

**Army Regulation 635–8**

**Personnel Separations**

# **Separation Processing and Documents**

**Headquarters  
Department of the Army  
Washington, DC  
17 September 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 635-8

Separation Processing and Documents

This major revision, dated 17 September 2019—

- o Clarifies travel time as active duty time when determining the end date for the active service period (para 4-5*b*).
- o Clarifies station of choice to include full-time National Guard consistent with retirement law and Joint Travel Regulations entitlements (para 4-8).
- o Updates to include the expanded mobilization authorizations under Title 10 United States Code for Army National Guard Soldiers (para 5-1*e*).
- o Clarifies the mandatory statements in block 18 for completion of first full term of service (para 5-6*r*(2)(*b*)).
- o Clarifies documents to be included in the separation packet to meet the various legal requirements and support Army Auditability (para 7-3).
- o Updates the addresses for corrections to DD Forms 214 (para 8-1).
- o Updates outside the continental United States transition centers (table B-3).

**Personnel Separations**  
**Separation Processing and Documents**

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By Order of the Secretary of the Army:

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Official:

  
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**History.** This publication is a major revision.

**Summary.** This regulation prescribes policy and procedural guidance relating to transition management. It consolidates the policies, principles of support, and standards of service regarding processing personnel for transition. This regulation explains separation document preparation, distribution, correction, and transition processing specific to the Disability Evaluation System. It also implements Department of Defense Instruction 1336.01.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to U.S. Military Academy cadets.

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

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

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

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

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 635-8, dated 10 February 2014.

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### Glossary

## **Chapter 1 Introduction**

### **Section I**

#### **General**

##### **1–1. Purpose**

This regulation prescribes the transition processing function of the military personnel system. It provides principles of support, standards of service, policies, tasks, rules, and steps governing required actions in the field to support processing personnel for separation and preparation of separation documents.

##### **1–2. References and forms**

See appendix A.

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

See the glossary.

##### **1–4. Responsibilities**

See section II for responsibilities.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

### **Section II**

#### **Responsibilities**

##### **1–6. Army Review Boards Agency**

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

##### **1–7. Chief, National Guard Bureau**

The Chief, NGB will—

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

##### **1–8. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

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

##### **1–9. Chief, Army Reserve**

The Chief, Army Reserve—

- a.* Will tailor the procedures set forth in this regulation to conform to U.S. Army Reserve (USAR) specific requirements.
- b.* May issue separation documents under provisions of this regulation.

c. May delegate authority to issue separation documents to readiness division (RD) and mission support command commanding generals (CG).

### **1–10. Commanding General, U.S. Army Human Resources Command**

The CG, HRC will—

- a. Act as the Army staff point of contact for personnel separations policy for active duty Soldiers.
- b. Update regulations concerning transition center, personnel, and finance activities and responsibilities, as required.
- c. Continue to evaluate conduct of transition processing. Coordinate with appropriate Army staff agencies on implementation of changes in and evaluation of transition processing.
- d. Issue separation documents under the provisions of this regulation.
- e. On behalf of the CG, US Army HRC, the Commander, U.S. Army Physical Disability Agency (USAPDA) will act as the Army staff point of contact for physical evaluation for retention, retirement, or separation.

### **1–11. Commander, U.S. Army Installation Management Command**

The Commander, IMCOM will—

- a. Provide operational control and oversight to Regular Army, AMC-, or IMCOM-managed Army installation level transition centers worldwide through subordinate regions and garrisons.
- b. Assess installation transition processing execution in coordination with HRC.
- c. Provide resources to support execution of transition processing, to include transition center operations training, program implementation, and periodic inspections and visits.
- d. Apprise the DCS, G–1 and HRC of information obtained by Headquarters, AMC and IMCOM region offices related to installation transition functions, that addresses both long-range strategic planning and immediate operational concerns.
- e. Ensure a standard level of service delivery is provided at installations.
- f. Coordinate with the installation military treatment facilities or command surgeon to ensure all transition center employees are trained on the Health Insurance Portability and Accountability Act (Public Law 104–191).
- g. Serve as the installation transition processing coordinator, as designated by the installation commander in accordance with paragraph 1–14, and coordinate pre-separation briefings.
- h. Serve as the installation Transition Processing System (TRANSPROC) functional administrator, empowered to grant or remove TRANSPROC access for transition center employees performing transition processing duties. Transition processing coordinators may grant view only TRANSPROC access to the installation physical evaluation board liaison officer (PEBLO). Further, transition processing coordinators will monitor and update listings of personnel with access to TRANSPROC. Employees who have departed or been assigned to other duties will have TRANSPROC access withdrawn.
- i. Ensure personnel granted authority within the TRANSPROC system to authenticate separation documents, as discussed in chapter 4, (authentication authority) are trained to review separation documents for completion and correctness in accordance with this regulation.
- j. Provide oversight of delegated authorities, such as separation orders authentication authority, preparation, authentication, and distribution of all separation documents.
- k. Coordinate scheduling, facilities, speakers, equipment, and materials for transition processing on the installation.
- l. Provide and/or arrange for follow-up counseling services for Soldiers who request them.
- m. Develop listings of transitioning personnel to attend group briefings.
- n. Notify transitioning personnel of date, time, and location of briefings. Ensure all Regular Army (RA) transitioning Soldiers are scheduled to attend all related transition briefings. In addition to the transition briefing, Soldiers scheduled for retirement must attend the mandatory Retirement Planning briefing in accordance with AR 600–8–7.
- o. Ensure that all information on the DD Form 214 (Certificate of Release or Discharge from Active Duty) and other separation documents is accurate. The DD Form 214 is of vital importance to the separating Soldier and must be properly prepared according to prescribed guidance. No deviation is authorized.
- p. Ensure that each Soldier entitled to receive a DD Form 214 is counseled and understands the following:
  - (1) The high level of importance of the DD Form 214 to the Soldier’s future and the imperative to safeguard the DD Form 214.
  - (2) The benefits a Soldier may be eligible to receive as a result of military service will be based primarily on the DD Form 214.
  - (3) Civilian employment may be affected by the data on the DD Form 214.
  - (4) Failing to obtain the original, copy number 1, and copy number 4 of the DD Form 214 at separation may cause a delay in eligibility to receive certain benefits after separation.
  - (5) Any unauthorized change to or alteration of the DD Form 214 will render it void.

- q.* Ensure that copies 1 and 4 of the DD Form 214 are delivered to the separating Soldier prior to departure from the separation activity, either—
- (1) On the effective date of separation;
  - (2) On the date authorized travel time commences; or
  - (3) Via U.S. Postal Service to the recipient, when separation is effected under emergency conditions that preclude hand delivery.

#### **1–12. U.S. Army Training and Doctrine Command**

The CG, TRADOC will incorporate policy, procedure, and guidance in this regulation into lesson programs of instruction.

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

These commanders will—

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

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

These commanders will—

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

#### **1–15. Unit commanders**

These commanders will—

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

## **Chapter 2**

### **Separation Processing Requirements**

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

## **2-1. Regular Army**

- a.* Separation processing normally begins with pre-separation counseling, as required by Section 1142, Title 10, United States Code (10 USC 1142), conducted by the SFL-TAP office.
- b.* Retiring Soldiers must attend the mandatory DA Retirement Planning Briefing in accordance with AR 600-8-7.
- c.* Separating Soldiers attend a pre-separation briefing (see chap 4, sec 1).
- d.* Installation level transition centers produce separation orders for all RA Soldiers in accordance with AR 600-8-105.
- e.* Separating Soldiers complete battalion/unit and installation/community level out-processing in accordance with AR 600-8-101.
- f.* Final transition processing is completed by the supporting installation level transition center discussed in chapter 4, section II. The transition center prepares separation documents in accordance with chapter 5 and other applicable separation documents discussed in chapter 9. Additionally, disability separation processing is also discussed in chapter 6.

