



SECRETARY OF THE ARMY
WASHINGTON

25 MAR 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2025-05 (Certificate of Uniformed Service—DD Forms 214, 214-1, and 215)

1. References. See references enclosed.
2. Purpose. This directive implements, pursuant to reference 1b, new Secretary of Defense policy for the issuance of a DD Form 214 (Certificate of Uniformed Service) and DD Form 214-1 (Certification of Uniformed Service, Reserve Component Addendum) to Reserve component (RC) Soldiers who are separated or released from their component. It also clarifies the use of DD Form 215 (Correction to DD Form 214/214-1, Certificate of Uniformed Service).
3. Applicability. This directive applies to the regular Army, Army National Guard/Army National Guard of the United States, and United States Army Reserve (USAR).
4. Policy. Pursuant to reference 1b and reference 1c, effective not later than 17 August 2025, RC Soldiers who are separated or released from their component will be provided a DD Form 214 and DD Form 214-1 containing a concise summary of service. Issuance will be in accordance with existing safeguard requirements of the DD Form 214/215 series prescribed in reference 1b. The DD Form 214-1, in conjunction with the DD Form 214, represents the standard record of service for RC Soldiers.
 - a. The following Soldiers will be issued a DD Form 214-1 in conjunction with a DD Form 214:
 - (1) RC Soldiers who are separated or released from a Reserve component
 - (2) RC Soldiers transferred to the Individual Ready Reserve or the Inactive National Guard
 - (3) RC Soldiers transferred to the Standby Reserve or Retired Reserve
 - (4) recalled retirees reverting to retired status
 - (5) RC Soldiers on active-duty service who are discharged or retired and not returning to their component
 - b. The DD Form 214-1 will not be issued for every issuance of a DD Form 214, including:

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- (1) National Guard Soldiers who transfer to a different State
- (2) Soldiers whose RC service is terminated by death
- (3) RC Soldiers discharged from the Individual Ready Reserve
- (4) RC Soldiers released from active duty following a period of active-duty service

c. The DD Form 214-1, in conjunction with a DD Form 214, will be issued in accordance with reference 1i and the assignments of responsibilities in paragraph 5 of this directive. The DD Form 214-1 will never be issued on its own and will always be accompanied by the DD Form 214. Preparation, issuance, and distribution will be completed pursuant to reference 1b. When a Soldier is discharged or retires from the Reserve component, and issuance of a DD Form 214 is required, the DD 214-1 and complete DD Form 214 is required.

d. The DD Form 215 is not used when a DD Form 214 and DD Form 214-1 is system generated. The DD Form 215 will be used only to correct DD Forms 214 that were never system generated.

e. The DD Form 214 and DD Form 214-1 serial numbers will match, and the two forms will be treated as a single document. The DD Form 214-1 will be updated from the originally issued DD Form 214 to include grade awards and RC training and education courses.

5. Responsibilities.

a. The Chief, National Guard Bureau will—

(1) Ensure that the DD Form 214 and DD Form 214-1 are issued by the separation activity from which the Army National Guard Soldier was separated in accordance with paragraphs 4a(1)–4a(3) of this directive.

(2) Coordinate with the State adjutants general to ensure that administrative personnel in each State and territory are trained and resourced to issue additional DD Forms 214-1 as required and ensure National Guard personnel comply with Army policy governing the DD Form 214-1.

b. The Chief of Army Reserve will—

(1) Ensure that the DD Form 214 and DD Form 214-1 are issued to USAR Soldiers in accordance with paragraphs 4a(1)–4a(3) of this directive.

(2) Ensure that delegations of authority to issue separation documents made pursuant to reference 1i are made in writing.

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(3) Ensure that USAR personnel are trained and resourced to issue additional DD Forms 214-1 and DD Forms 214 as required.

c. The Commander, U.S. Army Human Resources Command will—

(1) Ensure that DD Forms 214 and DD Forms 214-1 for Individual Mobilized Augmentation Soldiers are issued in accordance with paragraphs 4a(1)–4a(3) of this directive.

(2) Ensure that transition center and finance activities personnel are trained and resourced to issue additional DD Forms 214-1 and DD Forms 214 as required.

(3) Provide functional support to the Deputy Chief of Staff (DCS), G-1 to develop the DD 214/215 series forms as system-generated forms.

d. The Commanding General, U.S. Army Materiel Command (AMC) will ensure that AMC-managed installation-level transition center personnel are trained and resourced to issue the DD Forms 214-1 for RC Soldiers pursuant to paragraphs 4a(4)–4a(5) of this directive.

e. No later than 17 August 2025, the DCS, G-1 will develop DD Forms 214, 214-1, and 215 as system-generated forms and implement reporting to meet the requirements of reference 1b. The DCS, G-1 will ensure that the contents and format of this form series are not modified from the requirements prescribed in reference 1b and will provide additional implementing guidance as needed.

6. Proponent. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the proponent for this policy. The DCS, G-1 will incorporate the provisions of this directive into Army Regulation (AR) 135–175, AR 135–178, AR 140–10, AR 600–8–19, AR 600–77, AR 635–5–1, and AR 635–8 within 2 years of the date of this directive.

7. Duration. This directive is rescinded on publication of the revised regulations.



Dan Driscoll

Encl

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REFERENCES

- a. National Defense Authorization Act for Fiscal Year 2020, Public Law 116-92, 20 December 2019, section 570
- b. Department of Defense Instruction 1336.01 (Certificate of Uniformed Service (DD Form 214/5 Series)), 17 February 2022
- c. Assistant Secretary of Defense (Manpower and Reserve Affairs) memorandum (Request for Waiver for Compliance with Department of Defense Instruction 1336.01(Certificate of Uniformed Service (DD Form 214/5 Series))), 11 September 2024
- d. Army Regulation (AR) 135–175 (Separation of Officers), 30 March 2020
- e. AR 135–178 (Enlisted Administrative Separations), 21 June 2024
- f. AR 140–10 (Assignments, Attachments, Details, and Transfers), 16 July 2021
- g. AR 600–8–19 (Enlisted Promotions and Demotions), 21 June 2024
- h. AR 600–77 (Administrative Management of Wounded, Ill, or Injured Soldiers), 5 March 2019
- i. AR 635–5–1 (Separation Program Designator Codes), 2 March 2022
- j. AR 635–8 (Separation Processing and Documents), 17 September 2019

Enclosure