized contractor employee, or DA civilian in the grade of GS-07, or above to—

(1) Authenticate the DD Forms 214, 214WS, and 215 (where appropriate).

(2) Order, control and issue blank DD Forms 214, 214WS, and 215 (where appropriate).

b. Ensuring all forms are secured after duty hours.

c. Ensuring all blank forms are closely monitored during duty hours, and that blank forms are never provided to unauthorized personnel.

d. Ensuring all obsolete (including blank, partially completed, reproduced and ones signed) are destroyed in a manner that prevents their future use. Do not simply dispose of forms in trash receptacles.

e. Ensuring forms given or used as teaching tools have been labeled “specimen”.

f. Notifying proper authority when it is suspected that a DD Form 214 (or 215, where appropriate) is fraudulent, a blank form has been stolen, or that an unauthorized individual has possession of a blank DD Form 214 (or 215, where appropriate).

2–3. Source documents

a. Approval documentation must be present for transition processing to occur. All source documents should be in

place to complete the DD Form 214WS. If approval documentation is not present in a soldier's records, 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 214WS (Worksheet):

(1) Enlisted record brief (ERB) (computer generated).

(2) DA Form 4037 (Officer Record Brief) (ORB) (computer generated).

(3) Separation approval authority documentation, if applicable.

(4) Separation order.

(5) Any other document authorized for filing in the Official Military Personnel File.

2–4. Completing the DD Form 214

a. The information on all eight copies of the form must be legible. Each block of the form must have an entry; when data is not applicable, enter "NA," "NONE" or hyphens, as appropriate. Avoid abbreviations whenever possible, since the form is often used by civilian organizations.

b. Entries in blocks 11, 13, 14, and 18 will begin directly under the block number, flush with the left border, separated by two slash marks "//." Following the last entry, after the slash marks, add the phrase "nothing follows." When additional space is required for entries in these blocks, add the phrase "Cont'd in Block 18" after the last slash mark; then continue entering the data in block 18. Also include the phrase "Cont'd from block 13" (or appropriate block) before the entry.

c. When additional space is required for block 18, prepare a continuation sheet on bond paper. The continuation sheet will —

(1) Be titled "DD Form 214 continuation."

(2) Include information from blocks 1 through 4b and the blocks being continued.

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

(4) Be attached to each copy of the DD Form 214.

d. If required information is missing, enter "See Block 18" in the incomplete block. (However, missing information does not delay the separation.) In block 18, enter "DD Form 215 will be issued to provide missing information."The TC 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 will be issued when the missing information becomes available and that no action is required by the soldier.

(3) Continue efforts to obtain the missing information after a soldier's separation. (As a minimum, include contacting the soldier's last unit for the missing data.) However, if after 30 days the missing information is not obtained, notify the custodian of the soldier's records (and include a copy of the DD Form 214), so they may continue efforts to obtain the data.

(4) Furnish obtained missing data (and include a copy of the DD Form 214) by memorandum to the custodian of the soldier's records.

e. When a DD Form 214 has been prepared and distributed, and is subsequently determined that it was prepared in error (for example, should not have been prepared at all), the responsible TC will void the DD Form 214 by memorandum. Distribute this memorandum to all addressees that received the erroneously prepared form, advise them of the error and request the voided DD Form 214 be destroyed by burning or shredding.

f. The TCs are not routinely authorized to reissue DD Forms 214 or issue DD Forms 215. However, in unusual circumstances, CG, PERSCOM may direct a TC to reissue DD Form 214 and void the original issue.

g. For a soldier released from active duty due to 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 custody and control of the Army."

(5) Block 24 (Character of Service): Enter hyphens.

h. The following provides detailed instructions and source document(s) for completing each block of the DD Form 214.

(1) NAME. Enter in all capitals, include "SR," "JR" or "II," if appropriate. Compare ERB/ORB to contract for possible name change.

(2) COMPONENT. Enter in all capitals. Compare ERB/ORB to contract, and enter: for officers and enlisted soldiers "RA," "ARNGUS," or "USAR;" for USMA cadets, "Army-USMA- Cadet."

(3) SSN. Verify accuracy with ERB/ORB.

(4) GRADE, RATE or RANK. Enter active duty grade or rank and pay grade at time of separation from ERB/ORB.

(5) DATE OF BIRTH. From ERB/ORB, enter six-digit number; year, month, and day without spaces or slashes.

