



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1900.8E CH-3
MNCC-40
9 Mar 2022

BUPERS INSTRUCTION 1900.8E CHANGE TRANSMITTAL 3

From: Chief of Naval Personnel

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214, DD 214C, DD 214WS, AND DD 215)

Ref: (a) ASN (M&RA) memo of 7 Dec 2021

Encl: (1) Revised pages 19, 20, and 21 of enclosure (1) of the basic instruction.

1. Purpose. To transmit revised pages 19, 20, and 21 of enclosure (1) of the basic instruction. This change implements the procedures to make administrative name changes to DD 214 Certificate of Release or Discharge from Active Duty when requests are accompanied by a valid court order recognizing an individual's legal name change per Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) Manpower and Reserve Affairs (M&RA) memo of 7 December 2021.

2. Action. Remove pages 19, 20, and 21 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

3. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

A. HOLSEY
Deputy Chief of Naval Personnel

Releasability and distribution:

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DEPARTMENT OF THE NAVY
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MILLINGTON, TN 38055-0000

BUPERSINST 1900.8E CH-2
PERS-2
16 Nov 2020


BUPERS INSTRUCTION 1900.8E CHANGE TRANSMITTAL 2

From: Chief of Naval Personnel

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214, DD 214C, DD 214WS, AND DD 215)

Encl: (1) Revised page 1 and new page 1a to enclosure (1) of the basic instruction

1. Purpose. To transmit change 2 to the basic instruction. This change clarifies guidance for the issuance of DD 214 Certificate of Release or Discharge from Active Duty for Reserve personnel who are released from active duty (RELACDU) for active duty for training (ADT), full-time support (FTS) duty, or active duty for special work (ADSW).
2. Action. Remove page 1 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management
 - a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.


J. W. HUGHES
Deputy Chief of Naval Personnel

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DEPARTMENT OF THE NAVY
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5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1900.8E CH-1
PERS-2
25 Mar 2019

BUPERS INSTRUCTION 1900.8E CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214, DD 214C, DD 214WS, AND DD 215)

Encl: (1) Revised Pages 1 and 8 of enclosure (1) of the basic instruction

1. Purpose. To transmit enclosure (1), revised pages 1 and 8 of enclosure (1) of the basic instruction. This change adds the requirement to issue the DD 214 Certificate of Release or Discharge from Active Duty to Reserve Component personnel ordered to active duty for contingency operations greater than 30 days. Also, officer designators are now required to be included in block of 11 of the DD214

2. Action. Remove pages 1 and 8 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

3. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.



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Deputy Chief of Naval Personnel

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MILLINGTON, TN 38055-0000

BUPERSINST 1900.8E
PERS-2
27 Aug 2018

BUPERS INSTRUCTION 1900.8E

From: Chief of Naval Personnel

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214, DD 214C, DD 214WS, AND DD 215)

Ref: (a) DoD Instruction 1336.01 of 20 August 2009
(b) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(c) OPNAVINST 7220.14
(d) 10 U.S.C.

Encl: (1) Instructions for Issuance of DD 214/215 Certificate of Release or Discharge from Active Duty and Related Documents
(2) Reentry Codes
(3) Distribution of DD 214 under Retirements & Separations (R&S) Module in Navy Standard Integrated Personnel System (NSIPS)
(4) Distribution of DD 214 for Units Not Supported by Retirements & Separations (R&S) Module in Navy Standard Integrated Personnel System (NSIPS)
(5) State Directors of Department of Veterans Affairs

1. Purpose

a. To provide instructions for preparing and distributing the DD 214 Certificate of Release or Discharge from Active Duty; DD 214C Certificate of Release or Discharge from Active Duty, Continuation Sheet; DD 214WS Certificate of Release or Discharge from Active Duty Worksheet; and DD 215 Correction to DD 214, Certificate of Release or Discharge from Active Duty.

b. This instruction has been completely revised to incorporate changes made to reference (a) to include changes for electronic submission of the DD 214 when available. This instruction should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1900.8D.

3. Scope and Applicability

a. This instruction applies to all active duty and Navy Reserve Service members and the total work force responsible for delivery of pay and personnel services and includes, but is not limited to:

(1) Commanding officers (CO), commanders, heads of activities, and officers in charge (OIC) with responsibility of executing the certification of Navy military pay and personnel functions.

(2) Command administrators and Navy career counselors responsible for the administration of human resources services to Navy military personnel assigned to commands within their area of responsibility.

(3) Navy operational support centers (NOSC), Navy Reserve activities, and Reserve Component (RC) commands responsible for the administration and execution of reserve pay and personnel services.

(4) Navy afloat and shore personnel support detachments (PSD) and fleet personnel services responsible for the delivery, administration, and execution of pay and personnel services.

(5) Navy headquarters organizations responsible for the administration, execution, and oversight of pay and personnel services.

b. All commands with Navy military personnel assigned must become familiar with the contents of this instruction and comply with all policies and procedures issued for the management of personnel and pay services that fall within the scope of this instruction and its references.

4. Background

a. Per reference (a), the Department of Defense (DoD) prescribes the DD 214, DD 214C, DD 214WS, and DD 215 for use by all Military Services. Reference (b) provides separation and discharge reasons.

b. Enclosures (1) through (5) are used for the preparation and distribution of the DD 214, DD 214C, and DD 215. Separation orders will be issued from Commander, Navy Personnel Command (COMNAVPERSCOM) to the separation activities via the Navy Standard Integrated Personnel System (NSIPS) Order Writing module.

c. The DD 214 is designed to provide a short-form original which excludes “Special Additional Information” and a long-form copy with additional information selectively included based on the recipient’s needs.

d. DD 214 provides Military Services with information necessary for administrative processing and enlistment and reenlistment determination, as well as data required by separatees for personal use.

5. Intent of the DD 214. The DD 214 is a brief, clear-cut record of a period or term of active military service that provides:

a. Military Services with a readily available source of information used to determine eligibility for enlistment or reenlistment;

b. Service members with a brief record of active service; and

c. Appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and State laws.

6. Control of the DD 214, DD 214C, DD 214WS, and DD 215. These forms are documents containing sensitive information and are vulnerable to fraudulent use. DoD has directed the following procedures to prevent unauthorized use of the form:

a. Command Responsibilities. Each command must establish internal accountability procedures for use and destruction of forms. The CO or OIC will appoint, in writing, an individual of grade E7, GS-7, or above to control and issue the DD 214, DD 214C, and DD 214WS and when appropriate, the DD 215. The CO or OIC of designated separation activities listed in reference (b), MILPERSMAN 1910-812, may authorize an E6, GS-7, or above to serve in this capacity, if so designated in writing. Letter of appointment should not be sent to Navy Personnel Command (NAVPERSCOM), but must be maintained in the command files.

b. PSD. When a command is supported by a PSD, responsibility for issuance of the DD 214 lies with the PSD.

c. Security. The following procedures for the security of electronic forms are provided as follows:

(1) COs must ensure appropriate security measures are in place to safeguard unauthorized use of the electronic portable document format (PDF) file DD 214, DD 214C, DD 214WS, and DD 215 by placing the forms on a separate directory, using local area network security and restricting access only to authorized personnel creating the actual form.

(2) For commands using the Retirements and Separations (R&S) module within NSIPS, a serial number and transaction code will be auto-generated upon finalization (digital signature of the authorizing official). For units not yet using the R&S module, assign a serial number in block 18 of the DD 214 (block 5 of the DD 215), and maintain these serial numbers in either an electronic or paper log. The manually-generated serial number consists of four elements (16-17 characters), to include command unit identification code (UIC), last two-digit calendar year, four-digit consecutive number, and initials of the preparer (e.g., SER: 62981-17-0001-DWC).

(3) For commands using the R&S module, a report can be generated with the following: serial number, transaction code, name of person discharged or separated, effective date of discharge or separation, processed date, separation code (SEP CODE), separation clerk, and member's command. For units not using the R&S module, the command's log will consist of at a minimum, all matching information in the preceding sentence regarding NSIPS R&S report. Commands may add additional elements, as desired, to the log.

d. Destruction of Forms. Obsolete, blank, partially completed, and reproduced copies of the DD 214, DD 214C, DD 214WS, and DD 215 to be discarded must not remain intact but must be destroyed by shredding or burning. No form will be discarded intact.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVPERSCOM, Pay and Personnel Management Department (PERS-2), will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms

a. NAVPERSCOM, Directives, Printing, and Publications Branch (PERS-532) will provide authorized separation activities with current electronic versions of the DD 214, 214C, 214WS, and 215.

b. The following forms are available online at
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>:

(1) DD 2648 Pre-separation Counseling Checklist for Active Component Service Members

(2) DD 2648-1 Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members

(3) DD 2807-1 Medical Record – Report of Medical History

(4) DD 2808 Medical Record – Report of Medical Examination

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c. NAVPERS 1070/74 Report of Home of Record and Place from Which Ordered to a Tour of Active Duty is available online or by ordering at http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1070-74_Rev10-05.pdf.

d. VA-21-526 Veterans Application for Compensation or Pension is available online at <http://www.vba.va.gov/pubs/forms/VBA-21-526-ARE.pdf>.



