

Certificate of Release or Discharge from Active Duty, DD Form 214

Overview

Introduction This section provides the procedure for completing the DD Form 214 in Direct Access.

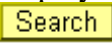


Reference Complete step by step instructions are located in [Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4\(series\)](#), the “DD-214 Manual”. **Note the following exceptions to the guidance in the DD-214 Manual (Per ALCOAST 562/08):**



- The Character of Service in block 24 will only read:
 - Honorable
 - Under Honorable Conditions
 - Under Other than Honorable Conditions
 - Bad Conduct
 - Dishonorable
 - Uncharacterized
 - Block 28 must only state the Narrative Reason found in the separation Program Designator (SPD) Code Handbook.
 - Narrative Reasons like Unsuitability and Convenience of the Government are not found in the Services' SPD Code Handbooks and, therefore, are not recognized as a reason for separation.
 - Mailing Addresses for State Directors of Veterans Affairs
 - There have been numerous changes to State Directors of Veterans' Affairs Mailing Addresses since the DD-214 instruction was released.
 - Visit <http://www.va.gov/statedva.htm> for a listing mailing addresses for State Directors of Veterans Affairs.
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Before you begin Prior to completion of the DD-214 the Separation section must be completed. Data is obtained for completion of the DD 214 from the member's SPO, Unit PDR, JUMPS, and other Official Records. Certain fields of the DD-214 are pre-filled with information currently in Direct-Access. After the DD-214 is created, additional course completion or awards may be manually added.

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DD-214 Worksheet

Step	Action
1	Access the DD Form 214 section from the path: Home > Administer Workforce > Administer Workforce (GBL) > Use > DD Form 214
2	Enter the employee ID in the Emplid field or the member's SSN in the SSN field and press the  button.  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
3	Locate the  Section and complete the blocks as described below

Block	Field	Description
1	NAME (Last) (First) (Middle, Suffix)	Pre-filled. If member has no middle name Enter 'NMN'. For members with a middle initial and no middle name, enter the initial in quotation marks. Include suffix when applicable. To lookup click the  button.
2	DEPT, COMP & BRANCH	Pre-filled
3	SSN	Pre-filled this Block will not show on Printed Version.
4.a.	GRADE, RATE or RANK	Pre-filled
4.b.	PAY GRADE	Pre-filled. To lookup click the  button.
5.	DATE OF BIRTH	Pre-filled
6	RES OBL TRM	Pre-filled
7.a.	PLACE of ENTRY (city/st)	Pre-filled. If not pre-filled enter city, state. Enlisted: Initial place where member was sworn in. Officer: Place of acceptance of commission Cadet: Enter the place where the "Letter of Appointment to the USCG Academy" was addressed.
7.b.	HOME of RECORD	Enter the place MBR originally entered AD w/o a break in service. City and State fields are required. Enter <i>street address</i> , if known
8.a.	LAST DUTY ASGN	Enter the member's last Permanent Duty assignment.

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DD-214 Worksheet, Continued

Step 3 (cont'd)

Block	Field	Description
8.b.	STATION WHERE SEP	Enter the place of release, transfer retirement, or discharge. i.e., Personnel Service Center Topeka, KS
9	COMMAND TRANSFERRED	For RELAD or Transferred personnel enter the District Office where member will reside as appropriate. For Discharge or Retired, enter "NA".
10	SGLI COVERAGE	Enter the exact amount of SGLI coverage member has. Enter "Decline" if the member declined coverage.