(6) RESERVE OBLIGATION TERMINATION DATE. This is the completion date of the statutory military service obligation (MSO) incurred by a soldier on initial enlistment or appointment in the Armed Forces. DOD policy requires a soldier with no previous military service who enlisted or was appointed on or after 1 Jun 84 to serve a period of 8 years. The MSO starts on the date of initial enlistment or appointment in the RA, ARNG, or the USAR to include the Delayed Entry Program (DEP). DEP time is credited in computing this date (see block 18g for additional requirements). For a soldier discharged, dismissed, or dropped from the Army rolls, or with an expired MSO, enter "00 00 00." Soldiers within 90 days of their MSO termination date at separation are considered to have completed their MSO.

(7) PLACE OF ENTRY ONTO ACTIVE DUTY and HOME OF RECORD AT TIME OF ENTRY. A soldier's initial enlistment contract or appointment document is the source for this data, or any approved change by EREC.

(a) Enter the city and state where the soldier entered active duty. For overseas addresses include the APO or FPO.

(b) Enter the street, city, state and ZIP code listed as a 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 service of at least 1 full day (Joint Federal Travel Regulations, Volume 1, App A, Part I). Home of record is not always the same as the legal domicile as defined for income tax purposes. Legal domicile may change during a soldier's career.

(8) LAST DUTY ASSIGNMENT AND MAJOR COMMAND and STATION WHERE SEPARATED.

(a) Enter last unit of assignment, major command with the corresponding two character assignment code per AR 680-29, paragraph 2-4.

(b) Enter location where soldier is transitioning, include State or country.

(9) COMMAND TO WHICH TRANSFERRED. From DD Form 214, item 9 Entry Determinations (table 2-1), enter the applicable location dependent on the soldier's status on transition.

(10) Servicemen Group Life Insurance (SGLI). Enter the amount of the soldier's SGLI coverage from VA Form SGLV Form 8285 (Request for Insurance (SGLI) and VA Form SGLV 8286 (Servicemembers; Group Life Insurance Election and Certificate), or "X" in the "None" block if soldier did not opt for coverage.

(11) PRIMARY SPECIALTY. From the ERB/ORB, enter the titles of all MOS or AOC served for at least 1 year and include for each MOS/AOC the number of years and months served. For time determination, 16 days or more count as a month. Do not count basic training and AIT.

(a) For an enlisted soldier, also specify the first 5 characters of the primary MOS code (MOSC), which includes the 3 characters of the MOS, the fourth character of skill and grade level in the MOS, and the fifth character of a special qualification identifier (SQI), if applicable. Enter "O" when not applicable. When MOSC merge at the skill level 5, make separate entries for the highest skill level in each MOSC below the skill level 5.

(b) For warrant officers, also enter the 4–character MOS and a fifth character for SQI (if applicable or "O" if not applicable), with appropriate title and time in specialty.

(c) For commissioned officers, also specify the AOC consisting of 2 numerical digits and 1 letter.

(12) RECORD OF SERVICE. Use extreme care in completing this block since post-service benefits, final pay, retirement credit, and so forth are based on this information.

(a) Date Entered Active Duty (AD) This Period. Enter the beginning date of the continuous period of AD for issuance of this DD Form 214, for which a DD Form 214 was not previously issued.

(b) Separation Date This Period. The soldier's transition date. This date may not be the contractual date if soldier is separated early, voluntarily extends, or is extended for make up of lost time, or retained on active duty for the convenience of the Government.

(c) Net Active Service This Period. Amount of service this period, computed by subtracting item 12a from 12b. Lost time under 10 USC 972 and non-creditable time after ETS, if any, are deducted. Such time will be identified in block 18. If soldier was released from active duty because of voided enlistment, enter "00 00 00."

(d) Total Prior Active Service. From previously issued DD Forms 214, enter total amount of prior active military service less lost time, if any. If not applicable, enter "00 00 00."

(e) Total Prior Inactive Service. From previously issued DD Forms 214 and/or ERB/ORB, enter the total amount of prior inactive service, less lost time, if any. DEP time that began on or after 1 Jan 85 is not creditable service for pay purposes and will not be entered in this block. However, it is creditable service for completing the statutory MSO, and will be entered in block 18.

(f) Foreign Service. From the ERB/ORB, enter the total amount of foreign service completed during the period covered in block 12c.

(g) 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.

(h) Effective Date of Pay Grade. From the most recent promotion order (or reduction instrument), enter the effective date of promotion to the current pay grade.

(13) DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. List awards and decorations for all periods of service in the priority sequence specified in AR 600-8-22. Each entry will be verified by the soldier's records. Do not use abbreviations.