## **2-2. Mobilized Reserve Component**

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

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

- a.* Soldiers not on active duty are not required to complete pre-separation counseling conducted by the SFL-TAP office.
- b.* Retiring Soldiers must attend the mandatory DA Retirement Planning Briefing in accordance with AR 600-8-7.
- c.* Separating Soldiers are not required to attend a pre-separation briefing.
- d.* USAR produces separation orders. As an exception USAPDA issues disability separation orders for all USAR Soldiers not on active duty in accordance with AR 600-8-105.
- e.* Separating Soldiers complete out-processing requirements in accordance with AR 600-8-101.
- f.* Soldiers separating from an inactive duty status do not receive a DD Form 214. However, RC Soldiers separating from an inactive duty status will receive the appropriate certificate(s) as discussed in chapter 9.

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

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

## **2-5. Army National Guard**

- a.* ARNG Soldiers in an active duty status under Title 10 AGR or Title 32 AGR, ADT, or ADOS for periods of 180 days or more, are required to undergo pre-separation processing. This required counseling is normally provided by SFL-TAP at the beginning of the separation process. Soldiers on active duty for less than 180 days are not required to complete pre-separation counseling provided by SFL-TAP.
- b.* A State Military Personnel Management Office senior military personnel officer, or State retirement services officer (RSO), will conduct a pre-retirement briefing during the Soldier's 18th or 19th qualifying year of service. The retirement brief provided must be approved by the Army Retirement Services Office. The State will encourage spouses to attend these briefings.
- c.* Separating Soldiers are not required to attend the pre-separation briefing.

*d.* The NGB publishes separation orders for all ARNG Title 10 active duty status AGR Soldiers. The Soldier's DD Form 214 will be prepared by the closest RA installation level transition center. The transition center prepares separation documents in accordance with chapter 5 and other applicable separation documents discussed in chapter 9. Soldiers who are also leaving ARNG Service will be issued separation orders and an NGB Form 22 (National Guard Report of Separation and Record of Service) by the Soldier's State Joint Forces Headquarters.

*e.* The State level Joint Forces Headquarters will publish release from active duty (REFRAD) or discharge orders for all ARNG Title 32 AGR status Soldiers upon separation from active duty. Final transition processing is completed by either the supporting installation level transition center discussed in chapter 4, section II or the Joint Force Headquarters under the provisions of this regulation depending on the servicing location for the processing to occur. The transition activity prepares DD Form 214 in accordance with chapter 5 and other applicable separation documents discussed in chapter 9. Additionally, the State level Joint Force Headquarters will publish separation orders and an NGB Form 22 for ARNG Soldiers that are leaving ARNG Service.

*f.* The State level Joint Forces Headquarters will publish separation orders and an NGB Form 22 for ARNG Soldiers not on active duty. Those Soldiers who are separating due to disability will receive a retirement/separation order from the USAPDA. Upon receipt of the disability separation/retirement order from the USAPDA, the State Joint Force Headquarters will release the Soldier from the State by publishing the Title 32 discharge order (which will match the effective date of the USAPDA disability order), NGB Form 22 and other applicable separation documents, discussed in chapter 9, to complete the separation process.

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

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

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

## **Chapter 3**

### **Transition Center Policies**

#### **3–1. Levels of work**

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

#### **3–2. The Transition Program**

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

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

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

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

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

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

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

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

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

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

- a.* Pre-transition processing, discussed in chapter 4, section I.
- b.* Final transition processing, discussed in chapter 4, section II.
- c.* Post-transition operations, discussed in chapter 4, section III.

### **3–5. Standards of service**

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

- a.* Transition processing will be conducted in a professional and informal environment.
- b.* All materials needed for interviewing and counseling will be readily available.
- c.* Locate the transition center in a permanent or semi-permanent building near the military personnel division, finance office, and, if practical, the transportation office.
- d.* Transition centers should be attractively furnished to display professional decorum. Sufficient space should be allocated to provide a comfortable waiting room.
- e.* Provide a classroom or auditorium for transition orientations and briefings.
- f.* Plan the layout to accommodate assembly line processing to avoid back-tracking while processing.
- g.* Provide interviewing booths or partitioned interview areas to ensure privacy.
- h.* Provide a suitable space for the U.S. Army Recruiting Command RC transition noncommissioned officer (NCO).
- i.* Maintain an adequate filing system to ensure rapid handling of requests for information.

## **Chapter 4 Separation Processing**

### **Section I**

#### **Pre-Transition Processing**

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

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

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

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

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

*a. Installation transition processing coordinator.* The coordinator, as designated in accordance with paragraph 1-9, generates a loss roster identifying RA Soldiers 180 days prior to their scheduled separation date and schedules Soldiers to attend the Pre-Separation Services Program, as detailed in paragraph 4-4, at least 120 days prior to separation date. Ensures that the loss roster is distributed to the following agencies:

- (1) Soldier's company or battalion level human resources element.
- (2) Servicing education center.
- (3) Finance office.
- (4) RC transition NCO.
- (5) Reenlistment office.
- (6) Medical and dental treatment facility.
- (7) SFL-TAP transition services manager.
- (8) Adjutant general and/or military personnel division.

*b. Unit commander.*

(1) Notify Soldiers of separation and ensure Soldiers report as required for the Pre-Separation Services Program. Provide transportation, if necessary.

(2) Conduct inspection of military clothing and organizational clothing and equipment upon receipt of separation orders, but no later than 10 days prior to scheduled departure.

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

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

(5) Ensure necessary evaluation reports are completed.

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

*c. Retention office.*

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

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

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

*d. Reserve Component career counselor.*

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

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

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

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

*e. Transition center.*

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

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

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

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

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

(2) Update emergency contact information, if required.

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

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

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

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

- (1) The veteran must have served no less than 90 days of active duty to be eligible for treatment.
- (2) The DD Form 214 contains a statement that the Soldier was not provided a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation.
- (3) Application for VA treatment must be made within 180 days of discharge or REFRAD.

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

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

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

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

*c. Reserve Component career counselor.* Benefits of joining the ARNG or USAR, how military service obligation (MSO) date is determined, entitlements and responsibilities associated with assignment to the Individual Ready Reserve (IRR), and Soldier's responsibility to obtain and maintain a Uniformed Services Identification Card. IRR Soldiers are issued common access cards when they are on active duty. The RC career counselor will conduct the pre-separation interview and other out-processing requirements.

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

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

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

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

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

Commanders will counsel—

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

*b. RC Soldiers regarding effective date and time of REFRAD and advise ARNG and USAR Soldiers who are being released from active duty and reverting to the control of their parent components that their effective date of release is 2400 hours on the date of expiration of authorized travel time to their home of record. Travel time will be included in determining the end date of active duty reflected in block 12b of the DD Form 214 based on entitlement in the Joint Travel Regulations and the mode of travel authorized in the Soldier's orders to active duty. If applicable, coordinate with the travel and/or transportation office and finance office to ensure Soldiers are provided with adequate travel time so that they will arrive at their home of record by 2400 hours on the effective date of REFRAD.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*d.* If the distance to move a Soldier from a remote location or activity without a supporting transition center to the supporting military personnel division is greater than the distance to move the Soldier to another established transition center, the transition center publishing the separation order may assign the Soldier to the closest transition center.

