

SELF-SERVICE DD FORM 214 AND 214-1 JOB AID

RELEASE FROM ACTIVE DUTY AND RESERVE SEPARATION

This Job Aid is comprised of two sections. The first assists Active Component Members in reviewing, validating, completing, and finalizing DD Form 214, "Certificate of Uniformed Service."

The second sections assists Army National Guard (ARNG) and U.S. Army Reserve (USAR) Members in reviewing, validating, completing, and finalizing DD Form 214-1, "Certificate of Uniformed Service, Reserve Component Addendum."

The purpose of this Job Aid is to ensure accuracy and decrease processing times.

NAVIGATION: [Self-Service Homepage](#) > [DD Form 214](#)

NOTE: The official edition of Department of Defense (DD) forms are available at <https://www.esd.whs.mil/Directives/forms/>.

Self-Service DD Form 214

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 (Reference DoDI 1336.01, "Certificate of Uniformed Service (DD Form 214/5 Series)").

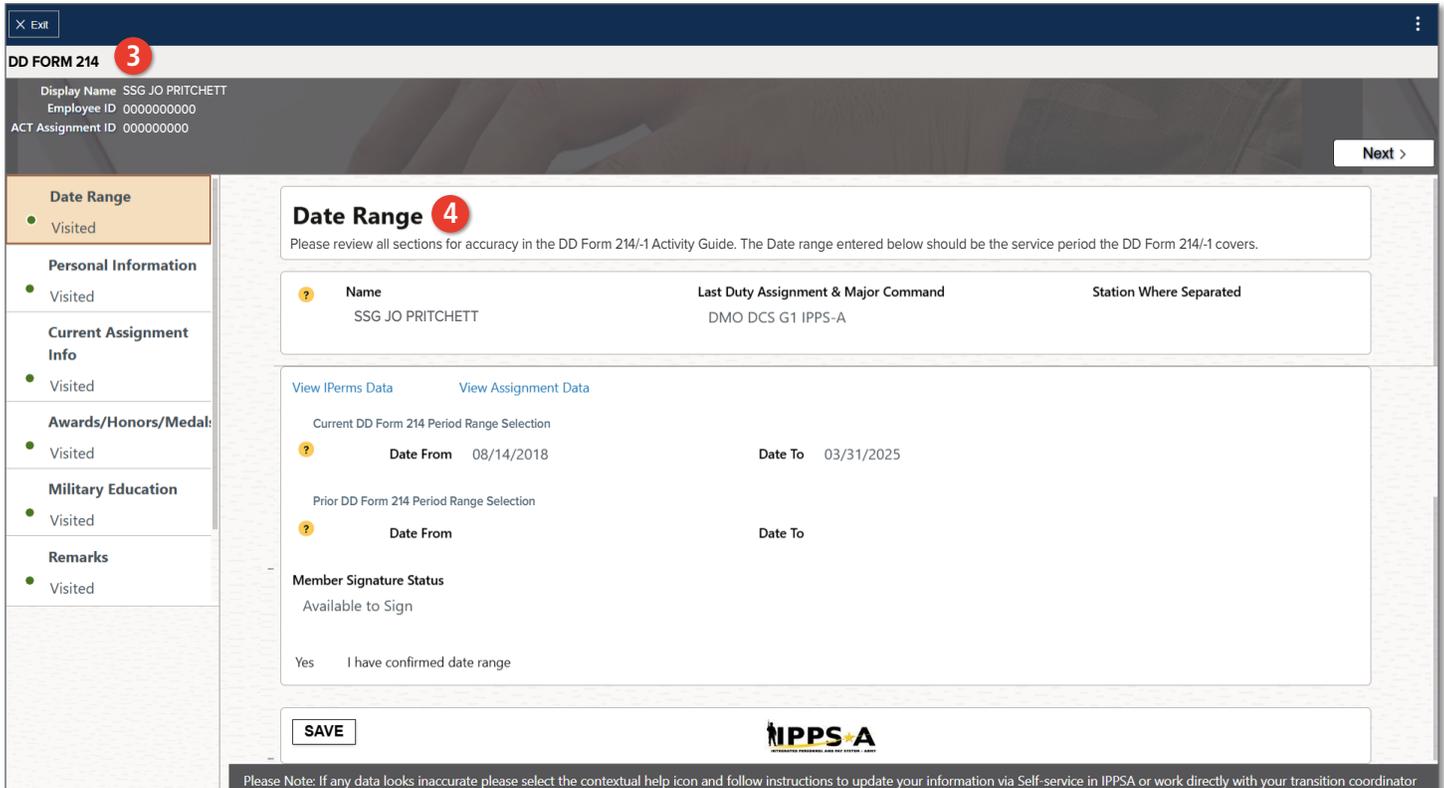
1. From the **Self-Service** landing page, navigate to the **DD Form 214** Tile or select the desired **Action** from the **Notifications** list.
2. If navigating via the **DD Form 214** Tile, select the **DD Form 214** Tile to open the **DD Form 214** landing page.
 - 2A. The DD Form 214 landing page displays.
 - 2B. Select the desired DD Form 214 from the **DD Form 214 List**.

The screenshot shows the IPPS-A Self-Service landing page. A red circle '1' highlights the 'Self Service' dropdown menu. A red circle '2' highlights the 'DD Form 214' tile. A red circle 'A' highlights the 'DD FORM 214' header section, and a red circle 'B' highlights the 'DD Form 214 List' table.

ACT Assignment ID	Seq No	Assigned OprId	Last Update User ID	Last Update Date/Time	DD214 Status	Actions
1	0000000000	0 0000000000.00	0000000000.00	03/12/25 4:44:58PM	Draft	Actions

Self-Service DD Form 214 CONTINUED

3. The DD Form 214 landing page displays. Use the different tabs to navigate through the DD Form 214.
4. The Date Range section is view only for the Member.



DD FORM 214 3

Display Name SSG JO PRITCHETT
Employee ID 000000000
ACT Assignment ID 000000000

Next >

Date Range 4

Please review all sections for accuracy in the DD Form 214-1 Activity Guide. The Date range entered below should be the service period the DD Form 214-1 covers.

Name	Last Duty Assignment & Major Command	Station Where Separated
SSG JO PRITCHETT	DMO DCS G1 IPPS-A	

[View IPerms Data](#) [View Assignment Data](#)

Current DD Form 214 Period Range Selection

Date From	Date To
08/14/2018	03/31/2025

Prior DD Form 214 Period Range Selection

Date From	Date To

Member Signature Status
Available to Sign

Yes I have confirmed date range

SAVE

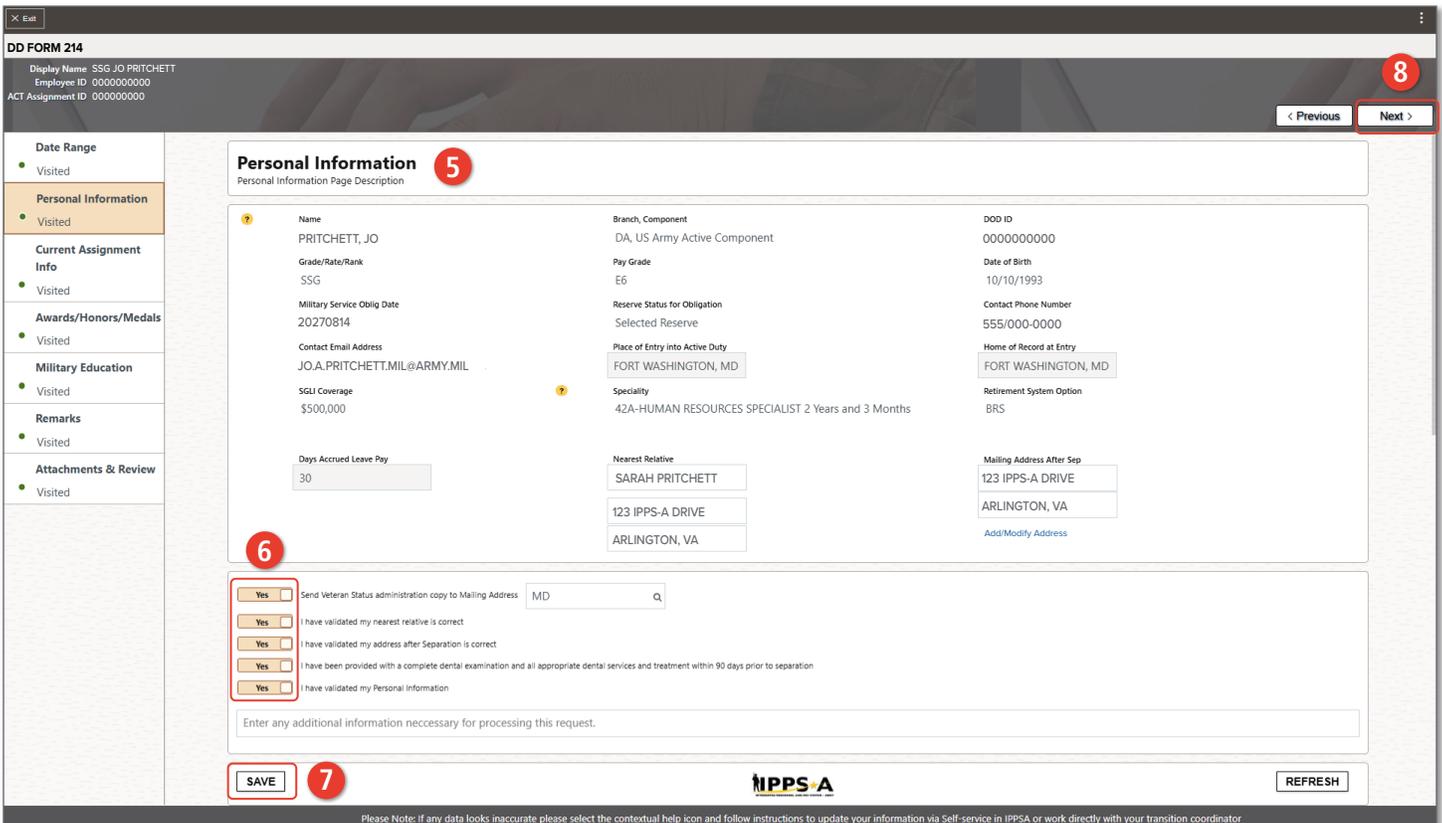
IPPS-A

Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator

Self-Service DD Form 214 CONTINUED

5. The **Personal Information** section displays. Review the populated Personal Information.
6. Validate and select **Yes** or **No** on each slider.
7. Click **Save**.
8. Select **Next** to continue.