Step	Action
4	Locate the 11. Primary Specialty section and complete the following:

Block	Field	Description
11	Competency Year Acquired Last Used Description	<p>This block pertains to OFFICERS ONLY. Officer Billet Code/Specialty. The Officer codes were not part of the Enlisted Qualification codes system. However, in Direct Access the officer and enlisted systems were merged into the competency table. The officer codes are made of a three alpha character prefix (OPS for Operations, PER for personnel, etc.) for the category and a two numeric character suffix for the specialty.</p> <p>Example OBCs: PER10 Personnel - General ADM01 General Command And Staff AVI60 Aviation - General BSF80 Boating Safety - General COM30 Comptrollership MSF40 Marine Safety - General MSF41 Commercial Vessel Safety - Gen MSF42 Port Safety/Environ Protection MSF43 Port Contingency Planning MSF44 Vessel Traffic Services MSF45 Vessel Inspection MSF46 Vessel Technical MSF47 Marine Investigation MSF48 Hazardous Material MSF49 Explosive Loading</p>

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DD-214 Worksheet, Continued

Step 4 (cont'd) The officer's assigned OBC/Specialty can be found by running the Personnel Data Information File (PDIF) (Search for "PDIF" in the online help at <http://www.uscg.mil/hr/psc/ps>). The Year Acquired and Last Used dates should be listed in the officer's competency assignment page ([Develop Workforce](#) > [Manage Competencies \(GBL\)](#) > [Use](#) > **Competencies**). However, this information was not migrated into Direct Access when the system was loaded, so it may be necessary to ask the officer for these dates.

There are 83 possible OBC/Specialty codes. They are listed in the Competency Dictionary at: <http://www.uscg.mil/hr/psc/da/CompetencyDictionary.xls>. Click the drop-down in the 'TYPE' column of the spreadsheet and select "OBC" to view the codes.

Step	Action
5	Locate the 12. Record of Service Section and complete the following:

Block	Field	Description
12.a.	Date Entered A/D This Period	Pre-filled.
12.b.	Separation Date This Period	Pre-filled. For personnel being retired, enter the last day of active duty in this block and enter the effective date of retirement in Block 18 (Remarks). Reservists entitled to travel time incident to separation, construct the effective date to include travel time and enter that date in this block. Enter the actual date the member was released from active duty and the number of days travel time in Block 18 (Remarks).
12.c.	Net Active Service This Period	Enter the net active service completed during the period between the dates entered in 12a and 12b (Note: The system generated calculation does not include the inclusive date).
12.d.	Total Prior Active Service	Enter the years, months, days of service creditable for basic pay for all active service prior to the date entered in Block 12a. This includes ALL periods of active duty training performed in any branch of the Armed forces. If active duty training is included, put an asterisk (*) and enter in Block 18 (Remarks) - **Includes active duty training.**






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DD-214 Worksheet, Continued

Step 5 (continued)

Block	Field	Description
12.e.	Total Prior Inactive Service	Enter the years, months, days of service creditable for basic pay for all inactive service completed prior to the date entered in Block 12a.
12.f.	Foreign Service	Enter the years, months, days of foreign service from the date entered in Block 12.a. through the date entered in Block 12.b.
12.g.	Sea Service	Enter the years, months, days of sea service from the date entered in Block 12.a. through the date entered in Block 12.b.
12.h.	Effective Date of Pay Grade	Pre-filled.

Step	Action										
6	<p>Locate the 13. Decorations, Medals, Badges Section and complete the following;</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Block</th> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">13</td> <td>Type</td> <td>Pre-filled. This Section will contain all Medals and Awards member has in Direct Access. To lookup click the  button.</td> </tr> <tr> <td>Description</td> <td>Pre-filled.</td> </tr> <tr> <td>Issue Date</td> <td>Enter the date the Approving Authority (not the date it was presented) approved the honor or award</td> </tr> </tbody> </table> <ul style="list-style-type: none"> You can change the description of awards as necessary by clearing the field and typing it the correct description. You can also change an award to reflect subsequent awards (e. g. Coast Guard Good Conduct Medal with 2 bronze stars) and they will print out on the form. When you email the form, those medals and courses will not print out on the form. Everything lines up and saves the trouble of having to delete them out of the Adobe form. It is also easier to edit course abbreviations in Direct Access before they get printed on the form. <p>To add a Decoration or Medal, click the  button. To remove a Row, click the  button.</p>	Block	Field	Description	13	Type	Pre-filled. This Section will contain all Medals and Awards member has in Direct Access. To lookup click the  button.	Description	Pre-filled.	Issue Date	Enter the date the Approving Authority (not the date it was presented) approved the honor or award
Block	Field	Description									
13	Type	Pre-filled. This Section will contain all Medals and Awards member has in Direct Access. To lookup click the  button.									
	Description	Pre-filled.									
	Issue Date	Enter the date the Approving Authority (not the date it was presented) approved the honor or award									