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

*f.* Retiree recall, individual mobilization augmentation (IMA), and AGR Soldiers not processing under 4-8 below, will process for separation from active duty at the nearest transition center to the Soldier's present duty station that will result in the least overall travel cost to the Government.

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

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

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

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

*c.* Transition center human resources supervisors will ensure that each Soldier electing station of choice is informed of their obligation to pay for this travel before publishing the retirement order.

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

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

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

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

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

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

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

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

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

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

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

(1) The retirement ceremony will include presentation of the Army retiring Soldier commendation program package, in accordance with AR 600–8–7, to include a personalized tri-signed letter, a U.S. Army Retired Lapel Button, the U.S. Flag, and DA Labels 180 and 180-1. In addition, the retiring Soldiers will be presented with the DD Form 363 (Certificate of Retirement), DD Form 2542 (Certificate of Appreciation for Service in the Armed Forces of the United States), and DA Form 3891 (Army Spouse Certificate of Appreciation), if applicable. Soldiers retiring with 30 or more years of service will receive the Presidential Letter of Appreciation. (PLOA). Requests for the PLOA should be submitted to the Army White House Liaison Officer, at least 180 days prior to the retirement date or retirement ceremony, whichever comes first.

(2) If a Soldier desires, he or she may take leave to take part in a retirement ceremony at a CONUS installation other than where the retirement action will be processed. Related travel costs will be at the Soldier's expense. Soldiers who desire to participate in a retirement ceremony at an alternate installation will personally arrange for the administration of their ceremony.

## **Section II**

### **Final Transition Processing**

#### **4–11. Reporting for final transitioning**

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

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

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

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

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

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

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

#### **4–12. Final transition center processing sequence**

The following actions will be accomplished during final transition processing:

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

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

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

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

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

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

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

c. *Records interview.*

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

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

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

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

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

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

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

(8) Correct detected errors or omissions immediately.

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

### **Section III**

#### **Post-Transition Operations**

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

The objective of post-transition operations is to efficiently close out the transitioning Soldier's military personnel records and make prompt distribution of those records and other documents to facilitate the Soldier's application for veteran's entitlements and benefits.

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

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

## **Chapter 5**

### **Preparing Separation Documents**

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

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

- a.* RA Soldiers on termination of active duty because of administrative separation (including separation because of retirement or ETS), physical disability separation, or punitive discharge resulting from a court-martial.
- b.* RC Soldiers completing 90 days or more days of continuous active duty. For example, such periods may consist of ADOS, contingency operations-ADOS, active duty operational support-RC, AGR, or full-time National Guard duty for operational support.
- c.* RC Soldiers separated for cause or physical disability regardless of the length of time served on active duty.
- d.* Recalled retirees on active duty reverting to retired status regardless of the period of active duty service.
- e.* ARNGUS and USAR Soldiers mobilized under 10 USC sections 12301, 12302, 12304, 12304a, or 12304b and ARNG Soldiers called into Federal service under 10 USC 12301 or 32 USC 502, regardless of length of mobilization, when transitioned from active duty. Soldiers who report to a mobilization station and are found unqualified for active duty within the first 30 days will be excluded from this provision. They will receive a DD Form 220 (Active Duty Report), as specified in paragraph 9-1.
- f.* RC Soldiers completing active duty that results in the award of a military occupational specialty (MOS), even when the active duty period was less than 90 days (for example, completion of the advanced individual training component of ARNGUS Alternate Training Program or USAR Split Training Program).
- g.* Soldiers changing their status or component while serving on active duty as outlined below:
  - (1) Enlisted Soldiers discharged to continue on active duty as a commissioned or warrant officer, or a warrant officer terminating warrant status to continue on active duty as a commissioned officer.
  - (2) Officers who revert to enlisted status in accordance with AR 600-8-24.
  - (3) ARNG Soldiers separated from Title 32 AGR status to enter Title 10 status, or vice versa.
  - (4) Active duty officers approved for inter-service transfer to another Uniformed Service.
  - (5) U.S. Military Academy (USMA) cadets who are separated from USMA prior to graduation. In addition, if a cadet entered USMA from an active duty status, USMA will issue the cadet a DD Form 214, upon entry.

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

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

- a.* Personnel found disqualified upon reporting for active duty and who do not perform duties in accordance with orders.
- b.* Personnel whose active duty, active duty for training, full-time training duty, or active duty for special work is terminated by death.
- c.* Personnel being removed from the temporary disability retired list (TDRL).
- d.* Personnel who terminate their RC status to integrate into the Regular Army.
- e.* Personnel separated or discharged who have been furnished a prior edition of the DD Form 214, unless that form is in need of reissuance for some other reason.
- f.* Soldiers discharged for immediate reenlistment in the RA.
- g.* Enlisted personnel who receive temporary appointments to warrant officer or commissioned officer grades.
- h.* Personnel whose temporary warrant or commissioned officer status is terminated and who remain on active duty to complete an enlistment.

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

*a.* A Soldier's DD Form 214 or DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty) contains vital, sensitive, and authoritative data. The transition center human resources supervisor, or acting transition center human resources supervisor, is the preferred authenticating official for DD Forms 214 or 215. However, the commanding officers of activities authorized to issue DD Forms 214 and DD Forms 215, or civilian equivalent officials, will appoint, in writing, individuals with authority to control, authenticate, or issue DD Forms 214 and DD Forms 215. Authentication authority will not be delegated below the minimum grade qualifications listed below:

- (1) Any commissioned officer or warrant officer.
- (2) Any enlisted Soldier E-7 or above.
- (3) Any transition center contractor employees.
- (4) Civilian Government employees in the grade of general schedule 07 or above.
- b.* The appointed officials will also have the responsibility to—
  - (1) Control and issue blank DD Forms 214 and DD Forms 215 (where appropriate).
  - (2) Ensure all forms are secured after duty hours.
  - (3) Ensure all blank DD Forms 214 and DD Forms 215 are closely monitored during duty hours and blank DD Forms 214 and DD Forms 215 are never provided to unauthorized personnel.

(4) Ensure all obsolete (including blank, partially completed, reproduced, and signed DD Forms 214 and DD Forms 215) are destroyed in a manner that prevents their future use. Do not dispose of DD Forms 214 and DD Forms 215 in trash receptacles.

(5) Ensure DD Forms 214 and DD Forms 215 given or used as teaching tools have been labeled "Teaching Aide."

(6) Immediately notify the transition center human resources supervisor when it is suspected that a DD Form 214 or DD Form 215 is fraudulent, a blank DD Form 214 or DD Form 215 has been stolen, or that an unauthorized individual has possession of a blank DD Form 214 or DD Form 215.

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

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

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

(1) Servicemember's record brief (computer generated).

(2) Separation approval documents, if applicable.

(3) Separation order.

(4) Any other document authorized for filing in the AMHRR.

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

*a.* The DD Form 214 will be prepared in accordance with paragraph 5-6 below. No deviation is authorized.

*b.* TRANSPROC is the system of record for creating separation orders, DD Form 214WS, DD Form 214, DD Form 214C (Certificate of Release or Discharge from Active Duty (Continuation sheet)), and DD Form 215 for the RA.

*c.* DD Form 214WS is an unauthenticated working document disposed of when the DD Form 214 is finalized in a manner that prevents their future use.

*d.* DD Form 214 is an important record of service that must be prepared accurately and completely.

*e.* DD Form 214 is often used by civilian personnel and abbreviations should be avoided, if possible.

*f.* Cite the authority for a Soldier's transfer or discharge by referring to the appropriate Army regulation, followed by the appropriate separation program designator (SPD) code on copies 2, 4, 7, and 8 only. Do not use a narrative description to identify the reason for transfer or separation on copy 1.

