



## DoD INSTRUCTION 1336.01

### CERTIFICATE OF UNIFORMED SERVICE (DD FORM 214/5 SERIES)

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**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

**Effective:** February 17, 2022

**Releasability:** Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

**Reissues and Cancels:** DoD Instruction 1336.01, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)," August 20, 2009

**Approved by:** Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for the:

- Preparation and distribution of the revised DD Form 214/5 Series:
  - DD Form 214, "Certificate of Uniformed Service."
  - DD Form 214-1, "Certificate of Uniformed Service, Reserve Component Addendum."
  - DD Form 215, "Correction to DD Form 214, Certificate of Uniformed Service."
- Control and publication of separation program designator (SPD) codes.

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	3
1.1. Applicability. ....	3
1.2. Policy. ....	3
SECTION 2: RESPONSIBILITIES .....	5
2.1. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)).....	5
2.2. Deputy Assistant Secretary of Defense for Military Personnel Policy.....	5
2.3. Director, Department of Defense Human Resources Activity.....	5
2.4. Secretaries Concerned.....	6
SECTION 3: DD FORM 214/5 SERIES PROCEDURES.....	8
3.1. Handling.....	8
3.2. Issuance.....	8
a. DD Form 214 Issuance.....	8
b. DD Form 214-1 Issuance.....	10
c. DD Forms 214/214-1 Reissuance and DD Form 215 Issuance. ....	11
3.3. Preparation.....	11
a. General.....	11
b. DD Form 214.....	12
c. DD Form 214-1.....	18
d. DD Forms 214/214-1 Reissuance and DD Form 215 Issuance. ....	20
3.4. Distribution.....	20
a. DMDC.....	20
b. Uniformed Services .....	21
GLOSSARY .....	22
G.1. Acronyms.....	22
G.2. Definitions.....	22
REFERENCES .....	25
TABLES	
Table 1. DD Form 214 Instructions .....	12
Table 2. DD Form 214-1 Instructions.....	18

## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to:

- a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD.
- b. The Commissioned Corps of the United States Public Health Service (USPHS), under agreement with the Department of Health and Human Services.

### 1.2. POLICY.

- a. In accordance with Section 1168 of Title 10, United States Code (U.S.C.), the DD Form 214 represents the discharge certificate or certificate of release from all active duty service, to include active duty and full-time National Guard duty.
- b. Pursuant to Section 570 of Public Law 116-92, the DD Form 214-1, in conjunction with the DD Form 214, represents the standard record of service for members of the Reserve Components.
- c. In accordance with DoD Instruction (DoDI) 1332.14 and DoDI 1332.30, the DD Form 214/5 Series is the official record of separation and characterization of service available on the Directives Division Website at <https://www.esd.whs.mil/Directives/forms/>.
- d. The DD Form 214/5 Series will provide:
  - (1) The uniformed services, excluding the Commissioned Corps of the National Oceanic and Atmospheric Administration, with an authoritative source of personnel information for administrative purposes, and for making enlistment or reenlistment eligibility determinations.
  - (2) The uniformed services member, excluding members of the Commissioned Corps of National Oceanic and Atmospheric Administration, referred to in this issuance as “member,” with a clear, concise summary of each discrete period of active service, and Reserve Component service as applicable, with the uniformed services at the time of transfer between Services, release, discharge, transfer to another component of a Service, or other change of status. This includes relevant data regarding the member’s service and the circumstances of termination, except as limited in this issuance.

(3) Appropriate governmental agencies with an authoritative source of personnel information that they require for the administration of State and Federal laws applicable to personnel who have been transferred between Services, released, discharged, transferred to another component of a Service, or have had another change in status. This associated data will be provided electronically to expedite the adjudication of veterans benefits by appropriate governmental agencies such as, but not limited to, the Department of Veterans Affairs (VA), the Department of Labor (DOL), and State or territory Departments of Veterans Affairs.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

a. Develops, maintains, and oversees implementation of procedural instructions and guidance for the DD Form 214/5 Series.

b. May provide supporting guidance to supplement this issuance.

c. Adjudicates requests for exception to policy.

d. Maintains and convenes the chartered Separation Standardization Working Group.

(1) Chartered in 2015 under the authority of the ASD(MR&A), the Separation Standardization Working Group consists of functional and technical representatives from the Military Departments' Manpower and Reserve Affairs offices, the Coast Guard, the Joint Staff, the National Guard Bureau, the Defense Manpower Data Center, and the Defense Finance and Accounting Service, and ad hoc members as needed.

