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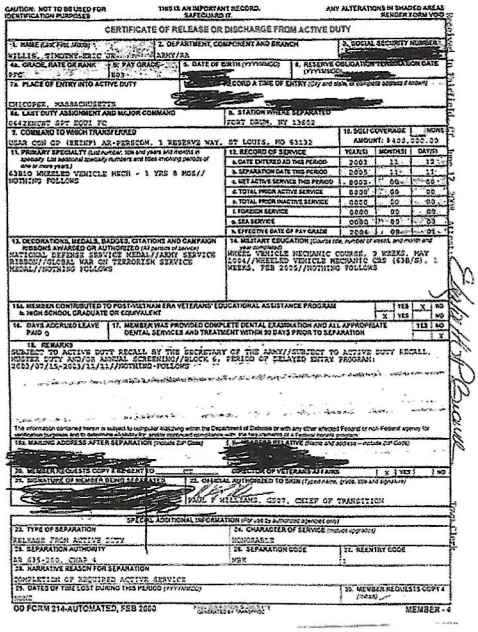
DD Form 214

The **DD Form 214, Certificate of Release or Discharge from Active Duty**, generally referred to as a "**DD 214**", is a document of the United States Department of Defense, issued upon a military service member's retirement, separation, or discharge from active duty in the Armed Forces of the United States (i.e., U.S. Army, U.S. Navy, U.S. Marine Corps, U.S. Air Force, U.S. Space Force, U.S. Coast Guard).



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

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (LAST, FIRST, MIDDLE): WILLIS, TIMOTHY ERIC JR
2. DEPARTMENT, COMPONENT AND BRANCH: ARMY/AR
3. SOCIAL SECURITY NUMBER: [redacted]
4a. GRADE, RATE OR RANK: SPC
4b. PAY GRADE: E03
5. DATE OF BIRTH (YYYYMMDD): [redacted]
6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD): [redacted]
7a. PLACE OF ENTRY INTO ACTIVE DUTY: CHICOPEE, MASSACHUSETTS
7b. [redacted]
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND: 664ZEBCMT SPT BDGT FG
8b. STATION WHERE SEPARATED: FORT DRUM, NY 13602
9. COMMAND TO WHICH TRANSFERRED: HHB CSH SP (BRIGH) AS-PERSCOM, 1 RESERVE WAY, ST LOUIS, MO 63132
10. SGLI COVERAGE: NONE; AMOUNT: $400,000.00
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years): 63B10 WHEELED VEHICLE MECH - 1 YRS 8 MOS// NOTHING FOLLOWS
12. RECORD OF SERVICE

	YEAR(S)	MONTH(S)	DAY(S)
a. DATE ENTERED AD THIS PERIOD	2003	11	19
b. SEPARATION DATE THIS PERIOD	2005	11	17
c. NET ACTIVE SERVICE THIS PERIOD	2002	00	00
d. TOTAL PRIOR ACTIVE SERVICE	0000	00	00
e. TOTAL PRIOR INACTIVE SERVICE	0000	00	00
f. FOREIGN SERVICE	0000	00	00
g. SEA SERVICE	0000	00	00
h. EFFECTIVE DATE OF PAY GRADE	2004	09	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service): NATIONAL DEFENSE SERVICE MEDAL//ARMY SERVICE RIBBON//GLOBAL WAR ON TERRORISM SERVICE MEDAL//NOTHING FOLLOWS
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed): WHEEL VEHICLE MECHANIC COURSE, 9 WEEKS, MAY 2004//WHEELED VEHICLE MECHANIC CBT (63B/S), 1 WEEKS, FEB 2005//NOTHING FOLLOWS
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM: YES X NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT: YES X NO
16. DAYS ACCRUED LEAVE PAID: 0
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION: YES NO X
18. REMARKS: SUBJECT TO ACTIVE DUTY RECALL BY THE SECRETARY OF THE ARMY//SUBJECT TO ACTIVE DUTY RECALL, MEETER DUTY AND/OR ANNUAL SCREENING//BLOCK 6: PERIOD OF DELAYED ENTRY PROGRAM: 2003/07/14-2003/11/17//NOTHING FOLLOWS
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for benefits authorized pursuant to the requirements of a Federal benefit program.
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code): [redacted]
19b. NEXT OF KIN OR LEGAL REPRESENTATIVE (Name and address—include ZIP Code): [redacted]
20. MEMBER REQUESTS COPY 4 BE SENT TO: DIRECTOR OF VETERANS AFFAIRS: X YES NO
21. SIGNATURE OF MEMBER BEING SEPARATED: [redacted]
22. GRADE, AUTHORIZED TO SIGN (Typed name, grade, title and signature): PAUL F WILLIAMS, COL, CHIEF OF TRANSITION

