

## MILPER Number: 25-162

**Proponent**  
**AHRC-PDT**

**Title**  
**Issuance of DD214, DD214-1, DD215 Series Forms**  
**...Issued:[07 May 2025]...**

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- A. Section 570, National Defense Authorization Act For Fiscal Year 2020, Public Law 116-92, 20 December 2019
- B. DoD Instruction 1336.01 (Certificate of Uniformed Service (DD Form 214/5 Series)), 17 February 2022
- C. Army Directive 2025-05 (Certificate of Uniformed Service—DD Forms 214, 214-1, And 215)
- D. AR 635–8 (Separation Processing and Documents), 17 September 2019
- E. AR 600-8-104 (Army Military Human Resource Records Management) 29 June 2023
- F. AR 600–8–19 (Enlisted Promotions and Demotions) 21 June 2024
- G. AR 135–178 (Enlisted Administrative Separations), 21 June 2024
- H. AR 135-180 (Retirement for Regular and Non-Regular Service), 9 February 2024
- I. NGR 600-5 (The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management), 12 May 2023
- J. AR 635–5–1 (Separation Program Designator Codes), 2 March 2022
- K. AR 140–10 (Assignments, Attachments, Details, And Transfers), 16 July 2021

L. AR 135–175 (Separation Of Officers), 30 March 2020

M. AR 600–77 (Administrative Management Of Wounded, Ill, Or Injured Soldiers), 5 March 2019

1. This MILPER expires within 365 days of date of issuance or publication of AR 635-8 whichever occurs first.

2. Purpose: This message provides procedures for the issuance of the electronically generated DD Form 214 Certificate Uniformed Service, DD Form 214-1 Certificate of Uniformed Service, Reserve Component Addendum, DD Form 215 Correction to DD Form 214/214-1, Certificate of Uniformed Service, and DA Form 1569 Transcript of Military Record. No modification to the contents or format of the DD Form 214 Series will be made without prior authorization. Any unauthorized changes or alterations will render the forms void.

3. Installation Management Command (IMCOM), Human Resources Command (HRC), United States Army Reserve Command and National Guard, Joint Forces Headquarters (ARNG JFHQ) will issue these forms IAW AR 635-8 and Army Directive 2025-05 and the Integrated Army Personnel and Pay System- Army (IPPS-A) Manuals and Guides.

4. The DD Form 214 Certificate of Release or Discharge from Uniformed Service. There is no change to the activities who issue or the policy regarding issuance. The updated form has the following minor revisions:

- a. Block 3: Replaced Social Security Number with the DOD ID Number.
- b. Block 4: Added Serial Number to indicate the number of times the form has been corrected.
- c. Block 7a: Renamed Reserve Obligation Termination Date to Military Service Obligation Termination Date.
  - a. Block 7b: Added for Reserve Status for Obligation.
  - b. Block 7c: Added for Member's phone number.
  - c. Block 7d: Added for Member's email addresses.

- d. Block 13e: Added Total Active Service.
- e. Block 13i: Changed from amount of time to the date completed initial entry training.
- f. Block 18: Added Retirement system in which the Members is enrolled.
- g. Block 19: Added a YES/NO block if the DD Form 214-1 is included.

