



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

BUPERSINST 1900.8F
MNCC (N1)
27 Mar 2025

BUPERS INSTRUCTION 1900.8F

From: Chief of Naval Personnel

Subj: CERTIFICATE OF UNIFORMED SERVICE (DD 214, DD 214-1, DD 214C, DD 214WS, AND DD 215)

Ref: (a) DoD Instruction 1336.01 of 17 February 2022
(b) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(c) OPNAVINST 7220.14A
(d) 10 U.S.C.

Encl: (1) Instructions for Issuance of DD 214/DD 215 Certificate of Uniformed Service and Related Documents
(2) Instructions for Issuance of DD 214-1 Certificate of Uniformed Service, Reserve Component Addendum and Related Documents
(3) Reentry Codes
(4) Distribution of DD 214 and DD 214-1 Under Retirements and Separations (R&S) Module in Navy Standard Integrated Personnel System (NSIPS)
(5) Distribution of DD 214 and DD 214-1 for Units Not Supported by Retirements and Separations (R&S) Module in Navy Standard Integrated Personnel System (NSIPS)
(6) State Directors of Department of Veterans Affairs

1. Purpose

a. To provide instructions for preparing and distributing DD 214 Certificate of Uniformed Service, DD 214-1 Certificate of Uniformed Service, Reserve Component Addendum, DD 214C Certificate of Uniformed Service, Continuation Sheet; DD 214WS Certificate of Uniformed Service Worksheet; and DD 215 Correction to DD 214, Certificate of Uniformed Service.

b. Major revisions to this instruction include updating the instructions for issuance of the DD-214 and DD 214-1, administrative name change processing from PERS-3 to Transaction Service Center (TSC) Norfolk and replaced personnel support detachment (PSD) with TSC throughout the instruction. This instruction has been revised throughout and must be reviewed in its entirety.

2. Cancellation. BUPERSINST 1900.8E.

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 personnel and pay 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 personnel and pay 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 Reserve activities, commands responsible for the administration and execution of reserve personnel and pay services.

(4) Navy afloat and shore transaction service centers (TSC) and fleet personnel services responsible for the delivery, administration, and execution of personnel and pay services.

(5) Navy headquarters organizations responsible for the administration, execution, and oversight of personnel and pay 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 214-1, DD 214C, DD 214WS, and DD 215 for use by all Military Services. Reference (b) (1000 series) provides separation and discharge reasons.

b. Enclosures (1) through (6) are used for the preparation and distribution of the DD 214, DD 214-1, DD 214C, and DD 215.

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.

e. DD 214-1, in conjunction with the DD 214, represents the standard record of service for Service members of the Reserve Component.

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 214-1, 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 E-7, GS-7, or above to control and issue the DD 214, DD 214 1, DD 214C, and DD 214WS and (when appropriate) the DD 215. Letter of appointment should not be sent to Navy Personnel Command (NAVPERSCOM) but must be maintained in the command files.

b. TSC. When a command is supported by a TSC, responsibility for issuance of the DD 214 and DD 214-1 lies with TSC Norfolk Separations and Retirement and Reserve Center of Excellence (RCOE).

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 214-1, 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 Navy Standard Integrated Personnel System (NSIPS), a serial number and transaction code will be auto-generated upon finalization (digital signature of the authorizing official). In case a command is unable to use the R&S module and must use paper, assign a serial number in block 20 of the DD 214 (block 4 of the DD 214-1 and 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 may 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 Service member's command. In case a command is unable to use the R&S module and must use the paper, 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 214-1, 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

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 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: <http://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 or the records disposition schedules, please contact the local records manager or the DON/AA DRMD Program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, MNCC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-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 the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms

a. Bureau of Naval Personnel, Directives and Publications Division (BUPERS-00T4) will provide authorized separation activities with current electronic versions of the following DoD forms for implementation into authorized programs for processing. (Note: Blank copies of the forms will not be provided to any Service member for use. Service members are directed to contact local processing office(s) to request official copy of their DD 214s.)

(1) DD 214 Certificate of Uniformed Service

(2) DD 214-1 Certificate of Uniformed Service, Reserve Component Addendum

(3) DD 214C Certificate of Uniformed Service, Continuation Sheet

(4) DD 214WS Certificate of Uniformed Service Worksheet

(5) DD 215 Correction to DD Form 214/214-1, Certificate of Uniformed Service

(6) DD 2648 Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service members separating, retiring, released from active duty (REFRAD) located at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2648.pdf>

(7) DD 2807-1 Medical Record – Report of Medical History located at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2807-1.pdf>

(8) DD 2808 Medical Record – Report of Medical Examination located at <https://www.esd.whs.mil/directives/forms/>

b. The following NAVPERS forms are located at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

(1) NAVPERS 1070/613 Administrative Remarks

(2) NAVPERS 1070/74 Officer's Report of Home of Record and Place from Which Ordered to Active Duty

c. VA 21-526EZ Notice to Veteran/Service Member of Evidence Necessary to Substantiate a Claim for Veterans Disability Compensation and Related Compensation Benefits located at: <https://www.vba.va.gov/pubs/forms/vba-21-526ez-are.pdf>



