

DD-214 INFORMATION SHEET

Block 1: Name. Name from 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.

Block 2: Department, Component, and Branch. Department entry will be "ARMY." Authorized entries for component are "RA," "ARNGUS," or "USAR."

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.

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

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

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. 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.

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

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

Block 7b: Home of Record. A Soldier's initial 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. 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.

Block 8: Last Duty Assignment and Army Command, and Station where separated: Will be Fort Bragg, North Carolina.

Block 8a: Last Duty Assignment and Army Command. Current unit's UIC.

Block 8b: Station where Separated. Will be Fort Bragg, North Carolina

Block 9: Command to which Transferred. If you are being discharged, "N/A" will be in this block. If you are being Released From Active Duty (REFRAD), this block will reflect: USAR CON GP (REINF) 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY 40122. If you are being REFRAD have signed a Reserve/National Guard contract, the name and complete mailing address of the Reserve/Guard unit will go in this block.

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.

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. 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. 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.

Block 12: Record of Service.

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.

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."

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."

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."

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.

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.

Block 12h: Initial Entry Training. N/A for Officers.

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.

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.

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 AR 635-8-17 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.** Acceptable source documents include 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.

Block 15: Source of Commission or Loan Repayment Information.

Block 15a: Commissioned through Service Academy. "Yes" or "No."

Block 15b: Commissioned through ROTC Scholarship. "Yes" or "No."

Block 15c: Enlisted under Loan Repayment Program. No for Officers.

Block 16: Days Accrued Leave Paid. We always put "0" in this block. If you are selling leave, finance will review this with you. You can only sell 60 days in your Military Career.

Block 17: Member was provided complete dental examination and all appropriate dental services and treatment within 90 days prior to separation. We always put "No" in this block also. This should allow you to go to the VA 120 days after separation should you have dental difficulties that couldn't be completed prior to separation.

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:

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."

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

Block 19: Contact Address Information.

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.

Block 19b: Nearest Relative. Data source is as provided by the Soldier. Advise the Soldier that the name (not a spouse) 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.

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

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.

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.”

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.

Block 23: Type of Separation. Enter the appropriate term listed below: For officer personnel— (a) REFRAD. (b) Discharge. (c) Retirement. (d) Release from active duty to continue on active duty in another status.

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.

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

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.

Block 27: Reentry Code. N/A for Officers.

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.

Block 29: Dates of Time Lost During This Period. If there is any chargeable lost time during this period of active duty, it will be reflected in this block.

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