(14) MILITARY EDUCATION. From ERB/ORB, list formal in-service (full-time attendance) training courses successfully completed during the period of service covered by the DD Form 214. (As an exception to full-time attendance, list Command and General Staff College and Senior Service Colleges completed by correspondence courses.) Include 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 course description in DA Pam 351-4 to determine its usefulness to the soldier after transitioning from the Army. (See 1986 Guide to the Evaluation of Educational Experience in the Armed Services for commonly accepted course title and abbreviation.)

(15) POST-VIETNAM Veterans' Educational Assistance Program (VEAP) and HIGH SCHOOL GRAD OR EQUIVALENT.

(a) If soldier contributed to VEAP and did not get money back, mark "YES." For those who enlisted before 1984, contributed to VEAP, and received their money back, mark "NO." For any soldier who enlisted after 1985, mark "NO."

(b) If soldier has GED, check the "YES" block.

(16) DAYS ACCRUED LEAVE PAID. As provided by the local finance office, enter the number of days of accrued leave being paid to the soldier or the word "NONE."

(17) DENTAL EXAM AND TREATMENT PRIOR TO SEPARATION. Applicable only to soldiers who have completed 180 days or more of continuous active duty (check the SF 603 (Health Record-Dental) for validity of exam and all appropriate treatment). Enter "NA" for soldiers who had fewer than 180 days of continuous active duty.

(18) REMARKS. Use this block for HQDA mandatory requirements when a separate block is not available, and as a continuation for entries in blocks 11, 13, and 14.

(a) Mandatory entry: "DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OR COMPLIANCE FOR FEDERAL BENEFITS."

(b) Mandatory entry: "SOLDIER (HAS) (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:

1. Routinely, a soldier should not be considered to have completed the first full term of active 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.

2. To determine if an enlisted soldier has completed the first full term of enlistment, refer to the enlistment/reenlistment documents and compare the term(s) 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 item 12c of the DD Form 214 is less than the soldier's initial enlistment, enter "has not."

3. To determine if an officer has completed their commitment, refer to the initial active duty order as appropriate, for the number of months the officer is ordered to active duty. Compare the 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 soldier's commitment, enter "has not."

4. Exception. If the narrative reason for separation on the DD Form 214 is "completion of required active service," then enter "has."

(c) For enlisted soldiers with more than one enlistment period during the time covered by this DD Form 214, enter "IMMEDIATE REENLISTMENTS THIS PERIOD" (specify dates). However, 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 which DD Form 214 was not issued) Until (date before commencement of current enlistment). Then, enter the specific periods of reenlistments as prescribed above.

(d) For a soldier retiring for length of service, enter "SUBJECT TO ACTIVE DUTY RECALL BY THE SECRETARY OF THE ARMY." For a soldier who will retire with 15 years but less than 20 years active Federal service, also enter "SOLDIER IS RETIRING AS PROVIDED BY SECTION 4403 OF THE FY 93 NDAA (PL102-484) AND MAY QUALIFY FOR A RECOMPUTATION OF RETIRED PAY AT AGE 62 (SECTION 4464 OF SAME LAW)."

(e) For a soldier being transferred to the Individual Ready Reserve (see block 9), enter "SUBJECT TO ACTIVE DUTY RECALL AND/OR ANNUAL SCREENING."

(f) For a Reserve soldier ordered to active duty and deployed to a foreign country, enter the following three statements in succession. (However, for an active duty soldier deployed with his or her unit during their continuous period of active service, enter only the second statement.)

(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 for example, YYYYMMDD - YYYYMMDD)."

(3) "SOLDIER COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST-SERVICE BENEFITS AND ENTITLEMENTS."

(g) For a soldier who has DEP time, enter "BLOCK 6- PERIOD OF DEP (inclusive periods of DEP time)."

(h) For a soldier who has his or her period of service extended (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."

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

(j) For an enlisted soldier or warrant officer retired after completing 30 or more years of active military service, specify the grade (indicated on the retirement order) to which soldier will be advanced on the retired list per 10 USC 3964. Enter "RETIRED LIST GRADE" (specify appropriate grade).

(k) Dual componency retirement grade. For an enlisted soldier retired for a disability in a commissioned or warrant officer grade, enter "USAR RETIREMENT GRADE" (specify appropriate grade and pay grade). For an enlisted soldier 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."

(l) For a soldier receiving separation/readjustment or non-disability severance pay (as indicated by the finance office), enter type of pay and amount.

(m) For a soldier who have excess leave status, enter "EXCESS LEAVE (CREDITABLE FOR ALL PURPOSES EXCEPT PAY AND ALLOWANCES)" —(specify days and period of time).

(n) For a soldier who received enlistment/reenlistment bonus, enter "TYPE OF BONUS, AMOUNT, AND WHEN ISSUED."