(2) The working group provides comprehensive review and analysis of separation policies, procedures, and systems and makes recommendations to bring standardization across the Armed Forces.

### **2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY.**

Under the authority, direction, and control of the ASD(M&RA) the Deputy Assistant Secretary of Defense for Military Personnel Policy:

a. Exercises approval authority over requests to add, change, or delete standard SPD codes.

b. Initiates update to SPD code matrix on a 5-year cycle.

### **2.3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Director, Department of Defense Human Resources Activity, through the Defense Manpower Data Center (DMDC):

a. Distributes personnel service and separation data to VA, DOL, and State or territory Departments of Veteran Affairs, as applicable, to ensure the adjudication of veterans benefits.

- b. Is the official distribution source of the uniformed services authoritative and certified service and separation data for all periods of active service that are completed on or after January 1, 2015.
- c. Acts as DoD's single enterprise distribution point for interagency information sharing of Service personnel service and separation data.
- d. Through DMDC's electronic data sharing capability, provides authoritative service and separation data in accordance with DoDI 5400.11 and DoD 5400.11-R to authorized representatives from the VA, DOL and, if the member elects, the State or territory Department of Veterans Affairs offices.
- e. Acts as liaison to the VA, DOL, and State or territory Department of Veterans Affairs offices to codify their data requirements to ensure the timely adjudication of veterans benefits.
- f. Develops implementation and management controls for the electronic transfer of DD Form 214/5 Series data to ensure proper protocol and safeguarding of electronically transmitted data are consistent with DoD standards, as outlined in DoD 5015.02-STD and DoDI 5400.11.

#### **2.4. SECRETARIES CONCERNED.**

The Secretaries concerned:

- a. Provide members who are separated or released from active service a DD Form 214 containing a concise summary of service, as directed in Section 3.
- b. Provide Reserve Component members who are separated or released from their component a DD Form 214 and DD Form 214-1 containing a concise summary of service, as directed in Section 3. Service implementation and issuance of the DD Form 214-1, as directed in Section 3, is required within 3 years of publication of this issuance.
- c. Issue, in accordance with the safeguard requirements in DoD 5400.11-R, appropriate instructions for safeguarding the forms and data contained in DD Form 214/5 Series to separation activities due to their considerable value in obtaining veterans benefits, reemployment rights, and unemployment insurance.
- d. Delineate in their Departmental policy that no modification to the contents or format of the DD Form 214/5 Series are made without prior authorization from the ASD(M&RA).
- e. Issue Departmental instructions and procedures governing:
  - (1) The electronic generation of the DD Form 214/5 Series and personnel data contained therein. The electronic generation of the DD Form 214/5 Series and associated data for all periods of active service will be automated within 3 years of publication of this issuance in conjunction with the fielding of associated uniformed service integrated pay and personnel systems.

(2) How corrections to DD Form 214/5 Series may be made in accordance with Section 3.

f. Monitor and periodically review Departmental use of DD Form 214/5 Series to ensure that requests for corrections to DD Form 214/5 Series are given priority and that backlogs for corrections are minimized or eliminated. Significant issues or backlogs must be brought to the attention of the ASD(M&RA).

g. In accordance with DoDIs 1336.05 and 7730.54, ensure all periods of active service served, regardless of duration, are reported along with their corresponding character of service and SPD codes.

h. Transmit the DD Form 214/5 Series data to the DMDC in accordance with Paragraph 3.4.b.

## SECTION 3: DD FORM 214/5 SERIES PROCEDURES

### 3.1. HANDLING.

a. Because the DD Form 214/5 Series plays a critical role in the allocation of veterans benefits, reemployment rights, and unemployment insurance, all leaders of organizations that handle the DD Form 214/5 Series will ensure processes are in place and training is conducted, in accordance with DoDI 5400.11 and DoD 5400.11-R, on the safeguarding and proper disposal of electronic and hard copies of the DD Form 214/5 Series.

b. All forms to be discarded, including those that are blank or partially completed, and reproduced copies of DD Form 214/5 Series will be destroyed.

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

d. All DD Form 214/5 Series images are to be filed in the Service official military personnel file (OMPF) in accordance with DoDI 1336.08, or in the official personnel file (OPF) repository.

### 3.2. ISSUANCE.

Data collection requirements for all periods of active service, regardless of duration, will be considered separate from the issuance requirements for DD Form 214/5 Series.

#### a. DD Form 214 Issuance.

(1) The following members will be issued a DD Form 214:

(a) Members who are separated or released from active service.