 *NOTE: The Save button must be selected prior to selecting Next.*



The screenshot shows the 'DD FORM 214' self-service interface. The user is logged in as SSG JO PRITCHETT. The 'Personal Information' section is highlighted with a red circle '5'. It contains a table of personal data:

Name	PRITCHETT, JO	Branch, Component	DA, US Army Active Component	DOD ID	0000000000
Grade/Rate/Rank	SSG	Pay Grade	E6	Date of Birth	10/10/1993
Military Service Oblig Date	20270814	Reserve Status for Obligation	Selected Reserve	Contact Phone Number	555/000-0000
Contact Email Address	JO.A.PRITCHETT.MIL@ARMY.MIL	Place of Entry into Active Duty	FORT WASHINGTON, MD	Home of Record at Entry	FORT WASHINGTON, MD
SGI Coverage	\$500,000	Speciality	42A-HUMAN RESOURCES SPECIALIST 2 Years and 3 Months	Retirement System Option	BRS
Days Accrued Leave Pay	30	Nearest Relative	SARAH PRITCHETT	Mailing Address After Sep	123 IPPS-A DRIVE
			123 IPPS-A DRIVE		ARLINGTON, VA
			ARLINGTON, VA		Add/Modify Address

Below the table, there are five validation questions with 'Yes' buttons highlighted by a red box and a red circle '6':

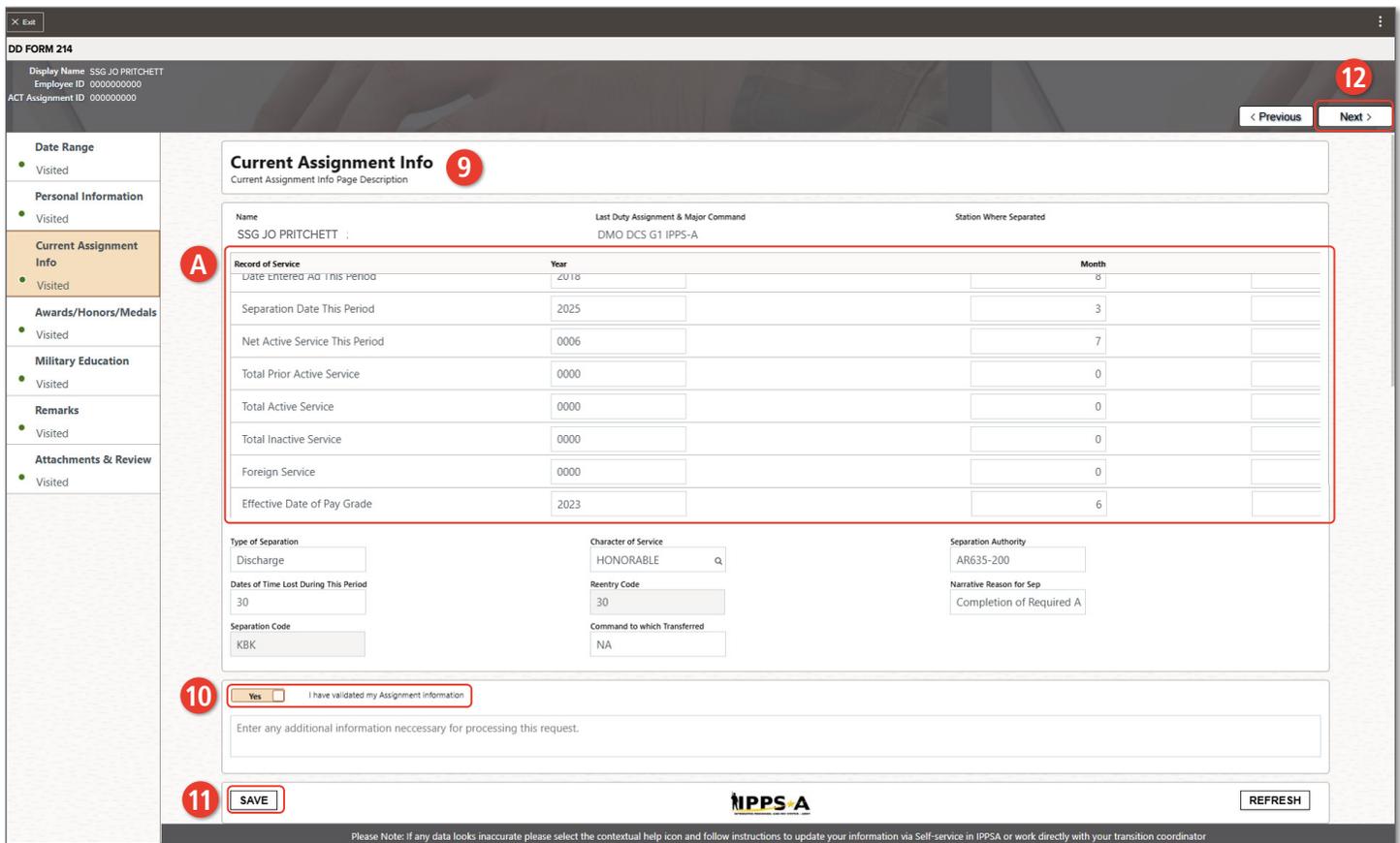
- Yes Send Veteran Status administration copy to Mailing Address MD
- Yes I have validated my nearest relative is correct
- Yes I have validated my address after Separation is correct
- Yes I have been provided with a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation
- Yes I have validated my Personal Information

At the bottom, there is a text field for 'Enter any additional information necessary for processing this request.' and a 'SAVE' button highlighted with a red box and a red circle '7'. A 'REFRESH' button is also visible. A red circle '8' highlights the 'Next >' button in the top right corner.

 *NOTE: Use the Additional Information text field to document or communicate details to the HR Professional on any incorrect Personal Information data. Once the Member selects the PUSHBACK button to return the form (see step 25B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.*

Self-Service DD Form 214 CONTINUED

9. The **Current Assignment Info** section displays. Review and verify the current assignment information.
 - 9A. Use the Vertical scrollbar in the table to scroll the **Record of Service** rows. Verify the rows as applicable.
10. Validate and select **Yes** on the **I have validated my Assignment Information** slider.
11. Click **Save**.
12. Select **Next** to continue.



DD FORM 214

Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

Current Assignment Info 9

Name: SSG JO PRITCHETT ; Last Duty Assignment & Major Command: DMO DCS G1 IPPS-A; Station Where Separated: [Empty]

Record of Service	Year	Month
Date Entered ADT This Period	2018	8
Separation Date This Period	2025	3
Net Active Service This Period	0006	7
Total Prior Active Service	0000	0
Total Active Service	0000	0
Total Inactive Service	0000	0
Foreign Service	0000	0
Effective Date of Pay Grade	2023	6

Type of Separation: Discharge; Character of Service: HONORABLE; Separation Authority: AR635-200

Dates of Time Lost During This Period: 30; Reentry Code: 30; Narrative Reason for Sep: Completion of Required A

Separation Code: KBK; Command to which Transferred: NA

10 I have validated my Assignment Information

11 **SAVE**

12 **NEXT**

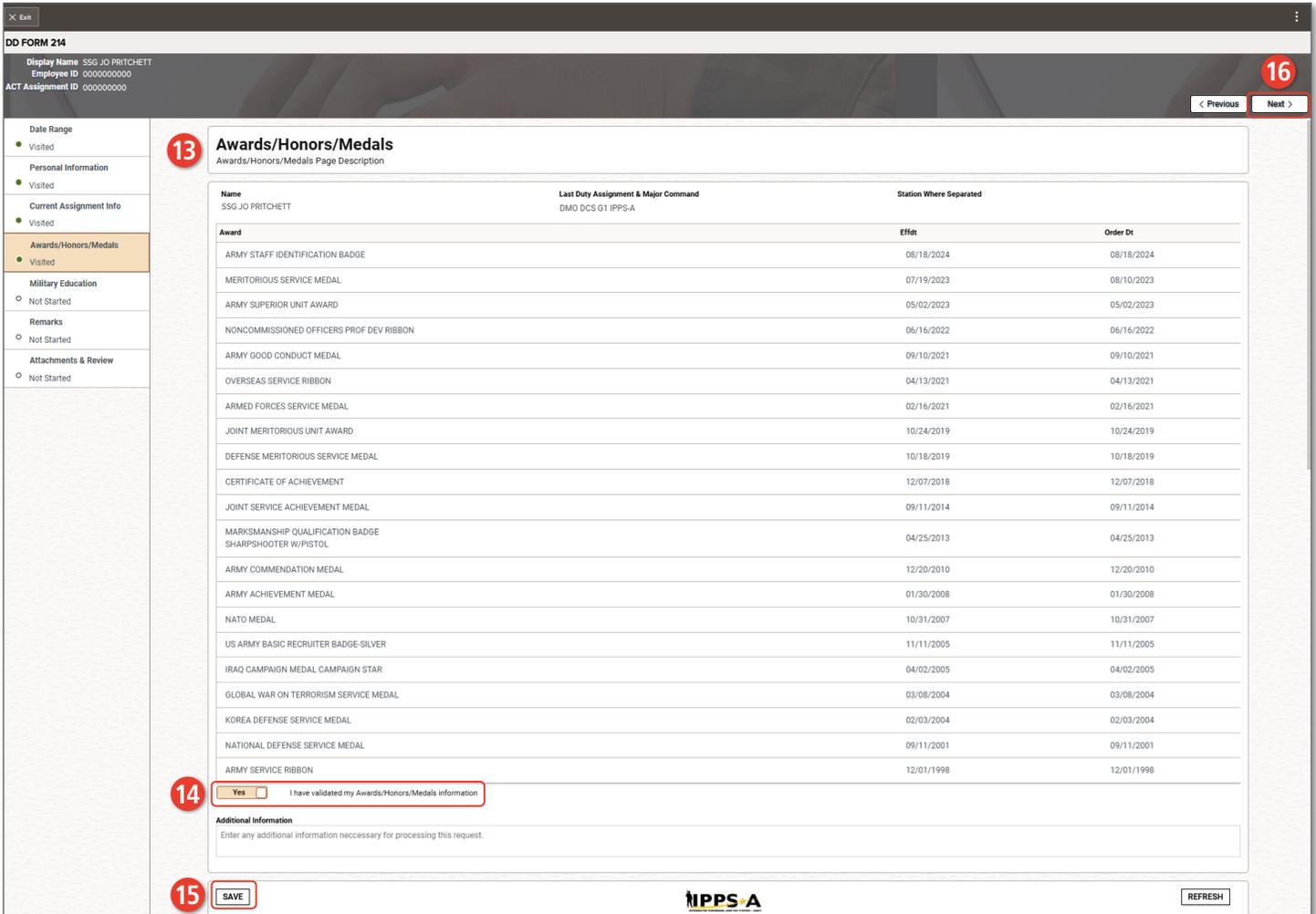
Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator

 **NOTE:** Use the **Additional Information** text field to document or communicate details to the HR Professional on any incorrect information or data under the **Current Assignment Info** page. Once the Member selects the **PUSHBACK** button to return the form (see step 25B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.