*g.* The information on all copies of the DD Form 214 must be legible. Each block must have an entry; when data is not applicable, enter "NA," "NONE," or hyphens, as appropriate.

*h.* When additional space is required for block 18, prepare a continuation sheet (DD Form 214C). The DD Form 214C will—

(1) Be titled "Certificate of release or discharge from active duty (Continuation Sheet)."

(2) Include information from blocks 1 through 3 and the blocks being continued.

(3) Be electronically signed and dated by the Soldier and/or the authenticating official.

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

*i.* If required information is missing, enter "See block 18" in the incomplete block. However, missing information will not delay the separation. In block 18 enter "DD Form 214/215 will be issued to provide missing information." The transition center will then—

(1) Exhaust all data sources (to include contacting the Soldier's unit) to obtain the missing information without delaying the separation.

(2) Advise the Soldier that a DD Form 215 or another DD Form 214 will be issued when the missing information becomes available and that no action is required by the Soldier.

(3) Optionally issue a DD Form 215 on or prior to the actual separation date.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) ARNG and USAR Soldiers, the active duty order for this period of service will list where the Soldier enters active duty (for example, home address, home station, mobilization station, Army installation, and so forth). Normally, this location is the first "Report to" lead line listed on the order.

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

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

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

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

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

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

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

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

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

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

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

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

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

*l. Block 12: Record of Service.*

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

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

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

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

(5) *Block 12e: Total Prior Inactive Service.* From previously issued DD Form 214, Retirement Point Annual Statement, DA Form 1506, or Servicemember's record brief, enter the total amount of prior inactive service, less lost time, if any. Inactive Service should be annotated in block 12e and block 18 as prior inactive service entered in format "0000 00 00."

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

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

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

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

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

*n. Block 14: Military Education.* List all formal, in-service (full-time attendance) training courses successfully completed during the period of service covered by the DD Form 214 of at least 1 week or 40 hours duration. (As an exception

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

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

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

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

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

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

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

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

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

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

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

(b) Routinely, a Soldier should not be considered to have completed the first full term of service if separation occurs before the end of the initial contracted period of service. However, if a Soldier reenlists before the completion of that period of service, the first term of service is effectively redefined by virtue of the reenlistment contract.

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

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

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

(3) Other mandatory entries as directed by HRC.

(4) Conditional entries include the following:

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

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

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

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

(e) When a RA officer requests resignation and is approved for REFRAD to the RC select, "REFRAD pursuant to unqualified resignation constitutes officer's acceptance of appointment as a Reserve commissioned officer. No oath is required in accordance with 10 USC 12201 and DODI 1310.02."

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

(g) For RC Soldiers ordered to active duty, participating in or supporting a contingency operation, and deployed to a foreign country, enter the following three statements in 1, 2, and 3, below in succession. For RC Soldiers ordered to active duty, participating in or supporting a contingency operation, and stationed in CONUS enter statements in 1 and 3, below. For active duty Soldiers, list any/all OCONUS deployments completed during the period of the DD Form 214 being created in statement 2, below.

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

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

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

(h) For Soldiers who have DEP time on or after 1 January 1985, enter "BLOCK 6-PERIOD OF DELAYED ENTRY PROGRAM (inclusive period of DEP time)."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

s. *Block 19: Contact Address Information.*

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

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

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

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

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

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

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

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

(1) For enlisted personnel—

(a) REFRAD.

(b) Discharge.

(c) Retirement.

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

(e) Release from ADT.

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

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

(2) For officer personnel—

(a) REFRAD.

(b) Discharge.

(c) Retirement.

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

(e) Release from ADT.

(f) Dismissal.

(g) Dropped from rolls of the Army.

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

(3) For USMA cadets—

(a) REFRAD.

(b) Discharge.

(c) Dismissal.

(d) Return to parent Service.

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

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

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

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

(a) HONORABLE.

(b) UNDER HONORABLE CONDITIONS (GENERAL).

(c) UNDER OTHER THAN HONORABLE CONDITIONS.

(d) BAD CONDUCT.

- (e) DISHONORABLE.
- (f) DISMISSED.
- (g) UNCHARACTERIZED.

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

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

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

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

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

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

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

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

## **Chapter 6**

### **Integrated Disability Evaluation System Separation Processing**

#### **6-1. Disability separations**

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

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

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

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

#### **6-2. Policy**

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

#### **6-3. Notification report**

a. USAPDA will transmit, via TRANSPROC, a notification report to the installation that supports the Soldier’s assigned organization with the data required and authority to issue separation orders when a Soldier is found “Unfit” by a physical evaluation board and the Soldier has completed all reviews and appeals, as required by AR 635-40. The report

will assign a “No Later Than” separation date, the pertinent SPD code and the disability percentage. USAPDA controls and assigns specific SPD codes associated with disability separations. The USAPDA is responsible for publishing separation orders for ARNGUS and USAR Soldiers not on active duty.

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

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

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

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

#### **6–5. Soldier counseling**

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

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

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

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

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

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

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

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

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

*d.* 10 USC 1145 and 1146 authorizes transition assistance benefits to involuntarily separated Soldiers and authorized family members. Transition assistance benefits include a 2-year identification card authorizing temporary commissary and post-exchange privileges and 180 days of extended medical coverage through Tri-Service Medical Care. A Soldier

discharged due to physical disability, either with or without severance pay, is authorized transition assistance benefits. Add the following additional instructions on the discharge orders:

(1) Authorized 180 days of extended medical care for Soldier and Family members. Expiration date is 180 days from separation date.

(2) Authorized 2 years of commissary and post-exchange privileges for Soldier and authorized Family members. Expiration date is 2 years from the separation date.

(3) For information on transition benefits and services see the installation SFL–TAP center or your personnel office.

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

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

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

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

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

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

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

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

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

## **Chapter 7**

### **Distribution of Separation Documents**

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

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

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

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

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

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

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

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

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

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

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

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

Upon the electronic transmission of DD Form 214 data to Defense Manpower Data Center (DMDC), Military Services will no longer be required to produce and distribute paper copies 3, 5, 6, 7, and 8 of DD Form 214. DMDC is the official distribution source of the Military Services authoritative and certified information for all periods of active duty that are completed on or after 1 January 2015. DMDC will share a Servicemember's electronic service and separation data with the VA, the Department of Labor, and the State or territory Department of Veterans Affairs the Servicemember designates in Block 20.

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

(1) On the effective date of separation.

(2) On the last duty day prior to the date, authorized travel time commences.

(3) When separation is effected under emergency conditions that preclude delivery, DD Form 214, copy 1, will be mailed to the Servicemember on the effective date of separation or transfer.

(4) In the case of discharged alien deserters, provide one reproduced copy of the DD Form 214, copy 1, to the U.S. Department of State, Visa Office - CANO, State Annex Number 2, Washington, DC 20520-0001. Enter place of birth in block 18.

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

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

(1) On the effective date of separation.

(2) On the last duty day prior to the date, authorized travel time commences.

(3) When separation is effected under emergency conditions that preclude delivery, DD Form 214, copy 4, will be mailed to the Servicemember on the effective date of separation or transfer.

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

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

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

a. DD Form 214, copy 2, only if not transferred to iPERMS via interface agreement.

b. Separation orders with any amendments or endorsements, only if not transferred to iPERMS via interface agreement.

c. For demobilizing Soldiers, mobilization orders and any amendments or endorsements.