(o) For discharged ALIEN DESERTERS, enter their place of birth.

(p) For a soldier who has CADET STATUS, enter "BLOCK 12C INCLUDES SERVICE AS A USMA CADET FROM (date) TO (date). SERVICE NOT CREDITABLE FOR ANY PURPOSE IN COMMISSIONED OFFICER STATUS."

(q) When a soldier is separated with a TEMPORARY RECORD, enter "SEPARATED FROM SERVICE ON TEMPORARY RECORD AND SOLDIER'S AFFIDAVIT. A DD FORM 215 WILL BE ISSUED TO PROVIDE MISSING INFORMATION OR TO CORRECT ANY INFORMATION."

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

(s) For a soldier who has their SERVICE CHARACTERIZATION upgraded, enter (on copies 2 through 8) "SERVICE CHARACTERIZATION UPGRADED ON (date) FOLLOWING APPLICATION DATED (date)."

(t) For a soldier with PRISONER OF WAR (POW) DOCUMENTATION (whether or not eligible for award of POW medal), enter "PRISONER OF WAR, (unit of assignment/country) (date of capture and release date)."

(u) After the last entry in the block, enter "//NOTHING FOLLOWS" or "//SEE ATTACHED CONTINUATION SHEET."

(19) MAILING ADDRESS AFTER SEPARATION and NEAREST RELATIVE will be provided by the soldier.

(a) This address must be a permanent address. Civilian penal institutions will not be accepted.

(b) Advise a soldier that the name and address of a relative should be someone who will know their location and address at all times. When a relative is not available, use a close friend. When the person is at the same address as 19a, enter "(NAME) and ADDRESS SAME AS BLOCK 19a."

(20) REQUEST FOR FORWARDING COPY 6. Advise a soldier that this copy will be forwarded, if requested, to the State Veteran Affairs Office (indicated by the soldier) for eligibility determination of state benefits. Enter "X" in appropriate block, and indicate State abbreviation when "YES" is marked.

(21) SIGNATURE OF SOLDIER BEING SEPARATED. Signature indicates a soldier has reviewed the form and accept the information as being correct to the best of their knowledge. Request soldier sign the original in ink using a ballpoint pen, ensuring signature goes through on all copies. When soldier is not available (discharged in absentia or physically unable), enter "SOLDIER NOT AVAILABLE TO SIGN." When soldier refuses to sign, enter "SOLDIER REFUSED TO SIGN."

(22) OFFICIAL AUTHORIZED TO SIGN. This 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. Only a commissioned or warrant officer may authenticate DD Form 214; however, when the chief or acting chief of the TC is a SSG, GS–07, or higher, or authorized contractor employee, that individual may sign. Signature authority may NOT be delegated. Signature must be legible on all copies, and may necessitate signing again on the other copies.

(23) TYPE OF SEPARATION. Enter the appropriate term listed below:

a. Release from active duty.

b. Discharge.

c. Retirement.

d. Release from active duty 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.

(24) CHARACTER OF SERVICE. Correct entry is vital since it affects a soldiers' eligibility for post–service benefits. Characterization or description of service is determined by directives authorizing separation. For a soldier being released from custody and control of the Army due to a void or voided enlistment, enter "hyphens." Otherwise, the entry must be one of the following:

(a) HONORABLE.

(b) UNDER HONORABLE CONDITIONS (GENERAL).

(c) UNDER OTHER THAN HONORABLE CONDITIONS.

(d) BAD CONDUCT.

(e) DISHONORABLE.

(f) UNCHARACTERIZED.

(25) SEPARATION AUTHORITY. To be completed for copies 2, 4, 7, and 8 only. Obtain correct entry from regulatory or directives authorizing the separation. For a soldier ordered to ADT and ADSW by self–terminating orders, enter "SELF–TERMINATING ORDERS, (ORDER NUMBER, COURSE AND DATE)."

(26) SEPARATION CODE. To be completed for copies 2, 4, 7, and 8 only. Obtain correct entry from AR 635–5–1, which provides the corresponding separation program designator code for the regulatory authority and reason for separation. For a USMA cadet who fails to graduate, enter the order number, source and date. Normally, when block 25 contains self–terminating orders, enter "NA." However, this could differ for an RC soldier ordered to active duty to support a contingency operation –specific guidance will be provided at the announcement of the contingency operation.

(27) REENTRY CODE. AR 601–210 determines RA and USAR reentry eligibility and provides regulatory guidance on the RE codes. These codes are not applicable to officers, USMA cadets who fail to graduate or enter USMA from active duty status, or to RC soldiers being separated for other than cause.