(b) Recalled retirees reverting to retired status, regardless of the period of active duty service.

(c) Members who are separated for cause or for physical disability, regardless of the period of active service.

(d) Personnel being separated, when they have served 90 days or more or when required by the Secretary concerned for shorter periods, from a period of active duty for training, full-time training duty, or active duty for operational support.

(e) Reserve Component personnel ordered to active duty for a contingency operation for a period greater than 30 days.

(f) Members who change their status or component while serving on active service.

(g) Members who are issued a DD Form 214-1.



(h) As prescribed under other circumstances determined by the uniformed service concerned.

(2) The DD Form 214 is not required to be issued for:

(a) Personnel found disqualified upon reporting for active duty and who do not perform duties in accordance with orders.

(b) Personnel whose active duty is terminated by death.

(c) Personnel being removed from the temporary disability retired list.

(d) Enlisted personnel who receive temporary appointments to warrant officer or commissioned officer grades.

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

(f) Personnel separated or discharged who have been furnished a previous version of the DD Form 214, unless that form is in need of reissuance for some other reason (e.g., errors in completion).

(g) Commissioned officers dropped from the rolls in accordance with Section 1161 of Title 10, U.S.C.

(3) DD Form 214 will normally be issued by the separation activity from which the member was separated. In those instances where a DD Form 214 was not issued by the separation activity from which the member was separated, the uniformed service concerned may establish procedures for administrative issuance of the form.

(4) If the separation activity cannot complete all items on the DD Form 214, the form will be prepared as completely as possible and delivered to the separating member before their departure. The version number of the serial number will be 0 (zero).

(a) The member will be advised that a complete DD Form 214 will be issued by the uniformed service concerned when the missing information becomes available. It will not be necessary for the separating member to request an updated DD Form 214.

(b) The updated DD Form 214 will reflect an appropriately incremented version number in the serial number.

(c) A DD Form 215 may be issued in lieu of an updated DD Form 214 until 3 years after publication of this issuance (see Paragraphs 3.2.c. and 3.3.d. for issuance justification and preparation instructions).

**b. DD Form 214-1 Issuance.**

(1) The following members will be issued a DD Form 214-1 in conjunction with a DD Form 214:

- (a) Members who are separated or released from a Reserve Component.
- (b) Reserve Component members transferred to the Individual Ready Reserve or the Inactive National Guard.
- (c) Reserve Component members transferred to the Standby Reserve or Retired Reserve.
- (d) Recalled retirees reverting to retired status.
- (e) As prescribed under other circumstances determined by the uniformed service concerned.

(2) The DD Form 214-1 is not required to be issued for:

- (a) National Guard members who transfer States.
- (b) Personnel whose Reserve Component service is terminated by death.
- (c) Every issuance of a DD Form 214.

(3) The DD Form 214-1, in conjunction with a DD Form 214, will normally be issued by the separation activity from which the member was separated. The DD Form 214-1 will never be issued on its own and will always be accompanied by the DD Form 214. In those instances, where a DD Form 214/214-1 was not issued by the separation activity from which the member was separated, the uniformed service concerned may establish procedures for administrative issuance of the form.

(4) If the separation activity cannot complete all items on DD Forms 214 and 214-1, the forms will be prepared as completely as possible and delivered to the separating member before their departure. The version number of the serial number will be 0 (zero).

(a) The member will be advised that updated DD Forms 214/214-1 will be issued by the uniformed service concerned when the missing information becomes available, and that it will not be necessary for the separating member to request updated DD Forms 214/214-1.

(b) The updated DD Forms 214/214-1 will reflect an appropriately incremented version number in the serial number.

(c) A DD Form 215 may be issued in lieu of updated DD Forms 214/214-1 until 3 years after publication of this issuance (see Paragraph 3.3.d. for preparation instructions).

**c. DD Forms 214/214-1 Reissuance and DD Form 215 Issuance.**

(1) Approval for corrections or updates of DD Forms 214/214-1 may be made through methods established by the Secretary concerned.

(2) Reissuance of a DD Form 214/214-1 will occur:

(a) When corrections or updates are required.

(b) When directed by appropriate appellate authority, Executive order, or by the Secretary concerned.

(c) When one DD Form 215 has been issued and an additional correction is required.

(3) Corrections or updates may be made by issuance of a DD Form 215 in lieu of a reissued DD Form 214/214-1 either:

(a) Until 3 years after publication of this issuance when full capability for reissuance of electronic DD Form 214/214-1 data is required in conjunction with the fielding of associated uniformed service integrated pay and personnel systems; or

(b) Indefinitely for DD Forms 214 that were never issued electronically.