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BUPERSINST 1900.8E
27 Aug 2018

**INSTRUCTIONS FOR ISSUANCE OF DD 214,
CERTIFICATE OF RELEASE OR DISCHARGE
FROM ACTIVE DUTY AND RELATED
DOCUMENTS**



INSTRUCTIONS FOR ISSUANCE OF DD 214, 215 CERTIFICATE OF RELEASE OR
DISCHARGE FROM ACTIVE DUTY AND RELATED DOCUMENTS

1. Criteria for Issuance of DD 214. The DD 214 is prepared to cover periods of service on active duty, active duty for training (ADT), full-time support (FTS) duty, active duty for special work (ADSW), certain periods terminated by a change of status not concurrent with separation from active service, and release from a status that is legally determined to be void. The DD 214 will be issued to members in conjunction with their release from active duty (RELACDU) and prior to final departure from their command or separation activity on permissive temporary additional duty, terminal leave, and associated travel.

a. Eligible Personnel. The DD 214 will be issued to the following personnel:

(1) RELACDU. The DD 214 will be prepared for each member at the time of separation from a period of active naval service as specified below or a period of service determined to be void. The DD 214 will be provided to officers dismissed under the sentence of a general court-martial or dropped from the rolls. (NOTE: Members who are placed on appellate leave are not RELACDU. Appellate leave is a statutorily authorized non-pay leave status. Do not, in such cases, issue a DD 214.)

(2) RELACDU for ADT, FTS, or ADSW. The DD 214 will be prepared for personnel being separated from a period of ADT, FTS, or ADSW when the period of service was 90 days or more or when required by the SECNAV for shorter periods. The DD 214 will also be prepared for personnel being separated for cause or for physical disability, regardless of length of time served on active duty. In the case of disability, the DD 214 will show active duty for only the period for which the member was ordered. The period of hospitalization subsequent to that period may be shown in block 18.

(clarification for DD 214 issuance)

NOTE 1: DD 214 will be issued if the period of service is 90 days or more without a break in active duty service, whether on one or more different types of consecutive orders (ADT, ADSW/ADOS (other than training), or MOB).

a. For seamless consecutive orders:

(1) Record dates in the remarks section (block 18) consecutively, e.g.:

ADT SERVICE THIS PERIOD 2018 02 01 TO 2018 03 31
ADSW SERVICE THIS PERIOD 2018 04 01 TO 2018 05 15
MOB SERVICE THIS PERIOD 2018 05 16 TO 2018 09 30

(2) Use the standard "Release from Active Duty" verbiage in the type of separation (block 23).

(3) For blocks 24, 26, 27 use appropriate entry that is applicable at time of separation.

b. If issued contingency operations orders, refer to paragraph 1a(2)(a). If necessary, contingency operations orders may be added to complete the 90-day consecutive active duty service; only one DD 214 will be issued to cover this period of active service.

c. This guidance is retroactive for active duty service performed on or after 27 August 2018, the original release of BUPERSINST 1900.8E.

(a) RC personnel ordered to active duty for a contingency operation greater than 30 days will be issued a DD 214. A contingency operation is defined in reference (d), section 101, subparagraph (a) (13), and will be annotated as such in the mobilization orders issued by NAVPERSCOM Full-Time Support Distribution and Augmentation Division (PERS-46) under the "Billet Information Section" immediately after the "Ultimate Activity Section."

(b) The DD 214 issuance requirement also applies to recalled retirees reverting to retired status, regardless of the period of active duty served.

(3) RELACDU Following Call-up, Partial Mobilization, or Full Mobilization. Personnel ordered to active duty in time of national emergency declared by either the President or Congress, or war declared by Congress will be provided a DD 214 upon RELACDU. The DD 214 will be issued regardless of the length of time served on active duty.

(4) Personnel Continuing on Active Duty. The DD 214 will be prepared and furnished to members while serving on active duty when they have a change of status or component as follows:

(a) Enlisted Personnel. Discharged to accept permanent appointment to either warrant or commissioned status for continued active duty.

(b) Officers

1. Temporary appointment terminated to accept a permanent warrant or commission in the Regular Navy or Navy Reserve.

2. Appointment terminated to accept appointment in another branch of the Military Services.

3. Upon termination of temporary appointment when enlistment contract expires concurrently.

4. Officers retired and continued on active duty in a retired status will not be issued a DD 214 until the actual date of separation (e.g., an officer placed on the retired list of the Navy on 30 June 2016 and continued for 2 years will not be issued a DD 214 until 30 June 2018, the actual date of separation).

(5) Enlisted Personnel Released to Become Midshipmen or Cadets. The DD 214 will be issued for enlisted personnel on active duty who fall under one of the following categories:

(a) Appointed midshipmen, U.S. Navy.

(b) Appointed midshipmen, U.S. Navy Reserve, or accepted as College Program students in Naval Reserve Officers Training Corps (NROTC) Program.

(c) Upon acceptance of commission.

(6) Midshipmen and Cadets. The DD 214 will be prepared and issued at time of release to those midshipmen and cadets, including those serving concurrently as enlisted members, at the Naval Academy, Air Force Academy, Coast Guard Academy, or the Military Academy, released per reference (b), MILPERSMAN 1910-184, and MILPERSMAN 1531-020.

b. Ineligible Personnel. The DD 214 will not be prepared or issued to the following personnel:

(1) Discharged for immediate enlistment or reenlistment on active duty;

(2) Found physically disqualified upon reporting for active duty and who do not perform active duty under orders;

(3) Died while on active duty, ADT, FTS, or ADSW;

(4) Released from ADT of less than 90 days unless separated for physical disability or from a period of special ADT under a call for mobilization;

(5) Received a temporary officer appointment in the Naval service, or when temporary officer status is terminated and reverted to enlisted status to complete an enlistment contract;

(6) Midshipmen, Naval Academy, accepting a permanent commission in the Navy or Navy Reserve;

(7) Midshipmen, NROTC, upon graduation;

(8) Removed from the Temporary Disability Retired List (TDRL);

(9) Enlisted personnel transferred to the Fleet Reserve and concurrently retained on active duty;

(10) Discharged from Fleet Reserve inactive status; or

(11) Officer personnel retired and concurrently retained on active duty.

c. Times of Issuance. The DD 214 will be completed for eligible personnel at time of release, transfer, change of status, or discharge except as stated below.

(1) Personnel in "Awaiting-Orders" Status. In the case of personnel who have appeared before a physical evaluation board (PEB) and have been placed in an awaiting-orders status pending final action by the SECNAV, the command responsible for administering the member's records and accounts will complete blocks 1 through 8a, 10, 11, 12a, 12i, 13, 14, 19 through 22, and 30 prior to the departure of the member. The DD 214 will not be distributed until final action is directed by NAVPERSCOM, Career Progression Department (PERS-8). In those cases where retirement or discharge is directed, the remaining blocks will be completed and all copies of the form distributed promptly per instructions set forth in enclosures (3) and (4). If the member is returned to active duty instead of being retired or discharged, the original and all copies of the DD 214 will be destroyed.

(2) Personnel Transferred to Department of Veterans Affairs Medical Center (DVAMC). When a member is transferred to a DVAMC for further treatment pending final action on the report of the PEB, the naval activity affecting such transfer will complete as much of the DD 214WS as possible with the information available prior to the member's transfer. The

worksheet will be forwarded to the PSD serving the area in which the designated DVAMC is located. When retirement or discharge is directed by PERS-8, the PSD will complete the DD 214 for immediate distribution or electronic transmission. If electronic submission capability is not available, a locally produced *VETERANS ADMINISTRATION-3* copy of the DD 214 will be forwarded to the DVAMC in which the member is a patient.

(3) Personnel Retired or Transferred to the Fleet Reserve and Retained on Active Duty. When an officer or enlisted member is retired or transferred to the Fleet Reserve, but retained on active duty, the DD 214 will not be issued until final separation from active service is accomplished.

(4) Members Separated While on Separation Leave. For those members whose separation will become effective while on separation leave authorized per reference (b), MILPERSMAN 1050-120, the DD 214 will be prepared and *MEMBER-1* copy delivered prior to the member's departure. The remaining copies will be distributed per enclosures (3) and (4) appropriately.

(5) Void Enlistment. A DD 214 will be provided to enlisted members being released from a status which has been judicially determined to be void. Complete the DD 214 per paragraph 3 below and with the following supplemental entries:

(a) Enter "NA" in blocks 9, 11, 13, 14, and 16;

(b) Enter "00 00 00" in blocks 6, 12a, 12b, 12c, 12f, 12g, and 12i; and

(c) Enter the beginning and ending dates of the void period and the following statement in block 18:

"ENTERED (date) RELEASED (date) ENLISTMENT VOID. THIS RELEASE DOES NOT CONSTITUTE A DISCHARGE AND A DISCHARGE CERTIFICATE HAS NOT BEEN ISSUED."

(d) Enter "VOID ENLISTMENT" in block 23;

(e) Enter "UNCHARACTERIZED" in block 24;

(f) Enter authority currently in effect in block 25;

(g) Enter "YDN" in block 26;

(h) Enter "RE-4" or "RE-3E," as appropriate, in block 27; and

(i) Enter "DEFECTIVE ENLISTMENT - LACK OF JURISDICTION" in block 28.

2. Preparation of the DD 214

a. Sources of Information. Data to be entered on the DD 214 will be obtained from NSIPS Electronic Service Record (ESR), Official Military Personnel File (OMPF), and Service treatment records (STR), as appropriate.

b. Accuracy and Completeness. The DD 214 is an important record of service. It must be accurate and complete. Only authorized items may be entered and abbreviations should be avoided except as indicated in instruction.