(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. For soldiers ordered to ADT, AGR, TTAD, FTNGD, or ADSW on self–terminating orders, enter "COMPLETION OF PERIOD OF ADT, AGR, TTAD, FTNGD, OR ADSW,"as appropriate.

(29) DATES OF TIME LOST DURING THIS PERIOD. Verify that time lost as indicated by Defense Finance and Accounting Service agencies has been subtracted from Net Active Service This Period (block 12c) if the lost time was not "made good." If the ETS was adjusted as a result of lost time and 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 of entry on active duty (block 12a) and separation date (block 12b) is creditable service. Time lost after ETS is non–chargeable 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.

(a) For enlisted soldiers, show inclusive periods of time lost to be made good under 10 USC 972, and periods of non–chargeable time after ETS.

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

(30) SOLDIER REQUESTS COPY 4. Always enter "YES" and provide this copy to a soldier before taking permissive temporary duty and/or transition leave.

2–5. Distributing copies.

a. Excluding copy 4, copies 1 through 8 of the DD Form 214 will not be distributed until a soldier's separation date has occurred, and after ascertaining that the soldier is alive and well and that his or her status has not changed. Copies 3, 5, 6, and 7 will be distributed on the first workday after the soldier's separation date; however, complete distribution must occur no later than the fifth workday after the soldier's separation date.

b. Specific details for distributing the following eight copies will be as follows:

(1) Copy 1: Presented or mailed to a soldier on their transition date. (For discharged alien deserters, mail a reproduced copy of copy 1 to: U.S. DEPARTMENT OF STATE, ANNEX #2, WASHINGTON, DC 20520, and enter place of birth in Block 18.)

(2) Copy 2: File in soldier's record.

(3) Copy 3: Mail to DEPARTMENT OF VETERANS AFFAIRS, DATA PROCESSING CENTER (214), 1614 E. WOODWARD ST, AUSTIN, TX 78772. (Reproduced copies will need to accompany health records.)

(4) Copy 4: Present to a soldier when he or she departs the TC on permissive temporary duty and/or transition leave.

(5) Copy 5: Mail to U.S. DEPARTMENT OF LABOR, UCX/UCFE CLAIMS CONTROL CENTER(LCCC), PO BOX 94246, BATON ROUGE, LA 70804–9246.

(6) Copy 6: Mail to State Director of Veterans Affairs, if the soldier so requested by having checked "yes" in Block 20. The soldier must specify the State.

(7) Copy 7: Forward to Installation Finance Office.

(8) Copy 8: File copy is maintained by the TC along with a copy of ORB/ERB, DD Form 93 (Record of Emergency Data), and VA Form SGLV 8285 and VA Form SGLV 8286. (These forms are maintained to provide pertinent data to recruiters for enlisted soldiers reentering military service within 6–months of their transition. Record of emergency data information and SGLV forms are maintained to aid in processing any claims within 120 days of a soldier's transition date.) Records will be retained in CFA as a 6–month file (AR 25–400–2).

c. The addresses and phone numbers for all Veterans Affairs facilities are provided in the "Federal Benefits for Veterans and Dependents" booklet, published by the Department of Veterans Affairs. These booklets are available for sale by the U.S. Government Printing Office and may be ordered from the Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250–7954. They are also available via the Internet at *www.va.gov/facilities.htm.*

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

2–6. Alterations and corrections.

a. Corrections are not permitted in the screened areas of the DD Forms 214 and 215. These forms are designed with a reproducible screen tint on the following blocks to make changes clearly noticeable:

(1) DD Form 214 – blocks 1, 3, 4, 12, and 18 through 30.

(2) DD Form 215 – blocks 1, 3, 5, and 7.

b. The TC preparing the DD Form 214 may correct typographical errors in the unshaded areas before the soldier's departure and distribution of the DD Form 214. Corrections must be neat and legible, and the authenticating official must initial each correction on all copies.

c. After a soldier departs the TC and/or if distribution of the DD Form 214 has been made, correct the error 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) *Active duty officers* – Cdr, PERSCOM, ATTN: TAPC–MSR, 200 STOVALL STREET, ALEXANDRIA, VA 22332–0444.

(2) *Active duty enlisted soldiers* – Cdr, U.S. ARMY ENLISTED RECORDS AND EVALUATION CENTER, ATTN: PCRE–FT, 8899 E. 56th STREET, INDIANAPOLIS, IN 46249–5301.

(3) *Reentry eligibility (RE) code correction* – Cdr, PERSCOM, ATTN: TAPC–EPR–P, 200 STOVALL STREET, ALEXANDRIA, VA 22331–0457.

