

U.S. Department of  
Homeland Security

United States  
Coast Guard



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**CERTIFICATE OF RELEASE OR DISCHARGE  
FROM ACTIVE DUTY, DD FORM 214**



**CGPSCINST 1900.1  
MAY 2016**

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
United States Coast Guard  
Personnel Service Center

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CGPSCINST 1900.1

**MAY 11 2016**

PERSONNEL SERVICE CENTER INSTRUCTION 1900.1

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, DD FORM 214

- Ref: (a) Certificate of Release or Discharge from Active Duty (DD form 214/5 Series), DODI 1336.01  
 (b) Certificate of Release or Discharge from Active Duty, DD form 214, COMDTINST M1900.4 (series)  
 (c) Coast Guard Servicing Personnel Office (SPO) Direct Access Global Payroll User Guides  
 (d) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)  
 (e) Military Separations, COMDTINST M1000.4 (series)  
 (f) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)  
 (g) Medals and Awards Manual, COMDTINST M1650.25 (series)

- PURPOSE. This Instruction provides the procedures for the preparation of the Certificate of Release or Discharge from Active Duty, DD Form 214 as shown in enclosure (1). The ultimate goal is to have all DD Form 214s being issued from the Coast Guard to be correct, consistent and uniformly completed.
- ACTION. All Coast Guard Servicing Personnel Offices (SPO) shall comply with the provisions of this Instruction. Internet release is authorized.
- DIRECTIVES AFFECTED. None.
- DISCUSSION. The DD Form 214 provides the member and the service with a concise record of a period of active service with the Armed Forces at the time of the member's separation, discharge or release from active duty. In addition, the form is an authoritative source of information for both governmental agencies and the Armed Forces for purposes of employment, benefit and reenlistment eligibility. This instruction in no way applies to every unique circumstance that may arise surrounding the completion of a DD Form 214. This instruction is to be used in conjunction with references (a) thru (g).

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION: all Servicing Personnel Offices

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to impose legally-binding requirements on any party outside the Coast Guard.
6. IMPACT ASSESSMENT. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non applicable.
8. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on the Personnel Service Center Human Resource and Administration Instructions website: <http://www.uscg.mil/psc/hra/pscinst.asp>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. DD Form 214.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes to this Instruction via the chain of command to USCG Personnel Service Center Business Operations Capabilities Branch.



M. T. BELL, Jr.  
Rear Admiral, U.S. Coast Guard  
Commander, Personnel Service Center

Encl: (1) Procedures for completing the DD Form 214

PROCEDURES FOR COMPLETING THE DD FORM 214.

1. Prior to completing the DD Form 214 in Direct Access, all SPO Technicians shall conduct the following procedures:
  - a. Review the member's EIPDR and SPO PDR completely **prior** to completing **any** information in the DD Form 214 in Direct Access. All previous DD Form 214 / 215's shall be properly reviewed and annotated in Block 12 accordingly. **Do not** combine multiple DD Form 214's. A DD Form 214 is used to capture the **current** active duty period for which a DD Form 214 has **not** been issued. Block 12a. should ALWAYS reflect the date the member entered Active Duty **this period**.
  - b. The DD Form 214 is destined for use in the civilian community where there is not a broad familiarity with military abbreviations. All entries shall be spelled out completely, do not use abbreviations.
  - c. When information in a block does not apply, enter "NONE" or "NOT APPLICABLE" (as appropriate). "NA" or "N/A" should only be used in Block 6 and Block 27 (auto-fill).
  - d. All entries shall be made using all capital letters, no lower case letters.
  - e. All "free text" dates on the DD Form 214 shall be entered as four digit year, two digit month, and two digit day. Example: 1992 07 14
  - f. ALL "free text" blocks (Blocks 1, 7, 8, 9, 11, 13, 14, 18, 19, 23, 25, 28) should first be completed and spellchecked in a Microsoft Word Document (or similar program) then copied over to Direct Access to reduce spelling errors. (Ensure that the "ignore word in uppercase" is deselected).
  - g. **Do not** mark the DD Form 214 final in the system prior to the Worksheet being fully **reviewed and approved by the member**. Once the DD Form 214 is marked final it can only be edited by PSC-BOPS-C. The SPO will no longer have access to the DD Form 214, with the exception of printing.
  - h. In accordance with reference (f), the SPO must send electronic copies of all original documents (**including the DD Form 214 and separation orders**) from the member's SPO-PDR to PSC-PSD-MR listed on the Separation Checklist in enclosure (3) of reference (f) **within 5 working days** after separation.
  - i. The final signed copies 1 and 4 of the DD Form 214 can, and in all cases should be (if time allows), given to the member **prior to the member departing the unit** without intention of returning to the Permanent Duty Station (PDS) (ie: departing on terminal leave, permissive orders). This will eliminate the significant time delay caused by having to mail unsigned copies to the member

and awaiting their return. Reference (d) is being updated to reflect this clarification. Remaining copies (2, 3, 5, 6, 7 and 8) **shall not** be distributed until the day after the date of separation.