(4) Corrections or updates may not be made by issuance of a DD Form 215 if:

(a) It is determined by the Secretary concerned that the original DD Form 214/214-1 cannot be properly corrected by issuance of a DD Form 215; or

(b) The correction would require issuance of more than one DD Form 215.

(5) When a DD Form 214/214-1 is administratively issued or reissued, an entry will be made in the “Remarks” block annotating the administrative issuance or reissuance unless the appellate authority, Executive order, or directive of the Secretary concerned specifies otherwise.

**3.3. PREPARATION.**

**a. General.**

Because the DD Form 214/5 Series is an essential record of service, preparation requires that:

(1) It is prepared accurately and completely, and must be typed or computer generated.

(2) The recipient will be informed that making any unauthorized change or alteration of the form will render it void.

(3) Abbreviations and acronyms should be avoided as much as possible.

(4) A continuation sheet, if required, will be used, and will reference the appropriate block(s) being continued.

(5) Only ASD(M&RA) approved SPD codes are used.

(6) Requests to add, change, or delete SPD codes, with appropriate justification, are forwarded to the ASD(M&RA) for approval.

(7) Positive control is exercised over the distribution of any and all lists of SPD codes with narrative explanations. SPD code lists will be stamped “Controlled Unclassified Information” and will not be furnished to any agency or individual outside the DoD.

(8) Activities authorized to issue DD Form 214/5 Series are aware that appropriate provisions of DoD Directive 5400.07 will be used to deny the release of SPD code lists to the public. Only the individual being separated or discharged is entitled access to their SPD code. It is not intended that these codes stigmatize an individual in any manner. SPD codes are for internal DoD use in collecting data to analyze statistical reporting trends, as well as the automation of benefits adjudication.

**b. DD Form 214.**

(1) Table 1 contains instructions on DD Form 214 preparation for when the DD Form 214 is issued by itself and when it is issued in conjunction with the DD Form 214-1.

(2) Each DD Form 214 record must have a unique identifier (serial number). If a DD Form 214-1 is issued with a DD Form 214, both must have the same unique identifier and be treated as a single document.

(3) When one or more of the data items on the DD Form 214 or DD Form 214-1, as applicable, are not available and the document is issued to the separating member, the applicable block(s) must be annotated “See Remarks.” In such cases, the “Remarks” block must contain the entry “Reissuance of DD Form 214/5 Series will provide missing information, as applicable.”

**Table 1. DD Form 214 Instructions**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
1. Name	Person surname text, person forename text, person middle name text.	Same
2. Branch and Component	Current uniformed service branch classification code; current uniformed service organization component code.	Same
3. DoD ID Number	Self-explanatory.	Same
4. Serial Number	See definition.	Same as serial number used in accompanying DD Form 214-1

**Table 1. DD Form 214 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
5a. Grade or Rate	Current uniformed service grade code.	Same
5b. Pay Grade	Current uniformed services pay grade.	Same
6. Date of Birth	Person birth calendar date in the following format: YYYYMMDD.	Same
7a. Military Service Obligation Termination Date	Date in the following format: YYYYMMDD.	Same
7b. Reserve Status for Obligation	Enter Selected Reserve, Individual Ready Reserve, or N/A if obligation completed.	Same
7c. Contact Phone Number	Enter personal, long-term phone number.	Same
7d. Contact Email Address	Enter personal, long-term email address.	Same
8a. Place of Entry into Active Duty	Postal region city place name, U.S. State alpha code, ZIP code.	N/A
8b. Home of Record at Time of Entry	Postal region city place name, U.S. State alpha code, ZIP code; as determined by directives of the Secretary concerned.	N/A
9a. Last Duty Assignment and Major Command	Self-explanatory.	Same
9b. Station Where Separated	Self-explanatory.	Same
10. Command to Which Transferred	Self-explanatory; may be N/A.	Same
11. Members' Group Life Insurance Coverage Amount	Mark "None" or enter amount elected on the Form 8286, "Servicemembers' Group Life Insurance Election and Certificate," as applicable.	Same
12. Specialty	List number, title, and years and months in specialties involving periods of one or more years during this period of active duty (AD).	List number, title, and years and months in specialties involving periods of one or more years, including those earned in Reserve Component, during time in current component.