5. DD Form 214-1 Certificate of Release or Discharge from Uniformed Service Reserve Component Addendum.

- a. The DD Form 214-1 is issued to Reserve Component Members who are separated or released from their component IAW Army Directive 2025-05. The DD Form 214-1 will always be accompanied by a DD Form 214 Addendum. Human Resource (HR) professionals will refer to previously issued DD Form 214 for Members HR data to create the Addendum to the DD Form 214-1. If no previous DD Form 214 exists, a DD Form 214 Addendum will be created by using Members previously issued DD Form 220, DA Form 1569, iPERMS record and IPPS-A Talent Profile. When a previously issued DD Form 214 was not available, the DD Form 214 Addendum will include the following statements in block 20 Remarks: "To provide the missing information for the periods of active service/duty" and "The document is being issued on a partial record". All periods of service (active, inactive, and reserve service) will be reflected on the DD Form 214-1.
- b. The new DD Forms 214/ DD Form 214-1 will be issued prospectively from the IPPS-A capability release scheduled for 17 MAY 2025.
- c. United States Army Reserve Command will issue the DD Form 214-1 and DD Form 214 Addendum to Members who retire or separate from the USAR while in a reserve status and when transferred to the IRR.
- d. National Guard, Joint Forces Headquarters State Adjutant General will issue the DD Form 214-1 and DD Form 214 Addendum to Members who will retire or separate from the ARNG while in a reserve status and when transferred to the IRR. National Guard Members temporarily assigned to the Inactive National Guard (ING) will not get a DD Form 214-1. The NGB Form 22 may be issued for separations from the ARNG which occurred prior to the date of release of this message.
- e. Reserve Component members of the Individual Ready Reserve (IRR) who complete active-

duty orders (Individual Mobilization Augmentee) will receive a DD Form 214-1 and DD Form 214 upon return to the IRR. Reserve Component members entering the Active Federal Service (AFS) Sanctuary program will receive a DD Form 214/DD Form 214-1.

6. Preparation of the DD Form 214 Series. Instructions for the preparation of the DD Form 214 are included in Table 2. Table 2 also includes how to complete the DD Form 214 as an addendum when preparing it with the DD Form 214-1. Instructions for the preparation of the DD Form 214-1 are in Table 3. A DD Form 214 will always be issued in conjunction with the DD Form 214-1. Instructions for preparation of the DA Form 1569 are in Table 4. These tables are located at the end of this message.

7. Distribution of the DD Form 214 Series. There are four copies the DD Form 214 Series. IPPS-A will electronically transmit the Service copy to the Members Personnel Electronic Records Managements System (iPERMS) within one day of signature. IPPS-A will electronically transmit DD Form 214 Series data to DMDC within one day of signature. DMDC is official distribution source of the DD Form 214 Series and 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. The Member copy and Service copy will be printed and delivered to the Member at final out-processing prior to departure. The issuing activity will keep the Service copy on file for one year after issuance.

8. Rules for corrections and voiding/cancellations of DD Form 214/DD Form 214-1.

a. When errors are detected prior to digital signature, the authorized official will make corrections to any affected separation documents.

b. After the DD Form 214/DD Form 214-1 has been signed by the authorized official any correction will require re-issuing the form/s. An increased serial number will be applied to the corrected form/s by IPPS-A and the form/s will be redistributed. Any corrections required up to 30 days after the Members separation date or by HRC direction will be completed by the original issuing authority.

c. Corrections will be listed in Block 20 Remarks. Example: "Block (number) Changed to (state the change).

d. If corrections are needed after 30 days from the separation date, a correction request will be made by submitting an Admin PAR to the appropriate location below as applicable:

(1). Veterans without military service obligation that require correction to their DD Form 214/ DD Form 214-1, or those who did not receive a DD Form 214 will contact: Commander, U.S. Army Human Resources Command, Human Resources Service Center (AHRC-PDR-V), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122 – 5402 or email unencrypted inquiries at [usarmy.knox.hrc.mbx.tagd-ask-hrc@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-ask-hrc@mail.mil) Admin PAR UDL 000000000056469.

(2). RA or USAR (TPU, IMA, IRR, or Retired Reserve Members) who require a correction to their DD Form 214 / DD 214-1 30 days after separation, or those who did not receive a DD Form 214 will contact: Commander, U.S. Army Human Resources Command, Human Resources Service Center (AHRC-RPS-RSS), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122 – 5402. Admin PAR Enlisted: 000000000048463 RC\_RPS\_EPS\_ENLISTED\_DD214/215 OR Admin PAR Officer: 000000000066677 RC\_RPS\_EPS\_OFFICER\_DD214/215.