- j. In accordance with reference (a), if the SPO is unable to complete all items on the DD Form 214 (awaiting departing award, missing training, etc), the form will be prepared as completely as possible and delivered to the separating Service member **no later than** the last day of Active Duty. The Service member will be advised that a corrected DD Form 214 / DD Form 215 will be issued by PSC-BOPS-C when the missing information becomes available and is provided to PSC-BOPS-C by the SPO. The member **will not** have to request the corrected DD Form 214 / DD Form 215, the SPO will submit the request automatically when the information is available to [ARL-DG-M-CGPSC-BOPS-C@uscg.mil](mailto:ARL-DG-M-CGPSC-BOPS-C@uscg.mil).

2. Block by block completion of the DD Form 214:

a. **BLOCK 1 (NAME):**

LAST NAME (auto-generated), FIRST NAME (auto-generated), **FULL MIDDLE NAME**.

**\*\*Note:** If the member does not have a middle name, enter "NMN" (no middle name) in this block immediately before clicking the DD Form 214 final.

If the member's **LEGAL** name is an initial instead of a first or middle name, indicate by enclosing the initial in quotation marks, e.g., "J" or "K". Also include, when applicable, Jr., Sr., III, etc., following the member's middle name.

Example: Members legal name is SJ Smith jr.  
The DD Form 214 should read: SMITH, "SJ", "NMN", JR

If the member's full middle name will not generate on the DD Form 214, go into personal data and add the full middle name there; that is where it generates from.

b. **BLOCK 2 (DEPARTMENT, COMPONENT AND BRANCH):**

Auto-generated.

**\*\*Note:** It is extremely important to complete the DD Form 214 in a timely manner in accordance with references (c) and (d). If the DD Form 214 is not opened and saved **prior** to the separation date and separation approval in Direct Access, a member being released from active duty (RELAD) into the Reserves will now be listed as RESERVE in this block. If this occurs, a PPC Trouble Ticket must be submitted to make the correction.

c. **BLOCK 3 (SOCIAL SECURITY NUMBER):**

Auto-generated.

d. **BLOCK 4a. (GRADE, RATE, OR RANK):**

Auto-generated.

**REVIEW THIS BLOCK!** The system is not populating this data on some forms and is leaving it blank. If you are unable to enter the data, contact [ARL-DG-M-CGPSC-BOPS-C@uscg.mil](mailto:ARL-DG-M-CGPSC-BOPS-C@uscg.mil).

**\*\*Note:** If this block is updated to reflect a promotion / advancement, ensure Block 12i., Effective Date of Pay Grade, is updated the as well.

e. **BLOCK 4b. (PAYGRADE):**

Auto-generated.

f. **BLOCK 5 (DATE OF BIRTH):**

Auto-generated.

g. **BLOCK 6 (RESERVE OBLIGATION TERMINATION DATE):**

This block **MUST** have a date entered for RELADing members.

**DO NOT ENTER A DATE in this block for DISCHARGES or RETIREMENTS.** For Discharge or Retirements, leave blank and the system will auto-fill the block with "N/A".

h. **BLOCK 7a. (PLACE OF ENTRY INTO ACTIVE DUTY):**

Enlisted Personnel: Enter the city and state where the member was originally sworn in for active duty without a break in service.

Officers: Enter the city and state of the place of acceptance of commission.

Cadets: Enter the city and state to which the "Letter of Appointment to the U. S. Coast Guard Academy" was addressed.

i. **BLOCK 7b. (HOME OF RECORD AT TIME OF ENTRY):**

Enter the city and state or complete address (if known) of the member's home when they originally entered active duty **without a break in service.**

**\*\*Note:** The regulation governing the home of record is the JTR, Appendix A. As defined by the JTR, the home of record (HOR) can only be changed if there is a break in active duty service of more than one full day. An individual's home of record is a place recorded as the home of the member when commissioned / appointed, enlisted, inducted or ordered on active duty. The HOR does not change when a member on active duty is discharged to accept an appointment or commission if there is no break in service. If a member has a break in service, enter the city and state of the member's home when they **reentered** the service.

