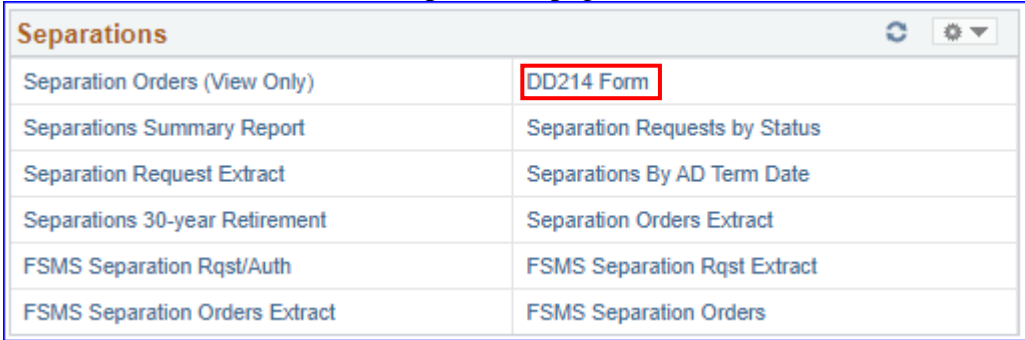
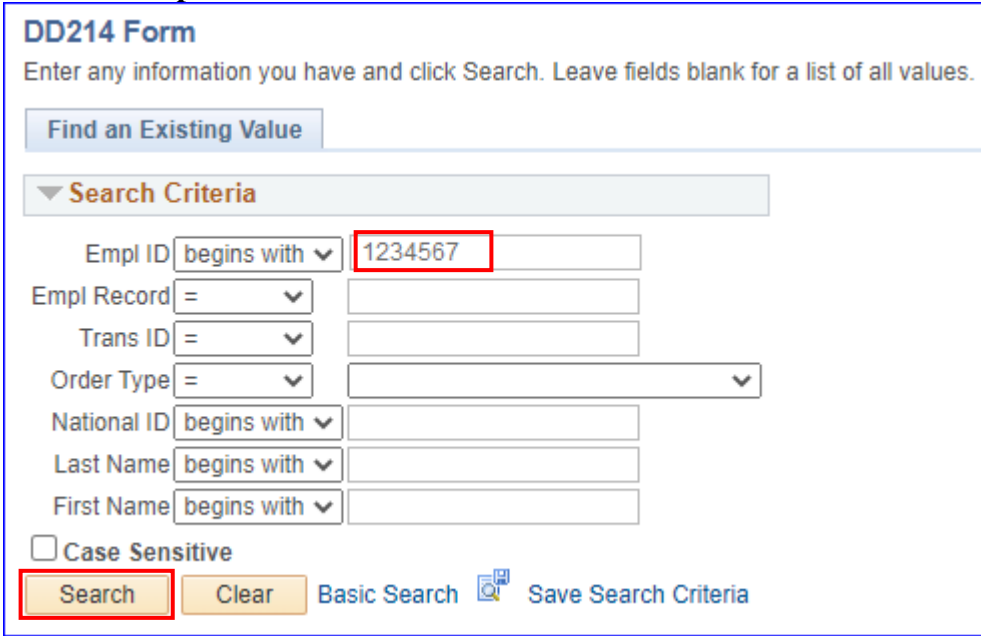


Generate a Manual DD214

Introduction This guide provides the procedures for creating a Manual DD214 in Direct Access (DA).

Information This guide should be used primarily for Reserves on Contingency orders. This requires a DD214 be issued upon completion of the orders, but no Separation or RELAD.

Procedures See below.