 **NOTE:** Reentry Codes do not apply to officers.

Self-Service DD Form 214 CONTINUED

13. The Awards/Honors/Medals section displays. Review and verify accuracy of award information.
14. Validate and select **Yes** on the I have validated my Awards/Honors/Medals information slider.
15. Click **Save**.
16. Select **Next** to continue.



DD FORM 214

Display Name: SSG JO PRITCHETT
Employee ID: 0000000000
ACT Assignment ID: 0000000000

13 Awards/Honors/Medals
Awards/Honors/Medals Page Description

Name	Last Duty Assignment & Major Command	Station Where Separated
SSG JO PRITCHETT	DMO DCS G1 IPPS-A	
Award	Effct	Order Dt
ARMY STAFF IDENTIFICATION BADGE	08/18/2024	08/18/2024
MERITORIOUS SERVICE MEDAL	07/19/2023	08/10/2023
ARMY SUPERIOR UNIT AWARD	05/02/2023	05/02/2023
NONCOMMISSIONED OFFICERS PROF DEV RIBBON	06/16/2022	06/16/2022
ARMY GOOD CONDUCT MEDAL	09/10/2021	09/10/2021
OVERSEAS SERVICE RIBBON	04/13/2021	04/13/2021
ARMED FORCES SERVICE MEDAL	02/16/2021	02/16/2021
JOINT MERITORIOUS UNIT AWARD	10/24/2019	10/24/2019
DEFENSE MERITORIOUS SERVICE MEDAL	10/18/2019	10/18/2019
CERTIFICATE OF ACHIEVEMENT	12/07/2018	12/07/2018
JOINT SERVICE ACHIEVEMENT MEDAL	09/11/2014	09/11/2014
MARKSMANSHIP QUALIFICATION BADGE SHARPSHOOTER W/PISTOL	04/25/2013	04/25/2013
ARMY COMMENDATION MEDAL	12/20/2010	12/20/2010
ARMY ACHIEVEMENT MEDAL	01/30/2008	01/30/2008
NATO MEDAL	10/31/2007	10/31/2007
US ARMY BASIC RECRUITER BADGE-SILVER	11/11/2005	11/11/2005
IRAQ CAMPAIGN MEDAL CAMPAIGN STAR	04/02/2005	04/02/2005
GLOBAL WAR ON TERRORISM SERVICE MEDAL	03/08/2004	03/08/2004
KOREA DEFENSE SERVICE MEDAL	02/03/2004	02/03/2004
NATIONAL DEFENSE SERVICE MEDAL	09/11/2001	09/11/2001
ARMY SERVICE RIBBON	12/01/1998	12/01/1998

14 Yes No I have validated my Awards/Honors/Medals information

Additional Information
Enter any additional information necessary for processing this request.

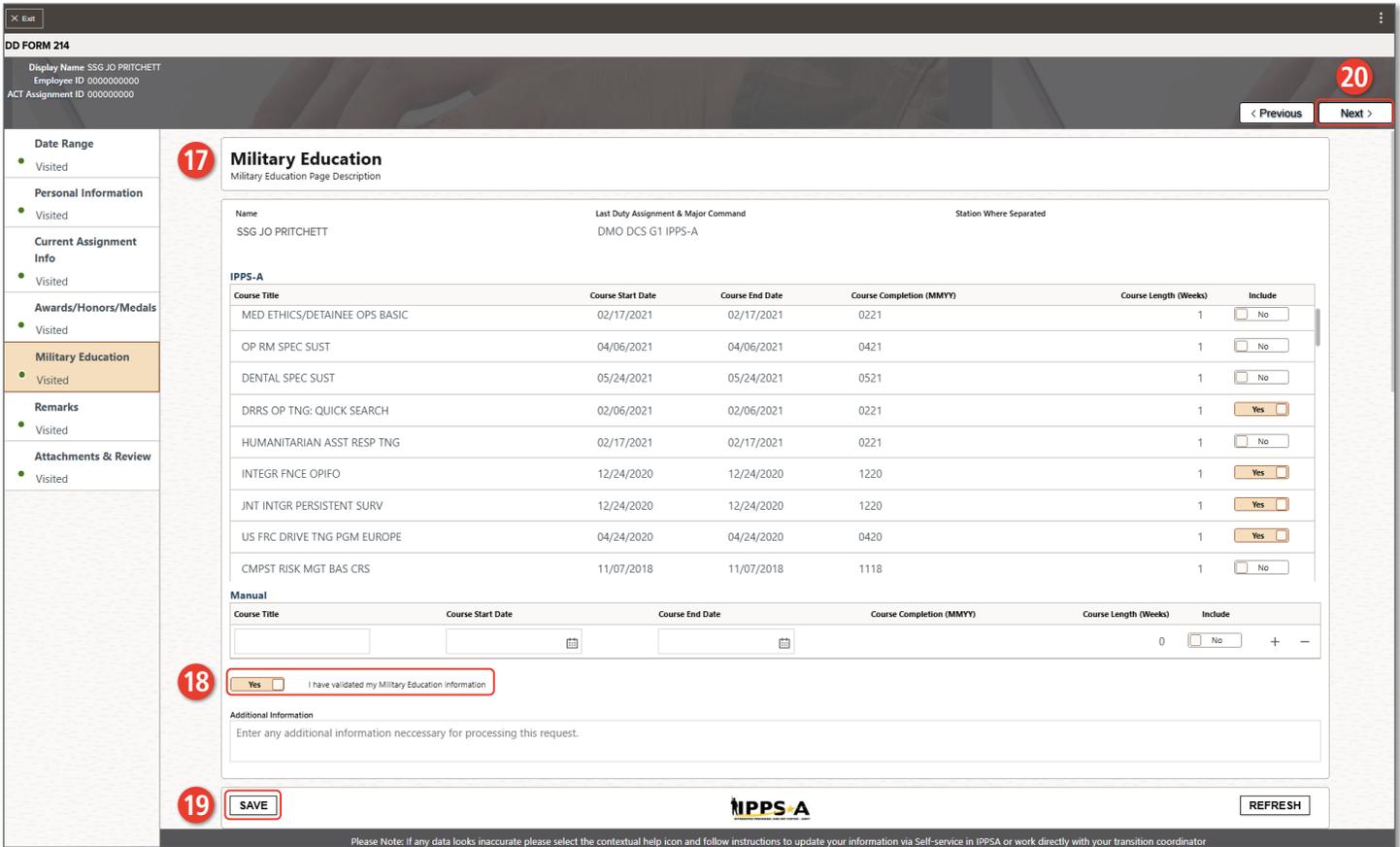
15 **SAVE** **IPPS-A** **REFRESH**

16 < Previous Next >

 **NOTE:** Use the Additional Information text field to document or communicate details to the HR Professional, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. Once the Member selects the PUSHBACK button to return the form (see step 25B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.

Self-Service DD Form 214 CONTINUED

17. The **Military Education** section displays. Review and verify information and data for accuracy.
18. Validate and select **Yes** on the **I have validated my Military Education information** slider.
19. Click **Save**.
20. Select **Next** to continue.



DD FORM 214
Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

17 Military Education
Military Education Page Description

Name: SSG JO PRITCHETT Last Duty Assignment & Major Command: DMO DCS G1 IPPS-A Station Where Separated:

IPPS-A Course Title	Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include
MED ETHICS/DETAINEE OPS BASIC	02/17/2021	02/17/2021	0221	1	<input type="checkbox"/> No
OP RM SPEC SUST	04/06/2021	04/06/2021	0421	1	<input type="checkbox"/> No
DENTAL SPEC SUST	05/24/2021	05/24/2021	0521	1	<input type="checkbox"/> No
DRRS OP TNG: QUICK SEARCH	02/06/2021	02/06/2021	0221	1	<input checked="" type="checkbox"/> Yes
HUMANITARIAN ASST RESP TNG	02/17/2021	02/17/2021	0221	1	<input type="checkbox"/> No
INTEGR FNCE OPIFO	12/24/2020	12/24/2020	1220	1	<input checked="" type="checkbox"/> Yes
JNT INTGR PERSISTENT SURV	12/24/2020	12/24/2020	1220	1	<input checked="" type="checkbox"/> Yes
US FRC DRIVE TNG PGM EUROPE	04/24/2020	04/24/2020	0420	1	<input checked="" type="checkbox"/> Yes
CMPST RISK MGT BAS CRS	11/07/2018	11/07/2018	1118	1	<input type="checkbox"/> No

Manual

Course Title	Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/> No + -

18 I have validated my Military Education information

19 **SAVE** **IPPS-A** **REFRESH**

Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator

 **NOTE:** Use the Additional Information text field to document or communicate details to the HR Professional on any incorrect or missing Military Education data. Once the Member selects the PUSHBACK button to return the form (see step 25B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.