**j. BLOCK 8a. (LAST DUTY ASSIGNMENT AND MAJOR COMMAND):**

Enter the name of the last PDS including the city and state. If the full unit name will not fit, abbreviate "Coast Guard" to "CG" or take out the city if it is included in the name of the unit.

Example: "COAST GUARD STATION PORTSMOUTH, PORTSMOUTH, VA"  
"CG STATION PORTSMOUTH, VA"

**\*\*Note:** Voluntarily retiring members in other than a foreign country electing to utilize Processing Point (with PSC approval) at no additional cost to the government, are permanently transferred to the Processing Point, thus making the Processing Point the last PDS.

**k. BLOCK 8b. (STATION WHERE SEPARATED):**

Enter the place of release, transfer, retirement or discharge (cutter or station) and the city and state. If the full unit name will not fit, abbreviate "Coast Guard" to "CG" or take out the city if it is included in the name of the unit.

Example: "FIFTH COAST GUARD DISTRICT, PORTSMOUTH, VA"  
"FIFTH CG DISTRICT, PORTSMOUTH, VA"

**\*\*Note:** The station where the member separated will normally be the last PDS. For Reserve members on Active Duty, this is normally where the Active Duty is preformed.

**l. BLOCK 9 (COMMAND TO WHICH TRANSFERRED):**

Enter the command name, city and state of the member's new PDS. For Reserve members on Active Duty, enter the members PDS they will be returning to.

Example: "FIFTH COAST GUARD DISTRICT, PORTSMOUTH, VA"

For members transferring to the Inactive Ready Reserve (IRR), the following should be entered:

“USCG PERSONNEL SERVICE CENTER (RPM-3), WASHINGTON, DC”

DO NOT ENTER a command in this block for Discharges or Retirements. For these cases, enter "NOT APPLICABLE".

**\*\*Note:** If the member has a reserve obligation termination date in Block 6, this block shall not read “NOT APPLICABLE”. The new PDS must be listed. When a member is being discharged after 8 years of service and being accessed into the SELRES, enter the new SELRES PDS in this block.

**m. BLOCK 10 (SGLI COVERAGE):**

Enter exact amount of SGLI coverage (Example: \$5,000, \$10,000, \$15,000, \$20,000, \$50,000, etc.) or leave blank for a member with no coverage.

**n. BLOCK 11 (PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY):**

Enlisted Personnel: Enter the members rating and number of years. For non-rated enlisted personnel, enter “None”.

Example: “YEOMAN, 15 YEARS;”

Warrant Officers: Enter specialty (PERS, WEPS, etc...) and number of years.

Example: “PERS, PERSONNEL ADMINISTRATION, 10 YEARS;”

Commissioned Officers: List the specialties and number of years.

Example: “CG-HRM10, HUMAN RESOURCES (OSC), 1 YEAR; CG-HRM11, HR MANAGEMENT, 3 YEARS;”

To view a member’s Officer Specialties currently in the system, use the following menu path in Direct Access:

Main Menu > Workforce Development > Profile Management > Person Profiles  
Enter EMPLID and click SEARCH.

The Officer Specialty Codes will appear below the Competencies block.

**o. BLOCK 12a. (DATE ENTERED ACTIVE DUTY THIS PERIOD):**

The date entered in Block 12a. **shall** be the date the member entered active duty for the earliest period of continuous active service for which a DD Form 214 was **not previously issued (do NOT combine DD Form 214’s!)**.

CHECK THE PDR and EIPDR!! If the member has prior DD Form 214's, the time must be accounted for accordingly.

Do not just use the Active Duty Base Date or Pay Base Date for members with prior service. This is the date the current Active Duty period commenced.

p. **BLOCK 12b. (SEPARATION DATE THIS PERIOD):**

Enter the last day of active duty in this block.

q. **BLOCK 12c. (NET ACTIVE SERVICE THIS PERIOD):**

Enter the years, months, and days of service creditable for date entered active duty this period (Block 12a.) through date of separation (Block 12b.).

Do the computations manually! The system is not accounting for the 31st day in some cases.

**\*\*Note:** Service while attending a Service Academy as a cadet is creditable for enlisted members reverted to enlisted status, but in **no case** is it creditable for a member commissioned as an officer. Deduct all periods of lost time.