Step	Action												
1	<p>Select DD214 Form from the Separations pagelet.</p>  <p>The screenshot shows a 'Separations' pagelet with a table of options. The 'DD214 Form' option is highlighted with a red box. The table contains the following items:</p> <table border="1"> <tr> <td>Separation Orders (View Only)</td> <td>DD214 Form</td> </tr> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separations 30-year Retirement</td> <td>Separation Orders Extract</td> </tr> <tr> <td>FSMS Separation Rqst/Auth</td> <td>FSMS Separation Rqst Extract</td> </tr> <tr> <td>FSMS Separation Orders Extract</td> <td>FSMS Separation Orders</td> </tr> </table>	Separation Orders (View Only)	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separations 30-year Retirement	Separation Orders Extract	FSMS Separation Rqst/Auth	FSMS Separation Rqst Extract	FSMS Separation Orders Extract	FSMS Separation Orders
Separation Orders (View Only)	DD214 Form												
Separations Summary Report	Separation Requests by Status												
Separation Request Extract	Separations By AD Term Date												
Separations 30-year Retirement	Separation Orders Extract												
FSMS Separation Rqst/Auth	FSMS Separation Rqst Extract												
FSMS Separation Orders Extract	FSMS Separation Orders												
2	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the 'DD214 Form' search interface. The 'Empl ID' field is filled with '1234567' and the 'Search' button is highlighted with a red box. The interface includes a 'Find an Existing Value' button, a 'Search Criteria' section with several dropdown menus and text input fields, and a 'Case Sensitive' checkbox. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.</p>												

Continued on next page

Generate a Manual DD214, Continued

Procedures,
continued

Step	Action																																	
<p>3</p>	<p>A list of the members orders will display. Use the arrow keys to move to the last set of orders if necessary. Locate the set of orders requiring a DD214 from the list. Click anywhere on that row.</p> <div data-bbox="347 590 1406 1157" style="border: 1px solid black; padding: 5px;"> <p>DD214 Form Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Order Type <input type="text" value="="/> <input type="text"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All First <input type="button" value="⏪"/> 1-2 of 2 <input type="button" value="⏩"/> Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Order Status</th> <th>Last Name</th> <th>First Name</th> <th>Name</th> <th>Termination type code</th> <th>Begin Date</th> <th>End Date</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>2706764</td> <td>Finished</td> <td>WICK</td> <td>JONATHAN</td> <td>Jonathan Wick</td> <td>(blank)</td> <td>06/22/2021</td> <td>08/13/2021</td> <td>(blank)</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2795850</td> <td>Finished</td> <td>WICK</td> <td>JONATHAN</td> <td>Jonathan Wick</td> <td>(blank)</td> <td>06/01/2022</td> <td>08/16/2022</td> <td>(blank)</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Order Status	Last Name	First Name	Name	Termination type code	Begin Date	End Date	Effective Date	1234567	0	2706764	Finished	WICK	JONATHAN	Jonathan Wick	(blank)	06/22/2021	08/13/2021	(blank)	1234567	0	2795850	Finished	WICK	JONATHAN	Jonathan Wick	(blank)	06/01/2022	08/16/2022	(blank)
Empl ID	Empl Record	Trans ID	Order Status	Last Name	First Name	Name	Termination type code	Begin Date	End Date	Effective Date																								
1234567	0	2706764	Finished	WICK	JONATHAN	Jonathan Wick	(blank)	06/22/2021	08/13/2021	(blank)																								
1234567	0	2795850	Finished	WICK	JONATHAN	Jonathan Wick	(blank)	06/01/2022	08/16/2022	(blank)																								
<p>4</p>	<p>The DD214 worksheet will display. Follow the instructions in the DD214 Manual to complete each block.</p> <div data-bbox="347 1268 1406 1612" style="border: 1px solid black; padding: 5px;"> <p>DD 214</p> <p>Jonathan Wick Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2706764</p> <p>Begin Date: 06/22/2021 Order Type: Reserve</p> <p>End Date: 08/13/2021 Order Status: Finished</p> <p>DD214 Worksheet Find View All First <input type="button" value="⏪"/> 1 of 1 <input type="button" value="⏩"/> Last</p> <p>1. Name: Last: <input type="text" value="WICK"/> Version: 0</p> <p> First: <input type="text" value="JONATHAN"/></p> </div>																																	