- d.* DD Form 2648 (Preseparation Counseling Checklist for Active Component (AC), AGR, Active Reserve (AR) Full time Support (FTS), and Reserve Program Administrator (RPA) Service members), only if not transferred to iPERMS via interface agreement.
- e.* DD Form 2656 (Data for Payment of Retired Personnel).
- f.* DA Form 759 (Individual Flight Record and Flight Crew Certificate – Army (Flight Hours)).
- g.* DD Form 4 series (Enlistment/Reenlistment Document – Armed Forces of the United States), if enlisting in USAR or ARNG.
- h.* Early separation approval documents, if applicable. The approval endorsement should be the first page and include the Soldier’s name and effective date of separation. This includes Commander and board results notifications, Soldier’s conditional waiver, Commanding Officer’s Report of Separation.
- i.* For Soldiers authorized separation pay, include copies of DA Form 4187 (Personnel Action), DA Form 3340 (Request for Continued Service in the Regular Army), and DA Form 4126 (Bar to Continued Service).
- j.* Physical and Mental Status exams per AR 40–501, to include—
  - (1) DA Form 3822 (Report of Mental Status Evaluation).
  - (2) Enlisted Behavioral Health-Related Administrative Separation Checklist.
  - (3) DD Form 2808 (Report of Medical Examination).
  - (4) DD Form 2807–1 (Report of Medical History).
- k.* Soldier’s election for Qualitative Management Board decisions.
- l.* Records which support the involuntary separation action to include—
  - (1) Army Substance Abuse Program enrollment and failure.
  - (2) DA Form 705 (Army Physical Fitness Test Scorecard).
  - (3) Proof of fraud/defective enlistment.
  - (4) Records of misconduct, Uniform Code of Military Justice, Article 15s, DD Form 458 (Charge Sheet) Police Reports.
  - (5) Investigations or Inquiries which serve as the basis for separation.
- m.* Soldier’s written request (in Lieu of Trial by Courts Martial).
- n.* Soldier’s memorandum or DA Form 4187 requesting separation under voluntary separation programs (hardship, early separation for education, pregnancy, or other HQDA programs).
- o.* Results of Administrative Separation Boards.
- p.* DA Form 4856 (Developmental Counseling Form).
- q.* DA Form 5304 (Family Care Plan Counseling Checklist).
- r.* Counseling that the proposed separation is a condition not a disability (see 635–200).
- s.* School Acceptance Letter/Scholarship Letter.
- t.* Non-Scholarship counseling.
- u.* DA Form 2339 (Application for Voluntary Retirement) and DA Form 7301–R (Officer Service Computation for Retirement (LRA)).
  - v.* DA Form 1506, Statement of Service - for Computation of Length of Service for Pay Purposes.
  - w.* DA Form 5016 (Chronological Statement of Retirement Points).
  - x.* Voluntary/Unqualified Resignation Requests.
  - y.* DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)).
  - z.* DA Form 7783 (Written Service Agreement and Mandatory Disclosure Statement) for Soldiers involuntary separated and is entitled to separation pay.
    - aa.* Report of Unfavorable Security Determination.
    - bb.* Sexual Assault Memorandum.

## **Chapter 8**

### **DD Form 214 Alterations and Corrections**

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

- a.* When errors are detected prior to digital signature of the authenticating authority, the transition center will make corrections to any affected separation documents.
- b.* After the DD Form 214 is authenticated and distribution of the DD Form 214 has been made, the issuing transition center may correct the error by issuing DD Form 215 up to the Soldier’s actual separation date. After the Soldier’s separation date the DD Form 214 will be corrected by forwarding a memorandum to the appropriate location below requesting that a new DD Form 214 or DD Form 215, as applicable, be issued.

(1) Officers currently RA or USAR (TPU, IMA, IRR, or Retired Reserve): Commander, U.S. Army Human Resources Command (AHRC–OPL–P), Department 290, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5209 or email unencrypted inquiries at [usarmy.knox.hrc.opmd-idd-pabt@mail.mil](mailto:usarmy.knox.hrc.opmd-idd-pabt@mail.mil).

(2) Enlisted Soldiers currently RA or USAR (TPU, IMA, IRR, or Retired Reserve): Commander, U.S. Army Human Resources Command (AHRC–EPR–J), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102 or email [usarmy.knox.hrc.mbx.epmd-pab-irr-ima-ret@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-pab-irr-ima-ret@mail.mil). Enlisted Soldiers currently USAR AGR: Commander, U.S. Army Human Resources Command (AHRC–EPR–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102 or email [usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil).

(3) Corrections to only add or delete awards or decorations, block 13 of DD Form 214: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Department 480 Fort Knox, KY 40122–5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.tagd-awards@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-awards@mail.mil).

(4) Corrections to only reentry codes: Commander, U.S. Army Human Resources Command (AHRC–EPF–R), 1600 Spearhead Division Avenue, Department 365, Fort Knox, KY 40122–5102 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.epmd-eligibility-management-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-eligibility-management-branch@mail.mil).

(5) Soldiers discharged or retired with no military service obligation and have received a DD Form 214 requiring correction, or those who did not receive a DD Form 214 may contact: Commander, U.S. Army Human Resources Command, Human Resources Service Center (AHRC–PDR–V), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122–5402 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.tagd-ask-hrc@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-ask-hrc@mail.mil).

(6) ARNG Soldiers not on active duty: Appropriate State Adjutant General mailing addresses are listed in appendix C. c. On direction of the Army Board for Correction of Military Records or Army Discharge Review Board, or in other instances when appropriate, the following are authorized to issue or reissue DD Forms 214 and DD Forms 215:

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

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

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

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

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

c. Do not issue DD Form 214 to replace copies or DD Forms 214 lost by the Soldier. If no DD Form 214 is available, issue DA Form 1569 (Transcript of Military Record).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 8-5. Requirements by agency maintaining records

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

a. Soldiers and veterans who register for level 2 premium eBenefits through the Veterans Administration at <http://www.ebenefits.va.gov> can obtain copies of DD Forms 214 from iPERMS through the Defense Personnel Records Information Retrieval System.

b. Installation military personnel divisions or ARNG State level headquarters may provide Soldiers and veterans with copies of DD Forms 214 available from iPERMS.

c. For Soldiers separated prior to 1 October 2002 who are no longer in military service, forward requests to the National Personnel Records Center. Relevant information may be found at <http://www.archives.gov>.

d. For Soldiers separated after 1 October 2002 who do not have DD Forms 214 available in iPERMS, forward request to Commander, U.S. Army Human Resources Command (AHRC-PDR-HI), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5402.

e. 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.

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

## Chapter 9

### Other Documents

#### 9-1. Other documents

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

a. *DD Form 220*. DD Form 220 is used to document periods of active duty when a DD Form 214 is not warranted. Installation level transition centers will issue DD Form 220—

(1) *Enlisted Soldier*. For a Soldier enlisted under the USAR Split Training Program and the ARNGUS Alternate Training Program, complete two copies of the DD Form 220 when he or she completes the basic training portion of training.

(2) *Mobilized Soldier*. For a mobilized RC Soldier who is found to be unqualified for active duty within 30 days of reporting for active duty, complete 2 copies of DD Form 220 when the Soldier is released from active duty.

(3) *Preparation*. The first active duty station commander will prepare DD Form 220 as soon as a Soldier reports. A date of rank will be entered in item 18 for commissioned and warrant officers reporting for 12 or more months of active duty. The computation used to determine the date of rank will be shown on the back of the form. DD Form 220 will be prepared in triplicate.