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION: RELEASE FROM ACTIVE DUTY
24. CHARACTER OF SERVICE (Indicate separate): HONORABLE
25. SEPARATION AUTHORITY: AR 635-200, CHAP 4
26. SEPARATION CODE: MBK
27. REENTRY CODE: 1
28. NARRATIVE REASON FOR SEPARATION: COMPLETION OF REQUIRED ACTIVE SERVICE
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD): NONE
30. MEMBER REQUESTS COPY 4 (Initials): [redacted]

DD FORM 214-AUTOMATED, FEB 2000 | PREVIOUS EDITIONS OBSOLETE | MEMBER - 4

Sample DD214 for Timothy Eric Willis Jr (10th Mountain)

History and usage

The first DD Form 214s were issued in 1950, replacing the older "WD AGO" (War Department Adjutant General's Office) Forms and the NAVPERS (Naval Personnel) discharge documents: NAVPERS-553 NOTICE OF SEPARATION FROM THE U.S. NAVAL SERVICE. These documents had existed since 1941. In earlier versions of the form (1 November 1972) it was called a "Report of Separation from Active Duty"; the current title dates from 1 July 1979.

DD Form 214 is the capstone documentation of completed military service, representing the complete, verified record of a service member's time in the military (Active, including Reservists on active assignments). Among the most important details is the character of service (Honorable, Dishonorable, General Under Honorable Conditions, etc.), which greatly affects veteran benefits and can have long-term reputational impact. Other important data includes the servicemember's awards and medals, highest rank/rate and pay grade held on active duty, lengths of service (including total time, sea time, overseas service, and prior service periods), job specialty, and a record of training and schools completed. Job specialty documents primary and secondary qualifications, such as Military Occupational Specialty (MOS), Air Force Specialty Code (AFSC), Navy Enlisted Classification (NEC), Navy officer designator, Navy Officer Billet Code (NOBC), and Navy Additional Qualification Designation (AQD). Individuals who served exclusively in the Air National Guard or Army National Guard (with no periods activated to regular service components) do not receive a DD Form 214, but will receive a form called NGB-22 from the National Guard Bureau.

The DD Form 214 is commonly used by various government agencies, chief among them the Department of Veterans Affairs, to evaluate eligibility for veteran benefits, and it may be requested by employers (to evaluate experience, skills, and character, as well as to verify eligibility for preferential hiring where applicable).

This document also contains codes used by the Armed Forces to describe a former servicemember's reason for discharge and, in the case of enlisted personnel, their reenlistment eligibility. These codes are known as Separation Designator/Separation Justification (abbreviated as SPD/SJC) Codes and Reenlistment Eligibility (RE) Codes, respectively.

DD Form 214 is also generally required by funeral directors for immediate proof of eligibility for interment in a VA cemetery, to obtain a grave marker, or to provide military honors to a deceased veteran. On September 1, 2000, the National Defense Authorization Act enabled, upon the family's request, every eligible veteran to receive a military funeral honors ceremony to include the folding and presentation of the United States burial flag and the sounding of Taps at no cost to the family.

Copies of DD Form 214 are typically maintained by the government as part of a service member's Official Military Personnel File (OMPF). The OMPF file generally contains additional personnel-related forms.

Available versions

There are two versions of the DD Form 214, usually referred to simply as "short" or "redacted" or "deleted" (edited), and "long" or "unredacted" or "undeleted" (unedited) copies. The edited, or "short", copy omits a great deal of information, chiefly the Characterization of Service, Reason for Separation, and Authority for Separation.[1][2]

Copies

Service members are given the option of accepting the "short form" edited Member 1, "long form" unedited Member 4 or both copies upon separation.

The most important copy of the DD 214 for the individual is the long form copy. It is the standard form needed to obtain benefits such as GI Bill or government employment priority.