(1) Period Covered. All entries relate only to the current period of active duty unless otherwise noted; i.e., from the date of entry as shown in block 12a through the date of separation as shown in block 12b. Dates will be entered as follow:

(a) Four-digit year (e.g. 2016);

(b) Two-digit abbreviation for the month (e.g. 08); and

(c) Two-digit day (e.g. 01).

(2) Use of DD 214WS. The DD 214WS will be used in all cases to ensure accuracy and allows member's verification for completeness prior to the final preparation and signatures of the DD 214.

(3) Completion of Items. Block-by-block instructions for the entries made on the DD 214 are contained in paragraph 3 below. No block will be left completely blank and no marginal entries will be made. When information is not available or more space is needed, the following instructions apply:

(a) Information Not Applicable. Information in some blocks may not be applicable to the member being separated. When this is the case, enter "NONE" or "NA" (not applicable) in the block.

(b) Information Not Available. If information to complete a block is not available, enter "SEE REMARKS" and enter in block 18. If supporting documentation is provided, a DD 215 will be issued to provide missing information." For those enlisted personnel being discharged on appellate leave, enter "REFER TO DD 215" in the appropriate blocks, and the CO will issue the DD 215 when the needed information has been received from PERS-8. Note: The DD 215 will be eliminated as capabilities evolve to reissue an electronic DD 214 to correct errors in the DD 214 discovered after the original has been delivered or copies of the form have been distributed, and to furnish to separating member information not available when the DD 214 was prepared. Separation activities or servicing PSD may continue to issue the DD 215 until full capability for reissuance of electronic DD 214 data exists. For commands using the NSIPS R&S

module, functionality exists for reissuance of electronic DD 214 for those initiated via NSIPS R&S module.

(c) Unused Space. Whenever there is unused space in blocks 11, 13, 14 and 18, type a diagonal line of “X’s” below the last typed line.

(d) More Space Required. When more space is required to complete or clarify the information, enter “SEE REMARKS” and complete or explain the information in block 18. If this space is insufficient, required information will be continued on a DD 214C, and will reference information from blocks 1 through 3 and the appropriate block(s) being continued, the member’s signature, date, and authorizing official’s signature. No entries may be made on the back of the DD 214. The use of plain bond paper as a continuation sheet is not authorized.

c. Legibility. Each copy of the DD 214 must be legible and will be printed with a reproducible screen tint using appropriate security ink on blocks 1, 3, 4a, 4b, 12, and 18 through 30. Blocks 1, 3, 21, and 22 of the DD 214C and blocks 1, 3, 5, 6, and 8 of the DD 215 will be similarly printed to make alterations readily discernible. No corrections will be permitted in the screened areas.

d. Errors and Alterations. The use of the DD 214WS should prevent errors from appearing on the DD 214. No changes or corrections may be made to the official signed DD 214. The recipient will be informed that making any unauthorized change or alteration to the DD 214 will render it void.

3. Instructions for Completing the DD 214

a. Block 1. NAME. Enter member’s name in all capital letters: (LAST, FIRST, MIDDLE). The name must match the official name listed in the member’s OMPF. Do not include spaces, hyphens, or apostrophes in last name. Type a comma after the last name. Also include, when applicable, Jr., Sr., III, etc., following the member’s middle name.

b. Block 2. DEPARTMENT, COMPONENT, AND BRANCH. Enter the word “NAVY” and the current status, using one of the following:

- “USN” – United States Navy;
- “USNR” – United States Navy Reserve;
- “USNFR” – United States Navy Fleet Reserve;
- “USNRFR” – United States Navy Reserve Fleet Reserve;
- “USN-RET” – United States Navy Retired; or
- “USN-MIDN” – United States Navy Midshipman.

c. Block 3. SOCIAL SECURITY NUMBER. Enter the member’s social security number with the digits properly grouped; e.g., 000 00 0000.

d. Block 4. GRADE, RANK, OR RATE. Enter the abbreviation for rank, temporary commissioned grade or enlisted rate, as applicable, in which separated. The commissioned grade will be shown for a temporary officer accepting a permanent appointment as an officer, or reverting to permanent enlisted status for the purpose of transferring to the Fleet Reserve and RELACDU effective on the same date. The permanent enlisted grade and date of rate for a temporary officer will be identified in block 18 (DO NOT USE FROCKED GRADE, RANK, OR RATE). For midshipmen, enter "MIDN."

e. Block 4b. PAY GRADE. Enter the paygrade in which separated "O4," "O1E," "W2," "E3," etc. For midshipmen, enter "NA." (DO NOT USE FROCKED PAYGRADE).

f. Block 5. DATE OF BIRTH. Enter the correct date of birth (YYYYMMDD), e.g., 19840915.

g. Block 6. RESERVE OBLIGATION TERMINAL DATE. Enter, when applicable, the terminal date of the member's Reserve obligation under the Military Selective Service Act, which is 8 years from the date of first enlistment or appointment. Reference (b), MILPERSMAN 1133-010, applies. Enter "NA" if the member is discharged.

h. Block 7a. PLACE OF ENTRY INTO ACTIVE DUTY. Enter the following information in all capital letters:

(1) Enlisted Personnel

(a) For enlisted personnel (including temporary commissioned officers) who immediately entered on active duty at the time of enlistment or reenlistment after a break in service, enter the place the member entered on active duty (city or county and State) on the date shown in block 12a.

(b) For enlisted personnel ordered to active duty from inactive duty, enter the city or county and State of the home address to which the active duty orders were addressed.

(2) Officers. For an officer who reported for active duty on or after 1 January 1957, enter the place of entry shown on NAVPERS 1070/74 Report of Home of Record and Place from Which Ordered to a Tour of Active Duty.

(3) Midshipmen. For midshipmen, USN, enter the place to which the "Permit to Report at the U.S. Naval Academy for Admission as Midshipmen" was addressed.

i. Block 7b. HOME OF RECORD AT TIME OF ENTRY. Enter in all capital letters and refer to reference (b), MILPERSMAN 1000-100.

j. Block 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter in all capital letters the last permanent duty assignment except in the case of RELACDU for training, when the training duty assignment will be entered.

k. Block 8b. STATION WHERE SEPARATED. Enter in all capital letters the place of release, transfer, or discharge (ship or station) and its geographic location.

l. Block 9. COMMAND TO WHICH TRANSFERRED. For personnel being released, transferred to the Fleet Reserve, retired, or in the case of midshipmen assigned or reverted to enlisted status, enter "COMMANDER, NAVY PERSONNEL COMMAND (PERS-912), MILLINGTON, TN 38055." For midshipmen placed on active duty, enter the name of the command to which transferred. In the case of personnel being discharged or continuing on active duty with a change of status, enter "NA."

m. Block 10. SGLI COVERAGE. The exact amount of Servicemens' Group Life Insurance (SGLI) coverage must be entered; e.g., \$400,000. If none, enter "X" in the box.

n. Block 11. PRIMARY SPECIALTY

(1) Enlisted Personnel. Enter the primary Navy enlisted classification (NEC) code, title in all capital letters, and years and months in specialty. The NEC will be the latest primary NEC assignment recorded in the Service member's ESR, Enlisted Qualifications History. When no NEC has been assigned, enter the rating abbreviation followed by "0000." The NEC title will be listed in NAVPERS 18068F, Volume II, Manual of the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (<http://www.public.navy.mil/bupers-npc/reference/nec/NECOSVolII/Pages/default.aspx>). If appropriate, the subtitle will precede as "ET 1516 RADAR (SPS-40B/C/D) TECHNICIAN 03YRS 10MOS." In the case of an Occupational Area-Defense Grouping (OA-DG) NEC, include the rating abbreviation and the NEC title: e.g., "DG-9770 (HT) CRAFTSMAN 03YRS 10MOS." Enter additional secondary NECs and titles held for periods of 1 year or more.

(2) Officers. Enter the Navy officer designator codes (DESIG) held or previously held. Include title and years and months in each designator. Enter the Navy officer billet classification (NOBC) for the most significant duty assignment. See NAVPERS 15839I, Volume I, Manual of Navy Officer Manpower and Personnel Classification, (<http://www.npc.navy.mil/bupers-npc/reference/noc/NOOCSVOL1/Pages/default.aspx>). Include title and years and months in specialty. Enter additional qualification designator (AQD).

o. Block 12. RECORD OF SERVICE: YEAR(S), MONTH(S), DAY(S)

(1) Block 12a. DATE ENTERED AD THIS PERIOD. The date entered in block 12a will be the date of enlistment for the earliest period of continuous active service for which a DD 214 was not previously issued. For members who have previously enlisted, reenlisted, or

accepted an appointment without being issued a DD 214 and who are being separated with any discharge characterization except “Honorable,” the following statement must appear as the first entry in block 18 on the DD 214: “CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date).” The “from” date will be the date of initial entry into active duty; the “until” date will be the date before commencement of the current enlistment.

(2) Block 12b. SEPARATION DATE THIS PERIOD. Enter the date the release, discharge, or change of status is effective. A member may be released 1 to 3 days early because the expiration of service falls on a weekend or holiday. In such cases, show the actual date of release. Such release is not considered as being “prior to expiration of obligated service.” For a temporary commissioned officer being discharged in order to accept permanent appointment, enter day prior to permanent appointment. For personnel being retired, enter the last day of active duty in this block, and enter the effective date of retirement in block 18. For members on separation leave, enter the date the active duty obligation is completed. For reservists entitled to travel time incident to separation, enter the effective date of RELACDU. Enter the actual date the member was detached from the duty station effecting separation and the number of days travel time in block 18. For Service members being transferred to the Individual Ready Reserve (IRR), enter in block 18: “SUBJECT TO ACTIVE DUTY RECALL/ANNUAL SCREENING.”