M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the MyNavy HR Web site: <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

INSTRUCTIONS FOR ISSUANCE OF DD 214/215 CERTIFICATE OF UNIFORMED SERVICE AND RELATED DOCUMENTS



Instructions for Issuance of DD 214/DD 215 Certificate of
Uniformed Service 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), training and administration of the reserve (TAR), active duty for operational support (ADOS), 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. DD 214 will be issued to Service 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 Service 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: Service 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, TAR, or ADOS. The DD 214 will be prepared for personnel being separated from a period of ADT, TAR, or ADOS when the period of service was 90 days or more, or when required by the Secretary of the Navy (SECNAV) for shorter periods. 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, DD 214 will show active duty for only the period for which the Service member was ordered. The period of hospitalization subsequent to that period may be shown in block 20.

(a) Reserve Component (RC) personnel ordered to active duty for a contingency operation will be issued a DD 214 regardless of the number of days served on active duty. 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, TAR 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. 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 Service 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. A component change from Navy Reserve (USNR) to Active Duty Navy, (USN).

2. Temporary appointment terminated to accept a permanent warrant or commission in the USN or USNR.

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

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

5. Officers retired and on continued 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, USN.

(b) Appointed midshipmen, USNR, 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 Service members at the Naval Academy, Air Force Academy, Coast Guard Academy, or the Military Academy) released per reference (b), article 1910-184, and article 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, TAR, or ADOS;
- (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;
- (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 Service member's records and accounts will complete blocks 1 through 9b, 11, 12, 13a – i, 14, 15, and 21 through 24 prior to the departure of the Service member. 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 (4) and (5). If the Service 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 Service 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 Service member's transfer. The worksheet will be forwarded to TSC Norfolk. When retirement or discharge is directed by NAVPERSCOM (PERS-8), TSC Norfolk will complete 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 Service member is a patient.

(3) Personnel Retired or Transferred to the Fleet Reserve and Retained on Active Duty.

When an officer retires or enlisted Service 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) Service Members Separated While on Separation Leave. For those Service members whose separation will become effective while on separation leave and authorized per reference (b), article 1050-120, the DD 214 will be prepared, and *SERVICE MEMBER-1* copy delivered prior to the Service member's departure. The remaining copies will be distributed per enclosures (4) and (5) appropriately.

(5) Void Enlistment. A DD 214 will be provided to enlisted Service 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 "N/A" in blocks 10, 12, 14, 15, and 16;

(b) Enter "00 00 00" in blocks 7a-b, 13a - c, 13g, 13h, and 13i; and,

(c) Enter the beginning and ending dates of the void period and the following statement in block 20:

"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 25;

(e) Enter "UNCHARACTERIZED" in block 26;

(f) Enter authority currently in effect in block 27;

(g) Enter "YDN" in block 28;

(h) Enter “RE-4” or “RE-3E,” as appropriate, in block 29; and

(i) Enter “DEFECTIVE ENLISTMENT - LACK OF JURISDICTION” in block 30.

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, 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 13a through the date of separation as shown in block 13b). 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 Service 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 (N/A). Information in some blocks may not be applicable to the Service member being separated. When this is the case, enter “NONE” or “N/A” in the block.

(b) Information Not Available. If information to complete a block is not available, enter "SEE REMARKS" and enter in block 20. 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 NAVPERSCOM (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 Service members information not available when the DD 214 was prepared. Separation activities or TSC Norfolk 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 12, 14, 15 and 20, 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 20. If this space is insufficient, required information will be continued on a DD 214C, and will reference information from blocks 1-3 and the appropriate block(s) being continued, the Service 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, 5a-b, 13, and 20 through 31. 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 Service member's name in all capital letters (LAST, FIRST, MIDDLE). The name must match the official name listed in the Service 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 Service 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. DEPARTMENT OF DEFENSE IDENTIFICATION NUMBER (DOD ID). Enter the Service member’s DoD Identification (ID) number with the digits properly grouped (e.g., 0000000000).

d. Block 4. SERIAL NUMBER. Each DD 214 must have a unique identifier (serial number).

e. Block 5a. 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 20 (do not use frocked grade, rank, or rate). For midshipmen, enter “MIDN.”

f. Block 5b. PAY GRADE. Enter the paygrade in which separated (e.g., “O4,” “O1E,” “W2,” “E3,” etc.). For midshipmen, enter “N/A.” (Do not use frocked paygrade).

g. Block 6. DATE OF BIRTH. Enter the correct date of birth (YYYYMMDD) (e.g., 19840915).

h. Block 7a. MILITARY SERVICE OBLIGATION (MSO) TERMINATION DATE. Enter the Service member’s MSO date using format of four-digit year, two-digit month and day (YYYYMMDD). MSO is calculated 8 years from the Service member’s initial signed enlistment or appointment into the Navy. Enter “N/A” if Service member’s MSO has expired.

i. Block 7b. RESERVE STATUS FOR OBLIGATION (SELECTED RESERVE (SELRES)/TAR). Enter SELRES, individual ready reserve (IRR), voluntary training unit (VTU), or “N/A” if obligation completed.

j. Block 7c. CONTACT PHONE NUMBER (PERSONAL). Enter phone number provided by Service member.

k. Block 7d. CONTACT EMAIL ADDRESS. Enter e-mail address provided by Service member.

l. Block 8a. 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 Service member entered on active duty (city or county and state) on the date shown in block 13a.