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DD-214 Worksheet, Continued

Block	Field																														
7	<p>Locate the 14. Military Education Section and complete the following;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Block</th> <th style="width: 40%;">Field</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14</td> <td>Course</td> <td>Pre-filled. To lookup click the button.</td> </tr> <tr> <td></td> <td>Course Title</td> <td>Pre-filled</td> </tr> <tr> <td></td> <td>Sesn</td> <td>Pre-filled</td> </tr> <tr> <td></td> <td>Start Date</td> <td>Pre-filled</td> </tr> <tr> <td></td> <td>End Date</td> <td>Pre-filled</td> </tr> <tr> <td style="text-align: center;">15.a.</td> <td>Contributed to VETERAN'S EDUCATIONAL ASST PRGM</td> <td>Select either <input checked="" type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td style="text-align: center;">15.b.</td> <td>HIGH SCHOOL GRADUATE or EQUIVALENT</td> <td>Select either <input checked="" type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td style="text-align: center;">16</td> <td>Days Accrued Leave Paid</td> <td>If the member receives a lump sum leave payment, enter number of days for which member was paid. If no lump-sum payment is made enter "None".</td> </tr> <tr> <td style="text-align: center;">17</td> <td>Member Provided Complete Dental Examination</td> <td>If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If not, check "No". <input checked="" type="radio"/> Yes <input type="radio"/> No</td> </tr> </tbody> </table> <p>To add Military Education, click the button. To remove a Row, click the button.</p>	Block	Field	Description	14	Course	Pre-filled. To lookup click the button.		Course Title	Pre-filled		Sesn	Pre-filled		Start Date	Pre-filled		End Date	Pre-filled	15.a.	Contributed to VETERAN'S EDUCATIONAL ASST PRGM	Select either <input checked="" type="radio"/> Yes <input type="radio"/> No	15.b.	HIGH SCHOOL GRADUATE or EQUIVALENT	Select either <input checked="" type="radio"/> Yes <input type="radio"/> No	16	Days Accrued Leave Paid	If the member receives a lump sum leave payment, enter number of days for which member was paid. If no lump-sum payment is made enter "None".	17	Member Provided Complete Dental Examination	If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If not, check "No". <input checked="" type="radio"/> Yes <input type="radio"/> No
Block	Field	Description																													
14	Course	Pre-filled. To lookup click the button.																													
	Course Title	Pre-filled																													
	Sesn	Pre-filled																													
	Start Date	Pre-filled																													
	End Date	Pre-filled																													
15.a.	Contributed to VETERAN'S EDUCATIONAL ASST PRGM	Select either <input checked="" type="radio"/> Yes <input type="radio"/> No																													
15.b.	HIGH SCHOOL GRADUATE or EQUIVALENT	Select either <input checked="" type="radio"/> Yes <input type="radio"/> No																													
16	Days Accrued Leave Paid	If the member receives a lump sum leave payment, enter number of days for which member was paid. If no lump-sum payment is made enter "None".																													
17	Member Provided Complete Dental Examination	If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If not, check "No". <input checked="" type="radio"/> Yes <input type="radio"/> No																													