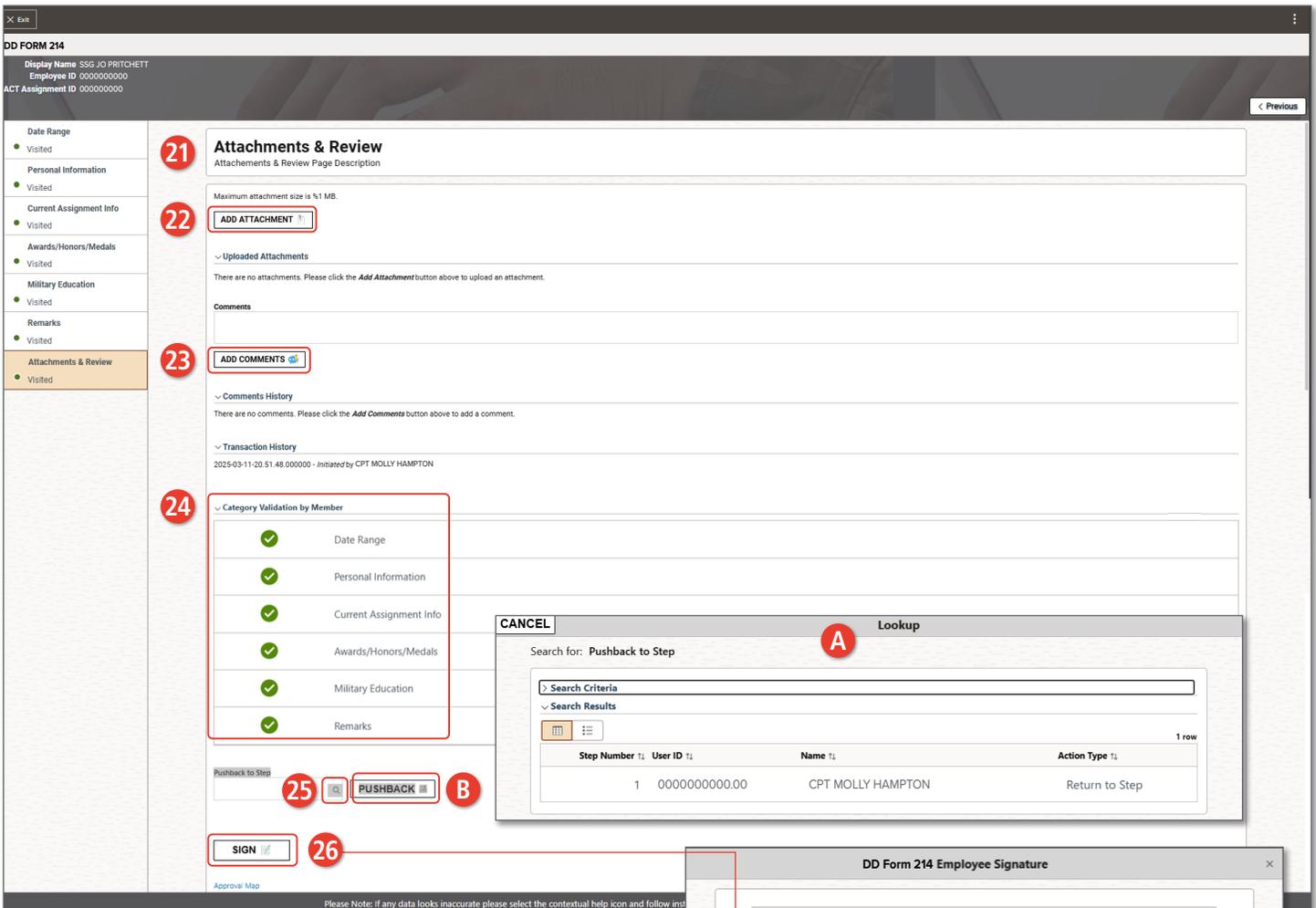
 **NOTE:** The Remarks section is viewable by the HR Professional and the Signature Authority, but not by the Member.

Self-Service DD Form 214 CONTINUED

21. The **Attachments & Review** section displays.
22. Select the **Add Attachments** icon to attach any supporting documents.
23. Select the **Add Comments** icon to add any desired comments.



NOTE: The HR Professional, Member, and Signature Authority will all be able to see and review the added comments.



The screenshot shows the 'Attachments & Review' section of the DD Form 214 interface. Callout 21 points to the section title. Callout 22 points to the 'ADD ATTACHMENT' button. Callout 23 points to the 'ADD COMMENTS' button. Callout 24 points to the 'Category Validation by Member' section, which lists categories with green checkmarks: Date Range, Personal Information, Current Assignment Info, Awards/Honors/Medals, Military Education, and Remarks. Callout 25 points to the 'PUSHBACK TO STEP' button, which opens a 'Lookup' window. Callout 26 points to the 'SIGN' button, which opens the 'DD Form 214 Employee Signature' window. The 'Lookup' window shows search criteria and results for 'Pushback to Step' with one row: Step Number 1, User ID 0000000000.00, Name CPT MOLLY HAMPTON, and Action Type Return to Step. The 'DD Form 214 Employee Signature' window contains instructions and a 'SIGN FORM AND SUBMIT' button.

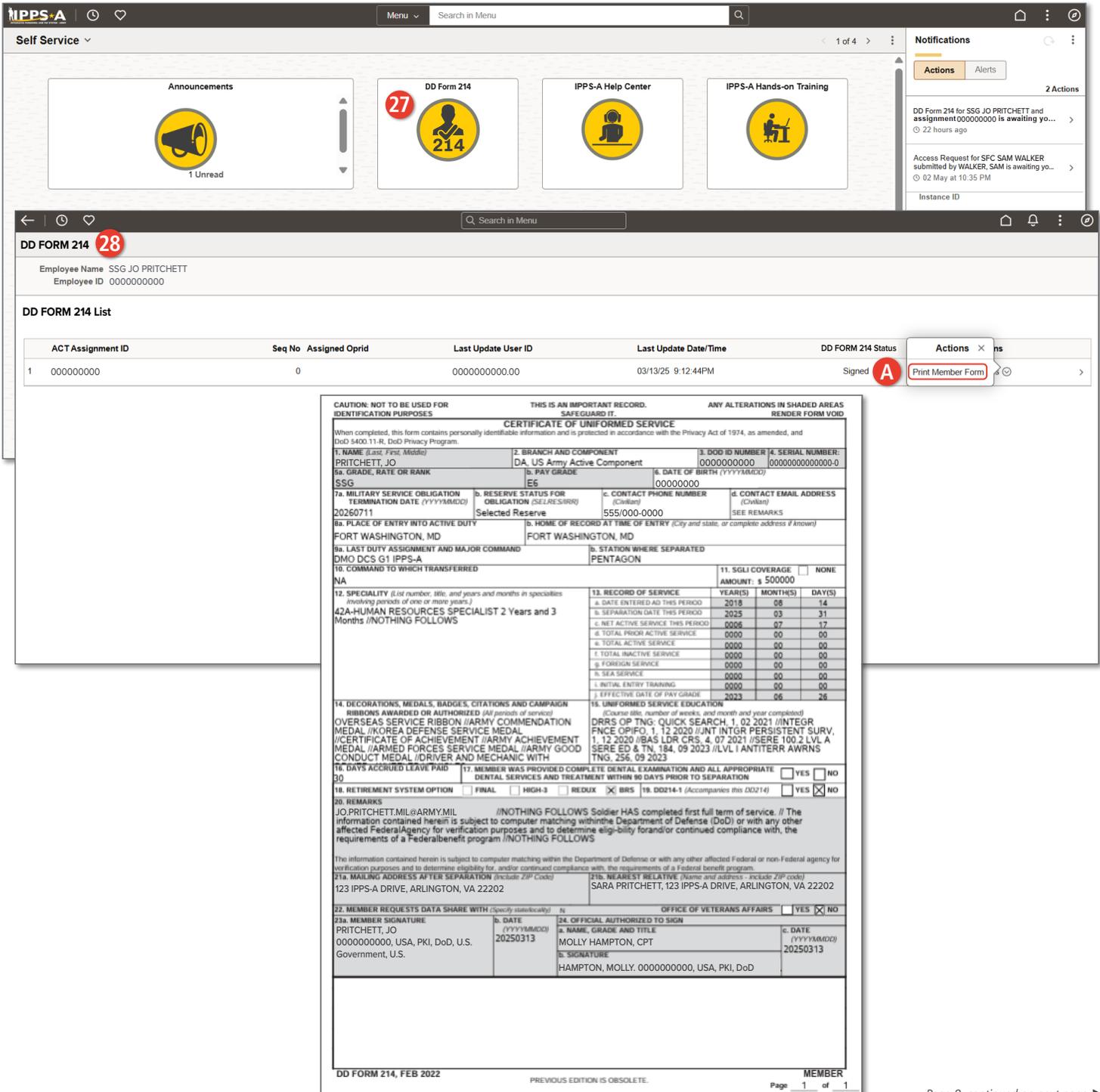
24. Review the **Category Validation by Member** section to ensure every category/tab has been saved as indicated by the checkmark icon.
25. Click the **Pushback to Step** lookup tool, if corrections are required.
 - 25A. The **Lookup** page displays. Select the desired User (HR Professional).
 - 25B. Click the **PUSHBACK** button (the form is returned to the selected User (HR Professional)).
26. Select **SIGN**, if no corrections are required.
 - 26A. Select **SIGN FORM AND SUBMIT** to complete process.

Print DD Form 214

27. From the **Self-Service** landing page, navigate to the **DD Form 214** Tile.
28. Select the **DD Form 214** Tile to open the **DD Form 214** landing page.
- 28A. Select the action drop-down and select **Print Member Form**.



NOTE: A final/approved DD Form 214 will be available for printing once signed by the Signature Authority.



DD FORM 214 28

Employee Name: SSG JO PRITCHETT
Employee ID: 0000000000

ACT Assignment ID	Seq No	Assigned OprId	Last Update User ID	Last Update Date/Time	DD FORM 214 Status	Actions
1	000000000	0	0000000000.00	03/13/25 9:12:44PM	Signed	Print Member Form

CERTIFICATE OF UNIFORMED SERVICE

When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended, and DoD 5400.11-R, DoD Privacy Program.