(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 Officer's Report of Home of Record and Place from Which Ordered to 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. Block 8a will be "N/A" if DD 214-1 will be issued

m. Block 8b. HOME OF RECORD AT TIME OF ENTRY. Enter in all capital letters and refer to reference (b). Block 8b will be "N/A" if a DD 214-1 will be issued.

n. Block 9a. 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. If being issued with a DD 214-1, enter the last drilling unit to which the Service member was assigned.

o. Block 9b. STATION WHERE SEPARATED. Enter in all capital letters the place of release, transfer, or discharge (ship or station) and its geographic location. If being issued with a DD 214-1, enter the Navy Reserve activity that the release transfer or discharge takes place.

p. Block 10. COMMAND TO WHICH TRANSFERRED. Enter in all capital letters the command the member is being transferred to after RELACDU.

(1) 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 “N/A.”

(2) If being issued DD 214-1, Service members being transferred to a Selected Reserve Status or VTU, enter the assigned Navy Reserve activity.

(3) If being issued DD 214-1, Service members being transferred to the IRR or Standby Reserve, enter “COMMANDER, NAVY PERSONNEL COMMAND (PERS-93), Millington, TN 38055.”

(4) For Service members being retired or reverting to a recalled status from retirement, enter “COMMANDER, NAVY PERSONNEL COMMAND (PERS-912), Millington, TN 38055.”

(5) In the case of personnel being discharged or continuing on active duty with a change of status, enter “N/A.”

q. Block 11. SERVICEMEMBER’S GROUP LIFE INSURANCE (SGLI) COVERAGE.
The exact amount of SGLI coverage must be entered (e.g., \$500,000). If none, enter “X.”

r. Block 12. 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 Standard. If appropriate, the subtitle will precede e.g., “ET-1511 RADAR (AN/SPS-40E) 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 billet classification for the most significant duty assignment. See NAVPERS 15839I, Volume I, Manual of Navy Officer Manpower and Personnel Classification at: <http://www.npc.navy.mil/bupers-npc/reference/noc/NOOCSVOL1/Pages/default.aspx>. Include title, years, and months in specialty. Enter additional qualification designator and Navy officer billet classification numbers and titles held for periods of 1 year or more.

Note: If DD 214-1 will be issued then list the same information as above, including those earned in Reserve Component, during time in current component.

s. Block 13. RECORD OF SERVICE: YEAR(S), MONTH(S), DAY(S)

(1) Block 13a. DATE ENTERED ACTIVE DUTY THIS PERIOD. The date entered in block 13a will be the date of enlistment for the earliest period of continuous active service for which a DD 214 was not previously issued. For Service members who have previously enlisted, reenlisted, or accepted an appointment without being issued DD 214 and who are being separated with any discharge characterization except "Honorable," the following statement must appear as the first entry in block 20 on 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 13b. SEPARATION DATE THIS PERIOD. Enter the date the release, discharge, or change of status is effective. A Service 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 the effective date of retirement in block 20. For Service 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 Service member was detached from the duty station effecting separation and the number of days travel time in block 20. For Service members being transferred to the IRR, enter in block 20 "SUBJECT TO ACTIVE DUTY RECALL/ANNUAL SCREENING."

(3) Block 13c. NET ACTIVE SERVICE THIS PERIOD. Enter the years, months, and days of net service this period. Note: Service while attending a Service academy as a midshipman, USN or as a cadet is creditable for an enlisted Service 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 13d. TOTAL PRIOR ACTIVE SERVICE. Enter the years, months, and days of service creditable for basic pay (base pay computed from pay entry base date) for all active service prior to the date entered in block 13a.

(5) Block 13e. TOTAL ACTIVE SERVICE. Enter the years, months, and days of total active service.

(6) Block 13f. TOTAL INACTIVE SERVICE. Enter the years, months, and days of service creditable for basic pay for all inactive service prior to the date entered in block 13a.

(7) Block 13g. 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.

(8) Block 13h. 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).

(9) Block 13i. INITIAL ENTRY TRAINING

(a) Enlisted. Enter the date of completion of initial entry training, which includes recruit training and skill training (or 'A' School).

(b) Officers. Enter "N/A."

Note: Blocks 13a – 13i will be "N/A" if a DD 214-1 will be issued. NSIPS will automatically enter "N/A."