(3) Retired Reserve Members who are unable to submit a PAR may request via email to the following email address Officer Actions email unencrypted inquiries to: [usarmy.knox.hrc.mbx.rpmd-psd-eps-officer-actions@army.mil](mailto:usarmy.knox.hrc.mbx.rpmd-psd-eps-officer-actions@army.mil) OR Enlisted Actions email unencrypted inquiries to: [usarmy.knox.hrc.mbx.rpmd-psd-eps-enlisted-actions@army.mil](mailto:usarmy.knox.hrc.mbx.rpmd-psd-eps-enlisted-actions@army.mil)

(4). Members of the ARNG who have received a DD Form 214/ DD Form 214-1 requiring correction, or those who did not receive a DD Form 214 will contact the Joint Force Headquarters of the State they are assigned to. Use State Admin PAR UDL.

(5). Corrections for Awards can be sent to Commander, U.S. Army Human Resources Command, Human Resources Service Center (AHRC-PDP-A), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122 – 5402, email unencrypted inquiries to [usarmy.knox.hrc.mbx.tagd-awards-current-ops@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-awards-current-ops@army.mil). Admin PAR UDL 000000000010484.

(6). Corrections for Re-Entry Codes can be sent to Commander, U.S. Army Human Resources Command, Human Resources Service Center (AHRC-FSF-ER), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122 – 5402, email unencrypted inquiries to [usarmy.knox.hrc.mbx.fadd-eligibility-management-branch@army.mil](mailto:usarmy.knox.hrc.mbx.fadd-eligibility-management-branch@army.mil) . Admin PAR UDL 000000000030013.

e. Voiding/Cancelling: When a DD Form 214 / DD Form 214-1 has been signed by the authorizing official and subsequently determined that it was prepared in error and will not be re-issued, the issuing activity will void/cancel the DD Form 214 / DD Form 214-1 in IPPS-A. IPPS-

A will distribute a cancellation notification to the Member, iPERMS, and DMDC.

f. Corrections directed by Army Board for Correction of Military Records (ABCMR) or Army Discharge Review Board (ADRB) or in other instances when appropriate, the following are authorized to issue or reissue the TRANSPROC 2009 Version of the DD Form 214/DD Form 214-1 and DD Form 215:

(1). Deputy Assistant Secretary of the Army, Army Review Boards Agency (ARBA)

(2). Commanding General, HRC.

9. Unissued DD Form 214. Members with periods of active duty where a DD Form 214 was not issued must be identified immediately. Until 31 July 2025 the TRANSPROC version DD Form 214 can be issued for this scenario only, otherwise Members will receive a DA Form 1569. HR professionals should take extreme care to verify a DD Form 214 was not previously issued for the active-duty period. HR professionals should check iPERMS and TRANSPROC for archived versions. TRANSPROC retains an archived copy of DD Form 214s issued after 2009. Members will contact HRC Veterans Inquiry Branch ([usarmy.knox.hrc.mbx.tagd-veterans@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-veterans@army.mil), 1-888-ARMYHRC) to request a/ DA Form 1569 for missing DD Forms 214 for veterans or a DD Form 214 if directed by ARBA. The DA Form 1569 will be filed in the Members iPERMS. Preparation instructions for the DA 1569 are in Table 4.

10. Brownout / Cutover period between TRANSPROC and IPPS-A. The cut over period will begin 17 May 2025 and end 30 May 2025. During that time, TRANSPROC users must finalize any DD Form 214s in their signature queue. All DD Form 214s finalized in TRANSPROC prior to 30 May 2025, will be distributed by the separation date per AR 635-8. Any DD Form 214 worksheets not signed by 30 May 2025, will no longer be available and will need to be issued via IPPS-A. TRANSPROC access to the ARBA modules will be restricted for use to the Army Review Board Agency and HRC, Veterans' Inquiry Branch users. HRC, Transitions Division (TD) will control this access. HRC TD may grant access for short periods to use in preparation of a DD Form 214 to correct a military record when directed by ARBA. TRANSPROC access to the DD Form 214, DD Form 215, and ARBA module will be withdrawn from all installation users NLT 31 May 2025. The full subsumption of TRANSPROC is tentatively scheduled in September 2026.