Step	Procedure
1	List the date of release from the Coast Guard (Ending Date). <i>If the date of release is the last day of the month and other than the 30th then change it to the 30th.</i>
2	Minus the date entered the Coast Guard (Beginning Date) (Never Change)
3	Plus one day (01) for inclusive date
4	Minus deductible time for Pay purposes.

r. **BLOCK 12d. (TOTAL PRIOR ACTIVE SERVICE):**

Enter the years, months, and days of service creditable for basic pay for all active service PRIOR TO THE DATE entered in Block 12a. This computation will include all periods of active duty training performed in any branch of the Armed Forces. This block is often computed incorrectly or left blank for Reservists. When completing the DD Form 214, do not just enter information from a prior DD Form 214. Review the Reservist's Points Statements and Active Duty Orders in Direct Access. This is the only way to ensure the member is credited all active service. Members need all active service properly reflected on the DD Form 214 to receive their VA benefits. If uncertain regarding the exact computation, contact [ARL-DG-M-CGPSC-BOPS-C@uscg.mil](mailto:ARL-DG-M-CGPSC-BOPS-C@uscg.mil) for assistance.

s. **BLOCK 12e. (TOTAL PRIOR INACTIVE SERVICE):**

Enter the years, months, and days of service for inactive service completed PRIOR TO THE DATE entered in Block 12a. For Reservists, this block should include all time not serving on active duty orders. This block is often computed incorrectly or left blank for Reservists. If uncertain regarding the exact computation, contact [ARL-DG-M-CGPSC-BOPS-C@uscg.mil](mailto:ARL-DG-M-CGPSC-BOPS-C@uscg.mil) for assistance.

t. **BLOCK 12f. (FOREIGN SERVICE):**

Foreign Service, as defined in reference (a), is service performed outside of the 50 United States or its Commonwealths and territories (American Samoa, Northern Marianas Islands, Guam, Puerto Rico, and U.S. Virgin islands). Enter the years, months, and days of Foreign Service from the date entered in Block 12a. through the date entered in Block 12b. Include all periods of service performed in the foreign duty pay areas. If an entry is made in this block, ensure the Foreign Service remark is made in Block 18.

u. **BLOCK 12g. (SEA SERVICE):**

Enter the years, months, and days of sea service completed during **all** authorized periods of service (including time on prior DD Form 214's).

This block shall not be left blank when a member has a Sea Service Ribbon listed in Block 13. Be sure to double check member's sea time!

**\*\*Note:** When departing a vessel prior to discharge, release from active duty, or retirement, sea service stops the day of departure when utilizing permissive orders and / or processing point. Sea service continues if the member remains attached to the vessel in a leave status.

v. **BLOCK 12h. (INITIAL ENTRY TRAINING):**

For Enlisted or prior Enlisted personnel only.

Generally, the entry for this block will be 00 01 23, unless the member's time at TRACEN Cape May was extended beyond the normal training period. Do not use this block for training other than Basic Training at TRACEN Cape May.

w. **BLOCK 12i. (EFFECTIVE DATE OF PAY GRADE):**

Enlisted Personnel: Date of most recent advancement / reduction.

Officers: Date of rank, as distinguished from the date of appointment / promotion / reduction.

**\*\*Note:** If Block 4a. was manually updated, this block must also be updated.

For members who were reduced in rank at some point, this date should reflect the most current rank, matching block 4a.

x. **BLOCK 13 (DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED FOR ALL PERIODS OF SERVICE):**

(1) Enter all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized for **all** periods of service, (including awards listed on prior DD Form 214's / other services).

(2) Subsequent awards shall be listed in the following format:

“COAST GUARD COMMENDATION MEDAL WITH A GOLD STAR IN LIEU OF A FOURTH”

“COAST GUARD MERITORIOUS TEAM COMMENDATION WITH A SILVER AND GOLD STAR IN LIEU OF A SEVENTH”

**\*\*Note:** When a member has more than one award, Direct Access lists them one after the other instead of with stars. You must go in and edit the text to read as shown above.

(3) All entries will be spelled out completely; no abbreviations are authorized. Refer to reference (g) for the proper name and spelling of entries.

(4) Enter all awards into Block 13 and click “SAVE”. DO NOT enter information in the “Decorations, Medals and Awards Continuation:” block. The system will move any entries that will not fit in Block 13 into the continuation block automatically when the “SAVE” button is clicked. It will also add “(CONT ON SEPARATE PAGE)” and “BLOCK 13 CONTINUED:” automatically on the DD Form 214.

(5) **Purple Heart:** When the Purple Heart is awarded, enter a succinct description of any wound received as a result of action with enemy forces and the date wound was received (if known) and geographical location at the time the wound was inflicted.