(3) Block 12c. NET ACTIVE SERVICE THIS PERIOD. Enter the years, months, and days of net service this period. Note that service while attending a Service academy as a midshipman, USN, or as a cadet is creditable for an enlisted member reverted to enlisted status, but in no case is it creditable for a warrant or commissioned officer. (Do not include lost time in determining net active service.)

(4) Block 12d. TOTAL PRIOR ACTIVE SERVICE. Enter the years, months, and days of service creditable for basic pay (base pay computed from pay entry base date (PEBD)) for all active service prior to the date entered in block 12a.

(5) Block 12e. TOTAL PRIOR INACTIVE SERVICE. Enter the years, months, and days service creditable for basic pay for all inactive service prior to the date entered in block 12a.

(6) Block 12f. FOREIGN SERVICE. Enter the years, months, and days of foreign service this period. Service performed outside the 50 United States or its commonwealths and territories (American Samoa, Northern Marianas Islands, Guam, Puerto Rico, and U.S. Virgin Islands), except while on deployment.

(7) Block 12g. SEA SERVICE. Enter the sum of all sea duty periods, minus the number of days lost which occurred during each sea duty periods as defined in reference (c).

(8) Block 12h. INITIAL ENTRY TRAINING

(a) Enlisted. Enter the sum of time spent in initial entry training which includes recruit training and skill training (or 'A' School).

(b) Officers. Enter "NA."

(9) Block 12i. EFFECTIVE DATE OF PAY GRADE. Enter the effective date of the paygrade/rank reflected in block 4b as follows:

(a) Enlisted Personnel. Actual date of advancement.

(b) Officers. Date of rank, as distinguished from date of appointment.

p. Block 13. DECORATIONS, MEDALS, BADGES, CITATIONS, AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter, in all capital letters, all decorations (including warfare designators), medals, badges, commendations, citations, and campaign ribbons awarded or authorized for all periods of service. In cases where the award is not appropriately entered in the member's ESR, supporting documentation (e.g. original award citation and certificate) must be verified prior to entering on the DD 214. No authorities will be cited. Enter inclusive dates for all campaign medals awarded (e.g., IRAQ CAMPAIGN MEDAL (01APR09 to 31DEC09)). Enter the number of awards in parenthesis and letter devices (e.g., S, V) (i.e. SEA SERVICE DEPLOYMENT RIBBON (3)). (NOTE: For missing awards, in addition to updating the member's ESR, a certified copy of the award's citation and certificate must be mailed to NAVPERSCOM, Records Management Policy Branch (PERS-313) for inclusion in the member's OMPF.)

q. Block 14. MILITARY EDUCATION. To assist the former Service member in employment placement and job counseling, formal in-Service training courses successfully completed during this period will be listed in this block; e.g., medical and dental, electronics, supply, administration, personnel, or heavy equipment operations. Training courses for combat skills will not be listed. Course title, number of weeks, and month and year of completion will be entered all in capital letters. Refer to the Guide to the Evaluation of Educational Experiences in the Armed Services for course titles and abbreviations available at <http://www.acenet.edu/news-room/pages/military-guide-online.aspx>.

r. Block 15a. COMMISSIONED THROUGH SERVICE ACADEMY. Place an "X" in the appropriate box of officer separating.

s. Block 15b. COMMISSIONED THROUGH ROTC SCHOLARSHIP. Place an "X" in the appropriate box of officer separating.

t. Block 15c. ENLISTED UNDER LOAN REPAYMENT PROGRAM. Place “X” in the appropriate box. If “YES”, enter the years of commitment.

u. Block 16. DAYS ACCRUED LEAVE PAID. If the member received a lump-sum leave payment, enter the number of days for which payment was received. The amount of the payment will not be shown. If no lump-sum leave payment is made, enter “NONE.” Ensure the leave paid reflected in this block excludes the leave member has taken prior to separation (terminal or separation leave).

v. Block 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION. Enter an “X” in the appropriate box.

w. Block 18. REMARKS. Entries in this block consist of information not shown elsewhere, specified below, or in supplementary directives and may include other information pertinent to the Service member. Do not repeat material in other blocks. The unused portion of block 18 must be filled by diagonal lines of “X’s” typed through the blank space.

(1) Continuation of Information. Continue in this block any items which cannot be completed within the space provided. In such cases, a cross-reference must be made to indicate the item being continued; e.g., “BLOCK 13 CONTINUED.” If more space is required, enter “CONTINUED ON DD 214C” in the last line of the block and complete the form as directed by subparagraph 2b(3)(d) above.

(2) Missing Information. When information is not available to complete a block on the DD 214 and the entry “SEE REMARKS” has been made, enter in block 18: “DD 215 WILL BE ISSUED TO PROVIDE MISSING INFORMATION.”

(3) Discharge for Physical Disability. In cases of personnel being discharged for reason of physical disability, make appropriate entry as listed below. Members who plan to apply for veteran’s compensation or pension should be informed that it is in their best interest to apply at the time of separation. If they wait, they may expect delay in the processing of their applications until the Department of Veterans Affairs (DVA) can obtain their STR from the Navy. The nature of the physical disability must not be described. The necessary monetary information will be obtained by the personnel officer from the disbursing officer (DO). As appropriate, enter one of the following statements:

“(NAME) HAS EXECUTED A CLAIM FOR COMPENSATION, PENSION, OR HOSPITALIZATION TO BE FILED WITH THE DVA.”

“THE RIGHT TO FILE A CLAIM WITH THE DVA FOR COMPENSATIONS, PENSIONS, OR HOSPITALIZATIONS HAS BEEN EXPLAINED TO (NAME) AND HE/SHE

HAS SIGNED STATEMENTS THAT HE/SHE DOES/DOES NOT DESIRE TO SUBMIT A CLAIM AT THIS TIME.”

“DISABILITY SEVERANCE PAY AUTHORIZED IN AMOUNT OF \$ (amount) BUT NOT PAID.”

“DISABILITY SEVERANCE PAY AUTHORIZED AND PAID IN AMOUNT OF \$ (amount).”

(4) Separation Payment. An entry will be made showing the amount, type, and number of years to be paid, if appropriate, of any separation payment. The entry must include the DO’s symbol, for example:

“VARIABLE SEPARATION INCENTIVE - \$4,310.00 PAID ANNUALLY FOR 12 YEARS - DISBURSING OFFICE SYMBOL_____.”

“SPECIAL SEPARATION BENEFIT - \$25,700.00 DISBURSING OFFICE SYMBOL_____.”

“SEPARATION PAYMENT - \$15,800 - DISBURSING OFFICE SYMBOL_____.”

(5) Effective Date of Retirement or Transfer to Fleet Reserve. When a member is being RELACDU and retired, the date of release in block 12b will usually be the day before the effective date of retirement (e.g., 30 June 2016 and placed on retired list as of 1 July 2016). When member is being transferred to the Fleet Reserve, the date of release in block 12b will usually be the same date as reflected by Fleet Reserve transfer authorization message (e.g., transferred to Fleet Reserve on 30 June 2016 and Fleet Reserve status commences the following day 1 July 2016). For Service members transferring to the Fleet Reserve or retiring from active duty, enter the below statements in block 18:

“SUBJECT TO ACTIVE DUTY RECALL BY SECRETARY OF THE NAVY.”

“EFFECTIVE DATE OF (TEMPORARY/PERMANENT), (RETIREMENT/TRANSFER TO FLEET RESERVE STATUS): (date).”

(6) Temporary Early Retirement (15 years). When a member is being RELACDU and retired or transferred to the Fleet Reserve with less than 20 years of service, make the following entry:

“MEMBER IS RETIRING AS PROVIDED BY SECTION 4403 OF THE FY 1993 NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) AND MAY QUALIFY FOR A RECOMPUTATION OF RETIRED PAY AT AGE 62 (SECTION 4464 OF SAME LAW).”

(7) Reservist's Travel Time. When a reservist is RELACDU and is entitled to travel time, enter in this block the actual date the reservist was detached from the separation activity and the number of days travel time added to arrive at the effective date of release from active duty entered in block 12b as follows:

“DATE DETACHED SEPARATION ACTIVITY: (DATE). (# DAYS TRAVEL TIME).”
[# - actual number of days]

(8) Extension of Enlistment or Active Service. The following is applicable to those individuals who are separated or discharged upon completion of their initial enlistment and a DD 214 is issued. When a member's enlistment or active duty commitment was extended, except for the purpose of making up lost time, the term of such extension must be entered in block 18 as shown below. For re-employment rights, all extensions of enlistment or active service are considered to be at the request and “for the convenience of the Government” and must be so noted on the DD 214: “EXTENSION OF SERVICE WAS AT THE REQUEST OF AND FOR THE CONVENIENCE OF THE GOVERNMENT.”

(9) Prior Service Not Captured on a DD 214. For members who have previously enlisted, reenlisted, or accepted an appointment without being issued a DD 214, and who are being separated with any discharge characterization except “Honorable,” the following statement must appear as the first entry in block 18 on the DD 214: “CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date).” The “from” date will be the date of initial entry into active duty; the “until” date will be the date before commencement of the current enlistment.