(4) *Enclosures to DD Form 220*. The documents shown in (1) through (6) below, unless sent earlier, will be attached to the original DD Form 220 and distributed as shown in c below. If receipt of these documents is pending, a single copy of DD Form 220, marked "initial report," will be prepared and sent—

- (a) One copy of the orders.
  - (b) Original application and allied papers.
  - (c) Original SF 88 (Medical Record–Report of Medical Examination).
  - (d) Original SF 86 (Questionnaire for National Security Positions).
  - (e) DD Forms 4/1 through 4/3 (for ARNGUS enlisted personnel only).
  - (f) A copy of current DA Form 4213 (Supplemental Data for Army Medical Service Reserve Officers) for Army Medical Department (AMEDD) officers.
- (5) *Distribution.* The original copy of DD Form 220 will be distributed as shown below. A duplicate copy will be filed in the AMHRR, with a copy of the application and any other allied documents.
- (a) For AMEDD officers.
    1. Original to HQDA (TAPC–PDI), ALEXANDRIA, VA 22332–0479.
    2. Copy to HQDA (SGPS–PD), 5109 Leesburg Pike, FALLS CHURCH, VA 22041–3258.
  - (b) For Chaplains.
    1. Original to HQDA (TAPC–PDI), ALEXANDRIA, VA 22332–04079.
    2. Copy to HQDA (DACH–PEZ), 2700 ARMY PENTAGON, WASHINGTON, DC 20310–2700.
  - (c) For all other officer personnel.
    1. Original to HQDA (TAPC–PDI), ALEXANDRIA, VA 22332–0479.
    2. Copy to HQDA (TAPC–PDI), ALEXANDRIA, VA 22332–0479.
  - (d) For enlisted personnel. Original to HQDA (TAPC–EP (Appropriate career branch)), ALEXANDRIA, VA 22331–0450.
- (6) *Corrections.* If corrections must be made, a new DD Form 220 marked "Corrected Copy" will be prepared and distributed. The reason for the correction will be shown on the report.
- b. DD Form 256 (Honorable Discharge Certificate).* Issue DD Form 256 to all Soldiers receiving an honorable discharge. In the space under “this is to certify that,” enter the Soldier’s name, typed in capital letters in signature order, followed by the rank (do not abbreviate) and career branch (officer) or component (enlisted). Do not include the Soldier’s social security number. Spell out the component if RA; enter other components as ARNGUS or USAR. Type the name of the official signing the certificate between the lines in the lower right corner of the certificate. Type the name in capital letters in the signature order, with grade and branch below the name. If the official signing the certificate is a civilian employee, type the name in capital letters in the signature order, with title below the name. For civilian employees listing the grade is not required.
  - c. DD Form 363.* Issue DD Form 363 to all retiring Soldiers. In the space under “this is to certify that,” center the rank (do not abbreviate) and name, typed in capital letters in signature order. Do not include the Soldier’s social security number. For RC Soldiers, the DD Form 363 will be furnished to the Soldier at the time of transfer to the Retired Reserve. RC Soldiers not on active duty who are placed on the TDRL will receive DD Form 363 from the USAPDA if the status is changed to permanent disability retirement.
  - d. DD Form 2542.*
    - (1) Issue DD Form 2542 to Regular Army Soldiers retiring with honorable characterization of service for length of service with at least 20 years active service (15 years when early retirement is authorized), RC Soldiers retiring with an active service retirement, and RC Soldiers not on active duty upon transfer to the Retired Reserve. Also issued to Soldiers placed on the TDRL or permanent disability retirement list regardless of length of active Federal service.
    - (2) Issue DD Form 2542 along with the DD Form 363 and prepare in the same manner. Issue these two forms to RC Soldiers simultaneously when issuing their Retired Reserve transfer orders.
    - (3) DD Form 2542 is an expression of gratitude to Soldiers for military service and is not intended to have any legal effect on entitlements or benefits. No copy of this certificate or any notation that a Soldier received a DD Form 2542 will be made a part of the records. Certificates signed by auto-pen will be controlled and safeguarded consistent with procedures for DD Forms 214, as discussed in paragraph 5–3.
  - e. DA Form 1569.* For use by Casualty and Mortuary Affairs Operations Center in lieu of a DD Form 214 or by HRC, Army Personnel Records Division to correct separation documents prior to the DD Form 214 era. Ten stamped certified copies are distributed to Family members, normally the primary next of kin (PNOK). If the parents are the PNOK and divorced, both parents get a copy. The only official distribution copy goes to iPERMS.
  - f. DA Form 3891.* At a Soldier’s request, issue DA Form 3891 to the spouse of the Soldier retiring under the provisions of AR 600–8–24 or AR 635–200, and when retiring due to permanent physical disability or temporary physical disability regardless of length of active service. Certificates may be issued whether or not a retirement ceremony is conducted or if the spouse is present. Complete the certificate by entering the spouse’s name in all capital letters in signature order.

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

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

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

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 40–501**

Standards of Medical Fitness (Cited in para 1–15*f*.)

**AR 600–8–7**

Retirement Services Program (Cited in para 1–11*n*.)

**AR 600–8–24**

Officer Transfers and Discharges (Cited in para 5–1*g*(2).)

**AR 600–8–101**

Personnel Readiness Processing (Cited in para 2–1*e*.)

**AR 600–8–104**

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

**AR 600–8–105**

Military Orders (Cited in para 2–1*d*.)

**AR 601–280**

Army Retention Program (Cited in para 4–3*b*(3).)

**AR 635–5–1**

Separation Program Designator Codes (Cited in para 5–6*z*.)

**AR 635–200**

Active Duty Enlisted Separations (Cited in para 4–5*a*.)

**DODI 1336.01**

Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series) (Cited in title page.)

#### **Section II**

##### **Related Publications**

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

**American Council on Education**

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

**AR 11–2**

Managers' Internal Control Program

**AR 15–80**

Army Grade Determination Review Board and Grade Determinations

**AR 15–180**

Army Discharge Review Board

**AR 15–185**

Army Board for Correction of Military Records

**AR 25–30**

Army Publishing Program

**AR 25–55**

The Department of the Army Freedom of Information Act Program

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 135–180**

Retirement for Non-regular Service

**AR 135–210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

**AR 380–5**

Department of the Army Information Security Program

**AR 600–8–2**

Suspension of Favorable Personnel Actions (Flag)

**AR 600–8–10**

Leaves and Passes

**AR 600–8–19**

Enlisted Promotions and Reductions

**AR 600–20**

Army Command Policy

**AR 601–10**

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

**AR 601–210**

Regular Army and Reserve Components Enlistment Program

**AR 614–120**

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

**AR 635–40**

Disability Evaluation for Retention, Retirement, or Separation

**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DODI 1310.02**

Original Appointment of Officers

**Joint Travel Regulations**

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

**Public Law 104–191**

Health Insurance Portability and Accountability Act of 1996 (Available at <http://www.gpo.gov>.)

**Public Law 110–181**

National Defense Authorization Act of 2008 (Available at <http://www.dod.gov>.)

**10 USC**

Armed Forces

**10 USC Chapter 13**

Insurrection

**10 USC 513**

Enlistments: Delayed Entry Program

**10 USC 651**

Members: required service

**10 USC 688**

Retired members: authority to order to active duty; duties

**10 USC 972**

Members: effect of time lost

**10 USC 1142**

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

**10 USC 1145**

Health benefits

**10 USC 1146**

Commissary and exchange benefits

**10 USC 1201**

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

**10 USC 1202**

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

**10 USC 1204**

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

**10 USC 1205**

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

**10 USC 1212**

Disability severance pay

**10 USC 1372**

Grade on retirement for physical disability: members of armed forces

**10 USC 12201**

Reserve officers: qualifications for appointment

**10 USC 12301**

Reserve components generally

**10 USC 12302**

Ready Reserve

**10 USC 12304**

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

**10 USC 12304a**

Army Reserve, Navy Reserve, Marine Corps Reserve, and Air Force Reserve: order to active duty to provide assistance in response to a major disaster or emergency

**10 USC 12305**

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

**10 USC 12406**

National Guard in Federal service: call

**32 USC 502**

Required drills and field exercises

**Section III**

**Prescribed Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate (APD) website (<https://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) website (<http://www.esd.whs.mil/directives/forms/>).