“PURPLE HEART, SHRAPNEL WOUNDS, 2004 06 05, IRAQ”

(6) **Good Conduct Medal:** For the Good Conduct Medal, enter the number of the award and the terminal date of the period for which the award was authorized as follows:

“SECOND COAST GUARD GOOD CONDUCT MEDAL FOR PERIOD ENDING YYYY MM DD”

- (7) **Expeditionary Medal**: When the member is entitled to either the Navy Expeditionary Medal or the Armed Forces Expeditionary Medal, enter the area of operations, in parenthesis, after the name of the medal as follows:

"NAVY EXPEDITIONARY MEDAL (CUBA)"

and / or

"ARMED FORCES EXPEDITIONARY MEDAL (IRAQ)"

y. **BLOCK 14 (MILITARY EDUCATION):**

- (1) This block is used for all **in-service training courses successfully completed** from the date entered in Block 12a. through the date entered in Block 12b. (DO NOT enter training for periods prior to the date in Block 12a.). Enter the course title, number of days and year completed using the following format:

"COURSE (spell out, do not use abbreviations), (number of days) MMM  
YYYY"

Examples:

"RECRUIT BASIC TRAINING, (53 DAYS) JAN 2015"

"ENLISTED PROFESSIONAL MILITARY EDUCATION, (1 DAY) MAR  
2011"

"CIVIL RIGHTS / HUMAN RELATIONS AWARENESS BASIC  
HUMAN AWARENESS, (2 DAYS) MAR 2011"

"DECK WATCH OFFICER INTERNATIONAL/INLAND, (5 DAYS)  
DEC 2014"

"NORTHEAST LIVING MARINE RESOURCES BOARDING OFFICER  
(22 DAYS) MAY 2009"

- (2) If the member took the same course more than once for the same duration, place a comma after the first date and add the subsequent month and year after vice listing the training several times:

"COURSE (spell out, do not use acronyms / abbreviations), (number of  
days) MMM YYYY, MMM YYYY".

Example:

“CIVIL RIGHTS / HUMAN RELATIONS AWARENESS BASIC  
HUMAN AWARENESS, (2 DAYS) MAR 2011, JAN 2007, JUN 1999”

- (3) Do not put unnecessary parenthesis in this block. For example, 1 day of training shall be listed as (1 DAY) vice (1 DAYS(S)).
- (4) Enter all education into Block 14 and click “SAVE”. DO NOT enter information in the “Military Education Continuation:” block. The system will move any entries that will not fit in Block 14 into the continuation block automatically when the “SAVE” button is clicked. It will also add “(CONT ON SEPARATE PAGE)” and “BLOCK 14 CONTINUED:” automatically on the DD Form 214.

**z. BLOCK 15a. (COMMISSIONED THROUGH SERVICE ACADEMY):**

If the member was commissioned through Service Academy, check the "Yes" block. If not, check the "No" block.

**aa. BLOCK 15b. (COMMISSIONED THROUGH ROTC SCHOLARSHIP):**

If the member was commissioned through ROTC Scholarship, check the "Yes" block. If not, check the "No" block.

**bb. BLOCK 15c. (ENLISTED UNDER LOAN REPAYMENT PROGRAM):**

If the member enlisted under Loan Repayment Program, check the "Yes" block. If not, check the "No" block.

**\*\*Note:** This information should be listed on the members Accession DD-4.

**cc. BLOCK 16 (DAYS ACCRUED LEAVE PAID):**

If the member will be receiving a lump-sum leave payment, enter the number of days for which the member will paid. If no lump-sum payment is being made, enter “0”.

The amount in this block should only reflect leave sold for the period covered by Blocks 12a. through 12b.

**dd. BLOCK 17 (MEMBER PROVIDED COMPLETE DENTAL EXAMINATION):**

If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If the member did not, check the "No" block.

**\*\*Note:** Always verify this information with the member **prior** to finalizing the DD Form 214.

ee. **BLOCK 18 (REMARKS): LIST IN THIS ORDER:**

- (1) Only the entries specified below or in supplementary directives will be made in this block. Repetition of information included in other blocks adds no value and obscures essential data. Entries in this block consist of information not shown elsewhere on the form.
- (2) To space out the entries accordingly on the final DD Form 214, the spacebar must be used **AFTER** the entry is made into Direct Access. Editing spacing in a Microsoft Word document and “pasting” to Direct Access will not work. Once added into Direct Access, click on “PRINT DD 214” and review the blocks to verify proper spacing. Every effort should be made to make the DD Form 214 as easy to read as possible. Cutoff words and incorrect spacing shall always be corrected prior to marking the DD Form 214 final.
- (3) All entries shall be listed in the following order:

(a) **DD Form 214 is reissued:**

This entry shall only be used by an authorized DD Form 214 reissuing authority. When a DD Form 214 is administratively issued or reissued, an entry will be made annotating the issuance or reissuance unless appellate authority, E.O., or Military Department Secretarial directive specifies otherwise. The entry shall be made as follows:

“THIS DD FORM 214 HAS BEEN ADMINISTRATIVELY REISSUED.”

or

“ACTION TAKEN PURSUANT TO ORDER OF BCMR or DRB.”  
(Choose one)

(b) **Honorable Service:**

This entry shall only be used if **ALL** of the following apply:

- 1) The member is being separated with a character of service of Under Other than Honorable, Bad Conduct, or Dishonorable.
- 2) The member has served / is serving on multiple enlistments.

- 3) The member has not previously received a DD Form 214 for the time periods.

The following statement shall appear on the DD Form 214:

“CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date).”

The “from” date shall 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 shall be the day before the start date of the current enlistment (the last day of previous enlistment).

For example:

A member enlisted in the Coast Guard on 2000 01 07 for four years. Upon completion of the four years of the initial enlistment, on 2004 01 06, the member reenlisted, with no break in service for another four years, making the new Expiration of Enlistment 2008 01 05. Prior to the completion of the members second enlistment, the member is processed for an Under Other Than Honorable discharge on 2007 07 15. The Block 18 remark will read as follows:

“CONTINUOUS HONORABLE ACTIVE SERVICE FROM 2000 01 07 UNTIL 2004 01 05.”

- (c) **Retiring from Active Duty**: Enter the following for all members retiring from Active Duty:

“SUBJECT TO ACTIVE DUTY RECALL BY SERVICE SECRETARY.”

- (d) **Discharge for Physical Disability**: In cases of personnel discharged for reason of physical disability, the following entry **shall** be made:

“DISABILITY PAYMENT MADE IN THE AMOUNT OF \$(amount).”

- (e) **Non-pay or excess leave days**: For members with non-pay or excess leave days (inclusive), the following entries shall be made:

“DATES OF NON-PAY DAYS: YYYY MM DD TO YYYY MM DD.”

and / or

“NUMBER OF EXCESS LEAVE DAYS: XX.”

- (f) **Contingency Operations:** For Service members retiring or separating from active duty, participation in Department of Defense contingency operations between the dates listed in Blocks 12a. through 12b. will be documented in this block. Ensure that it is clear if the member participated in direct support of, or was serving on active duty during, the specific contingency operation. The member and SPO should work together in gathering the required documentation validating participation. These documents can include (but are not limited to) TDY orders and personal / unit / team awards. Entries shall be listed as follows:

“MEMBER PARTICIPATED IN DIRECT SUPPORT OF OPERATION ENDURING FREEDOM.”

and / or

“MEMBER SERVED ON ACTIVE DUTY DURING THE ELIGIBILITY PERIOD OF OPERATION NOBLE EAGLE.”

- (g) **For Service members being transferred to the IRR:**

“SUBJECT TO ACTIVE DUTY RECALL AND/OR ANNUAL SCREENING.”

- (h) **Extension of Enlistment/Active Service:** When a member's enlistment or active duty commitment was extended, except for those pursuant to section 972 of Title 10, United States Code, it is considered to have been for the Convenience of the Government, and shall be so noted on the DD Form 214 as follows:

“ENLISTMENT / ACTIVE SERVICE TERM EXTENDED FOR (term) ON (date), FOR (term) ON (date), FOR (term) ON (date) AND FOR (term) ON (date). EXTENSION WAS AT THE REQUEST OF AND FOR THE CONVENIENCE OF THE GOVERNMENT.”

- (i) **Enlistment/Reenlistment Information:** This block is for MULTIPLE enlistments during this period of active duty as listed in Blocks 12a. through 12b.

Members should have **at least** two enlistment contracts (not extensions!) for this block to be entered on the DD Form 214. This remark shall NOT be entered for members on their first enlistment (even if they completed an extension) and Commissioned Officers with no prior enlisted service.

"THIS DD FORM 214 COVERS MULTIPLE ENLISTMENTS / REENLISTMENTS AS REFLECTED IN BLOCKS 12A, 12B, AND 12C. THE FOLLOWING INFORMATION APPLIES REGARDING EACH ENLISTMENT / REENLISTMENT:"

PERIOD OF SERVICE: 1986 02 01 TO 1989 03 01

CHARACTER OF SERVICE: HONORABLE

PERIOD OF SERVICE: 1989 03 02 TO 1993 04 03

CHARACTER OF SERVICE: HONORABLE

- (j) **Place of Birth:** Place of birth shall **ONLY** be entered on the DD Form 214 for **deserters**. The city and state of member's place of birth will be noted as follows:

"PLACE OF BIRTH: CITY, STATE."