**Table 1. DD Form 214 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
13a. Date Entered AD this Period	Date in the following format: YYYYMMDD. The date will be the date of enlistment or appointment for the earliest period of continuous active service for which a DD Form 214 was not previously issued.	N/A
13b. Separation Date this Period	Date in the following format: YYYYMMDD.	N/A
13c. Net Active Service this Period	Amount of time in the following format: YMMDD.	N/A
13d. Total Prior Active Service	Amount of time in the following format: YMMDD.	N/A
13e. Total Active Service	Amount of time in the following format: YMMDD; 13c+13d.	N/A
13f. Total Inactive Service	Amount of time in the following format: YMMDD	N/A
13g. Foreign Service	Amount of time in the following format: YMMDD, during this AD period.	N/A
13h. Sea Service	Amount of time in the following format: YMMDD; The sum of all sea duty periods, as defined by Section 305a of Title 37, U.S.C., minus the number of days lost that occurred during each sea duty period.	N/A
13i. Initial Entry Training	Date in the following format: YYYYMMDD.	N/A
13j. Effective Date of Pay Grade	Date in the following format: YYYYMMDD.	Same
14. Decorations, Medals, Badges, Citations, and Campaign Ribbons Awarded or Authorized	Includes entire career; list area of operations (if applicable) for campaign and expeditionary awards.	Same
15. Uniformed Service Education	Formal in-service training courses successfully completed during the period covered by the form will be listed by title, number of weeks, and month and year completed. e.g., medical, dental, electronics, supply, administration, personnel, or heavy equipment operations. Training	Formal in-service training courses successfully completed during the member's time in the current component will be listed by title, number of weeks, and month and year completed, e.g., medical, dental,

**Table 1. DD Form 214 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
	courses for combat skills will not be listed. See the “Guide to the Evaluation of Educational Experiences in the Armed Services” on the American Council on Education website for commonly accepted course titles and abbreviations.	electronics, supply, administration, personnel, or heavy equipment operations. Training courses for combat skills will not be listed. See the “Guide to the Evaluation of Educational Experiences in the Armed Services” on the American Council on Education website for commonly accepted course titles and abbreviations.
16. Days Accrued Leave Paid	Reflects entire career.	Same
17. Member was Provided Complete Dental Examination and all Appropriate Dental Service and Treatment within 90 Days Prior to Separation	Enter Yes or No.	N/A
18. Retirement System Option	Enter which retirement system the Service member is enrolled in - FINAL/HIGH-3/REDUX/BRS.	Same
19. DD214-1 (Accompanies this DD214)	Enter “No”.	Enter “Yes”
20. Remarks	<p>For members who have previously reenlisted without being issued a DD Form 214, and who are being separated with any discharge characterization except “Honorable,” the following statement must appear as the first entry in this block: “Continuous honorable active service from (applicable date) until (applicable date).”</p> <p>(1) The “from” date will be the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued, as applicable.</p> <p>(2) The “until” date will be the date before commencement of the current enlistment.</p> <p>First Full Term of Service: Indicate whether the member has or has not</p>	Same.

**Table 1. DD Form 214 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
	<p>completed their first full term of service, as defined by the Secretary concerned. This should also be indicated directly to DMDC via electronic DD Form 214 data reporting.</p> <p>Missing Information: If one or more of the data items on the DD Form 214 or DD Form 214-1, as applicable, are not available, this block must contain the entry “DD Form 215 will be issued to provide missing information from the DD Form 214 and DD Form 214-1, as applicable.”</p> <p>Upgraded Discharges: When a discharge has been upgraded, the “Service” copy of the DD Form 214 will be annotated in this block to indicate the character of service has been upgraded; the date the application for upgrade was made; and the effective date of the corrective action.</p> <p>For members retiring or separating from active duty: document participation in contingency operations.</p> <p>For members being transferred to the Individual Ready Reserve: Enter “Subject to active duty recall and/or annual screening.”</p> <p>Administrative issuance or reissuance: Annotate the administrative issuance or reissuance unless the appellate authority, Executive order, or directive of the Secretary concerned specifies otherwise.</p> <p>Miscellaneous: When appropriate, enter the amount of disability pay and the inclusive dates of any non-pay or excess leave days.</p>	
21a. Mailing Address after Separation	Postal region city place name, U.S. State alpha code, ZIP code.	Same