(10) Block 13j. EFFECTIVE DATE OF PAY GRADE. Enter the effective date of the paygrade/rank reflected in block 5b as follows:

(a) Enlisted Personnel. Actual date of advancement.

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

t. Block 14. 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 Service 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 parentheses and letter devices (e.g., S, V) (i.e. SEA SERVICE DEPLOYMENT RIBBON (3)).

Note: For missing awards, in addition to updating the Service 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 Service member's OMPF.

u. Block 15. UNIFORMED SERVICE 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.

(1) 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>.

(2) If a DD 214-1 will be issued, list the same information as above for courses completed during the Service member's time in the current component. See DoD Instruction 1336.01 for additional information.

v. Block 16. DAYS ACCRUED LEAVE PAID. If the Service 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 Service member has taken prior to separation (terminal or separation leave).

w. Block 17. SERVICE 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. If a DD 214-1 will be issued enter "N/A."

x. Block 18. RETIREMENT SYSTEM OPTION. Enter appropriate retirement election, (e.g., Final Pay Plan, High-36, REDUX, BRS).

y. Block 19. DD214-1. If the DD 214-1 with the same serial number is issued in conjunction with the DD 214, enter "yes." If not, enter "no."

z. Block 20. 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 20 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 214 CONTINUATION SHEET" 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 20 "CORRECTED DD 214 OR DD 215 WILL BE ISSUED TO PROVIDE MISSING INFORMATION."

(3) Status Transfer to IRR. For SELRES Service members being transferred to the IRR, enter "Subject to active duty recall and or annual screening."

(4) Status Transfer to VTU. For SELRES or IRR Service members being transferred to the VTU, enter "Subject to active duty recall and subject to satisfactory participation requirements."

(5) Status Transfer to S1/S2. For SELRES or IRR Service members being transferred to S1/S2 status, enter "Subject to active duty recall."

(6) Discharge for Physical Disability. In cases of personnel being discharged for reason of physical disability, make appropriate entry as listed below. Service 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 using VA 21-526EZ Notice to Veteran/Service Member of Evidence Necessary to Substantiate a Claim for Veterans Disability Compensation and Related Compensation Benefits located at: <https://www.vba.va.gov/pubs/forms/vba-21-526ez-are.pdf>. If they wait, they may expect delay in the processing of their applications until the Department of Veterans Affairs (DVA) can obtain their service treatment record 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. 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)."

(7) 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_____.”

(8) Effective Date of Retirement or Transfer to Fleet Reserve. When a Service member is being RELACDU and retired, the date of release in block 13b 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 Service member is being transferred to the Fleet Reserve, the date of release in block 13b 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 20:

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

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

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

“SERVICE 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).”

(10) 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 RELACDU entered in block 13b as follows:

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

(11) 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 Service 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 20 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."

(12) Prior Service Not Captured on a DD 214. For Service 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 20 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.

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

(14) Permanent Enlisted Grade. When a temporary commissioned officer grade is entered in block 5a, 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.").

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

(16) 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.

(17) Commissioning Programs

(a) Service Academy. Enter the dates the Service member attended the 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 8328, 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. SERVICE MEMBER ATTENDED STA-21 PROGRAM FROM _____ TO _____ AND IT IS RECORDED IN BLK 13E OF THIS DD 214.”

(18) Upgraded Discharge. When a discharge has been upgraded, the DD 214 will be updated for copies, number 2-4 in block 20, 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.

(19) For Service members who refuse to sign the DD 214 at the time of separation or discharge, make the following entry in block 20: SERVICE MEMBER REFUSED TO SIGN DOCUMENT AT THE TIME OF (enter as appropriate). In addition, a NAVPERS 1070/613 Administrative Remarks entry will be made in Service 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 (4) for activities using the NSIPS R&S module and enclosure (5) for units not using the NSIPS R&S module.

(20) For enlisted Service 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 20: EXAMINATION COMPLETED, SELECTED FOR ADVANCEMENT BUT NOT ADVANCED BY THE TIME OF SEPARATION, SERVICE 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 20 if data is available: EXAMINATION COMPLETED, SERVICE MEMBER'S FINAL MULTIPLE SCORE AND DATE OF EXAMINATION; (e.g., HT1, PASS, FMS-66, 2003 03 06). In addition, include Service member's time in rate, advancement recommendation from the Service member's last evaluation report, and period of report.

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

(22) For a Service member ordered to active duty in time of national emergency or war, enter in block 20 the actual dates of deployment into the theater of operations (e.g., IRAQI FREEDOM THEATER FROM 03FEB17 TO 03APR10).

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

(24) 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 Service member possesses a service “e-mail for life” address it is preferred since it will provide a secure e-mail environment.

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

(26) In case a command is unable to use the R&S module, 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).

(a) Block 21a. MAILING ADDRESS AFTER SEPARATION. Enter the complete address (street and number, city, state or country, and zip code) where Service member intends to receive correspondence from the Navy after separation. This information must be obtained from the Service member.

(b) Block 21b. 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.