The following forms will remain in TRANSPROC until they are subsumed by IPPS-A.

Table 1.

<b>Forms now in TRANSPROC</b>	<b>Forms remaining in TRANSPROC</b>	<b>Forms incorporated in future module of IPPS-A</b>	<b>Forms incorporated in future ARBA/VET module of IPPS-A</b>
DD 214 (v2009)	ARBA DD 214 (v2009)		DD 214 (v2022)
DD 215 (v2009)	ARBA DD 215 (v2009)		DD 215 (v2022)
DD 220	DD 220 (2018)	DD 220 (2018)	
NGB 22 (v2018)	NGB 22 (v2018)		NGB 22 (v2018)
DD 2656	TRANSPROC DD 2656	DD 2656 (2022)	
DA 1506	DA 1506 digital	System Capture	
DA 2339	DA 2339	Transactional PAR	
DA 7301	DA 7301	Transactional PAR	
Retirement order	Retirement order	Retirement order	

a. Capability to produce DD Form 214, DD Form 215, and NGB Form 22 will remain in TRANSPROC in cases of unissued DD Forms 214 and corrections directed by the ABCMR. NGB and HRC will have limited use for unissued DD Form 214 until July 2025. ARBA and HRC Veterans Inquiry Branch will continue to use the DD Form 215 to correct a hard-copy (paper issued) original DD Form 214. DD Form 214 created in IPPS-A will be corrected in IPPS-A by issuance of a DD Form 214 with updated sequence number.

b. IDES: USAPDA will continue to transmit, via TRANSPROC, a notification report to the installation which supports the Member. A Member must have completed all reviews and appeals, as required by AR 635–40 and AD 2021-05. USPDA will send a report will assign a separation date, the pertinent SPD code and the disability percentage. USAPDA controls and assigns specific SPD codes associated with disability separations. If there is an error with the PDIR (SPD code, rank, statute authorizing separation or retirement, etc.), the MPDs will send notifications via the Returned Soldier Notification function in TRANSPROC and specify the reason for the return.

c. DD Form 220 (Active-Duty Report) will be created using the TRANSPROC application until that form is incorporated by IPPS-A. Authorized users may complete individual DD Form 220 in fillable PDF format. AR 635-8 is the prescribing regulation and includes the applicable policy for use.

d. The NGB Form 22 will remain in TRANSPROC for ARNG use for backlog separations until TRANSPROC is subsumed. The NGB Form 22 will not be created in IPPS-A. All future separations from the RC will be completed with the DD Form 214-1 and separations order.

e. DD Form 2656 is mandatory in TRANSPROC. The automated form is required by the Defense Finance and Accounting Service (DFAS) to establish retiree accounts. The TRANSPROC form sends data to DRAS via system interface agreement. PEO-EIS, ISM development team will update the form in TRANSPROC to the 2022 version (release date not determined).

f. DA Form 1506 automated version in TRANSPROC can be used for RC members in conjunction with DA Form 5016 as part of retirement points calculations. The Jan 2022 fillable PDF version of the DA Form 1506 will be used for RA Members with prior RC time as part of records updates and at the time of accession to the RA. Use of the form is governed by AR 637-1. The form will be replaced by system functionality within IPPS-A.

g. DA Form 2339 and DA Form 7301 will be subsumed by an Admin PAR (transactional personnel action request). Use of the TRANSPROC version is preferred until it is replaced. Use of the fillable PDF is authorized.

h. Retirement and separation orders will remain in TRANSPROC until subsumed. The TRANSPROC order is the official separation order for Regular Army separations and release from active duty for RC Members. Separation orders for USAR Members not on active duty will be issued using IPPS-A. Separation orders for ARNG Members not on active duty will be issued using FTSMCS Orders Module. As soon as separation orders are finalized, users should immediately begin the off-boarding assignment within IPPS-A or within one business day. Any changes to orders must also be done immediately in the corresponding offboarding action. This will initiate messaging to the Soldier to review their DD Form 214 / DD Form 214-1 and pursue any record changes with their S1.

i. The ARBA module will remain active in TRANSPROC. This will be replaced by IPPS-A Veterans Management Module (VMM) at a date to be determined.