(4) *Discharged or retired soldiers without Reserve status* – DIRECTOR, NATIONAL PERSONNEL RECORDS CENTER, ATTN: CHIEF, ARMY REFERENCE BRANCH, 9700 PAGE AVENUE, ST. LOUIS, MO 63132–5100.

(5) *ARNG Officers not on active duty* – CHIEF, ARMY NATIONAL GUARD READINESS CENTER, ATTN: NGB–ARP–CO, 111 S. GEORGE MASON DRIVE, ARLINGTON, VA 22204–1382.

(6) *ARNG enlisted soldiers not on active duty* – Appropriate State adjutant general.

(7) *All other soldiers* – Cdr, AR–PERSCOM, ATTN: ARPC–SFE, 1 RESERVE WAY, ST LOUIS, MO 63132–5200.

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

(1) CG, U.S. Total Army Personnel Command.

(2) Cdr, U.S. Army Reserve Personnel Command.

(3) Chief, National Guard Bureau.

(4) Deputy Assistant Secretary of the Army, Army Review Boards Agency.

2–7. Issuing and reissuing DD Form 214.

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

(1) When directed by proper 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 or if the correction would require issuance of more than two DD Forms 215.

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

b. When a DD Form 214 is administratively issued or reissued, enter that fact and the date of such action on the DD Form 214, item 18–Remarks; unless the appellate authority, executive order, or Secretarial directive specifies otherwise.

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

2–8. Requirements by agency maintaining records

Forward requests for copies of DD Form 214 after a soldier's separation, to the proper agency maintaining custody of the record. The agency will provide a copy on the soldier's written request.

a. Provide the soldier with one copy with the Special Additional Information section and one with that information deleted.

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

(1) Specific authority and narrative reason for separation.

(2) Separation program designator number/code.

(3) Reenlistment eligibility code.

c. 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. When the DD Form 214 was issued before 1 October 1979, ensure items listed in b (1) through (3) above are deleted.

d. Provide a copy of DD Form 214 to authorized personnel for official purposes only.

Section II
Preparing Other Separation Documents

2–9. DD Form 220 (Active Duty Report)

a. For a soldier enlisted under the USAR Split Training Program and the ARNGUS Alternate Training Program, complete two copies of this form when he or she completes the BT portion.

b. For a soldier enlisted under the Civilian Acquired Skills Program, complete one copy when he or she is not authorized a DD Form 214.

c. Complete blocks 3 through 7, 10, 19, and 21 of the DD Form 220.

2–10. DD Form 256A (Honorable Discharge Certificate) and DD Form 257A (General Discharge Certificate)

Issue these discharge certificates appropriately to all soldiers receiving an honorable or general discharge. In the space under "this is to certify that," enter the name, typed–in capital letters in signature order, followed by the grade and career branch (officer) or component (enlisted). (Do not include a soldier's SSN.) Spell out the component if RA; enter other components as ARNGUS or USAR. Type the name of the officer 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 centered below the name.

2–11. DD Form 363A (Certificate of Retirement)

This certificate is issued to all retiring soldiers, except those on the TDRL, AUS, or ARNG if on FTNGD. In the space under "this is to certify that," enter the name, typed in capital letters in signature order, followed by the grade and career branch (officer) or Component (enlisted). (Do not include the soldier's SSN.) Spell out the component if RA; enter other components as ARNGUS or USAR.

2–12. DD Form 2542 (Presidential Certificate of Appreciation)

a. Issued to soldiers retiring with Honorable characterization of service for length of service or permanently physically disabled with 20 years (15 yrs when early retirement is authorized) of active Federal service, and RC soldiers not on active duty on transfer to the Retired Reserve.

b. Issue this form 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.)

c. The 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 this form will be made a part of their records.

2–13. DA Form 3891 (Certificate of Appreciation for Wives of Retiring U.S. Army Personnel) and DD Form 3891–1 (Certificate of Appreciation for Husbands of Retiring U.S. Army Personnel)

Unit commanders may issue certificates (if retirees desire) to the spouse of soldiers retiring under AR 600–8–24 or AR 635–200, and when retiring for permanent physical disability after 20 or more years active Federal 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.

2–14. DA Forms 5332 (Certificate of Appreciation for Wives of Retiring Army Active Reserve Status Personnel) and 5332–1 (Certificate of Appreciation for Husbands of Retiring Army Active Reserve Status Personnel)

Unit commander may issue certificate (if retiree desires) to the spouse of a ARNGUS/USAR soldier transferred to the Retired Reserve or discharged under honorable conditions with 20 or more years of qualifying service for retired pay.