1. NAME (Last, First, Middle): PRITCHETT, JO
 2. BRANCH AND COMPONENT: DA, US Army Active Component
 3. DOD ID NUMBER: 0000000000
 4. SERIAL NUMBER: 0000000000000-0

5a. GRADE, RATE OR RANK: SSG
 b. PAY GRADE: E5
 c. DATE OF BIRTH (YYYYMMDD): 00000000

7a. MILITARY SERVICE OBLIGATION TERMINATION DATE (YYYYMMDD): 20260711
 b. RESERVE STATUS FOR OBLIGATION (SFL/RES/IRR): Selected Reserve
 c. CONTACT PHONE NUMBER: 555/000-0000
 d. CONTACT EMAIL ADDRESS: SEE REMARKS

8a. PLACE OF ENTRY INTO ACTIVE DUTY: FORT WASHINGTON, MD
 b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known): FORT WASHINGTON, MD

9a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND: DMO DCS G1 IPPS-A
 b. STATION WHERE SEPARATED: PENTAGON

11. SGLI COVERAGE: NONE
 AMOUNT: \$ 500000

12. SPECIALITY (List number, title, and years and months in specialties involving periods of one or more years): 42A-HUMAN RESOURCES SPECIALIST 2 Years and 3 Months /NOTHING FOLLOWS

13. RECORD OF SERVICE	YEAR(S)	MONTH(S)	DAY(S)
a. DATE ENTERED AD THIS PERIOD	2018	08	14
b. SEPARATION DATE THIS PERIOD	2025	03	31
c. NET ACTIVE SERVICE THIS PERIOD	0006	07	17
d. TOTAL PRIOR ACTIVE SERVICE	0000	00	00
e. TOTAL ACTIVE SERVICE	0006	00	00
f. TOTAL INACTIVE SERVICE	0000	00	00
g. FOREIGN SERVICE	0000	00	00
h. SEA SERVICE	0000	00	00
i. INITIAL ENTRY TRAINING	0000	00	00
j. EFFECTIVE DATE OF PAY GRADE	2023	06	26

14. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service): OVERSEAS SERVICE RIBBON //ARMY COMMENDATION MEDAL //KOREA DEFENSE SERVICE MEDAL //CERTIFICATE OF ACHIEVEMENT //ARMY ACHIEVEMENT MEDAL //ARMED FORCES SERVICE MEDAL //ARMY GOOD CONDUCT MEDAL //DRIVER AND MECHANIC WITH

15. UNIFORMED SERVICE EDUCATION (Course title, number of weeks, and month and year completed): DRRS OP TNG: QUICK SEARCH, 1, 02 2021 //INTEGR FNCE OP/FO, 1, 12 2020 //JNT INTRGR PERSISTENT SURV, 1, 12 2020 //BAS LDR CRS, 4, 07 2021 //SERIE 100, 2, LVL, A, SERE ED & TN, 184, 09 2023 //LVL I ANTI/TERR AWARN TNG, 256, 09 2023

16. DAYS ACCRUED LEAVE PAID: 30
 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION: YES NO

18. RETIREMENT SYSTEM OPTION: FINAL HIGH-3 REDUX BRS
 19. DD214-1 (Accompanies this DD214): YES NO

20. REMARKS: JO.PRITCHETT.MIL@ARMY.MIL //NOTHING FOLLOWS Soldier HAS completed first full term of service. // The information contained herein is subject to computer matching within the Department of Defense (DoD) or with any other affected Federal Agency for verification purposes and to determine eligibility for and/or continued compliance with, the requirements of a Federal benefit program //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, and/or continued compliance with, the requirements of a Federal benefit program.

21a. MAILING ADDRESS AFTER SEPARATION (include ZIP Code): 123 IPSS-A DRIVE, ARLINGTON, VA 22202
 21b. NEAREST RELATIVE (Name and address - include ZIP code): SARA PRITCHETT, 123 IPSS-A DRIVE, ARLINGTON, VA 22202

22. MEMBER REQUESTS DATA SHARE WITH (specify statistically): YES NO

23a. MEMBER SIGNATURE: PRITCHETT, JO
 b. DATE (YYYYMMDD): 20250313
 c. DATE (YYYYMMDD): 20250313

24. OFFICIAL AUTHORIZED TO SIGN
 a. NAME, GRADE AND TITLE: MOLLY HAMPTON, CPT
 b. SIGNATURE: HAMPTON, MOLLY.0000000000, USA, PKI, DoD
 c. DATE (YYYYMMDD): 20250313

DD FORM 214, FEB 2022
 PREVIOUS EDITION IS OBSOLETE.
 MEMBER Page 1 of 1

Self-Service DD Form 214-1 (Reserve Component Addendum)

The DD Form 214-1 documents all selected Guard and Reserve service. ARNG and USAR Members who separate from their component while in a Reserve status or transfer to the Individual Ready Reserve (IRR) will receive the DD Form 214-1 along with the standard DD Form 214.

NAVIGATION: *Self-Service Homepage > DD Form 214*

 **NOTE:** The official edition of Department of Defense (DD) forms are available at <https://www.esd.whs.mil/Directives/forms/>.

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. Pursuant to Section 570 of Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," the DD Form 214-1, in conjunction with the DD Form 214, represents the standard record of service for Members of the Reserve Components (Reference DoDI 1336.01).

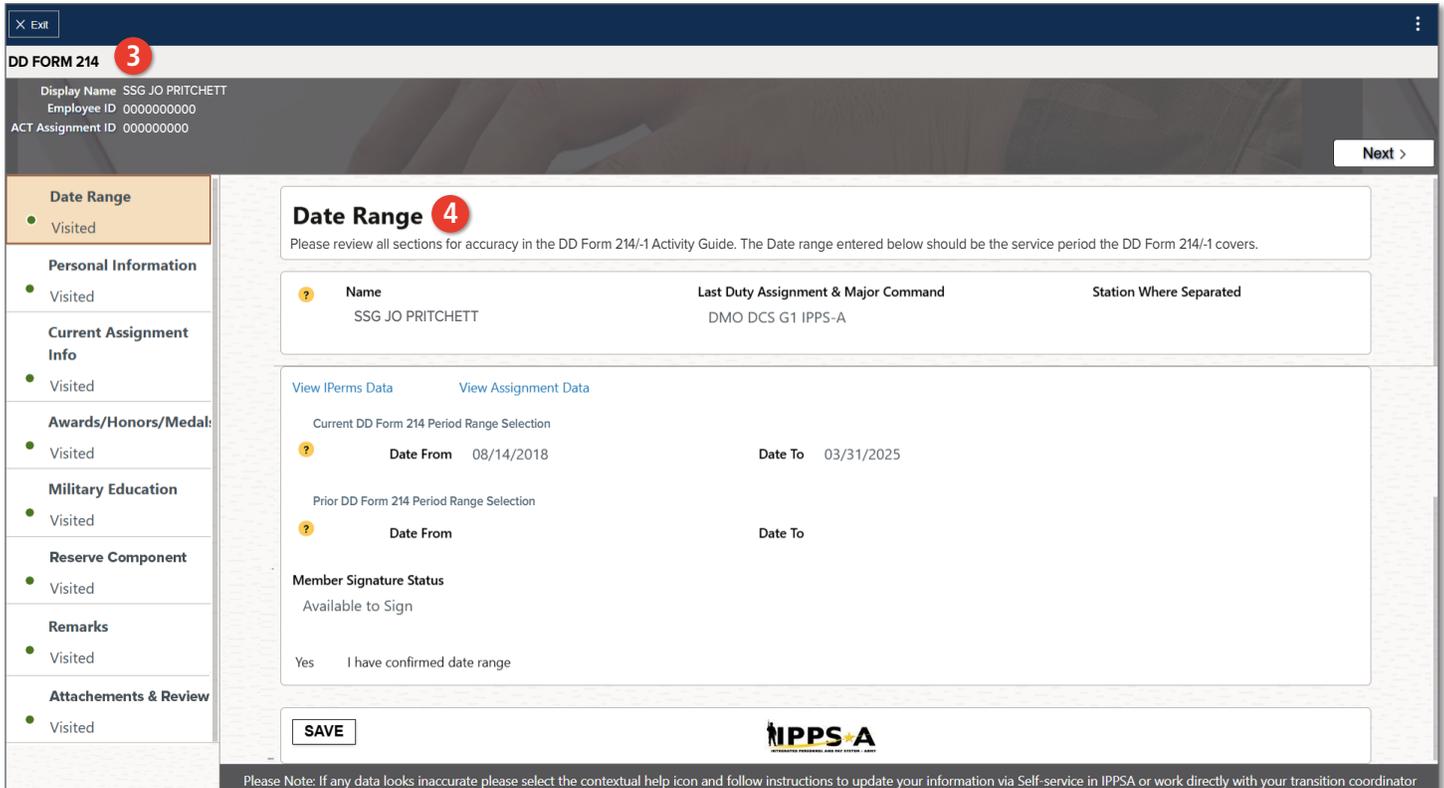
1. From the **Self-Service** landing page, navigate to the **DD Form 214** Tile or select the desired **Action** from the **Notifications** list.
2. If navigating via the **DD Form 214** Tile, select the **DD Form 214** Tile to open the **DD Form 214** landing page.
 - 2A. The DD Form 214 landing page displays.
 - 2B. Select the desired DD Form 214 from the **DD Form 214 List**.

DD FORM 214 List

ACT Assignment ID	Seq No	Assigned OprId	Last Update User ID	Last Update Date/Time	DD214 Status	Actions
1 000000000	0	0000000000.00	0000000000.00	03/12/25 4:44:58PM	Draft	Actions

Self-Service DD Form 214-1 CONTINUED

3. The DD Form 214 landing page displays. Use the different tabs to navigate through the DD Form 214.
4. The Date Range section is view only for the Member.



The screenshot shows the 'DD FORM 214' landing page. A red circle with the number '3' highlights the 'DD FORM 214' header. Below the header, user information is displayed: Display Name SSG JO PRITCHETT, Employee ID 000000000, and ACT Assignment ID 000000000. A 'Next >' button is in the top right. On the left is a navigation menu with categories: Date Range (visited), Personal Information (visited), Current Assignment Info (visited), Awards/Honors/Medals (visited), Military Education (visited), Reserve Component (visited), Remarks (visited), and Attachments & Review (visited). The main content area is titled 'Date Range' with a red circle and '4'. Below the title is a warning: 'Please review all sections for accuracy in the DD Form 214-1 Activity Guide. The Date range entered below should be the service period the DD Form 214-1 covers.' A table follows with columns: Name (SSG JO PRITCHETT), Last Duty Assignment & Major Command (DMO DCS G1 IPPS-A), and Station Where Separated. Below the table are links for 'View IPerms Data' and 'View Assignment Data'. Two sections for 'Current DD Form 214 Period Range Selection' and 'Prior DD Form 214 Period Range Selection' are shown, each with 'Date From' and 'Date To' fields. The 'Current' section has values '08/14/2018' and '03/31/2025'. Below this is the 'Member Signature Status' section, which is 'Available to Sign'. A 'Yes I have confirmed date range' option is selected. A 'SAVE' button is at the bottom left of the main content area. The IPPS-A logo is at the bottom center. A footer note reads: 'Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator'.