11. Sustainment. TRANSPROC access procedures are unchanged. For access to IPPS-A contact your local MPD, RD Chief, NGB, JFHQ, HRC POC. For IPPS-A procedures refer to the SS GUIDE –DD 214 MPD SMARTBOOK and QUICKSHEET. Procedural and technical guidance included in this MILPER will be published in the next revision of AR 635-8. HR work centers responsible for issuance of the DD Form 214 Series should establish procedures and training programs.

Table 2 - Instructions for preparing DD Form 214 when issued by itself and when issued in conjunction with a DD Form 214-1.

<b>BlockNumber 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	IPPS-A will apply a unique identifier to each Members form.	Must be the same serial number used in accompanying DD Form214
5a. Grade or Rate	Current uniformed service grade code.	Same
5b. Pay Grade	Current uniformed services pay grade.	Same
6. Date of Birth	Members birth date in the following format: YYYYMMDD.	Same
7a. Military Service Obligation Termination Date	Date in the following format: YYYYMMDD. If this date has expired enter 0000000.	Same
7b. Reserve Status for Obligation	Enter Selected Reserve, Individual Ready Reserve, or N/A if obligation is completed.	Same
7c. Contact Phone Number	Enter personal, long-term phone number.	Same
7d. Contact Email Address	Enter personal, long-term email address. Max 30 characters, if over 30 characters system will move to block	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	Installation name and State.	RC – City and State of assignment.

<b>BlockNumber and Short Title</b>	<b>Instructions When Issued by Itself</b>	<b>Instructions When Issued in Conjunction with DD Form 214-1</b>
10. Command to Which Transferred	Self-explanatory; may be N/A for discharges.	Same
11. Members' Group Life Insurance Coverage Amount	Mark "None" or enter amount elected Servicemembers' Group Life Insurance Election and Certificate," as applicable.	Same
12. Specialty MOS or AOC	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.
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: YYMMDD	N/A
13d. Total Prior Active Service	Amount of time in the following format: YYMMDD.	N/A
13e. Total Active Service	Amount of time in the following format: YYMMDD; 13c+13d.	N/A
13f. Total Inactive Service	Amount of time in the following format: YYMMDD	N/A
13g. Foreign Service	Amount of time in the following format: YYMMDD, during this AD period.	N/A
13h. Sea Service	Amount of time in the following format: YYMMDD; The sum of all sea duty periods, as defined by Section 305a of Title 37, U.S.C., minus the number of	N/A

BlockNumber and Short Title	Instructions When Issued by Itself	Instructions When Issued in Conjunction with DD Form 214-1
13i. Initial Entry Training	<p>days lost that occurred during each sea duty period. If none "00 00 00"</p> <p>Date the Member completed Initial entry training, advanced individual training, or one station unit training, if it occurred during this AD period. YYMMDD. If not enter "00 00 00"</p>	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. List awards in order of precedence per AR 600-8-22	ARNG State awards will be included on the DD214 when issued in conjunction with the DD Form 214-1. State awards listed in alphabetical order following Federal awards.
15. Uniformed Service Education	<p>Formal in-service 40-hour 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 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.</p>	Same
16. Days Accrued Leave Paid	Reflects entire career.	Same
17. Member was Provided Complete Dental Examination and all Appropriate	Enter Yes or No.	N/A

BlockNumber and Short Title	Instructions When Issued by Itself	Instructions When Issued in Conjunction with DD Form 214-1
Dental Service and Treatment within 90 Days Prior to Separation		
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)." 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. 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 completed their first full term of service, as defined AR 635-8.</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 "A corrected DD Form 214 will be issued to provide missing information from the DD Form 214 and DD Form</p>	Same.