Table 2–1
DD FORM 214, ITEM 9 ENTRY DETERMINATIONS

RULE	A SEPARATION TYPE	B SOLDIER'S STATUS	C ENTER
1	Release from active duty with a remaining statutory Service or contractual obligation (includes release from Regular Army, AGR, ADSW, TTAD, FTNGD, Presidential call to active duty, or mobilization status.	Return to ARNG	ARNG of applicable State or Territory
		Transfer or return to USAR with no specific TPU assignment	USAR Control Group (Annual Training or Reinforcement, as appropriate) AR–PERSCOM, 1 Reserve Way, St. Louis, MO 63132–5200.
		Transfer or return to USAR with a specific TPU assignment.	designation of the TPU to which assigned.
2	Release from ADT (includes IADT other than by discharge)	Return to ARNGUS	designation of the ARNG unit from which entered on ADT
		Return to USAR TPU	designation of the USAR TPU from which entered ADT
		Is an individual mobilization augmentee (IMA) returning to IMA assignment	USAR Control Group (IMA) AR–PERSCOM, 1 Reserve Way, St. Louis, MO 63132–5200
		Return to IRR	USAR Control Group (Annual Training or Reinforcement, as appropriate), AR–PERSCOM, 1 Reserve Way, St. Louis, MO 63132–5200
3	Discharge (includes resignation of RA commissioned officers)	No further military status	NA
		(of ARNG soldier from Reserve of the Army status) be returned to the State; or enlists in ARNG	ARNG of applicable State of Territory
		Accepts a USAR officer / warrant officer appointment or enlists with no specific TPU assignment	USAR Control Group (Annual Training or Reinforcement, as approrpriate) AR–PERSCOM, 1 Reserve Way, St. Louis, MO 63132–5200.
		Accepts a USAR officer / warrant officer appointment or enlists with specific TPU assignment	Designation of the TPU to which assigned
		Enlists in the USAR as a cadet on enrollment in the Senior ROTC Advanced Course.	USAR Control Group (ROTC), at the appropriate ROTC region headquarters
4	Retirement (including temporary and permanent disability)	Placed on Army of the United States (AUS) retired list and transferred to Retired Reserve (applicable to RA enlisted (with less than 30 years AFS) and ARNGUS/USAR officers and enlisted)	Retired Reserve, AR–PERSCOM, 1 Reserve Way, St. Louis, MO 63132–5200
		Placed on AUS retired list and not transferred to Retired Reserve (applicable to RA enlisted (with 30 or more years AFS)); or the USA Retired List (applicable to RA officers); or TDRL; or permanent disability list	NA
5	Release of a retiree serving on active duty in retired Status (includes ADSW, TTAD, retiree call or recall, or mobilization)	Revert to AUS or USA retired list status	NA
		Revert to Retired Reserve status	Retired Reserve, AR–PERSCOM, 1 Reserve Way, St. Louis, MO 63132–5200

Appendix A
References

Section I
Required Publications

AR 635–5–1
Separation Program Designators (Cited in para 2–4h(26).)

Section II
Related Publications

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

AR 25–400–2
The Modern Army Recordkeeping System (MARKS)

AR 600–8–7
Retirement Services Program

AR 600–8–22
Military Awards

AR 600–8–24
Officer Transfers and Discharges

AR 600–8–104
Military Personnel Information Management/Records

AR 600–8–105
Military Orders

AR 601–210
Regular Army and Army Reserve Enlistment Program

AR 630–10
Absence Without Leave, Desertion, and Administration of personnel Involving Civilian Court Proceedings

AR 635–40
Physical Evaluation for Retention, Retirement or Separation

AR 635–200
Enlisted Personnel

AR 680–29
Military Personnel–Organization and Type of Transaction Codes

DA Pam 351–4
Army Formal Schools Catalog

DA Pam 600–5
Handbook for Retiring Soldiers and Their Families

DA Pam 635–4
Preseparation Guide

Section III
Prescribed Forms

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD–ROM (EM 0001) and the USAPA web site (www.usapa.army.mil).

DA Form 3891
Certificate of Appreciation for Wives of Retiring U.S. Army Personnel (Prescribed in paras 1–4b and 2–13.)

DA Form 3891–1
Certificate of Appreciation for Husbands of Retiring U.S. Army Personnel (Prescribed in paras 1–4b and 2–13.)

DA Form 5332
Certificate of Appreciation for Wives of Retiring Army Active Reserve Status Personnel (Prescribed in paras 1–4b and 2–14.)

DA Form 5332–1
Certificate of Appreciation for Husbands of Retiring Army Active Reserve Status Personnel (Prescribed in paras 1–4b and 2–14.)