(10) Non-Pay Excess Leave Days. Enter the inclusive dates of any non-pay excess leave days.

(11) Permanent Enlisted Grade. When a temporary commissioned officer grade is entered in block 4a, enter the temporary officer designator and date of commission, and the highest enlisted rating and paygrade held, and effective date in this block. (e.g., “COMMISSIONED TEMPORARY OFFICER ON 2006 08 01, DESIGNATOR 6412. HIGHEST ENLISTED RATING AND PAYGRADE HELD PSC/E7, EFFECTIVE 2005 07 16.”)

(12) Place of Birth. If the member is a discharged alien deserter, enter the place of birth.

(13) Administrative Issuance or Re-issuance of the DD 214. Unless otherwise directed by appellate authority, executive order, or SECNAV, a statement indicating the form was administratively issued or reissued and the date of the action will be entered.

(14) Commissioning Programs:

(a) Naval Academy. Enter the dates the member attended the Naval Academy (or other Service academy).

(b) Seaman to Admiral (STA-21). Enter the following information for those candidates selected for the STA-21 Program on or after 28 October 2009 and who have been appointed to the grade of ensign upon completion of the program: “UNDER TITLE 10 USC 6328, TIME SERVED DURING STA-21 PROGRAM WILL NOT COUNT TOWARDS THE OFFICER’S RETIREMENT ELIGIBILITY, UNLESS THE OFFICER BECOMES SUBJECT FOR INVOLUNTARY SEPARATION OR RETIREMENT DUE TO PHYSICAL DISABILITY. SUCH ACTIVE SERVICE WILL BE COUNTED IN COMPUTING THE YEARS OF ACTIVE SERVICE OF THE OFFICER FOR ALL OTHER PURPOSES. MEMBER ATTENDED STA-21 PROGRAM FROM _____ TO _____ AND IT IS RECORDED IN BLK 12E OF THIS DD 214.”

(15) Upgraded Discharge. When a discharge has been upgraded, the DD 214 will be updated for copies number 2 through 8 in block 18 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.

(16) For Service members who refuse to sign the DD 214 at the time of separation or discharge, make the following entry in block 18: “SERVICE MEMBER REFUSED TO SIGN DOCUMENT AT THE TIME OF (enter as appropriate).” In addition, an Administrative Remarks entry will be made in member’s ESR documenting reason for refusal to sign the DD 214. Upon completion of the DD 214, distribution will be made as indicated in enclosure (3) for activities using the NSIPS R&S module and enclosure (4) for units not using the NSIPS R&S module.

(17) For enlisted members who have participated for advancement and:

(a) Selected for advancement during the last advancement cycle, but not advanced by the time of separation, enter the following information in block 18: “EXAMINATION COMPLETED, SELECTED FOR ADVANCEMENT BUT NOT ADVANCED BY THE TIME OF SEPARATION, MEMBER’S FINAL MULTIPLE SCORE AND DATE OF EXAMINATION (e.g., HT1, PASS, FMS-66, 2003 03 06).”

(b) Passed the examination but not advanced, enter the following information for up to last four advancement cycles in block 18 if data is available: “EXAMINATION COMPLETED, MEMBER’S FINAL MULTIPLE SCORE AND DATE OF EXAMINATION; (e.g.) HT1, PASS, FMS-66, 2003 03 06.” In addition, include member’s time in rate, advancement recommendation from the member’s last evaluation report, and period of report.

(18) For a Service member who is being transferred to the IRR, make the following entry: "SUBJECT TO ACTIVE DUTY RECALL/ANNUAL SCREENING."

(19) For a Service member ordered to active duty in time of national emergency or war, enter in block 18 the actual dates of deployment into the theater of operations, e.g., "IRAQI FREEDOM THEATER FROM 03FEB17 TO 03APR10."

(20) For Service members retiring or separating from active duty, document participation in contingency operations when the member served in theatre.

(21) If Service member elects, enter an e-mail address and telephone number to allow contact by agencies receiving copies of the DD 214. If the member possesses a service "e-mail for life" address it is preferred since it will provide a secure e-mail environment.

(22) For commands using NSIPS R&S module, serial number and transaction code will be auto-generated once DD 214 is signed by authorizing official.

(23) For commands not using NSIPS R&S module enter serial number. The manually-generated serial number consists of four elements (16-17 characters), to include UIC, last two-digit calendar year, four-digit consecutive number, and initials of the preparer (e.g., SER: 62981-17-0001-DWC).

x. Block 19a. MAILING ADDRESS AFTER SEPARATION. Enter the complete address (street and number, city, State or country, and zip code) where member intends to receive correspondence from the Navy after separation. This information must be obtained from the member.

y. Block 19b. NEAREST RELATIVE. Enter the complete name, street and number, city, State or country, and zip code of the nearest relative where mail may be forwarded following separation.

z. Block 20. MEMBER REQUESTS COPY 6 BE SENT TO (specify state/locality) OFFICE OF VETERANS AFFAIRS. Enter an "X" in the appropriate box as to whether or not the member requests forwarding of the DD 214 information to the DVA, State director. If the "Yes" box is checked, the abbreviation of the State specified by the member must be entered in the provided space. Enclosure (5) contains addresses of the State directors and the two-letter abbreviation for the State as drawn from the National Post Office and Zip Code Directory.

aa. Block 20a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC). Enter an "X" in the appropriate box.

bb. Block 21a. MEMBER SIGNATURE. The electronic signature is the preferred method and will be used as capabilities evolve. If electronic signature is not used, ensure the signature is legible on all copies. The member must be made aware of differences in the information contained on certain copies of the DD 214. When a member is discharged in absentia, enter “DISCHARGED IN ABSENTIA” in this block. For a member who is physically unable to sign or refuses to sign, enter “SIGNATURE UNATTAINABLE” and enter the reason in block 18.

cc. Block 21b. DATE. Enter the date member’s signature is obtained.

dd. Block 22a. OFFICIAL AUTHORIZED TO SIGN. Type the name; rate, rank or grade; and title of the authorizing official who has been delegated authority to sign by direction. Personnel authorized to sign the completed DD 214 would be any commissioned officer or warrant officer; enlisted personnel E6 and above; Government employees, GS-7 and above; and contract employees if included in the statement of work and are authorized to do so by the CO or OIC. The official’s signature will also be entered in this block. The electronic signature is the preferred method and will be used as capabilities evolve. If electronic signature is not used, ensure the signature is legible on all copies. In all cases the signature method used by the Service member and authorized official must be the same (i.e., both use electronic signature or both use standard signature).

ee. Block 22b. DATE. Enter the date the authorizing official signs the DD 214.

NOTE: DD 214 *MEMBER-1* copy does not contain blocks 23 through 30.

ff. Block 23. TYPE OF SEPARATION. Enter the type of separation effected from one of the following entries:

- (1) “Commission Revoked”;
- (2) “Discharged”;
- (3) “Discharged and Offered Reappointment in the Navy Reserve”;
- (4) “Discharged and Reappointed in the Navy Reserve”;
- (5) “Discharged from the Naval Academy (USNA)”;
- (6) “Discharged from USNA, Resumed/Assigned Enlisted Status”;
- (7) “Dismissed”;
- (8) “Dropped from the Rolls”;

- (9) "Released from Active Duty (RELACDU)";
- (10) "RELACDU and Transferred to the Navy Reserve";
- (11) "RELACDU for Special Work (ADSW)";
- (12) "RELACDU for Training (ADT)";
- (13) "Resigned";
- (14) "Retired";
- (15) "Temporary Disability Retired List";
- (16) "Transferred to USN/USA/MARCORPS/USAF/USCG";
- (17) "Transferred to the Fleet Reserve"; or
- (18) "Void (Uncharacterized)."

gg. Block 24. CHARACTER OF SERVICE. Enter in capital letters one of the following:

HONORABLE
UNDER HONORABLE CONDITIONS (GENERAL)
UNDER OTHER THAN HONORABLE CONDITIONS
BAD CONDUCT
DISHONORABLE
UNCHARACTERIZED

In the case of an officer dismissed or dropped from the rolls, enter only "X's." The character of service must be appropriate and consistent with the reason and authority for separation.

hh. Block 25. SEPARATION AUTHORITY

(1) Enlisted Personnel. Enter the authority under which release is authorized using the appropriate article number from reference (b) or applicable NAVPERSCOM message as directed.

(2) Officers and Midshipmen. Cite the orders authorizing separation.

ii. Block 26. SEPARATION CODE. Enter the appropriate separation program designator (SPD). The list of authorized SPD codes is "For Official Use Only" and must not be released to any agency or individual outside the DoD. NAVPERSCOM, Enlisted Performance and

Separation Branch (PERS-832) will provide the list to authorized separation activities upon request.

jj. Block 27. REENTRY CODE

(1) Enlisted Personnel. Enter the appropriate reentry code commensurate to the reason for separation as listed in enclosure (2) and using guidelines contained in reference (b), MILPERSMAN 1160-030.

(2) Officers and Midshipmen. Enter “NA.”

Note: Blocks 25, 26, and 27 are not reported in *VETERANS ADMINISTRATION-3*, *DEPARTMENT OF LABOR-5*, and *STATE DIRECTOR OF VETERANS AFFAIRS-6* copies.

kk. Block 28. NARRATIVE REASON FOR SEPARATION. Enter the appropriate reason for separation that corresponds to the SPD code used in block 26.

ll. Block 29. DATES OF TIME LOST DURING THIS PERIOD. Enter inclusive dates for all periods of time lost during this period of active duty, include periods of unauthorized absence or sickness due to misconduct, but **do not** identify types of time lost other than by “TL.”