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DD-214 Worksheet, Continued

Step	Action		
8	Block	Field	Description
	18	REMARKS	Entries in this block consist of information not shown elsewhere on this form.
	19.a.	MAILING ADDRESS AFTER SEPARATION	Pre-filled. Otherwise enter members Mailing Address after Separation
		Address	
		City/State/Zip	
	19.b.	NEAREST RELATIVE	Enter Name and complete address of member's nearest relative. This will be used as a supplementary mailing address if necessary.
		Last Name	
		First Name	
		City/State/Zip	
	20	Send Copy 6 to:	If the member desires that copy (6) be forwarded to the State Director of Veterans' Affairs select the "Yes" block and enter the State Abbreviation. To lookup click the  button. If the member does not desire a copy to be forwarded the State Director of Veterans' Affairs select "No".
	Dir. Of Veteran Affairs Note: There have been numerous changes to State Directors of Veterans' Affairs Mailing Address since the DD-214 Manual was released. Visit http://www.va.gov/statedva.htm for a listing mailing addresses for State Directors of Veterans Affairs.		
21	SIGNATURE OF MEMBER	Member's Name is Pre-filled. Member must sign each copy separately to ensure that they are aware of the differences of the information contained on certain copies of the DD Form 214.	
22	OFFICIAL AUTHORIZED TO SIGN	Enter the Name, Grade, and Title of Authorizing Official. The Authorizing Official shall sign the in Ink.	

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DD-214 Worksheet, Continued

Step	Action
9	Locate the Special Additional Information section and complete the following:

Block	Field	Description
23	TYPE of SEPARATION	Pre-filled. You can also select a type from the dropdown menu listing
24	CHARACTER of SERVICE	Select from the dropdown menu listing as appropriate and consistent with the reason and authority for separation, unless otherwise directed by CGPC. The Character of Service in block 24 will only read: <ul style="list-style-type: none"> • Honorable • Under Honorable Conditions • Under Other than Honorable Conditions • Bad Conduct • Dishonorable • Uncharacterized <p>The type of discharge will not be included.</p>
25	SEPARATION AUTHORITY	Pre-filled. Otherwise enter the appropriate separation authority associated with a particular authority and reason for separation
26/28	SEPARATION CODE	Enter the appropriate Separation Program Designator Code, or enter Code specified by CGPC. The SPD code description will be used to populate block 28 (see next page).
27	REENTRY CODE	<u>Enlisted Personnel</u> . Enter the appropriate reenlistment code to denote whether or not the member is recommended for reenlistment. Use only the proper reenlistment code associated with a particular SPD Code as shown in the SPD Handbook. Codes not listed may only be used upon specific authority from CGPC. See Article 12-B-4, CG PERSMAN, COMDTINST M1000.6 (series), for criteria for determining whether or not a member may be recommended for reenlistment. 2. <u>Officers and Cadets</u> . Enter "NA".

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DD-214 Worksheet, Continued

Step 9 (continued)

Block	Field	Description
28	NARRATIVE REASON for SEPARATION	The system will fill in this field with the SPD Code description from block 26. This field is 'read only' and cannot be changed. Per ALCOAST 562/08 , block 28 must only state the Narrative Reason found in the separation Program Designator (SPD) Code Handbook. Narrative Reasons like Unsuitability and Convenience of the Government are not found in the Services' SPD Code Handbooks and, therefore, are not recognized as a reason for separation.
<p>Note: If this field is blank, clear and reenter the SPD code in block 26 (see previous page) this will cause the system to fill in block 28 with the Narrative Reason for Separation.</p>		

Step	Action
10	Locate the Dates of Time Lost During This Period section and completed the following:

Block	Field	Description
29	Dates of Time Lost During This Period	Enter the inclusive dates for all periods of time lost during the time between Blocks 12.a. and 12.b. Includes periods of unauthorized absence (UA), sickness due to misconduct (SKMC), confinement (CONF), and non-performance of duty due to civil arrest (NPDI CIVIL). IF NONE LEAVE BLANK To add additional rows click  button. To remove rows click the  button
30	MEMBER REQUEST COPY 4	If the member requests to receive the special information contained in Blocks 23 – 29, initials are required.

Step	Action
11	Click the Email DD214 button to receive worksheet only. OR Check the <input type="checkbox"/> Final box, then click the Email DD214 to receive final DD-214 (8 copies). The e-mail will be sent to your "business e-mail" address.