**Table 1. DD Form 214 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
21b. Nearest Relative	Full name and postal region city place name, U.S. State alpha code, ZIP code	Same
22. Member Requests Data Share with (Specify State or Locality) _____ Office of Veterans Affairs (YES/NO)	Specify the State or locality and select YES; or select NO.	Same
23a. Member Signature	Digitally sign with Signature Block Text and DoD Electronic Data Interchange Person Identification. If unable to digitally sign, ensure proper Service policy followed to annotate member provided document.	Same
23b. Date	Date in the following format: YYYYMMDD.	Same
24a. Official Authorized to Sign: Name, Grade and Title	Self-explanatory.	Same
24b. Signature	Digitally sign with Signature Block Text and DoD Electronic Data Interchange Person Identification. If unable to digitally sign, ensure proper Service policy followed to annotate member provided document.	Same
24c. Date	Date in the following format: YYYYMMDD	Same
25. Type of Separation	In accordance with DoDI 1332.14, DoDI 1332.30, and directives of the Secretary concerned.	Same
26. Character of Service	Authorized entries are as follows: (1) Honorable. (2) Under Honorable Conditions (General). (3) Under Other Than Honorable Conditions. (4) Bad Conduct. (5) Dishonorable. (6) Uncharacterized.	Same
27. Separation Authority	The authority for a member's transfer or discharge will be cited by reference to the appropriate uniformed service regulation, instruction, or manual.	Same

**Table 1. DD Form 214 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
28. Separation Code	Appropriate ASD(M&RA) SPD code on the “Service” copy only.	Same
29. Reentry Code	Service level codes used for re-enlistment processing.	Same
30. Narrative Reason for Separation	A narrative description to identify the reason for transfer or separation as linked to the SPD code.	Same
31. Dates of Time Lost During this Period	Dates in the following format: YYYYMMDD.	Same

**c. DD Form 214-1.**

(1) Table 2 contains instructions on DD Form 214-1 preparation.

(2) The DD Form 214-1 will never be issued on its own. The DD Form 214-1 will always be accompanied by the DD Form 214.

(3) When one or more of the data items on the DD Form 214-1 are not available and the document is issued to the separating member, the applicable block(s) will be annotated “See Remarks.” In such cases, the “Remarks” block of the associated DD Form 214 must contain the entry “DD Form 215 will be issued to provide missing information on the DD Form 214-1.”

**Table 2. DD Form 214-1 Instructions**

<b>Block Number and Short Title</b>	<b>Instructions</b>
1. Name	Person surname text, person forename text, person middle name text.
2. Branch and Component	Current uniformed service branch classification code; current uniformed service organization component code.
3. DoD ID Number	Self-explanatory.
4. Serial Number	Same as the accompanying DD Form 214.
5. Record of Service - Points	
5a. Total Active Points	As calculated in accordance with DoDI 1215.07.
5b. Total Inactive Points	As calculated in accordance with DoDI 1215.07.
5c. Total Career Points	5a+5b.

**Table 2. DD Form 214-1 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions</b>
5d. Total Points for Retired Pay	May be less than 5c due to statutory limitations.
6. Record of Service - Time	
6a. Component Entry Date	Date in the following format: YYYYMMDD; Date of Enlistment/Appointment into current component.
6b. Net Component Active Service	Amount of time in the following format: YYMMDD.
6c. Net Component Inactive Service	Amount of time in the following format: YYMMDD.
6d. Career Active Service	Amount of time in the following format: YYMMDD.
6e. Career Inactive Service	Amount of time in the following format: YYMMDD.
6f. Total Service for Pay	Amount of time in the following format: YYMMDD; Based on Pay Entry Base Date.
6g. Creditable Service for Retired Pay	Amount of time in the following format: YYMMDD; Time that qualifies for retired pay. May be less than 6f due to statutory restrictions or non-qualifying years of service.
7. Non-Regular Retirement (NRR)	**Entire section N/A if 7a is N/A**.
7a. Date Completed Years of Service for NRR Eligibility	May be N/A if member has not yet attained NRR eligibility.
7b. Date of 60th Birthday	Date in the following format: YYYYMMDD.
7c. NRR Age Reduction Amount	Amount of time in the following format: YYMMDD; Amount of time to reduce NRR age receipt by due to activations that qualify per Sections 12731 and 12732 of Title 10, U.S.C. and DoDI 1215.07.
7d. Estimated Projected Date for Receipt of NRR Pay	Date in the following format: YYYYMMDD; 7b-7c.
7e. Date Transferred to Retired Reserve	Date in the following format: YYYYMMDD; may be N/A; based on effective date of transfer order.
8. Activations	All AD and full-time National Guard duty as listed in DoDI 1215.06, across entire career.
8a. Statutory Authority	List statutory authority under which orders were executed
8b. Operation (if applicable)	List unclassified information only. If not applicable, enter 'N/A.'