BlockNumber and Short Title

Instructions When Issued by Itself

Instructions When Issued in Conjunction with DD Form 214-1

214-1, as applicable.”

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.

For members retiring or separating from active duty: document participation in contingency operations per AR 635-8.

For members being transferred to the Individual Ready Reserve: Enter “Subject to active duty recall and/or annual screening.”

Administrative issuance or reissuance: Annotate the administrative issuance or reissuance unless the appellate authority, Executive order, or directive of the Secretary concerned specifies otherwise.

Miscellaneous: When appropriate, enter the amount of disability pay and the inclusive dates of any non-pay or excess leave days. Corrections: list the Block number corrected and the updated change. Example: “Correction Block 5a. changed to read SSG”.

Block 20 is available for continuation/ overflow for previous blocks 7d, 8a, 8b, 9a, 10, 12, 14, and 15. Additional remarks statements available in AR 635-8

21a. Mailing Address after Separation

Postal region city place name, U.S. State alpha code, ZIP code.

Same

<b>BlockNumber 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)	Specify the State or locality and select YES; or select NO.	Same
Office of Veterans Affairs (YES/NO)		
23a. Member Signature	Digitally sign Signature Block with Common Access Card and PIN. If Member is unable, unavailable, or refuses to sign, select appropriate notation.	Same
23b. Date	Date in the following format: YYYYMMDD.	Same
24a. Official Authorized to Sign: Name, Grade and Title	Self-explanatory. Minimum qualifications for authenticating authorities are listed in AR 635-8 paragraph 5-3.	Same
24b. Signature	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.	Same
24c. Date	Date in the following format: YYYYMMDD	Same
25. Type of Separation	Select appropriate type of separation per AR 635-8 Chapter 5-6 w.	Same
26. Character of Service	Authorized entries are as follows: - HONORABLE -UNDER HONORABLE CONDITIONS (GENERAL) -UNDER OTHER THAN HONORABLE CONDITIONS	Same

Block Number and Short Title	Instructions When Issued by Itself	Instructions When Issued in Conjunction with DD Form 214-1
	-BAD CONDUCT -DISHONORABLE -UNCHARACTERIZED	
27. Separation Authority	Select the appropriate Army regulation governing the separation. AR 635-200 AD Enlisted, AR 600-8-24 AD Officer, AR 635-40 Disability Separations	NGT32 – AR 600-5 RC Enlisted AR 135-178 RC Officer AR 135-175 RC Retirement AR 135-180
28. Separation Code	Select the appropriate SPD code. Per AR 635-5-1	N/A - No SPD codes exist for RC Separations
29. Reentry Code	Select appropriate for re-enlistment code. Per AR 635-5-1 and AR 601-210	Same
30. Narrative Reason for Separation	A narrative description to identify the reason for transfer or separation as linked to the SPD code.	Separation Narrative pulled from IPPS-A narrative should match the assignment loss reason.
31. Dates of Time Lost During this Period	Dates in the following format: YYYYMMDD to YYMMDD.	Same

Table 3: Instructions for preparing DD Form 214-1.

Block Number and Short Title	Instructions
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.

<b>Block Number and Short Title</b>	<b>Instructions</b>
5. Record of Service - Points	
5a. Total Active Points	As calculated in accordance AR 140-185
5b. Total Inactive Points	As calculated in accordance AR 140-185
5c. Total Career Points	5a+5b.
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. Component Separation Date	Date in the following format YYYYMMDD.
6c. Net Component Active Service	Amount of time in the following format: YYYYMMDD.
6d. Net Component Inactive Service	Amount of time in the following format: YYYYMMDD.
6e. Career Active Service	Amount of time in the following format: YYYYMMDD.
6f. Career Inactive Service	Amount of time in the following format: YYYYMMDD.
6g. Total Service for Pay	Amount of time in the following format: YYYYMMDD; Based on Pay Entry Base Date.
6h. Creditable Service for Retired Pay	Amount of time in the following format: YYYYMMDD; 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: YYYYMMDD; 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.