(c) Block 22. MEMBER REQUESTS DATA SHARE WITH (specify state/locality) OFFICE OF VETERANS AFFAIRS. Enter an “X” in the appropriate box as to whether or not the Service member requests forwarding the DD 214 information to the DVA, State Director. If the "Yes" box is checked, the abbreviation of the state specified by the Service member must be entered in the provided space. Enclosure (6) contains addresses of the state directors and the two-letter abbreviation for the state per the National Post Office and Zip Code Directory.

(d) Block 23a. 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 Service member must be made aware of differences in the information contained on certain copies of the DD 214. When a Service member is discharged in absentia, enter “DISCHARGED IN ABSENTIA” in this block. For a Service member who is physically unable to sign or refuses to sign, enter “SIGNATURE UNATAINABLE” and enter the reason in block 20.

(e) Block 23b. DATE. Enter the date Service member’s signature is obtained.

(f) Block 24a. 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 E-5 and above, government employees (GS-5 and above), and contract employees if included in the statement of work and are authorized to do so by the CO or OIC.

(g) Block 24b. SIGNATURE. Signature of official authorized to sign listed in block 24a. 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 electronic signature or both standard signature).

(h) Block 24c. DATE. Enter the date the authorizing official signs the DD 214.

Note: DD 214 *MEMBER-1* copy does not contain blocks 25 through 31.

(i) Block 25. 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 United States 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 Active Duty Operational Support (ADOS)"
12. "RELACDU for Training (ADT)"

13. “Resigned”
14. “Retired”
15. “Temporary Disability Retired List”
16. “Transferred to USN/USA/MARCORPS/USAF/SPACE FORCE/USCG”
17. “Transferred to the Fleet Reserve”
18. “Void (Uncharacterized)”
19. “Transferred to the IRR-VTU”
20. “Transferred to IRR-Active Status Pool (ASP)”
21. “Transferred to the Standby Reserve,” or
22. “Recalled Retiree Reverting to Retired Status”

(j) Block 26. CHARACTER OF SERVICE. Enter in capital letters one of the following:

1. HONORABLE
2. UNDER HONORABLE CONDITIONS (GENERAL)
3. UNDER OTHER THAN HONORABLE CONDITIONS
4. BAD CONDUCT
5. DISHONORABLE
6. 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.

(k) Block 27. 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.

(l) Block 28. 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.

(m) Block 29. REENTRY CODE

1. Enlisted Personnel. Enter the appropriate reentry code commensurate to the reason for separation as listed in enclosure (3) and using guidelines contained in reference (b), article 1160-030.

2. Officers and Midshipmen. Enter “N/A.”

Note: Blocks 27, 28, and 29 are not reported in *VETERANS ADMINISTRATION-3* and *DEPARTMENT OF LABOR-4*.

(n) Block 30. NARRATIVE REASON FOR SEPARATION. Enter the appropriate reason for separation that corresponds to the SPD code used in block 28.

(o) Block 31. 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”

Note: If any of the DD 214 blocks do not indicate specific information related to DD 214-1 issuance, DD 214 and DD 214-1 would have the same information in corresponding blocks.

Example: Block 1 (Name) is the same for both DD 214 and DD 214-1.

4. 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 Service member will be advised that any changes or alterations will render the form void. The Service 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 27, 28, and 29 (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 27, 28, and 29 are corrected, issuing authorities must assure that copies of the DD 215 issued to agencies not entitled to receive blocks 27, 28, and 29 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 and or DoD ID, periods of service, and current mailing address of the Service 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) Service Members on Active Duty, in a Selected Reserve Status, and Those Discharged, Retired, or Transferred to the Fleet Reserve Since 1995

TRANSACTION SERVICE CENTER
(ATTN) RESERVE CENTER OF EXCELLENCE (RCOE)
1755 POWHATAN #229 BLDG A-48
NORFOLK VA 23511

(2) Service 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 be made regardless of the effective date of the court order. The following entry will be made in block 20 "Name change effective YYYYMMDD, cited court order effecting

change.” This change will no longer require approval by the Board for Correction 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 for administrative change. In such cases the individual will be required to petition BCNR for such a change per reference (a) enclosure (4) paragraph (c).

5. Administrative Issuance or Reissuance of the DD 214

a. Administrative Issuance. The DD 214 will normally be prepared by TSC Norfolk Retirement/Separation or RCOE. When a DD 214 has not been issued, TSC Norfolk may issue or direct issuance to the authorized command from which the Service member is separated. When a DD 214 has not been issued, NAVPERSCOM, Records Analysis Branch (PERS-312) will work with TSC Norfolk on issuance of DD 214. BCNR and Naval Discharge Review Board requests will be processed through PERS-312. The fact that the DD 214 was administratively issued will be entered in block 20 unless otherwise directed.

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

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

(2) There is a change directed by competent authority vice an administrative correction error in block 26 (Character of Service).

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

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

(5) At the discretion of TSC Norfolk or 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).

