



COMDTINST 1900.4E
11 Apr 2016

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, CGPSCINST 1900.1

1. PURPOSE. This Instruction contains directions for the preparation and distribution of the Certificate of Release or Discharge from Active Duty, DD Form 214; Certificate of Release or Discharge from Active Duty, Continuation Sheet, DD Form 214C; Certificate of Release or Discharge from Active Duty Worksheet, DD Form 214WS; and Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215. This Instruction is a complete revision for this directive and should be reviewed in its entirety.
2. ACTION. Area, District, Base and Sector commanders, Commanders of FORCECOM commands, Commanding officers of headquarters units, Assistant Commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4D is cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES.
 - a. Reference (a) prescribes the eligibility and issuance of Certificate of Release or Discharge from Active Duty, DD Form 214 for all military services. To establish consistency and continuity for

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X		X		X	X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
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F																	X	X	X								
G		X	X	X	X																						
H	X	X	X	X	X	X	X	X		X	X																

NON-STANDARD DISTRIBUTION

reference (a) as the leading directive, the eligibility requirements for issuance have effectively been removed from this series directive.

- b. Reference (b) provides standard guidance for the completion and execution of the Certificate of Release or Discharge from Active Duty, DD Form 214. To establish consistency and continuity for reference (b), the execution guidance has been effectively removed from this series directive. Reference (b) can be found on the US Coast Guard Pay and Personnel Center website at <http://www.uscg.mil/ppc/pd.asp>.
- c. Reference (a) required that all military services make the electronic Certificate of Release or Discharge from Active Duty, DD Form 214 data available to the Defense Manpower Data Center (DMDC) as of 31 December 2014. Reference (b) within the subsection of Distribution of Finalized DD-214 provides standard guidance on the paper copies distribution of the Certificate of Release or Discharge from Active Duty, DD Form 214. For greater details of this major change, see policy section 9.h of this directive.
- d. Per Reference (a), DMDC is the official distribution point for authoritative and certified information documenting all eligible periods of active duty that are completed on or after 1 January 2015. For all military services, DMDC is the Department of Defense's single enterprise for interagency information sharing of service personnel information.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. 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).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.

8. 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.

9. POLICY.

- a. Reference (a) prescribes the eligibility and issuance of Certificate of Release or Discharge from Active Duty, DD Form 214 for all military services which includes the Coast Guard.
- b. The Certificate of Release or Discharge from Active Duty, DD Form 214 provides an accurate and complete summation of active military personnel service. It is an authoritative source of personnel information for administrative purposes, and for making enlistment or reenlistment eligibility determinations.
- c. Commanding Officers that oversee Servicing Personnel Offices (SPO) shall ensure that the Certificate of Release or Discharge from Active Duty, DD Form 214 is issued in accordance with the guidance and instructions contained in this instruction and references (a) and (b). Per reference (b), each member must be informed of the importance of the Certificate of Release or Discharge from Active Duty, DD Form 214 in obtaining veterans benefits. In addition, it must be emphasized to the service member that any change or alteration to the form after the separation date renders it void, unless executed by Personnel Service Center, Business Operations Capability Staff (PSC-BOPS-C).
- d. Only PSC-BOPS-C has the authority to change or correct the Certificate of Release or Discharge from Active Duty, DD Form 214 by issuing the Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215. Additionally, as of 1 January 2015, the PSC-BOPS-C will have the alternate means of correction by the reissuance of a Certificate of Release or Discharge from Active Duty, DD Form 214 for any separations occurring on or after said date. All separations effective on or before 31 December 2014 will require a Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215 for corrections.
- e. Replacement copies of the Certificate of Release or Discharge from Active Duty, DD Form 214 may be requested through the National Personnel Records Center in St. Louis, Missouri via: <http://www.archives.gov/st-louis/>.
- f. Separation Program Designator (SPD) codes are For Official Use Only (FOUO) per Reference (a), Enclosure 2. As such, the codes are only accessible to those with a need-to-know in the performance of their duties. The CG Personnel Service Center serves as the Command and Control center for the issuance of SPD codes when individuals are authorized for separation from the service.
- g. Reference (b) at <http://www.uscg.mil/ppc/pd.asp> contains the standard execution guidance for Certificate of Release or Discharge from Active Duty, DD Form 214.
- h. Reference (b) within the subsection of Distribution of Finalized DD-214 provides guidance on the distribution of paper copies of Certificate of Release or Discharge from Active Duty, DD

Form 214. Of specific note, the paper copy production and regular mail distribution of paper copies 5 and 6 of Certificate of Release or Discharge from Active Duty, DD Form 214 is still required. The Veteran's Affairs state offices and Department of Labor do not have full access yet to the DMDC data. Until they have full electronic capability, SPO's must mail the aforementioned copies via US Postal Service First Class Mail to ensure no drop off in the interim period. This is in addition to the member copies received and the service copies electronically forwarded to PSC-BOPS-C-MR for entry into the Electronically Imaged-Personnel Data Record (EI-PDR).

Failure to forward copy 5 in a timely fashion will delay the receipt of unemployment compensation for the former member. Forward copy number 5 to:

U.S. Department of Labor
Federal Claims Control Center
P.O. BOX 785070
Orlando, FL 32878-5070

For mailing of copy 6, please visit <http://www.va.gov/statedva.htm> for a listing of current mailing addresses for State Directors of Veterans Affairs.

- i. Reference (b) provides additional guidance on the Direct Access separations flow for authorized SPO operators.
10. **FORMS/REPORTS.** The Certificate of Release or Discharge from Active Duty, DD Form 214 is available to personnel users with authorized permissions in Direct Access. The DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty is available for use only by PSC-BOPS-C.
 11. **REQUESTS FOR CHANGES.** Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to: HQS-PolicyandStandards@uscg.mil.

Kurt B. Hinrichs /s/
Rear Admiral, U. S. Coast Guard
Director of Reserve and Military Personnel