**Table 2. DD Form 214-1 Instructions, Continued**

<b>Block Number and Short Title</b>	<b>Instructions</b>
8c. Qualifies for NRR Eligibility Age Reduction (Y/N)	Per Sections 12731 and 12732 of Title 10, U.S.C. and DoDI 1215.07.
8d. Begin Date of Activation	Date in the following format: YYYYMMDD.
8e. End Date of Activation	Date in the following format: YYYYMMDD.
8f. Deployed To Foreign Country (Y/N)	Enter Y or N, as applicable.
9. Post-9/11 GI Bill Transfer of Eligibility Obligation End Date	Date in the following format: YYYYMMDD or N/A.
10. Days Accrued Leave Carried Over	As reflected within the applicable uniformed service pay system.
11. Highest Pay Grade Satisfactorily Held	As determined by the Secretary concerned
12a. Member Signature	Digitally sign with Signature Block Text and DoD Electronic Data Interchange Person Identification. If unable to digitally sign, ensure signature is legible.
12b. Date	Date in the following format: YYYYMMDD.
13a. Official Authorized to Sign (Name, grade, title, signature)	Digitally sign with Signature Block Text and DoD Electronic Data Interchange Person Identification. If unable to digitally sign, ensure signature is legible.
13b. Date	Date in the following format: YYYYMMDD.

**d. DD Forms 214/214-1 Reissuance and DD Form 215 Issuance.**

(1) Each subsequent reissuance of DD Forms 214/214-1 will require the version number of the serial number to be increased by 1. See the serial number definition in the Glossary for more information.

(2) The serial number of a DD Form 215 will reflect the serial number of the DD Form 214/214-1 it corrects.

**3.4. DISTRIBUTION.****a. DMDC**

DMDC is the official distribution source of the uniformed services authoritative and certified information for all periods of active service that are completed on or after January 1, 2015.

DMDC will share a member's electronic service and separation data with the VA, the DOL, and the State or territory Department of Veterans Affairs designated in Block 22 of the DD Form 214.

**b. Uniformed Services**

Uniformed services will:

(1) Electronically transmit DD Form 214/5 Series data to DMDC within 1 day of certification by the uniformed service or 1 day after member separation when a DD Form 214/5 Series is required.

(2) Ensure the electronic DD Form 214/5 Series data and the imaged DD Form 214/5 Series retained in the OMPF or OPF match. The DD Form 214/5 Series data must contain all available data for the data elements listed in Tables 1 and 2, as applicable, in addition to whether the member has completed their first full term of service, and the applicable transaction code for the data transmission.

(3) Certify the DD Form 214/5 Series with a digital signature (for example, a common access card) and serialize the associated electronic DD Form 214/5 Series data for unique identification.

(4) Report the associated electronic data of a corrected or reissued DD Form 214/5 Series, with serial number, to DMDC within 1 business day of correction or reissuance. The corrected or reissued electronic DD Form 214/5 Series data must not deviate from the corrected or reissued imaged DD Form 214/5 Series retained in the OMPF or OPF.

(5) Coordinate with DMDC on reporting requirements and technical details to include data content, format, and mechanics for data discrepancy resolution.

(6) Resolve any discrepancy identified by DMDC between the electronic DD Form 214/5 Series data and previously reported common personnel data system transactions for the same period of service in a manner prescribed by the Secretary concerned.

(7) Securely deliver, either physically or electronically, the original DD Form 214/5 Series Member Copy to the member upon separation or the date authorized travel commences. Member Copy should be used by the member to provide proof of service.

(8) Securely deliver, either physically or electronically, the original DD Form 214/5 Series Service Copy to the member upon separation or the date authorized travel commences, whichever is earlier, and retain a copy within the uniformed service.

(9) Transmit all copies of DD Form 214/5 Series to the National Personnel Records Center.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AD	active duty
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DD	Department of Defense (form)
DMDC	Defense Manpower Data Center
DoDI	DoD instruction
DOL	Department of Labor
NRR	non-regular retirement
OMPF	official military personnel file
OPF	official personnel file
SPD	separation program designator
U.S.C.	United States Code
USPHS	United States Public Health Service
VA	Department of Veterans Affairs

### G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>active service</b>	Defined in Section 101(d)(3) of Title 10, U.S.C. or, for purposes of the USPHS, active service as defined in Commissioned Corps Instruction 384.01.
<b>common access card</b>	“Smart” identification card for active-duty military personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel.
<b>DD Form 214/5 Series</b>	DD Forms 214, 214-1, and 215.