- (k) **Type of Certificate Issued:**

- 1) **Honorable Discharge (including Under Honorable Conditions):**

"TYPE OF CERTIFICATE ISSUED: DD FORM 256CG ISSUED."

\*\*Note: DD Forms 257CG, 259CG, and 260CG have been canceled and are no longer used.

- 2) **Bad Conduct, Dishonorable and Under Other Than Honorable Conditions Discharges:**

"NO DISCHARGE CERTIFICATE AUTHORIZED."

- 3) **Released from Active Duty (RELAD):**

"NO DISCHARGE CERTIFICATE ISSUED AT TIME OF SEPARATION FROM ACTIVE DUTY."

- 4) **Retired:** For members retired with pay (except on the temporary disability retired list (TDRL)), enter the statement:

"RETIREMENT CERTIFICATE ISSUED."

- 5) **Uncharacterized Separation:**

"NOT ENTITLED TO A DISCHARGE CERTIFICATE."

- (l) **Selective Service Registration**: For males born during the year 1960 and thereafter enter the following statement:

“ADVISED OF REQUIREMENTS FOR SELECTIVE SERVICE REGISTRATION.”

- (m) **Foreign Service**: Enter the years, months, days of Foreign Service performed and the location using the following format:

“00 YEARS, 03 MONTHS, 05 DAYS FOREIGN SERVICE PERFORMED IN LONDON, ENGLAND.”

\*\*Note: If the member served in multiple locations, list each separately.

- (n) **Employee ID number (EMPLID)**: List the members EMPLID:

“MEMBERS EMPLOYEE ID NUMBER: 1234567.”

- (o) **Contact Information**: If the Service member **elects**, enter e-mail address and telephone number to allow contact by agencies receiving copies of the DD Form 214.

“PHONE NUMBER: (202) 795 – 6666.”

“EMAIL ADDRESS: JCOASTIE@EMAIL.COM.”

**ff. BLOCK 19a. (MAILING ADDRESS AFTER SEPARATION):**

Enter the complete address (street/RFD, city, county, state and ZIP code) where the member intends to reside permanently following separation. Listing the county is not required.

**gg. BLOCK 19b. (NEAREST RELATIVE):**

Enter the name and complete address (street/RFD, city, state and Zip Code) of the member's nearest relative. This will be used as a supplementary mailing address if necessary.

If the member cannot provide an address for a nearest relative, “NONE” may entered **only** if the member provides a physical address in Block 19a.

**hh. BLOCK 20 (MEMBER REQUESTS COPY 6 BE SENT TO OFFICE OF VETERANS AFFAIRS):**

Enter the two-letter state abbreviation the member requests copy 6 be sent to.

**ii. BLOCK 20a. (MEMBER REQUEST COPY 3 BE SENT TO THE**

**CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS):**

If the member desires copy 3 to be sent to the Central Office of the Department of Veterans Affairs, click "YES".

**jj. BLOCK 21a. (MEMBER SIGNATURE):**

The member's full name shall be listed in Block 21a.

Every effort shall be made to have the member sign the DD Form 214. If the member refuses to sign, is unable to sign for medical reasons, or the member is not able to be reached for signature after exhausting **all means**, the Authorizing Official may enter the following:

"MEMBER UNAVAILABLE FOR SIGNATURE"

**\*\*Note:** Under **no circumstances** should this be entered on a DD Form 214 without exhausting **all means** to have the member sign.

**kk. BLOCK 21b. (DATE):**

No entry in Direct Access. After the DD Form 214 is printed, enter the date the member signed in the YYYY MM DD format.

**ll. BLOCK 22a. (OFFICIAL AUTHORIZED TO SIGN):**

Type the full name and grade of the authorizing official.

Example: "JOHN T. SMITH, YNC, USCG, BY DIRECTION"

**\*\*Note:** If the full name will not fit in the block provided, remove "USCG" or abbreviate "BY DIRECTION" to "BY DIR".

**mm. BLOCK 22b. (DATE):**

No entry in Direct Access. After the DD Form 214 is printed, enter the date the AO signed in the YYYY MM DD format.

**nn. BLOCK 23 (TYPE OF SEPARATION):**

Choose as appropriate: Retirement/Resume Retirement, Discharge, Release from Active Duty or Death\*.