DD Form 214
Certificate of Release or Discharge from Active Duty (Prescribed in paras 1–1, 1–4b, 1–11, 2–1, 2–2, 2–4, 2–5, 2–6, 2–7, 2–8, and 2–9.)

DD Form 214WS
Certificate of Release or Discharge from Active Duty Worksheet (Prescribed in paras 1–4b, 2–2, and 2–3.)

DD Form 215
Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Prescribed in paras 1–4b, 2–2, 2–4, 2–6, and 2–7.)

DD Form 256A
Honorable Discharge Certificate (Prescribed in paras 1–4 and 2–10.)

DD Form 257A
General Discharge Certificate (Under Honorable Conditions) (Prescribed in paras 1–4b and 2–10.)

DD Form 2542
Certificate of Appreciation for Service in the Armed Forces of the United States (Prescribed in paras 1–4b and 2–12.)

Section IV
Referenced Forms

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD–ROM (EM 0001) and the USAPA web site www.usapa.army.mil.

DA Form 2–1
Personnel Qualification Record–Part II

DA Form 11–2–R
Management Control Evaluation Certificate Statement

DA Form 4037
Officer Record Brief (ORB)

DD Form 93
Record of Emergency Data (This form is available through normal forms supply channels)

DD Form 220
Active Duty Report

DD Form 363A
Certificate of Retirement

SF 603
Health Record – Dental

VA Form SGLV 8285
Request For Insurance (SGLI)

VA Form SGLV 8286
Servicemembers' Group Life Insurance Election and Certificate

Appendix B
Management Control Evaluation Checklist

B–1. Function.
The function covered by this checklist is control and issue of the DD Form 214 (Certificate of Release or Discharge from Active Duty).

B–2. Purpose.
The purpose of this checklist is to assist in evaluating key management controls. It is not intended to cover all controls.

B–3. Instructions.
Answers must be based on actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

B–4. Test questions.
a. Are the DD Forms 214WS, 214, and 215 being properly safeguarded per paragraph 2–2?
b. Are the DD Forms 214 only being issued to eligible soldiers per paragraph 2–1?
c. Are the DD Forms 214 being prepared per paragraph 2–4?
d. Do the DD Forms 214 correctly reflect the soldiers' reason for separation, as authorized by the separation approval authority?
e. Are the responsibilities of the authenticating officials being assigned per paragraph 2–4h(22)?

B–5. Supersession.
This checklist replaces the checklist for Administrative Transition Processing previously published in DA Circular 600–8–89–1.

B–6. Comments.
Help make this a better tool for evaluating management controls. Submit comments to CDR, PERSCOM, ATTN: TAPC–PDT–P, ALEXANDRIA, VA 22332–0478.

Glossary

Section I
Abbreviations

AD
active duty

ADSW
active duty for special work

ADT
active duty for training

AFS
active Federal service

AIT
advanced individual training

AOC
area of concentration

APO
Army post office

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

AR–PERSCOM
U.S. Army Reserve Personnel Command

AWOL
absence without leave

AUS
Army of the United States

BT
basic training

DEP
delayed entry program

ERB
enlisted record brief

ETS
expiration term of service

FTNGD
full–time National Guard duty

IADT
initial active duty for training

MOS
military occupational specialty

MSO
military service obligation

ORB
officer record brief

QMP
Qualitative Management Program

RA
Regular Army

RE
Reentry

SQI
special qualification identifier

TC
transition center

TDY
temporary duty

TTAD
temporary tour of active duty

USC
United States Code

VEAP
Veterans Educational Assistance Program

Section II
Terms

Active duty for training
Includes initial active duty for training (IADT).

Basic training
Initial entry training which provides non prior service soldiers instructions in basic skills common to all soldiers. BT precedes advanced individual training (AIT).

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 in entry level status is normally described as uncharacterized. Punitive discharge under the Uniform Code of Military Justice is characterized as Bad Conduct or Dishonorable.

Contingency operation
Military operation 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 title 10, sections 688, 12301(a), 12302, 12304, 12305, or 12406, or title 10, chapter 15, and any other provision of law during a war or during a national emergency declared by the President or Congress.

Contractually obligated soldier
A soldier who is serving under enlistment contract or extension (has completed statutory MSO, or has not acquired one).

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

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

Statutorily obligated soldier
A soldier who is serving by reason of law.

Transition
An all inclusive term applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, or death.

Transition center
An office designated to accomplish transition processing of soldiers. (Formerly known as transition points or transition activities.)

Section III
Special Abbreviations and Terms
This section contains no entries.

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