**Block Number and  
Short Title**
**Instructions**

7d. Estimated Projected

Date for Receipt of NRR Date in the following format: YYYYMMDD

Pay

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.'

8c. Qualifies for NRR

Eligibility Age Reduction Per Sections 12731 and 12732 of Title 10, U.S.C. and DoDI 1215.07. (Y/N)

8d. Begin Date of Activation Date in the following format: YYYYMMDD.

8e. End Date of Activation Date in the following format: YYYYMMDD.

8f. Country Deployed to Foreign Country deployed to Yes (Y) or No (N) as applicable.

9. Post-9/11 GI Bill

Transfer of Eligibility Date in the following format: YYYYMMDD or N/A.  
Obligation End Date

10. Days Accrued Leave Carried Over As provided by servicing finance office (DFAS).

11. Highest Pay Grade Satisfactorily Held As determined by provisions of 10 USC 1272.

12a. Member Signature Digitally sign Signature Block with Common Access Card and PIN. If Member is unable, unavailable, or refuses to sign, select appropriate notation.

12b. Date Date in the following format: YYYYMMDD.

13a. Official Authorized to Sign (Name, grade, title, signature) 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.

13b. Date Date in the following format: YYYYMMDD.

Table 4: Instructions for preparing DA Form 1569. Distribution will be made in accordance with AR 635-8 and AR 600-8-104.

Block Number and Short Title	Instructions
1. Name	Person surname text, person forename text, person middle name text.
2. Last 4 Digits of SSN or Service Number	Enter last four digits of social security Example: xxx-xx-1234 or service number xx-x8-096
3. Rank at Separation or Discharge	Enter rank / grade at separation Example "CPT / 03 or SSG / E6"
4. Component	Enter Army component Example "Regular Army" or "Army National Guard"
5. Organization at time of Discharge	Enter last unit/organization assigned to prior to separation
6. Date of Birth	Enter date of birth from record
7. Date of Discharge or Separation	Enter date of separation YYYYMMDD
9. Character of Separation	If known enter "Honorable, General, etc." If unknown enter "N/A".
10: Date of initial enlistment	Refer to Members initial enlistment contract or appointment document. If unknow enter "N/A"
11. Date Entered Active Service	List date YYYYMMDD
12. Place of Entry into Service	Enter the city and state where the Member entered active duty.
13. Prior Active Service Date From and Date Thru	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
14. Foreign Service (Name of Country) Date From and Date Thru	List foreign country previously served in. Date entered country and departed country. YYYYMMDD If not applicable, enter 00 00 00
15. Reason and Authority for Separation	Obtain correct entry from regulatory directives authorizing the separation. Example "REFRAD AR 635-200"
16.Type of Discharge or Separation	List Type of Separation example: REFRAD, Discharge, Retirement, See list in AR 635-8, 5-6 w.
17. Remarks -This space for completion of above items or	Use this block for HQDA mandatory requirements listed in AR 635-8 5-6 r. or when a separate block is not available; use as a continuation from previous blocks 1-16 as needed.

**Block Number and Short Title    Instructions**

entry of other items specified in  
DA Directives

18a. Name, Rank, Title of Official    Last Name, First Name, Middle Initial, Title of individual  
Authorized    authorized by AR 635-8 to sign separation documents.

18b. Signature    Signature of authorized official. Apply digital CAC ID using  
PDF form

18c. Date    Enter date YYYYMMDD

12. The proponent is HRC, TAGD, Transition Division, POC: Theresa Ringle (AHRC-  
PDT) [theresa.j.ringle.civ@army.mil](mailto:theresa.j.ringle.civ@army.mil).