6. Administrative Changes While Service Member is on Terminal Leave. Prior to separation, each Service 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 Service member, the family is required to notify the Service member’s command who will notify TSC Norfolk or servicing pay command in order to void the DD 214 and take required action regarding the Service member’s death.

b. In the event the Service member suffers a serious injury or illness, the Service member or family member (if Service member is incapacitated) is required to contact the Service member's command (identified in block 9 of the DD 214) and servicing TSC to ensure medical issues are properly addressed. The DD 214 may require cancellation or modification if medical actions extend Service member in an active duty status or PEB actions lead to disability.

c. Service member must be made aware if serious military or civilian misconduct is discovered or committed prior to separation or discharge date, the Service 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.

7. 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, DoD ID, 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 25 through 31).

(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).

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

BUPERSINST 1900.8F
27 Mar 2025

**INSTRUCTIONS FOR ISSUANCE OF DD 214-1
CERTIFICATE OF UNIFORMED SERVICE,
RESERVE COMPONENT ADDENDUM AND
RELATED DOCUMENTS**



Instructions for Issuance of DD 214 and DD 214-1 Certificate of Uniformed Service and Reserve Component Addendum and Related Documents

1. Criteria for Issuance of DD 214-1. The DD 214-1 will never be issued on its own and will always be accompanied by the DD 214. A Reserve Service member being issued a DD 214 following a period of active duty or ADT issued under enclosure (1) of this instruction will not be issued a DD 214-1.

a. Eligible Personnel. The DD 214-1 will be issued to the following personnel:

- (1) Service members separated or released from the RC,
- (2) Service members transfer to the IRR, to include the VTU,
- (3) Enlisted personnel discharged to accept permanent appointment to either Warrant or Commissioned in a Reserve status,
- (4) Service member transfer to the Standby Reserve (S1/S2) status,
- (5) Retired reservist, including Permanent Disability Retired List,
- (6) Recalled retirees reverting to retired status, and
- (7) TAR personnel.

b. Ineligible Personnel. The DD 214-1 will not be prepared or issued to the following personnel:

- (1) Service members issued a DD 214 for orders identified in enclosure (1) of this instruction or
- (2) Service members whose RC service is terminated by death.

c. Administrative Issuance. The DD 214-1, in conjunction with a DD 214, will normally be initiated by the command from which the Service member is separating or initiating the status change and issued by the servicing TSC.

d. Corrections. Approval for corrections or updates will be made through methods established by the Secretary concerned when

- (1) Corrections or updates are required,

(2) Directed by appropriate appellate authority, Executive Order, or by the Secretary concerned, or

(3) One DD 215 has been issued and an additional correction is required.

2. Preparation of the DD 214 when accompanying the DD 214-1

a. Completion of Items. Block-by-block instructions for the entries made on the DD 214 when it is issued in conjunction with the DD 214-1 are contained in enclosure 1 paragraph 3 of this instruction.

b. The DD 214 and DD 214-1 both must have the same serial number and be treated as a single document.

c. If the servicing TSC cannot complete all items on the DD 214 and DD 214-1, the forms will be prepared as completely as possible and delivered to the separating Service member before their departure. The version number of the serial number will be 0. The Service member will be advised that the updated DD 214 will be completed when the missing information becomes available.

3. Preparation of the DD 214-1

a. Completion of Items. Block-by-block instructions for the entries made on the DD 214-1 are contained in paragraph 4 below.

b. When one or more of the data items on the DD 214-1 are not available and the document is issued to the separating Service member, the applicable block(s) will be annotated "see remarks."

4. Instructions for Completing the DD 214-1

a. Sources of Information. Data on the DD 214-1 is populated from the Service record in NSIPS including Navy Enlisted Officer Participation System (NEOPS). Corrections require updates to the personnel record to reflect on the DD 214-1.

b. Accuracy. If Service member marks a DD 214-1 as inaccurate and it is not resolved prior to separation, the form will still be issued with a "signature unattainable" and a comment added to block 20 Remarks on the DD 214: "Service member marked form inaccurate. DD 214-1 will be issued, personnel record will be reviewed, and reissuance will provide updated DD 214-1 information, as applicable." 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.

c. Block 1. NAME. Enter Service member's name in all capital letters (LAST, FIRST, MIDDLE). The name must match the official name listed in the Service 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 Service member's middle name.