Self-Service DD Form 214-1 CONTINUED

5. The **Personal Information** section displays. Review the populated Personal Information.
6. Validate and select **Yes** or **No** on each slider.
7. Click **Save**.
8. Select **Next** to continue.

 *NOTE: The Save button must be selected prior to selecting Next.*

DD FORM 214
Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

Personal Information 5
Personal Information Page Description

Name PRITCHETT, JO	Branch, Component DA, US Army Active Component	DOD ID 000000000
Grade/Rate/Rank SSG	Pay Grade E6	Date of Birth 10/10/1993
Military Service Oblig Date 20270814	Reserve Status for Obligation Selected Reserve	Contact Phone Number 555/000-0000
Contact Email Address JO.A.PRITCHETT.MIL@ARMY.MIL	Place of Entry into Active Duty FORT WASHINGTON, MD	Home of Record at Entry FORT WASHINGTON, MD
SGLI Coverage \$500,000	Specialty 42A-HUMAN RESOURCES SPECIALIST 2 Years and 3 Months	Retirement System Option BRS
Days Accrued Leave Pay 30	Nearest Relative SARAH PRITCHETT	Mailing Address After Sep 123 IPPS-A DRIVE
		ARLINGTON, VA

6

Yes Send Veteran Status administration copy to Mailing Address MD
 Yes I have validated my nearest relative is correct
 Yes I have validated my address after Separation is correct
 Yes I have been provided with a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation
 Yes I have validated my Personal Information

7 **SAVE**

8 **Next >**

IPPSA **REFRESH**

Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator

 *NOTE: Use the Additional Information text field to document or communicate details to the HR Professional on any incorrect Personal Information data. Once the Member selects the PUSHBACK button to return the form (see step 29B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.*

Self-Service DD Form 214-1 CONTINUED

9. The **Current Assignment Info** section displays. Review and verify the current assignment information.

9A. Use the Vertical scrollbar in the table to scroll the **Record of Service** rows. Verify the rows as applicable.

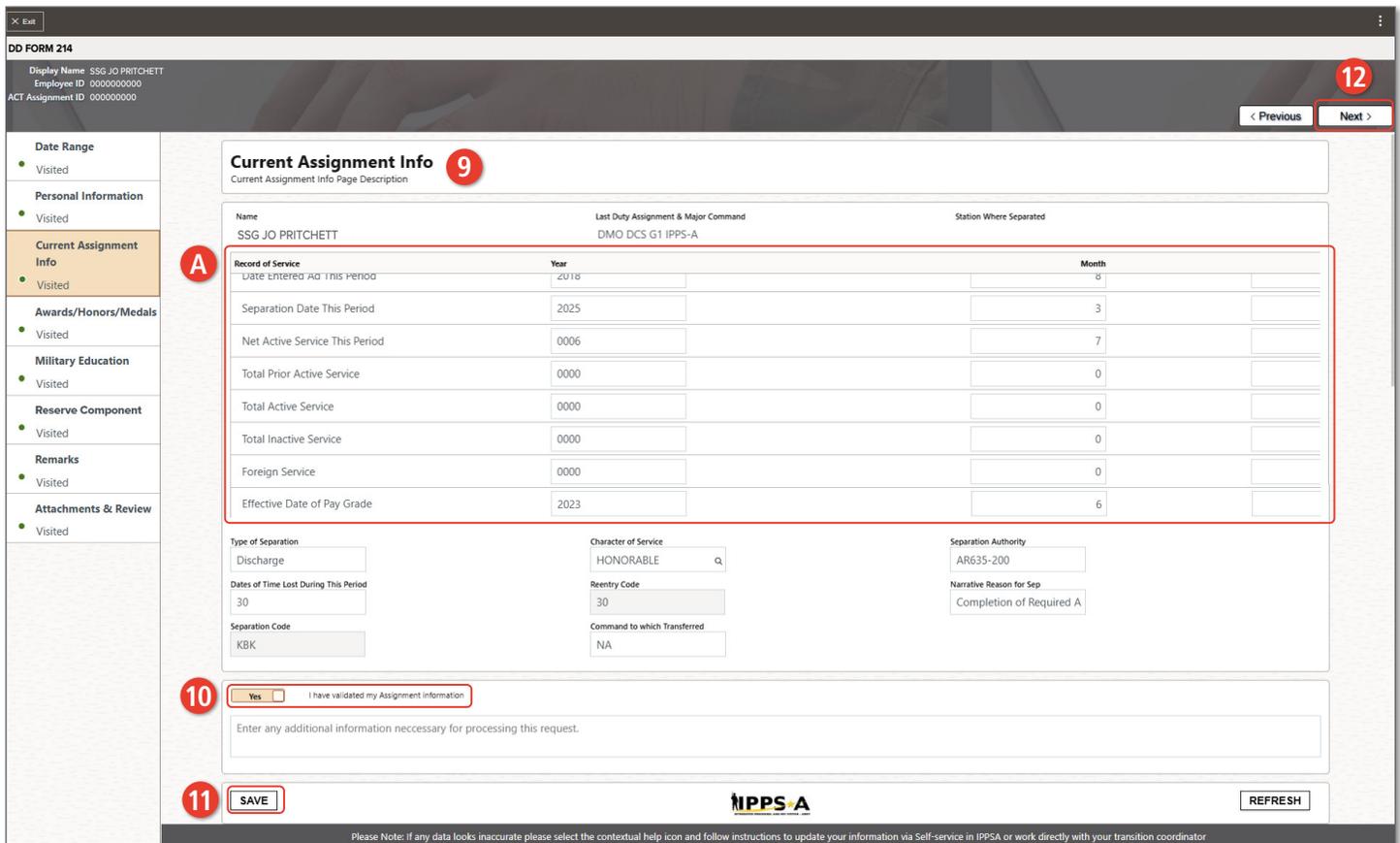


NOTE: All rows, except the Effective Date of Pay Grade, must reflect zero, as this information will be reflected under the Reserve Component section.

10. Validate and select **Yes** on the **I have validated my Assignment Information** slider.

11. Click **Save**.

12. Select **Next** to continue.



DD FORM 214
Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

Current Assignment Info 9
Current Assignment Info Page Description

Record of Service	Year	Month
Date Entered ADT This Period	2018	8
Separation Date This Period	2025	3
Net Active Service This Period	0006	7
Total Prior Active Service	0000	0
Total Active Service	0000	0
Total Inactive Service	0000	0
Foreign Service	0000	0
Effective Date of Pay Grade	2023	6

Type of Separation: Discharge
Character of Service: HONORABLE
Separation Authority: AR635-200
Reentry Code: 30
Command to which Transferred: NA
Narrative Reason for Sep: Completion of Required A

Yes No I have validated my Assignment Information

Enter any additional information necessary for processing this request.

SAVE **IPPS-A** **REFRESH**

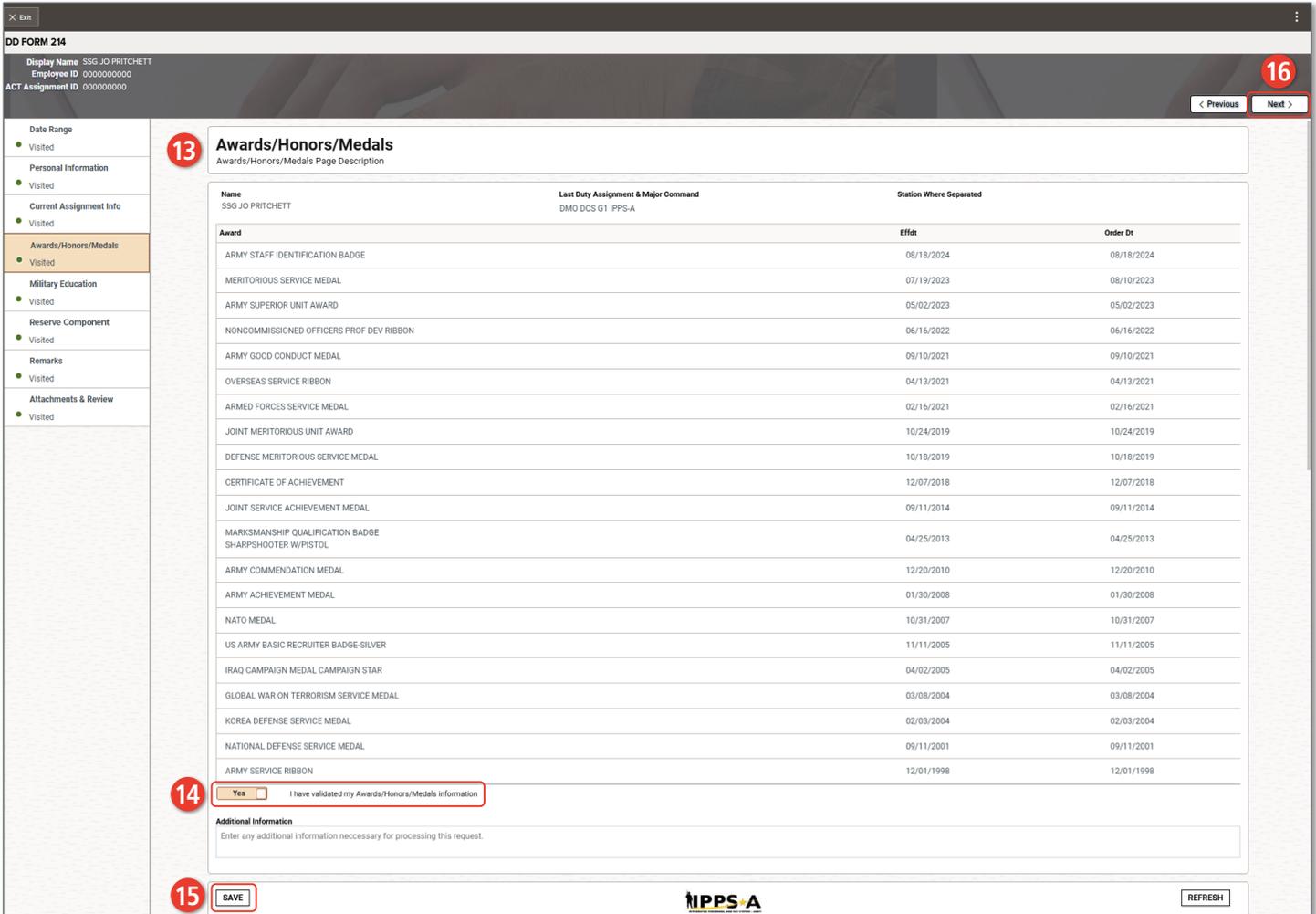
Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator

 *NOTE: Use the Additional Information text field to document or communicate details to the HR Professional on any incorrect information or data under the Current Assignment Info page. Once the Member selects the PUSHBACK button to return the form (see step 29B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.*

 *NOTE: Reentry Codes do not apply to officers.*

Self-Service DD Form 214-1 CONTINUED

13. The Awards/Honors/Medals section displays. Review and verify accuracy of award information.
14. Validate and select **Yes** on the **I have validated my Awards/Honors/Medals information** slider.
15. Click **Save**.
16. Select **Next** to continue.