Examples: “TL 2004 06 21 TO 2004 06 29” or “TL – NONE”

mm. Block 30. MEMBER REQUESTS COPY 4. Ensure the member initials block 30 and receives *MEMBER-4* copy of the DD 214. If the member electronically signs block 21a then the member must also electronically sign block 30.

4. Advanced Issuance of DD 214 for Demobilizing Reservists. The DD 214 will be prepared and signed by the member and authorized official up to 120 days in advance of the member’s separation or discharge. Provide *MEMBER-4* copy to demobilizing reserve personnel who were mobilized in support of a contingency operation. This advanced copy will be provided to the member during the demobilization process prior to the member departing the Navy mobilization processing site (NMPS) on separation leave and is provided solely for the purpose of pre-registering Sailors for Veterans’ Administration medical and dental benefits at NMPS and is not to be provided to any other command or agency for any reason.

5. Corrections to DD 214. No changes, strikeouts, erasures, or corrections may be made on the DD 214. Any changes or corrections entered on DD 214 will render the form void. The member will be advised that any changes or alterations will render the form void. The member to whom the DD 214 is issued will be informed of the proper procedure for having official corrections made when errors are discovered after receipt.

a. Official Changes and Corrections. Once the DD 214 has been issued and copies distributed, official corrections may be made by issuance of DD 215, except as noted in paragraph 6 below. The DD 215 will be distributed in the same manner as the original DD 214 which it corrects. Since the information contained in blocks 25, 26, and 27 (SEPARATION AUTHORITY, SEPARATION CODE, and REENTRY CODE, respectively) has limited distribution, correction to these items on a DD 215 requires the limitation on distribution of the DD 215. If other items, as well as blocks 25, 26, and 27 are corrected, issuing authorities must assure that copies of the DD 215 issued to agencies not entitled to receive blocks 25, 26, and 27 information, receive DD 215 copies which omit that information. For command's using NSIPS R&S, a corrected DD 214 will be issued.

b. Request for Correction. A correction request must contain the full name, rank/rate, social security number, periods of service, and current mailing address of the member concerned. The correction requested must also be identified, and if necessary, supporting documentation provided. If a copy of the DD 214 for which the request is being made is available, it should be forwarded with the request to one of the following locations:

(1) Members on Active Duty, in a Selected Reserve Status, and those Discharged, Retired, or Transferred to the Fleet Reserve Since 1995:

NAVY PERSONNEL COMMAND
PERS 312
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3120

(2) Members Discharged, Retired, Transferred to the Fleet Reserve Prior to 1995:

NATIONAL PERSONNEL RECORDS CENTER
1 ARCHIVES DRIVE
ST LOUIS MO 63138

(3) Name Change Request. Administrative name change to DD 214 is authorized when the request is accompanied by a valid court order recognizing an individual's legal name change. The change will no longer require approval by the Board of Corrections of Naval Records (BCNR). If the name change request is not accompanied by a valid court order recognizing a legal name change, it will not meet the requirements to be change administratively. In such cases, the individual will be required to petition the BCNR for such a change per reference (a) enclosure (3) paragraph (c).

6. Administrative Issuance or Reissuance of the DD 214

a. Administrative Issuance. The DD 214 will normally be prepared by the command from which the member is separated or by the servicing PSD. When a DD 214 has not been issued, NAVPERSCOM, Records Analysis Branch (PERS-312) may issue or direct issuance of a DD 214. The fact that the DD 214 was administratively issued will be entered in block 18 unless otherwise directed.

b. Reissuance. PERS-312 may reissue or direct reissuance when:

(1) Directed by appropriate appellate authority, executive order, or SECNAV.

(2) A DD 214 cannot be corrected by the issuance of a DD 215 or the correction would require the issuance of more than two DD 215s. Not applicable for commands using NSIPS R&S module.

(3) There is a change directed by competent authority vice a correction of administrative error in block 24 (CHARACTER OF SERVICE).

(4) When two DD 215s have been issued and an additional correction is required (for a non-electronic DD 214).

(5) When a DD 214 has been issued as electronic DD 214 data and corrections or updates are required.

(6) At the discretion of PERS-312, when certain invalid information is being removed from the original DD 214 (e.g., valor award, Purple Heart).

c. Request for Issuance or Reissuance. Requests for issuance or reissuance should be addressed as indicated in subparagraph 5b(1) or subparagraph 5b(2).

7. Administrative Changes While Member is on Terminal Leave. Prior to separation, each member must be counseled regarding actions to be taken or that could occur in the event of death, serious injury, and misconduct prior to actual separation or discharge date.

a. In the event of the death of member, the family is required to notify the member's command and servicing PSD in order to void the DD 214 and take required action regarding the member's death.

b. In the event the member suffers a serious injury or illness, the member or family member (if member is incapacitated) is required to contact member's command (identified in block 8a of the DD 214) and servicing PSD to ensure medical issues are properly addressed. The DD 214 may require cancellation or modification if medical actions extend member in an active duty status or PEB actions lead to disability.

c. Member must be made aware that if serious military or civilian misconduct is discovered or committed prior to separation or discharge date, the member may be recalled in order to address possible courts-martial or administrative separation processing. This action may result in cancellation or correction to DD 214 with regard to type and characterization of discharge.

8. Replacement of the DD 214

a. General. To obtain a copy of a DD 214, a signed request must include adequate identifying data (e.g., full name, rank or rate, social security number, Navy service number(s), dates of service, and a current return address).

b. Individual Request. In response to an individual's signed request for a copy of the DD 214 and based on the date of issue of the DD 214, the individual will receive the following:

(1) In the case of a DD 214 issued on or after 1 October 1979, one copy of the DD 214, including the "Special Additional Information" (blocks 23 through 30).

(2) In the case of a DD 214 issued before 1 October 1979, one copy of the DD 214 without information on blocks of the "Separation Authority for Separation," "Narrative Reason for Separation," "SPD," and "Reentry Codes," and another copy of the DD 214 containing the "Authority for Separation," "SPD," and "Reentry Code." If specifically requested, the individual may also be provided a plain language "narrative statement" of the reason for the separation to be provided in a separate letter.

c. Agent Requests. In those cases where individuals have authorized another person to receive a copy of their DD 214, the copy provided will not include the "Special Additional Information" from a DD 214 issued on or after 1 October 1979, or in the case of a DD 214 issued before that date, the "Separation Authority," "Narrative Reason for Separation," "SPD," and "Reenlistment Reentry Code."

d. Request for Replacement Copies. Requests for replacement copies should be addressed as indicated in subparagraph 5b(1) or subparagraph 5b(2).

9. Reporting Requirements – Enlisted or Officer. When reporting personnel loss due to separation, discharge, or retirement; ensure full compliance with current pay and personnel procedures directives.

REENTRY CODES

- RE-R1 Recommended for preferred reenlistment
- RE-1 Eligible for reenlistment
- RE-1E Eligible for reenlistment, but not reenlisted due to Career Waypoints (C-WAY) regulations
- RE-2 Ineligible for reenlistment because of the following status:
- Fleet Reserve
 - Retired (except for transfer to TDRL)
 - Commissioned officer
 - Warrant officer
- RE-3 Eligible for reenlistment except for disqualifying factor. Add letter to indicate status at time of separation:
- RE-3A Alien (discharged under reference (b), MILPERSMAN 1910-127)
- RE-3B Parenthood, pregnancy, or childbirth
- RE-3C Conscientious objector
- RE-3E Inducted, enlisted, extended, or reenlisted in error
- RE-3F Failed the physical fitness assessment
- RE-3G Condition (not physical disability) interfering with performance of duty
- RE-3H Hardship or dependency
- RE-3J Failed entry-level drug test, not drug dependent
- RE-3K Disenrolled from Naval Academy or other officer program
- RE-3M Ineligible for reenlistment in current rating
- RE-3P Physical disability (includes discharge and transfer to TDRL)

REENTRY CODES (CONTINUED)

- RE-3 RE-3Q Disqualified for officer candidate training (not physically qualified for appointment as officer in the naval service)
- RE-3R Not meeting the professional growth criteria (see reference (b), MILPERSMAN 1160-030 and 1910-125)
- RE-3S Surviving family member
- RE-3U Minority age
- RE-3X Non-swimmer
- RE-3Y Received voluntary separation incentive (VSI)
- RE-3Z Received special separation benefit (SSB)
- RE-4 Ineligible for reenlistment. Note: Former Service members who were separated with an 'HONORABLE' discharge, and who have a reentry code of RE-4 (block 28) in their most recent DD 214 and a narrative reason of either "Homosexual Act, Homosexual Conduct or Homosexual Marriage," as well as an SPD code (block 26) of one of the following: GRA, GRB, GRC, HRA, HRB, or HRC are eligible for reentry as if their separation code were RE-R1 and or RE-1. (Note: Service member's record must be reviewed to assure the sole supported reason for processing was homosexual act, conduct, or marriage.)
- RE-5 USNR-R released after serving 90 or more days of active duty for training (ADT). Returned to Reserve unit or activity without reenlistment eligibility being determined
- RE-6 Ineligible or denied reenlistment due to high year tenure (HYT)
- RE-7 Completing the initial 2-year active duty obligation under the 2x8 Navy Reserve Program
- RE-8 Temporary medical conditions or unsatisfactory initial performance and conduct (available to recruits assigned to Recruit Training Command for initial training only).