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

(1) "USNR" – United States Navy Reserve or

(2) "USN-RET" – United States Navy Retired

e. Block 3. DoD ID NUMBER. Enter the Service member's DoD ID number with the digits properly grouped (e.g., 0000000000).

f. Block 4. SERIAL NUMBER. Same as serial number used in accompanying DD 214.

g. Block 5a. Total Active Points. Total number of active points calculated at the time of separation, discharge, or at the transfer into the IRR, VTU, or Standby Reserve.

h. Block 5b. Total Inactive Points. Total number of inactive duty points calculated at the time of separation or at the transfer into the IRR, VTU, or Standby Reserve.

i. Block 5c. Total Career Points. Total number of points by adding block 5a plus 5b at the time of separation or at the transfer into the IRR, VTU, or Standby Reserve.

j. Block 5d. Total Points for Retired Pay. Total number of points creditable towards retired pay.

k. Block 6a. Component Entry Date. Service member's date of initial entry into Reserve Force in the following format: YYYYMMDD.

l. Block 6b. Component Separation Date. Date in the following format: YYMMDD; enter the effective date of separation, discharge, or transfer into the IRR to include VTU or Standby Reserve.

m. Block 6c. Net Component Active Service. Date in the following format: YYMMDD; total time of all activation periods between dates in blocks 6a and 6b.

n. Block 6d. Net Component of Inactive Service. Date in the following format: YYMMDD; calculated by total time between blocks 6a and 6b, minus Career Active Service block 6e and any breaks in service documented in NEOPS data.

- o. Block 6e. Career Active Service. Date in the following format: YYMMDD; the total active service from DD 214 block 13e.
 - p. Block 6f. Career Inactive Service. Date in the following format: YYMMDD; the total inactive service from DD 214 block 13f.
 - q. Block 6g. Total Service for Pay. Amount of time in the following format: YYMMDD; based on PEBD.
 - r. Block 6h. Creditable Service for Retired Pay. Amount of time in the following format: YYMMDD; time that qualifies for retired pay. May be less than block 6f due to statutory restrictions or non-qualifying years of service.
 - s. Block 7a. Date Completed Years of Service for (Non-Regular Retirement) NRR Eligibility. N/A if Service member has not yet attained NRR eligibility.
- Note: If block 7a is N/A, entire section 7a – 7e will be N/A.
- t. Block 7b. Date of 60th Birthday. Date in the following format: YYYYMMDD.
 - u. Block 7c. NRR Age Reduction Amount. Amount of time in the following format: YYMMDD; amount of time to reduce NRR age receipt by due to activations that qualify per sections 12731 and 12732 of Title 10, U.S.C. and DoD Instruction 1215.07.
 - v. Block 7d. Estimated Projected Date for Receipt of NRR Pay. Date in YYYYMMDD; if Service member has any qualifying time in block 7b, this will be (7b - 7c).
 - w. Block 7e. Date Transferred to Retired Reserve. Date in YYYYMMDD; Service member's effective date transferred into the retired reserve.
 - x. Block 8. Activations. All active-duty periods as listed in DoD Instruction 1215.06, across entire career.
 - y. Block 8a. Statutory Authority. List the statutory authority under which the orders were executed.
 - z. Block 8b. Operation. If applicable, list unclassified only. If not applicable, enter "N/A."
 - aa. Block 8c. Qualifies for NRR Eligibility Age Reduction (Y/N). Enter "Y" or "N" if the orders were executed under a statutory authority eligible for NRR reduction per sections 12731 and 12732 of Title 10, U.S.C and DoD Instruction 1215.07.

- ab. Block 8d. Begin Date of Activation. Enter the start date of the orders execution using YYYYMMDD.
- ac. Block 8e. End Date of Activation. Enter the end date of the orders using YYYYMMDD.
- ad. Block 8f. Deployed to Foreign Country. Enter “Y” or “N,” as applicable.
- ae. Block 9. Post-9/11 GI Bill Transfer of Eligibility Obligation End Date. Use YYYYMMDD or “N/A.”
- af. Block 10. Days Accrued Leave Carried Over. Enter the total number of days leave carried forward from previous tours.
- ag. Block 11. Highest Pay Grade Satisfactorily Held. Enter the Service member’s last satisfactorily grade held.
- ah. Block 12a. Member Signature. Service member’s digital signature (if available). If unable to digitally sign, ensure signature is legible. For a Service member who is physically unable to sign or refuses to sign, enter “SIGNATURE UNATTAINABLE.”
- ai. Block 12b. Date. Date of signature using YYYYMMDD.
- aj. 13a. 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 E-5 and above; Government employees, GS-5 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 signatures or both use standard signatures).
- ak. 13b. Official Authorized Date. Official authorized date using YYYYMMDD.

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), article 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), article 1160-030 and article 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 and DD 214-1 Under Retirements and Separations (R&S)
Module in Navy Standard Integrated Personnel System (NSIPS)

1. Distribution of DD 214 and DD 214-1 Electronic Copies. Upon the electronic transmission of DD 214 and DD 214-1 data to Defense Manpower Data Center (DMDC), Military Services will no longer be required to produce and distribute printed copies of the DD 214 and DD 214-1. DMDC is the official distribution source of Military Services authoritative and certified information for all periods of active duty. The distribution of all copies of DD 214 must be made without delay.

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

a. MEMBER-1 and DD 214-1. Electronically delivered 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. These will be mailed under conditions precluding electronic delivery or when the Service member departs well in advance of normal departure time (e.g., at home awaiting orders or transferred to a DVAMC). If the Service member is discharged as an alien deserter, a reproduction of this copy, with the place of birth entered in block 20, 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 and DD 214-1. These 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 Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD), a copy of the separation physical (DD 2808 Report of Medical Examination and DD 2807-1 Report of Medical History), and any required NAVPERS 1070/613 entries. For separating officers, also submit a copy of the officer's separation orders and endorsement.