\*While reference (a) states that a DD Form 214 need not be prepared for a member whose active duty is terminated by death, it does not preclude the issuance. For members whose active duty is terminated by death, the DD Form

214 will be completed on a case by case basis in cooperation with the Decedent Affairs Officer.

**\*\*Note:** For regular separations due to expiration of enlistment, ensure the correct type of separation is chosen. Members who have not completed their initial 8-year military obligation should normally be “Release from Active Duty” vice “Discharge”.

**oo. BLOCK 24 (CHARACTER OF SERVICE):**

Choose from the drop down as appropriate.

In most cases, a separation for expiration of enlistment will be an Honorable Discharge.

With the exception of Honorable, under no circumstance should any character of service be entered on the DD Form 214 without proper authorization in accordance with reference (e) with the exception of TRACEN Cape May utilizing Uncharacterized discharges.

“UNCHARACTERIZED” shall be used by TRACEN Cape May only.

**pp. BLOCK 25 (SEPARATION AUTHORITY):**

Enter the appropriate separation authority listed on the Separation Authorization issued by USCG PSC in Direct Access.

For regular Officer retirements, the Separation Authority will normally be: “COMDTINST M1000.4 Art. 1.C.1”

For members separating due to expiration of enlistment or completion of required active duty, refer to the chart in Block 26 below for the most commonly used SPD codes and their associated separation authority.

**qq. BLOCK 26 (SEPARATION CODE):**

Enter the appropriate separation code (SPD) associated with a particular authority and reason for separation as stated by the Separation Authorization.

For members separating due to expiration of enlistment, see below for the most commonly used SPD codes and their associated separation authority.

SPD CODE	REASON / SEPARATION AUTHORITY	WHEN TO USE	FOR WHO
MBK	Completion of required active service. COMDTINST M1000.4 I.B.11	<b>VOLUNTARY</b> release or transfer to <b>another service component</b> upon completion of required service, (e.g: AD member serving 4 years, RELAD's to IRR / SELRES to complete 8 year	Enlisted only

Enclosure (1) to CGPSCINST 1900.1

		service obligation).	
FBK	Completion of required active service COMDTINST M1000.4 1.A.5	<b>RESIGNATION</b> upon completion of required active service. <b>NO further service obligation.</b> Enlisted members do not resign, this only applies to Officers.	Officers only
KBK	Completion of required active service COMDTINST M1000.4 1.B.11	<b>VOLUNTARY DISCHARGE</b> upon completion of required active service. <b>NO further service obligation.</b>	Enlisted only
LBK	Completion of required active service COMDTINST M1000.4 1.B.11 ENLISTED 1.A.8 OFFICER	<b>INVOLUNTARY</b> release / transfer to <b>another service component</b> upon completion of required active service, (e.g: Reservist demobilized from involuntary Title 14 active duty orders).	Officers and Enlisted
JBK	Completion of required active service COMDTINST M1000.4 1.B.11	<b>INVOLUNTARY DISCHARGE</b> upon completion of required active service, (e.g: Member desires to reenlist, but is not recommended for reenlistment)	Enlisted only

(Note: For reference purposes only. This list does not include all SPO SPD codes, just the most commonly used ones.)

rr. **BLOCK 27 (REENLISTMENT CODE (RE-CODE)):**

Enlisted Personnel: Use only the proper reenlistment code associated with a particular SPD Code or the RE-Code as directed by the Separation Authorization.

Officers and Cadets: Leave blank. The system will auto generate "N/A".

ss. **BLOCK 28 (NARRATIVE REASON FOR SEPARATION):**

Direct Access will auto fill the narrative reason after the SPD code is entered into Block 26.

Only the narrative reason, i.e. UNSUITABILITY, MISCONDUCT, etc., is to be entered. **DO NOT** enter additional information, i.e., "Due to frequent involvement with civil authorities, financial irresponsibility, etc."

tt. **BLOCK 29 (DATES AND TIME LOST DURING THIS PERIOD):**

Enter inclusive dates for all periods of time lost, whether pay was forfeited or not, during the period from the date of entry (Block 12a.) to the date of separation (Block 12b.). Include periods of unauthorized absence (UA), sickness due to misconduct (SKMC), confinement (CONF), and nonperformance of duty due to civil arrest (NPDI CIVIL).

If there are no periods to report, leave this block blank. Direct Access does not allow non-date format entries and will leave this block blank.

uu. **BLOCK 30 (MEMBER REQUEST COPY 4):**

If member requests to receive the special information contained in Blocks 23 through 29, his / her initials are required in Block 30. Copy (4) will be given to the member at the time of separation along with the original copy (1).