There are eight original DD214 copies. All but Member 1, the "short form" copy, contain information as to the nature and type of discharge, and the re-enlistment code. This code is used to determine whether or not the service member can go back into the service. For unemployment benefits, veterans affairs benefits, as well as for several other services, the "Member's Copy 4" is usually requested but any other "long form" copy is acceptable. All eight copies are identical except Member 1, the "short form," which lacks this critical information. The military will not provide a replacement "Member's Copy 4" (it is the service member's personal copy and physically given to him at separation) and any request for a replacement is always honored by providing a "Service 2", "Service 7" or "Service 8" copy. All but Member 1 are acceptable legal substitutes for Member 4.

Other versions of the DD Form 214 include the "Member 1" (deleted version), "Service 7 & 8" (additional copies of the "Service 2"), "Veterans Affairs 3" (sent directly to the Department of Veterans Affairs), "Member 6" (provided to the respective veteran's State Department of Veteran Affairs), and "Department of Labor 5" (provided directly to the United States Department of Labor).

If for whatever reason an original DD214 is unusable, unreadable, or destroyed, upon verification of service, the National Personnel Record Center can issue NA Form 13038, a Certification of Military Service, which is also a perfect legal substitute for DD214.

Electronic Cost-Free Copy of DD 214

eBenefits, a web portal[3] managed jointly by the United States Department of Veterans Affairs (VA) and the United States Department of Defense (DoD) provides Service members with free electronic copies of their Official Military Personnel File, including their DD Form 214. Electronic copies will be provided within 42 hours from the time of request. In order for a service member to request a DD 214 in eBenefits, they must have an eBenefits Premium Account (DS Logon Level 2[4]).

Paper Cost-Free Copy of DD 214

The National Personnel Records Center is the government agency tasked with replacing lost and destroyed DD Form 214s upon request from a veteran. Requested copies are mailed from the Military Personnel Records Center. Most veterans who separated from their service generally pre-1992 can obtain their DD 214 from the National Personnel Records Center, ("NPRC"). The NPRC has two distinct tracks available to obtain records for veterans. The first is for the veteran to submit a Department of Defense Standard Form 180 ("SF180") to the facility via mail or fax. The second is to appear in-person at the facility. The National Archives also maintains a list of independent researchers who will physically visit the St. Louis facility to request records in person.[5]

Corrections

The DD Form 215 ("Correction to DD Form 214, Certificate of Release or Discharge from Active Duty") is used for additions or error corrections to a DD Form 214. It is distributed in the same manner as the DD Form 214.

Distribution

A DD Form 214/215 is prepared in eight copies and distributed as follows:

- Copy 1 – Service Member
- Copy 2 – Service Personnel File
- Copy 3 – United States Department of Veterans Affairs
- Copy 4 – Member (if initialed in Block 30)
- Copy 5 – United States Department of Labor
- Copy 6 – State Director of Veteran Affairs
- Copy 7 & 8 – Distributed in accordance with Military Service Department directions (shredded and retain)

See also

- Military discharge

References

1. Northwest Justice Project. "Sample DD 214" (https://web.archive.org/web/20180220151926/https://www.repwavets.org/sample-dd-214.html). *RepWaVets.org (Representing Washington Veterans)*. Archived from the original on February 20, 2018. Retrieved February 20, 2018.
2. DD214.TLD. "Your DD214 and Veterans' Employment Opportunities: DD214 and Jobs" (http://www.dd214.us/dd214andjobs.html). *DD214.us*. Retrieved February 20, 2018.
3. *eBenefits Site Tour* (https://www.youtube.com/watch?v=_IFq_r3Nu4g). *YouTube*. 17 October 2012. Archived (https://ghostarchive.org/varchive/youtube/20211221/_IFq_r3Nu4g) from the original on 2021-12-21.
4. *How to Get a DS Logon for eBenefits* (https://www.youtube.com/watch?v=QojXqc_TwUk). *YouTube*. 9 May 2014.
5. *How To Acquire Your DD214, Military Separation Records* (https://www.youtube.com/watch?v=EiYUP6RHHjc). *YouTube*. 12 May 2014. Archived (https://ghostarchive.org/varchive/youtube/20211221/EiYUP6RHHjc) from the original on 2021-12-21.

External links

- How to get copies of Military Service Records (e.g.,: DD 214/DD 215) (https://www.archives.gov/veterans/) - National Archives
- eBenefits Homepage (https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal)
- Army Regulation 635-5 Separation Documents (https://www.apd.army.mil/pdffiles/r635_5.pdf)
- National Personnel Records Center (https://web.archive.org/web/20140425234925/http://www.archives.gov/research/hire-help/military.html)

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