(2) 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

BUPERSINST 1900.8F
27 Mar 2025

c. VETERANS ADMINISTRATION-3. If Service member elected “YES” in block 22, it will be automatically sent to DVA.

d. DEPARTMENT OF LABOR-4. 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 Department of Labor, otherwise immediately mail to:

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

Distribution of DD 214 and DD 214-1 for Units Not Supported by
Retirements and Separations Module in NSIPS

1. The distribution of all printed copies of DD 214 and DD 214-1 will be made without delay. *MEMBER-1, SERVICE-2, and DD 214-1* copies (if requested) are to be given to the Service 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 DD 214. Service members will be advised they will be provided the DD 215 without having to request it. For 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 NAVPERSCOM (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 and DD 214-1 will be made as follows:
 - a. MEMBER-1/DD214-1. 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 Service member departs well in advance of normal departure time (e.g., on home awaiting orders or transferred to a DVAMC). If the Service member is discharged as an alien deserter, to assist the visa office in precluding unwarranted issuance of visas to discharged and alien deserters per DoD Instruction 1325.02, a reproduction of this copy, with the place of birth entered in block 20, must be sent to: U.S. Department of State, Visa Office SCA/VO, State Annex Number 2, Washington, DC 20520
 - b. SERVICE-2/DD 214-1. Forward to PERS-313.
 - (1) Concurrently, submit ESR close-out documents, the original DD 2648 (active duty), 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 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 Service member elected 'YES' in block 22, mail it to:

DEPARTMENT OF VETERAN AFFAIRS
DATA PROCESSING CENTER 214
1615 EAST WOODWARD ST
AUSTIN TX 78772

(1) Service Member Hospitalized at a DVAMC. If the Service 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 Service member's clinical records, X-ray films, and a copy of the member's STR.

(2) Member Completing DVA Claim. If Service member completes VA 21-526EZ Notice to Veteran/Service Member of Evidence Necessary to Substantiate a Claim for Veterans Disability Compensation and Related Compensation Benefits, include a locally reproduced copy with the claim package to the VA regional office having jurisdiction over the Service member's home address. The Service 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), article 1910-804. Note: Do not forward the claim to the DVA state director's office.

d. DEPARTMENT OF LABOR-4. 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

STATE VETERANS AFFAIRS AGENCIES

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
3839 NORTH THIRD ST
PHOENIX AZ 85012

ARKANSAS (AR)

DEPARTMENT OF VETERANS AFFAIRS
501 WOODLAND DR SUITE 401N
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 460
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
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 VETERANS AFFAIRS AGENCIES
(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
LANSING MI 48933

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
1111B LOUISVILLE ROAD
FRANKFORT KY 40601

MISSOURI (MO)

MISSOURI VETERANS COMMISSION
PO DRAWER 147
JEFFERSON CITY MO 65102

LOUISIANA (LA)

DEPARTMENT OF VETERANS AFFAIRS
PO BOX 94095
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
301 CENTENNIAL MALL S
FOURTH FL PO BOX 95083
LINCOLN NE 68509-5026

MARYLAND (MD)

DEPARTMENT OF VETERANS AFFAIRS
16 FRANCIS STREET
ANNAPOLIS MD 21401

NEVADA (NV)

DEPARTMENT OF VETERANS SERVICES
5460 RENO CORPORATE DR #131
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 VETERANS AFFAIRS AGENCIES
(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
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
1800 STREET JULIAN PLACE SUITE 305
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 567
OKLAHOMA CITY OK 73152

WEST VIRGINIA (WV)

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

STATE VETERANS AFFAIRS AGENCIES
(Continued)

OREGON (OR)

DEPARTMENT OF VETERANS AFFAIRS
700 SUMMER STREET NE
SALEM OR 97310

WISCONSIN (WI)

DEPARTMENT OF VETERANS AFFAIRS
2135 RIMROCK ROAD
PO BOX 7843
MADISON WI 53707-7843

UTAH (UT)

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

WYOMING (WY)

WYOMING VETERANS COMMISSION
5410 BISHOP BLVD
CHEYENNE WY 82009

VERMONT (VT)

STATE VETERANS AFFAIRS
118 STATE STREET
MONTPELIER VT 05620-4401

WASHINGTON (WA)

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

VIRGINIA (VA)

DEPARTMENT OF VETERANS SERVICES
101 NORTH 14TH STREET 17TH FLOOR
RICHMOND VA 23219

NORTHERN MARIANA ISLAND,
COMMONWEALTH OF (MP)

DIVISION OF VETERANS AFFAIRS DC AND
CA
COMMONWEALTH OF THE NORTHERN
MARIANA ISLANDS
PO BOX 500938
SAIPAN MP 96950