**DA Form 1569**

Transcript of Military Record (Prescribed in para 8–2c.)

**DA Form 3891**

Army Spouse Certificate of Appreciation (Prescribed in para 4–10c(1).)

**DD Form 214**

Certificate of Release or Discharge from Active Duty (Prescribed in para 1–11*o*.)

**DD Form 214C**

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

**DD Form 214WS**

Certificate of Release or Discharge from Active Duty (Worksheet) (Prescribed in para 4–8*e*.)

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Prescribed in para 5–3.)

**DD Form 220**

Active Duty Report (Prescribed in para 5–1*e*.)

**DD Form 256A**

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

**DD Form 363A**

Certificate of Retirement (Prescribed in para 4–10*c*(1).)

**DD Form 2542**

Certificate of Appreciation for Service in the Armed Forces of the United States (Prescribed in para 4–10*c*(1).)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<https://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) website (<http://www.esd.whs.mil/directives/forms/>); and Standard Forms (SF) are available on the U.S. General Services Administration (GSA) website (<http://www.gsa.gov>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 31**

Request and Authority for Leave

**DA Form 200**

Transmittal Record

**DA Form 705**

Army Physical Fitness Test Scorecard

**DA Form 759**

Individual Flight Record and Flight Crew Certificate – Army (Flight Hours)

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 1506**

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

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2339**

Application for Voluntary Retirement

**DA Form 3340**

Request for Continued Service in the Regular Army

**DA Form 3822**

Report of Mental Status Evaluation

**DA Form 4037**

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

**DA Form 4126**

Bar to Continued Service

**DA Form 4187**

Personnel Action

**DA Form 4213**

Supplemental Data for Army Medical Service Reserve Officers

**DA Form 4856**

Developmental Counseling Form

**DA Form 5016**

Chronological Statement of Retirement Points

**DA Form 5304**

Family Care Plan Counseling Checklist

**DA Form 5500**

Body Fat Content Worksheet (Male)

**DA Form 5501**

Body Fat Content Worksheet (Female)

**DA Form 7301–R**

Officer Service Computation for Retirement (LRA)

**DA Form 7783**

Written Service Agreement and Mandatory Disclosure Statement

**DD Form 4 series**

Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 458**

Charge Sheet

**DD Form 2648**

Preseparation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full time Support (FTS), and Reserve Program Administrator (RPA) Service members

**DD Form 2656**

Data for Payment of Retired Personnel

**DD Form 2807–1**

Report of Medical History

**DD Form 2808**

Report of Medical Examination

**Form W–2**

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

**NGB Form 22**

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

**SF 86**

Questionnaire for National Security Positions

**SF 88**

Medical Record–Report of Medical Examination

## Appendix B

### Regular Army Transition Centers

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

See table B-1 for continental United States installation level transition centers. See table B-2 for Joint bases.

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

---

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

---

Aberdeen Proving Ground, MD
Camp Atterbury, IN; RC demobilization only; not a station of choice location
Fort Belvoir, VA
Fort Benning, GA
Fort Bliss, TX
Fort Bragg, NC
Fort Campbell, KY
Carlisle Barracks, PA
Fort Carson, CO
Fort Detrick, MD
Fort Drum, NY
Fort Gordon, GA
Fort Hood, TX
Hunter Army Airfield, GA; sub-installation of Fort Stewart, GA; not a station of choice location
Fort Huachuca, AZ
Fort Irwin, CA
Fort Jackson, SC
Fort Knox, KY
Fort Leavenworth, KS
Fort Lee, VA
Fort Leonard Wood, MO
MacDill Air Force Base, FL; sub-installation of Fort Stewart, GA; not a station of choice location
Fort McCoy, WI
Fort Meade, MD
Fort Monroe, VA
Fort Polk, LA
Presidio of Monterey, CA
Redstone Arsenal, AL
Fort Riley, KS
Fort Rucker, AL
Camp Shelby, MS; RC demobilization only; not a station of choice location
Fort Sill, OK
Fort Stewart, GA

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

---

National Military Medical Center - Bethesda, MD; not a station of choice location

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West Point, NY

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White Sands Missile Range, NM; sub-installation of Fort Bliss, TX; not a station of choice location

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

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Joint Base Elmendorf-Richardson, AK

---

Joint Base Langley-Eustis, VA

---

Joint Base Lewis-McCord, WA

---

Joint Base McGuire-Dix-Lakehurst, NJ

---

Joint Base Myer-Henderson Hall, VA

---

Joint Base San Antonio, TX

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**B-2. Outside the continental United States installation level transition centers**

See table B-3 below.

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

---

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

---

Ansbach, Europe

---

Baumholder, Europe

---

Benelux, Europe (Belgium)

---

Fort Buchanan, Puerto Rico

---

Daegu, Korea

---

U.S. Army Garrison Humphreys, Korea

---

Kaiserslautern, Europe

---

Schofield Barracks, Hawaii—station of choice

---

Torri Station, Japan

---

Vicenza, Italy

---

Vilseck, Europe

---

Fort Wainwright, Alaska—station of choice

---

Wiesbaden, Europe

---

U.S. Army Garrison Casey, Korea

---

U.S. Army Garrison Yongsan, Korea

---

Camp Zama, Japan

---

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

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## Appendix C

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

See table C-1 for addresses for State Adjutants General. See table C-2 for addresses for U.S. Army Reserve units supporting commands.