DISTRIBUTION OF DD 214 UNDER RETIREMENTS & SEPARATIONS (R&S) MODULE
IN NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

1. Distribution of DD 214 of Printed or Electronic Copies. Upon the electronic transmission of DD 214 data to Defense Manpower Data Center (DMDC), Military Services will no longer be required to produce and distribute *VETERANS ADMINISTRATION-3*, *SERVICE-7*, and *SERVICE-8* printed copies of the DD 214. DMDC is the official distribution source of Military Services authoritative and certified information for all periods of active duty that are completed on or after 1 January 2015. Distribution of *DEPARTMENT OF LABOR-5* and *STATE DIRECTOR OF VETERANS AFFAIRS-6* copies of the DD 214 will be eliminated when capabilities to transmit the data to Department of Labor (DOL) and State Veterans Affairs offices are in place. The distribution of all copies of DD 214 must be made without delay.
2. The *MEMBER-1* and *MEMBER-4* copies, if requested, are to be given to the member in conjunction with their separation or discharge and prior to final departure from their command on permissive temporary additional duty, terminal leave, and associated travel. Other copies are to be distributed no later than the day following the effective date of separation or discharge. Expedient distribution of the DD 214 will assist Service member in obtaining benefits and will also preclude invalid unemployment compensation payments. (The Service member cannot file for unemployment in any week before the 5th week beginning after the week Service member was separated or discharged.)
3. Preparation of the DD 214 will not be delayed because information is not available for completing all pertinent items. Rather, it will be prepared as completely as possible and a DD 215 will be completed to supplement it. For commands using NSIPS R&S, a corrected DD 214 will be issued. Members will be advised that they will be provided the DD 215 or updated DD 214 without having to request it. For those enlisted personnel being discharged on appellate leave, enter "REFER TO DD 215" in the appropriate blocks, and the CO will issue the DD 215 for commands not using NSIPS R&S or a corrected DD 214 for commands using NSIPS R&S when the needed information has been received from PERS-8. In all other cases where incomplete DD 214s are issued, PERS-312 will be advised that a DD 215 or updated DD 214 will be necessary.
4. Distribution of the DD 214 will be made as follows:
 - a. MEMBER-1. Deliver to the members in conjunction with their separation or discharge and prior to final departure from their command on permissive temporary additional duty, terminal leave, and associated travel. This will be mailed under conditions precluding physical delivery or when the member departs well in advance of normal departure time; e.g., at home awaiting orders, or transferred to a DVAMC. If the member is discharged as an alien deserter, a reproduction of this copy, with the place of birth entered in block 18, must be sent to: U.S. Department of State, Visa Office SCA/VO, State Annex Number 2, Washington, DC 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters per DoD Instruction 1325.02.

b. SERVICE-2. This will be electronically sent to NAVPERSCOM, Records Management Policy Branch (PERS-313) the day following separation or upon authorizing official's digital signature, whichever occurs later.

(1) Concurrently, submit ESR close-out documents, the original DD 2648 (Active Duty) or DD 2648-1 (Reserve Component Members Released From Active Duty) Preseparation Counseling Checklist, a copy of the separation physical (DD 2808 and DD 2807-1), and any required NAVPERS 1070/613 entries. For separating officers, also submit a copy of the officer's separation orders and endorsement.

(2) For officer candidate or midshipman discharged with an entry-level separation, submit the Midshipman Oath of Office, separation orders and endorsement, documentation authorizing discharge, and other required service record documents.

(3) For naturalized Service member separated with an Under Other Than Honorable Conditions characterization of service before serving honorably for 5 years, forward locally reproduced copy of *SERVICE-2* to:

USCIS NEBRASKA SERVICE CENTER
MILITARY UNIT
850 S STREET
LINCOLN NE 68508

c. VETERANS ADMINISTRATION-3. If member elected "YES" in block 20a, it will be automatically sent to DVA.

d. MEMBER-4. Ensure member initials block 30 and deliver to the member. It should be delivered at the same time as *MEMBER-1* copy. Members will be advised that should they subsequently request unemployment compensation; it may be delayed until service date can be verified.

e. DEPARTMENT OF LABOR-5

(1) Personnel Continuing on Active Duty. When an individual is in Service and enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, this will not be forwarded to the DOL.

(2) Personnel RELACDU, Discharged, Retired, or Transferred to Fleet Reserve. As stated in paragraph 1 of this enclosure, once the capability to transmit electronic DD 214 is in place, this is automatically transmitted to DOL, otherwise immediately mail to:

US DEPARTMENT OF LABOR
FEDERAL CLAIMS CONTROL CENTER
PO BOX 785070
ORLANDO FL 32878-5070

f. STATE DIRECTOR OF VETERANS AFFAIRS-6. For personnel RELACDU, discharged, retired, or transferred to the Fleet Reserve, forward to the appropriate DVA State director (see enclosure (5), if the member so requests by checking “YES” in block 20 of DD 214). The member must specify the State. If the member does not request a copy to be mailed, this will be destroyed. Distribution of this copy will be eliminated as capabilities to transmit the data is in place.

g. SERVICE-7. As discussed in paragraph 1 of this enclosure, no action required.

h. SERVICE-8. As discussed in paragraph 1 of this enclosure, no action required.

DISTRIBUTION OF DD 214 FOR UNITS NOT SUPPORTED BY RETIREMENTS & SEPARATIONS (R&S) MODULE IN NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

1. The distribution of all printed copies of DD 214 will be made without delay. *MEMBER-1* and *MEMBER-4* copies, if requested, are to be given to the members in conjunction with their RELACDU and prior to final departure from their command on permissive temporary additional duty, terminal leave, and associated travel. Other copies are to be distributed no later than the day following the effective date of separation. Expeditious distribution of the DD 214 will assist the Service member in obtaining benefits and will also preclude invalid unemployment compensation payments. (The Service member cannot file for unemployment in any week before the 5th week beginning after the week in which the Service member was separated.)

2. Preparation of the DD 214 will not be delayed because information is not available for completing all pertinent items. Rather, it will be prepared as completely as possible and a DD 215 will be completed to supplement it. Members will be advised they will be provided the DD 215 without having to request it. For those enlisted personnel being discharged on appellate leave, enter "REFER TO DD 215" in the appropriate blocks, and the CO will issue the DD 215 when the needed information has been received from PERS-8. In all other cases where incomplete DD 214s are issued, PERS-312 will be advised that a DD 215 will be necessary.

3. Distribution of the DD 214 will be made as follows:

a. MEMBER-1. Deliver to the Service members in conjunction with their separation or discharge and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel. This will be mailed under conditions precluding physical delivery or when the member departs well in advance of normal departure time; e.g., on home awaiting orders, or transferred to a DVAMC. If the member is discharged as an alien deserter, a reproduction of this copy, with the place of birth entered in block 18, must be sent to: U.S. Department of State, Visa Office SCA/VO, State Annex Number 2, Washington, DC 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters per DoD Instruction 1325.02.

b. SERVICE-2. Forward to PERS-313.

(1) Concurrently, submit ESR close-out documents, the original DD 2648 (Active Duty) or DD 2648-1 (Reserve Component Members Released From Active Duty) Preseparation Counseling Checklist, a copy of the separation physical (DD 2808 and DD 2807-1), and any required NAVPERS 1070/613 entries. For separating officers, also submit a copy of the officer's separation orders and endorsement.

(2) For officer candidate or midshipman discharged with an entry-level separation, submit the Midshipman Oath of Office, separation orders and endorsement, documentation authorizing discharge, and other required service record documents.

(3) For naturalized Service member(s) separated with an Under Other Than Honorable Conditions characterization of service before serving honorably for 5 years, forward locally reproduced *SERVICE-2* copy to:

USCIS NEBRASKA SERVICE CENTER
MILITARY UNIT
850 S. STREET
LINCOLN, NE 68508

c. VETERANS ADMINISTRATION-3. If member elected 'YES' in block 20a, mail it to:

DEPARTMENT OF VETERAN AFFAIRS
DATA PROCESSING CENTER 214
1614 EAST WOODWARD ST
AUSTIN TX 78772

(1) Member Hospitalized at a DVAMC. If the member is transferred to a DVAMC prior to or at the time of release, forward a locally reproduced hard copy to that hospital. Attach the copy to member's clinical records, X-ray films, and a copy of the member's STR.

(2) Member Completing DVA Claim. If member completes VA 21-526 Veteran's Application for Compensation or Pension, include a locally reproduced copy with the claim package to the VA regional office having jurisdiction over the member's home address. The member may also elect to have a duplicate copy forwarded to the Central Office of the DVA in the District of Columbia. The claim package should be prepared per reference (b), MILPERSMAN 1910-804. (Note: Do not forward the claim to the DVA State director's office.)

d. MEMBER-4. Ensure member initials block 30 and deliver to the member. It should be delivered at the same time as *MEMBER-1* copy. Members will be advised that should they subsequently request unemployment compensation; it may be delayed until service date can be verified.

e. DEPARTMENT OF LABOR-5

(1) Personnel Continuing an Active Duty. When an individual is in Service and enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, this will not be forwarded to the DOL.