DD FORM 214
Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

13 Awards/Honors/Medals
Awards/Honors/Medals Page Description

Name	Last Duty Assignment & Major Command	Station Where Separated
SSG JO PRITCHETT	DMO DCS G1 IPPS-A	
Award	Effct	Order Dt
ARMY STAFF IDENTIFICATION BADGE	08/18/2024	08/18/2024
MERITORIOUS SERVICE MEDAL	07/19/2023	08/10/2023
ARMY SUPERIOR UNIT AWARD	05/02/2023	05/02/2023
NONCOMMISSIONED OFFICERS PROF DEV RIBBON	06/16/2022	06/16/2022
ARMY GOOD CONDUCT MEDAL	09/10/2021	09/10/2021
OVERSEAS SERVICE RIBBON	04/13/2021	04/13/2021
ARMED FORCES SERVICE MEDAL	02/16/2021	02/16/2021
JOINT MERITORIOUS UNIT AWARD	10/24/2019	10/24/2019
DEFENSE MERITORIOUS SERVICE MEDAL	10/18/2019	10/18/2019
CERTIFICATE OF ACHIEVEMENT	12/07/2018	12/07/2018
JOINT SERVICE ACHIEVEMENT MEDAL	09/11/2014	09/11/2014
MARKSMANSHIP QUALIFICATION BADGE SHARPSHOOTER W/PISTOL	04/25/2013	04/25/2013
ARMY COMMENDATION MEDAL	12/20/2010	12/20/2010
ARMY ACHIEVEMENT MEDAL	01/30/2008	01/30/2008
NATO MEDAL	10/31/2007	10/31/2007
US ARMY BASIC RECRUITER BADGE-SILVER	11/11/2005	11/11/2005
IRAQ CAMPAIGN MEDAL CAMPAIGN STAR	04/02/2005	04/02/2005
GLOBAL WAR ON TERRORISM SERVICE MEDAL	03/08/2004	03/08/2004
KOREA DEFENSE SERVICE MEDAL	02/03/2004	02/03/2004
NATIONAL DEFENSE SERVICE MEDAL	09/11/2001	09/11/2001
ARMY SERVICE RIBBON	12/01/1998	12/01/1998

14 Yes No I have validated my Awards/Honors/Medals information

15 **SAVE**

16 **Next >**

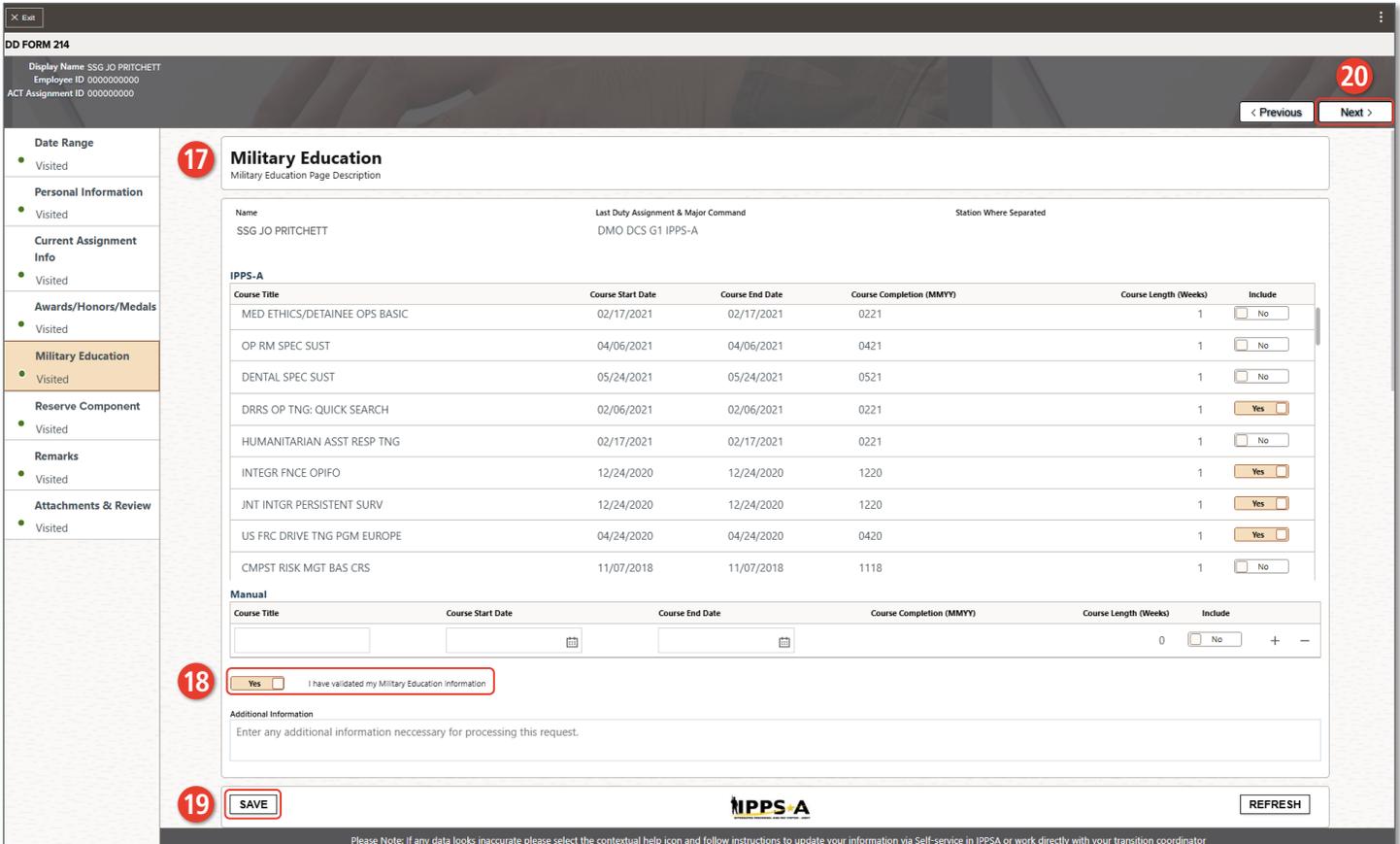
Additional Information
Enter any additional information necessary for processing this request.

IPPS-A REFRESH

 **NOTE:** Use the Additional Information text field to document or communicate details to the HR Professional, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. Once the Member selects the PUSHBACK button to return the form (see step 29B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.

Self-Service DD Form 214-1 CONTINUED

17. The **Military Education** section displays. Review and verify information and data for accuracy.
18. Validate and select **Yes** on the **I have validated my Military Education information** slider.
19. Click **Save**.
20. Select **Next** to continue.



DD FORM 214
Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

17 Military Education
Military Education Page Description

Name: SSG JO PRITCHETT Last Duty Assignment & Major Command: DMO DCS G1 IPPS-A Station Where Separated:

Course Title	Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include
MED ETHICS/DETAINEE OPS BASIC	02/17/2021	02/17/2021	0221	1	<input type="checkbox"/> No
OP RM SPEC SUST	04/06/2021	04/06/2021	0421	1	<input type="checkbox"/> No
DENTAL SPEC SUST	05/24/2021	05/24/2021	0521	1	<input type="checkbox"/> No
DRRS OP TNG: QUICK SEARCH	02/06/2021	02/06/2021	0221	1	<input checked="" type="checkbox"/> Yes
HUMANITARIAN ASST RESP TNG	02/17/2021	02/17/2021	0221	1	<input type="checkbox"/> No
INTEGR FNCE OPIFO	12/24/2020	12/24/2020	1220	1	<input checked="" type="checkbox"/> Yes
JNT INTGR PERSISTENT SURV	12/24/2020	12/24/2020	1220	1	<input checked="" type="checkbox"/> Yes
US FRC DRIVE TNG PGM EUROPE	04/24/2020	04/24/2020	0420	1	<input checked="" type="checkbox"/> Yes
CMPST RISK MGT BAS CRS	11/07/2018	11/07/2018	1118	1	<input type="checkbox"/> No