<b>State</b>	<b>Address</b>
AL	Adjutant General of Alabama, PO Box 3711, Montgomery, AL 36109-0711
AK	Adjutant General of Alaska, PO Box 5800, Fort Richardson, AK 99505-5800
AZ	Adjutant General of Arizona, 5636 East McDowell Road, Phoenix, AZ 85008-3495
AR	Adjutant General of Arkansas, Camp Robinson, North Little Rock, AR 72199-2200
CA	Adjutant General of California, 9800 Goethe Road, PO Box 269101, Sacramento, CA 95826-9101
CO	Adjutant General of Colorado, 6848 South Revere Parkway, Suite 200, Englewood, CO 80203-6710
CT	Adjutant General of Connecticut, 360 Broad Street, Hartford, CT 06105-3795
DE	Adjutant General of Delaware, First Regiment Road, Wilmington, DE 19808-2191
DC	Adjutant General of the District of Columbia, National Guard Armory, 2001 East Capitol Street, Washington, DC 20003-1004
FL	Adjutant General of Florida, 310 Charlotte Street, PO Box 1008, St. Augustine, FL 32085-1008
GA	Adjutant General of Georgia, 1500 Hood Avenue, Building 720, Fort Gillem, GA 30297-5000
GU	Adjutant General of Guam, 430 Army Drive, Building 300, Barrigada, Guam 96913-4421
HI	Adjutant General of Hawaii, 77-230 Kamehameha Highway, Wahiawa, HI 00009-6786
ID	Adjutant General of Idaho, 4228 West Guard Street, Boise, ID 83705-8049
IL	Adjutant General of Illinois, 1301 North MacArthur Boulevard, Camp Lincoln, Springfield, IL 62702-2399
IN	Adjutant General of Indiana, 2002 South Holt Road, Indianapolis, IN 46241-4839
IA	Adjutant General of Iowa, 7105 NW 70 <sup>th</sup> Avenue, Camp Dodge, Johnston, IA 50131-1824
KS	Adjutant General of Kansas, 2800 Southwest Topeka Boulevard, Topeka, KS 66611-1287
KY	Adjutant General of Kentucky, 1111 Louisville Road, Frankfort, KY 40601-6168
LA	Military Entrance and Processing Station, Army National Guard, 4400 Dauphine Street, Building 603-C, New Orleans, LA 70146-5900
ME	Adjutant General of Maine, Camp Keyes, Augusta, ME 04333-0001
MD	Adjutant General of Maryland, 13607 Desert Storm Lane, Building 206, Camp Fretterd Military Reservation, Reisterstown, MD 21136-6123
MA	Adjutant General of Massachusetts, 25 Haverhill Street, Camp Curtis Guild, Reading, MA 01867-1954
MI	Adjutant General of Michigan, 3411 North Martin Luther King Boulevard., Lansing, MI 48906-5105
MN	Adjutant General of Minnesota, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155-2098
MS	Adjutant General of Mississippi, 664 South State Street, Jackson, MS 39201-5611
MO	Adjutant General of Missouri, 2302 Militia Drive, Jefferson City, MO 65101-1203
MT	Adjutant General of Montana, PO Box 4789, Fort Harrison, MT 59636-4789
NE	Adjutant General of Nebraska, 1300 Military Road, Lincoln, NE 68508-1051
NV	Adjutant General of Nevada, 2460 Fairview Drive, Carson City, NV 89701-6807
NH	Adjutant General of New Hampshire, State Military Reservation, #1 Airport Road, Concord, NH 03301-5353

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

State	Address
NJ	Adjutant General of New Jersey, 3650 Saylor's Pond Road, Fort Dix, NJ 08640–7600
NM	Adjutant General of New Mexico, 47 Bataan Boulevard, Santa Fe, NM 87505–4695
NY	Adjutant General of New York, 330 Old Niskayuna Road, Latham, NY 12110–2224
NC	Adjutant General of North Carolina, 4105 Reedy Creek Road, Raleigh, NC 27607–6410
ND	Adjutant General of North Dakota, Frame Barracks, PO Box 5511, Bismarck, ND 58506–5511
OH	Adjutant General of Ohio, 2825 West Dublin-Granville Road, Columbus, OH 43235–2789
OK	Adjutant General of Oklahoma, 3501 Military Circle Northeast, Oklahoma City, OK 73111–4305
OR	Adjutant General of Oregon, 701 Monmouth Avenue North, Monmouth, OR 97361–1021
PA	Adjutant General of Pennsylvania, Department of Military Affairs, Fort Indiantown Gap, Building 8–80, Annville, PA 17003–5002
PR	Adjutant General of Puerto Rico, PO Box 9023786, San Juan, PR 00902–3786
RI	Adjutant General of Rhode Island, 2841 South County Trail, East Greenwich, RI 02818–1728
SC	Adjutant General of South Carolina, 1 National Guard Road, Columbia, SC 29201–4766
SD	Adjutant General of South Dakota, 2823 West Main Street, Rapid City, SD 57702–8170
TN	Adjutant General of Tennessee, Houston Barracks, PO Box 41502, Nashville, TN 37204–1502
TX	Adjutant General of Texas, 2200 West 35 <sup>th</sup> Street, PO Box 5218, Austin, TX 78703–5210
UT	Adjutant General of Utah, PO Box 1776, 12953 South Minuteman Drive, Draper, UT 84020–1776
VT	Adjutant General of Vermont, 789 Vermont National Guard Road, Building 1, Camp Johnson, Colchester, VT 05446–3004
VA	Adjutant General of Virginia, 501 East Franklin Street, Richmond, VA 23219–2322
VI	Adjutant General of the Virgin Islands, Joint Force HQ, VI NG, Route 1, Box 9201, Kingshill, VI 00850-9731
WA	Adjutant General of Washington, Camp Murray, Tacoma, WA 98340–5110
WV	Adjutant General of West Virginia, 1740 Coonskin Drive, Charleston, WV 25311–1085
WI	Adjutant General of Wisconsin, PO Box 8111, Madison, WI 53708–8111
WY	Adjutant General of Wyoming, 5500 Bishop Boulevard, Cheyenne, WY 82009–3320

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

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

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

<b>USAR units in:</b>	<b>Address</b>
AK, HI, GU	9 <sup>th</sup> Mission Support Command 1557 Pass Street Fort Shafter Flats, Honolulu, HI 96819–2135
Europe	7 <sup>th</sup> Civil Support Command Unit 23152 APO AE, 09227–5000

## Appendix D

### Internal Control Evaluation

#### D–1. Function

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

#### D–2. Purpose

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

#### D–3. Instructions

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

#### D–4. Test questions

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

#### D–5. Supersession

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

#### D–6. Comments

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

## **Glossary**

### **Section I**

#### **Abbreviations**

**ADOS**

active duty for operational support

**ADT**

active duty for training

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**AMHRR**

Army Military Human Resource Record

**AOC**

area of concentration

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AT**

annual training

**CG**

commanding general

**CONUS**

continental United States

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**DEP**

Delayed Entry Program

**DMDC**

Defense Manpower Data Center

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**ETS**

expiration term of service

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**IMA**  
individual mobilization augmentation

**IMCOM**  
U.S. Army Installation Management Command

**iPERMS**  
interactive Personnel Electronic Records Management System

**IRR**  
Individual Ready Reserve

**MOS**  
military occupational specialty

**MOSC**  
military occupational specialty code

**MSO**  
military service obligation

**NA**  
not applicable

**NCO**  
noncommissioned officer

**NGB**  
National Guard Bureau

**OCONUS**  
outside the continental United States

**PEBLO**  
physical evaluation board liaison officer

**PLOA**  
Presidential Letter of Appreciation

**PNOK**  
primary next of kin

**PO**  
post office

**POW**  
prisoner of war

**PTDY**  
permissive temporary duty

**RA**  
Regular Army

**RC**  
Reserve Component

**RD**  
readiness division

**REFRAD**  
release from active duty

**REINF**  
reinforcement

**ROTC**  
Reserve Officers' Training Corps

**RRS–A**

Army Records Retention Schedule-Army

**RSC**

regional support command

**RSO**

retirement services officer

**SBP**

Survivor Benefits Plan

**SFL–TAP**

Soldier for Life Transition Assistance Program

**SGLI**

Servicemembers' Group Life Insurance

**SPD**

separation program designator

**TDRL**

temporary disability retired list

**TPU**

troop program unit

**TRADOC**

U.S. Army Training and Doctrine Command

**TRANSPROC**

Transition Processing System

**USAPDA**

U.S. Army Physical Disability Agency

**USAR**

U.S. Army Reserve

**USC**

United States Code

**USMA**

U.S. Military Academy

**VA**

Veterans Affairs

**Section II****Terms****Character of service at separation**

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

**Contingency operation**

Military operations designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call to or order to, or retention on, active duty of member of the Uniformed Services under 10 USC 688, 12301, 12302, 12304, 12305, or 12406, or 10 USC Chapter 13, and any other provision of law during a war or during a national emergency declared by the President or Congress.

**Discharge**

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

**Foreign service**

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

**Initial active duty for training**

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

**Initial entry training**

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

**Release from active duty**

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

**Sea service**

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

**Transition**

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

**Transition center**

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

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

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

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