(2) Personnel RELACDU, Discharged, Retired, or Transferred to Fleet Reserve. Mail to:

U.S. DEPARTMENT OF LABOR
FEDERAL CLAIMS CONTROL CENTER
PO BOX 785070
ORLANDO FL 32878-5070

f. STATE DIRECTOR OF VETERANS AFFAIRS-6. For personnel RELACDU, discharges, retired, or transferred to the Fleet Reserve, forward to the appropriate DVA State Director (see enclosure (5)), if the member so requests by checking “YES” in block 20 of DD 214. The member must specify the State. If the member does not request that the copy be mailed, this will be destroyed.

g. SERVICE-7. This will be destroyed.

h. SERVICE-8. Issuing command must file for 2 years from date of separation. In the event the member should request an additional copy of the form, a copy is available from the issuing command. After this period, this copy will be destroyed or deleted from the electronic file.

BUPERSINST 1900.8E
27 Aug 2018

STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS

ALABAMA (AL)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 1509
MONTGOMERY AL 36102-1509

ALASKA (AK)

DEPARTMENT OF VETERANS AFFAIRS
4600 DEBARR ROAD SUITE 180
ANCHORAGE AK 99508

AMERICAN SAMOA (AS)

VETERANS AND MILITARY AFFAIRS OFFICE
AMERICAN SAMOA GOVERNMENT
PO BOX 2586
PAGO AS 96799

ARIZONA (AZ)

DEPARTMENT OF VETERANS SERVICES
3339 NORTH THIRD ST SUITE 200
PHOENIX AZ 85012

ARKANSAS (AR)

DEPARTMENT OF VETERANS AFFAIRS
501 WOODLAND DR SUITE 230C
LITTLE ROCK AR 72201

CALIFORNIA (CA)

DEPARTMENT OF VETERANS AFFAIRS
1227 O STREET ROOM 300
SACRAMENTO CA 95814

COLORADO (CO)

DIVISION OF VETERANS AFFAIRS
1355 S COLORADO BLVD SUITE 113 BLDG C
DENVER CO 80222

CONNECTICUT (CT)

DEPARTMENT OF VETERANS AFFAIRS
287 WEST STREET
ROCKY HILL CT 06067

DELAWARE (DE)

COMMISSION OF VETERANS AFFAIRS
802 SILVER LAKE BLVD SUITE 100
DOVER DE 19904

DISTRICT OF COLUMBIA (DC)

MAYOR'S OFFICE OF VETERANS AFFAIRS
1350 PENNSYLVANIA AVE NW SUITE 332
WASHINGTON DC 20004

FLORIDA (FL)

DEPARTMENT OF VETERANS AFFAIRS
11351 ULMERTON RD ROOM 311K
LARGO FL 33778

GEORGIA (GA)

DEPARTMENT OF VETERANS SERVICES
FLOYD VETERANS MEMORIAL BLDG
205 JESSIE HILL JR DR SE SUITE E966
ATLANTA GA 30334

GUAM (GU)

GUAM OFFICE OF VETERANS AFFAIRS
PO BOX 2950
HAGATNA GU 96932

HAWAII (HI)

OFFICE OF VETERANS SERVICES
459 PATTERSON ROAD
E WING ROOM 1A103
HONOLULU HI 96819

IDAHO (ID)

IDAHO DIVISION OF VETERANS SERVICES
351 COLLINS ROAD
BOISE ID 83702

ILLINOIS (IL)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 19432
SPRINGFIELD IL 62794

STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)

INDIANA (IN)

DEPARTMENT OF VETERANS AFFAIRS
302 WEST WASHINGTON STREET ROOM E120
INDIANAPOLIS IN 46204

MICHIGAN (MI)

MICHIGAN VETERANS AFFAIRS AGENCY
222 WASHINGTON SQUARE NORTH
LANSING MI 48909

IOWA (IA)

DEPARTMENT OF VETERANS AFFAIRS
CAMP DODGE BLDG 3465
7105 NW 70TH AVENUE
JOHNSTON IA 50131-1824

MINNESOTA (MN)

DEPARTMENT OF VETERANS AFFAIRS
VETERANS SERVICE BUILDING 2ND FLOOR
20 WEST 12TH STREET
ST PAUL MN 55155

KANSAS (KS)

KANSAS VETERANS COMMISSION
JAYHAWK TOWER SUITE 1004
700 SW JACKSON STREET
TOPEKA KS 66603

MISSISSIPPI (MS)

MISSISSIPPI VETERANS AFFAIRS BOARD
PO BOX 5947
PEARL MS 39288

KENTUCKY (KY)

DEPARTMENT OF VETERANS AFFAIRS
1111 LOUISVILLE ROAD NGAKY BLDG
FRANKFORT KY 40601

MISSOURI (MO)

MISSOURI VETERANS COMMISSION
PO DRAWER 147
JEFFERSON CITY MO 65102

LOUISIANA (LA)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 94095 CAPITOL STATION
BATON ROUGE LA 70804

MONTANA (MT)

VETERANS AFFAIRS DIVISION
PO BOX 5715
HELENA MT 59604

MAINE (ME)

BUREAU OF VETERANS SERVICES
STATE HOUSE STATION 117
AUGUSTA ME 04333-0117

NEBRASKA (NE)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 95026
LINCOLN NE 68509-5026

MARYLAND (MD)

DEPARTMENT OF VETERANS AFFAIRS
16 FRANCIS STREET
ANNAPOLIS MD 21401

NEVADA (NV)

DEPARTMENT OF VETERANS SERVICES
6880 S MCCARRAN BLVD SUITE 2
RENO NV 89509

MASSACHUSETTS (MA)

DEPARTMENT OF VETERANS SERVICES
600 WASHINGTON STREET 7TH FLOOR
BOSTON MA 02111

NEW HAMPSHIRE (NH)

NH OFFICE OF VETERANS SERVICES
275 CHESTNUT STREET ROOM 517
MANCHESTER NH 03101

STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)

NEW JERSEY (NJ)

VETERANS AFFAIRS
PO BOX 340
TRENTON NJ 08625

PENNSYLVANIA (PA)

DEPUTY ADJUTANT GENERAL VETERANS
AFFAIRS
FORT INDIANTOWN GAP
BUILDING S047
ANNVILLE PA 17003

NEW MEXICO (NM)

DEPARTMENT OF VETERANS SERVICES
PO BOX 2324
SANTA FE NM 87509

RHODE ISLAND (RI)

OFFICE OF VETERANS AFFAIRS
560 JEFFERSON BLVD, SUITE 206
WARWICK RI 02886

NEW YORK (NY)

DIVISION OF VETERANS AFFAIRS
5 EMPIRE STATE PLAZA 17TH FLOOR
ALBANY NY 12223

SOUTH CAROLINA (SC)

DIVISION OF VETERANS AFFAIRS
477 EDGAR BROWN STATE OFFICE
BUILDING SUITE 463
COLUMBIA SC 29201

NORTH CAROLINA (NC)

DEPARTMENT OF MILITARY AND VETERAN
AFFAIRS
413 NORTH SALISBURY STREET
RALEIGH NC 27603

SOUTH DAKOTA (SD)

DEPARTMENT OF VETERANS AFFAIRS
SOLDIERS AND SAILORS MEMORIAL BLDG
425 EAST CAPITOL AVENUE
PIERRE SD 57501

NORTH DAKOTA (ND)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 9003
FARGO ND 58106

TENNESSEE (TN)

DEPARTMENT OF VETERANS AFFAIRS
312 ROSA L PARKS AVENUE
NASHVILLE TN 37243

OHIO (OH)

OHIO DEPARTMENT OF VETERANS
SERVICES
77 S HIGH STREET 7TH FLOOR
COLUMBUS OH 43215

TEXAS (TX)

TEXAS VETERANS COMMISSION
1700 NORTH CONGRESS SUITE 800
AUSTIN TX 78711

OKLAHOMA (OK)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 53067
OKLAHOMA CITY OK 73152

WEST VIRGINIA (WV)

DEPARTMENT OF VETERANS ASSISTANCE
1514 B KANAWHA BLVD EAST
CHARLESTON WV 25311

STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)

OREGON (OR)

DEPARTMENT OF VETERANS AFFAIRS
700 SUMMER STREET NE
SALEM OR 97310

UTAH (UT)

DEPARTMENT OF VETERANS AND
MILITARY AFFAIRS
550 FOOTHILL BLVD SUITE 105
SALT LAKE CITY UT 84113

VERMONT (VT)

STATE VETERANS AFFAIRS
118 STATE STREET
MONTPELIER VT 05620-4401

VIRGINIA (VA)

DEPARTMENT OF VETERANS SERVICES
990 EAST MAIN STREET 6TH FLOOR WEST
WING
270 FRANKLIN ROAD SW ROOM 503
RICHMOND VA 23219

WISCONSIN (WI)

DEPARTMENT OF VETERANS AFFAIRS
201 W WASHINGTON AVENUE PO BOX 7843
MADISON WI 53707-7843

WYOMING (WY)

WYOMING VETERANS COMMISSION
5410 BISHOP BLVD
CHEYENNE WY 82009

WASHINGTON (WA)

DEPARTMENT OF VETERANS AFFAIRS
1102 QUINCE ST SE
PO BOX 41150
OLYMPIA WA 98504

**NORTHERN MARIANA ISLAND,
COMMONWEALTH OF (MP)**

DIVISION OF VETERANS AFFAIRS DC AND
CA
COMMONWEALTH OF THE NORTHERN
MARIANA ISLANDS
PO BOX 503416
SAIPAN MP 96950