18 Yes I have validated my Military Education information

19 **SAVE** **REFRESH**

20 **Next >**

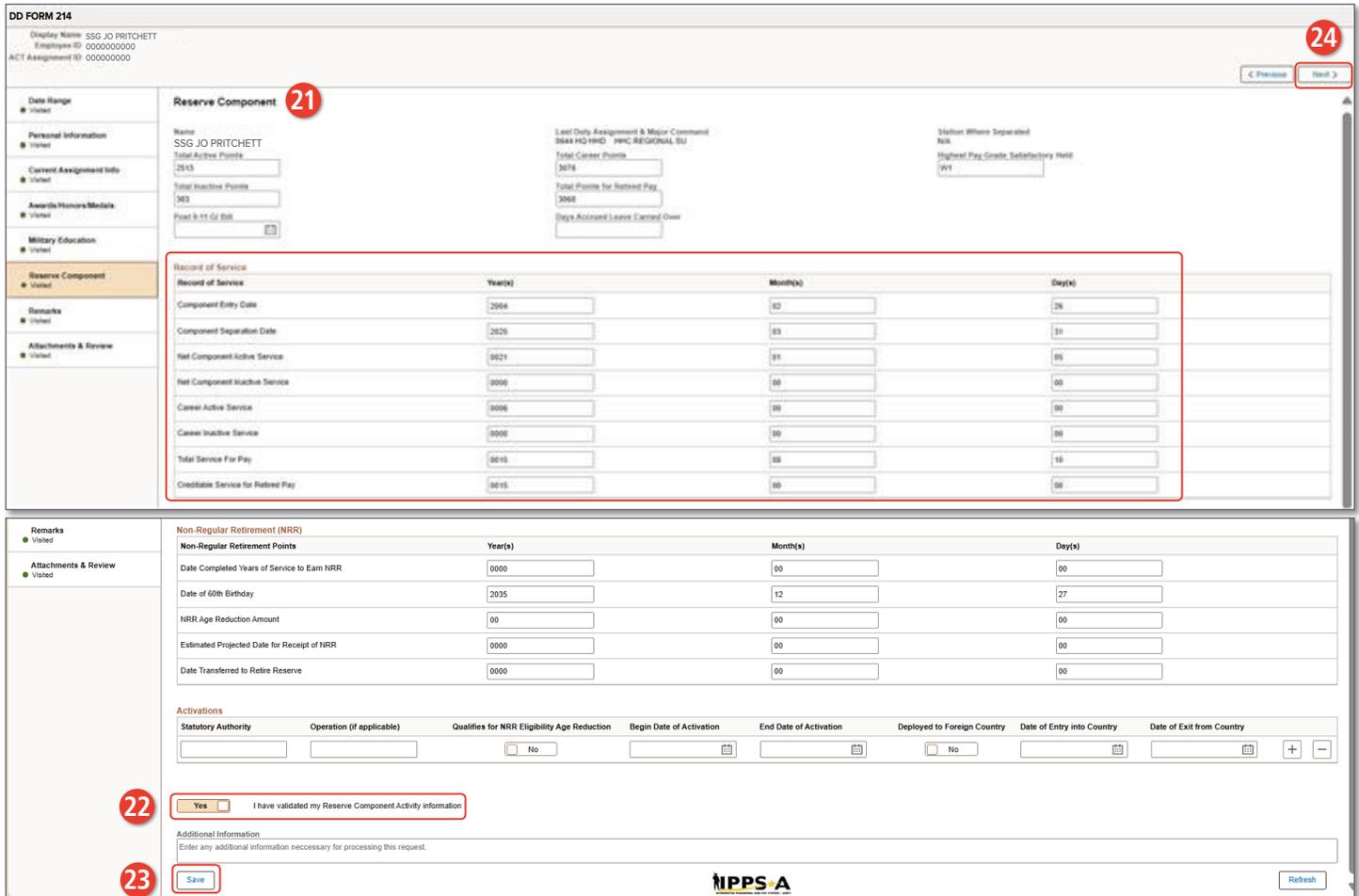
Please Note: If any data looks inaccurate please select the contextual help icon and follow instructions to update your information via Self-service in IPPSA or work directly with your transition coordinator

 **NOTE:** Use the Additional Information text field to document or communicate details to the HR Professional on any incorrect or missing Military Education data. Once the Member selects the PUSHBACK button to return the form (see step 29B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.

 **NOTE:** The Remarks section is viewable by the HR Professional and the Signature Authority, but not by the Member.

Self-Service DD Form 214-1 CONTINUED

21. The Reserve Component section displays. Review, verify information, and data for accuracy.
22. Validate and select Yes on the I have validated Remarks slider.
23. Click Save.
24. Select Next to continue.



DD FORM 214
Display Name: SSG JO PRITCHETT
Employee ID: 000000000
ACT Assignment ID: 000000000

Reserve Component 21

Name: SSG JO PRITCHETT
Last Duty Assignment & Major Command: 9644 HQ HHC 4TH REGIONAL SIG
Station Where Separated: N/A
Total Active Points: 2513
Total Career Points: 2676
Total Inactive Points: 363
Total Points for Retired Pay: 3066
Post 9.11 GI Bill:
Days Accrued Leave Earned Over:

Station Where Separated: N/A
Highest Pay Grade Satisfactory Held: W1

Record of Service	Year(s)	Month(s)	Day(s)
Component Entry Date	2006	02	26
Component Separation Date	2026	05	14
Net Component Active Service	0021	01	06
Net Component Inactive Service	0000	00	00
Career Active Service	0006	00	00
Career Inactive Service	0000	00	00
Total Service For Pay	0016	01	16
Creditable Service for Retired Pay	0016	00	00

Remarks 22

Non-Regular Retirement (NRR)

Non-Regular Retirement Points	Year(s)	Month(s)	Day(s)
Date Completed Years of Service to Earn NRR	0000	00	00
Date of 60th Birthday	2035	12	27
NRR Age Reduction Amount	00	00	00
Estimated Projected Date for Receipt of NRR	0000	00	00
Date Transferred to Retire Reserve	0000	00	00

Activations

Statutory Authority	Operation (if applicable)	Qualifies for NRR Eligibility Age Reduction	Begin Date of Activation	End Date of Activation	Deployed to Foreign Country	Date of Entry into Country	Date of Exit from Country
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No	<input type="text"/>	<input type="text"/>

Yes No I have validated my Reserve Component Activity information

Additional Information
Enter any additional information necessary for processing this request.

23

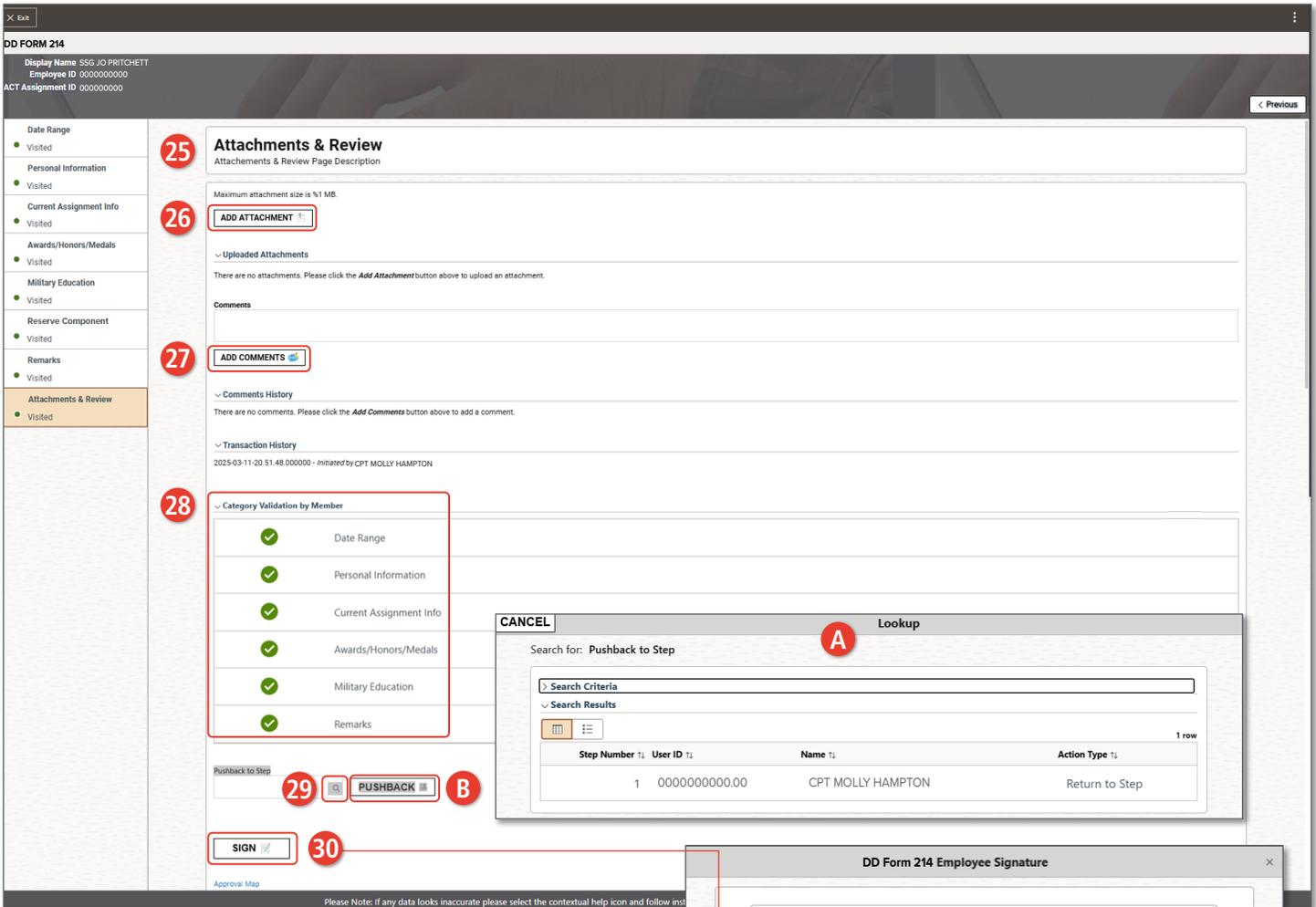
 **NOTE:** Use the Additional Information text field to document or communicate details to the HR Professional on any incorrect or missing Reserve Component data. Once the Member selects the PUSHBACK button to return the form (see step 29B), this information will become visible to the HR Professional. However, the information will not appear on the DD Form 214/DD Form 214-1.

Self-Service DD Form 214-1 CONTINUED

- 25. The **Attachments & Review** section displays.
- 26. Select the **Add Attachments** icon to attach any supporting documents.
- 27. Select the **Add Comments** icon to add any desired comments.



NOTE: The HR Professional, Member, and Signature Authority will all be able to see and review the added comments.



The screenshot shows the 'DD FORM 214' interface for user SSG JO PRITCHETT. The left sidebar lists various sections, with 'Attachments & Review' selected. The main content area is titled 'Attachments & Review' and includes sections for 'Uploaded Attachments', 'Comments', and 'Comments History'. A 'Category Validation by Member' section shows green checkmarks for all categories. At the bottom, there are buttons for 'Pushback to Step', 'PUSHBACK', and 'SIGN'. A 'Lookup' window is open over the 'Pushback to Step' button, showing search results for 'Pushback to Step' with one row for 'CPT MOLLY HAMPTON'. A 'DD Form 214 Employee Signature' window is open over the 'SIGN' button, displaying instructions and a 'SIGN FORM AND SUBMIT' button.

- 28. Review the **Category Validation by Member** section to ensure every category/tab has been saved as indicated by the checkmark icon.
- 29. Click the **Pushback to Step** lookup tool, if corrections are required.
 - 29A. The **Lookup** page displays. Select the desired User (HR Professional).
 - 29B. Click the **PUSHBACK** button (the form is returned to the selected User (HR Professional)).
- 30. Select **SIGN**, if no corrections are required.
 - 30A. Select **SIGN FORM AND SUBMIT** to complete process.

IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)
-  [User Manual \(Chapter 13\)](#)