<b>TERM</b>	<b>DEFINITION</b>
<b>foreign service</b>	Service performed outside the 50 United States or its commonwealths and territories (American Samoa, Northern Marianas Islands, Guam, Puerto Rico, and U.S. Virgin Islands).
<b>initial entry training</b>	As defined in Section 3301 of Title 38, U.S.C., or as otherwise defined by the Secretary concerned.
<b>member</b>	See “uniformed services member”
<b>OMPF or OPF</b>	A collection of information that permanently documents a member’s career in the uniformed service. The OMPF or OPF contains documentation pertaining to the accession, training, education, assignment, performance, discipline, decorations, casualty, and separation of the member.
<b>Secretary concerned</b>	<p>The Secretary of the Department under whom the member serves; respectively:</p> <p>The Secretary of the Army, addressing matters concerning the Army.</p> <p>The Secretary of the Navy, addressing matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy.</p> <p>The Secretary of the Air Force, addressing matters concerning the Air Force and Space Force.</p> <p>The Secretary of Homeland Security, addressing matters concerning the Coast Guard when it is not operating as a Military Service in the Navy.</p> <p>The Secretary of Health and Human Services, addressing matters concerning the Commissioned Corps of the USPHS.</p>
<b>serial number</b>	<p>A unique identifier for a record of active service that enables version control. The serial number is comprised of Service Code, Date of Separation, 5-byte number, 1-byte version (for example, A2014060100125-0).</p> <p>Service Code is the standard service code used at DMDC.</p> <p>Date of Separation is the date of separation, and this will not change if the initial date of separation is changed.</p>

<b>TERM</b>	<b>DEFINITION</b>
	<p>5-byte number is incremented by one for each electronic record of active service issued by a service on that date (from 00001-99999, starts over each date).</p> <p>1-byte version is the version of the electronic record of active service. 0 (zero) is initial version; each subsequent version will be increased by 1 up to 9 followed by A-Z should more than 10 versions be issued. A hyphen separator precedes version number.</p>
<b>SPD code</b>	A code that lists the conditions under which a Service member is discharged from uniformed service.
<b>temporary disability retirement list</b>	A list of members who have been found unfit to perform their duties because of a disability that may not be permanent.
<b>transaction code</b>	<p>A one-character value (A - Add and C - Cancel). The transaction code is used in conjunction with the serial number.</p> <p>Transaction code A indicates a new or reissued document. The serial number associated with an Add transaction identifies the most current document in that series.</p> <p>Transaction code C indicates that the separation data associated with all documents in that series are not to be distributed to stakeholders.</p>
<b>uniformed services</b>	The Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, and Public Health Service.
<b>uniformed services member</b>	An officer or enlisted member of the Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, or USPHS.



## REFERENCES

- American Council on Education Website, “Guide to the Evaluation of Educational Experiences in the Armed Services,” [acenet.edu/militaryguide](http://acenet.edu/militaryguide)
- Commissioned Corps Instruction 384.01, “Creditable Service for Retirement,” January 12, 2021
- DoD 5015.02-STD, “Electronic Records Management Software Applications Design Criteria Standard,” April 25, 2007
- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5400.07, “DoD Freedom of Information Act (FOIA) Program,” April 5, 2019
- DoD Instruction 1215.06, “Uniform Reserve, Training, and Retirement Categories for the Reserve Components,” March 11, 2014, as amended
- DoD Instruction 1215.07, “Service Credit for Non-Regular Retirement,” July 30, 2019, as amended
- DoD Instruction 1332.14, “Enlisted Administrative Separations,” January 27, 2014, as amended
- DoD Instruction 1332.30, “Commissioned Officers Administrative Separations,” May 11, 2018, as amended
- DoD Instruction 1336.05, “Automated Extract of Active Duty Military Personnel Records,” July 28, 2009, as amended
- DoD Instruction 1336.08, “Military Human Resource Records Life Cycle Management,” November 13, 2009
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Instruction 7730.54, “Reserve Components Common Personnel Data System (RCCPDS),” May 20, 2011
- Public Law 116-92, Section 570, “National Defense Authorization Act for Fiscal Year 2020,” December 20, 2019
- United States Code, Title 10
- United States Code, Title 37, Section 305a
- United States Code, Title 38, Section 3301