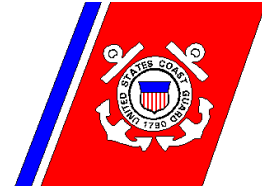


U.S. Department of
Homeland Security

United States
Coast Guard



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



CGPSCINST 1900.1A
JULY 2017



CGPSCINST 1900.1A

PERSONNEL SERVICE CENTER INSTRUCTION 1900.1A

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

- Ref: (a) [Certificate of Release or Discharge from Active Duty \(DD form 214/5 Series\)](#), DODI 1336.01
 (b) [Certificate of Release or Discharge from Active Duty, DD form 214](#), COMDTINST 1900.4 (series)
 (c) [Coast Guard Servicing Personnel Office \(SPO\) Direct Access Global Payroll User Guides](#)
 (d) [Personnel and Pay Procedures Manual \(PPPM\)](#), PPCINST M1000.2 (series)
 (e) [Military Separations](#), COMDTINST M1000.4 (series)
 (f) [Military Personnel Data Records \(PDR\) System](#), COMDTINST M1080.10 (series)
 (g) [Medals and Awards Manual](#), COMDTINST M1650.25 (series)
 (h) [Title 10 USC](#)
 (i) [Title 14 USC](#)
 (j) [The Joint Travel Regulations](#) (JTR)
 (k) [Title 37 USC](#)
 (l) [Coast Guard Pay Manual](#), COMDTINST M7220.29 (series)
 (m) [Enlisted Accessions, Evaluations, and Advancements](#), COMDTINST M1000.2 (series)
 (n) [Coast Guard Recruiting Manual](#), COMDTINST M1100.2 (series)

- PURPOSE.** This Instruction provides the procedures for the preparation of the Certificate of Release or Discharge from Active Duty, DD Form 214 as shown in enclosure (1). The ultimate goal is to have all DD Form 214's issued from the Coast Guard to be correct, consistent and uniformly completed.
- ACTION.** All Coast Guard DD Form 214 issuing authorities shall comply with the provisions of this Instruction. Internet release is authorized.
- DIRECTIVES AFFECTED.** PSCINST 1900.1 is hereby canceled.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION: all Servicing Personnel Offices

4. DISCUSSION. The DD Form 214 provides the member and the service with a concise record of periods of qualifying active service with the Armed Forces. In addition, the form is an authoritative source of information for both governmental agencies and the Armed Forces for purposes of employment, benefit and reenlistment eligibility. This instruction in no way applies to every unique circumstance that may arise surrounding the completion of a DD Form 214. This instruction is to be used in conjunction with references (a) thru (n).
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. This Instruction has been extensively updated from the previous version and clarifies/updates various items and procedures. Numerous editorial and formatting changes have been incorporated as well. This Instruction should be reviewed in its entirety. Major changes include the new process to request corrections to the DD form 214 from PSC-BOPS-C, updated contact information for PSC-BOPS-C, clarification on when to advise a member to submit a request to the Board of Correction of Military Records (BCMR), and block by block completion of the DD form 214.
7. IMPACT ASSESSMENT. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non applicable.
9. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on the Personnel Service Center Human Resource and Administration Instructions website:
<https://cg.portal.uscg.mil/units/psc/Lists/PSC%20Instructions/AllItems.aspx>.
10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.
12. REQUEST FOR CHANGES. Units and individuals may recommend changes to this Instruction via the chain of command to USCG Personnel Service Center Business Operations Capabilities Branch.

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

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

PROCEDURES FOR COMPLETING THE DD FORM 214.

1. The following procedures shall be completed prior to entering data in the DD Form 214 (DD-214) in Direct Access:
 - a. Complete a full audit of the member's records, comparing the contents of the Direct Access record, SPO PDR and the EIPDR **prior** to inputting **any** information in the DD-214 in Direct Access. Any missing documents that are required to be in the EIPDR in accordance with reference (f) shall be sent to PSC-BOPS-C-MR (ARL-PF-CGPSC-BOPS-MR-SPO_Support@uscg.mil) during the separation process (but no later than 5 days after the separation date) to ensure upon separation, the EIPDR is complete and accurate. Prior to mailing the SPO PDR to the member, electronic copies of all documents listed on the Separation Checklist in enclosure (3) of reference (f), (**including the DD-214 and separation orders**) must be sent to PSC-PSD-MR **within five working days** after separation.
 - b. **DO NOT COMBINE MULTIPLE DD-214'S.** All previous DD-214 / 215's shall be reviewed and properly accounted for in Block 12. In accordance with reference (a), a DD-214 is used to capture the **current** active duty period for which a DD-214 has **not** been issued.
 - c. All entries shall be made using capital letters and spelled out completely, do not use abbreviations.
 - d. When information in a block does not apply, enter "NONE" or "NOT APPLICABLE" (as appropriate). "N/A" shall only be used in Block 6 and Block 27 (auto-fill). Do not leave any blocks blank, with the exception of those stated in this enclosure.
 - e. All "free text" dates on the DD-214 shall be entered as four digit year, two digit month, and two digit day, with a space between each. Example: 1992 07 14
 - f. All "free text" blocks (Blocks 1, 7, 8, 9, 11, 13, 14, 18, 19, 23, 25, 28) shall be checked for spelling errors. Completing the entry in Microsoft Word (or similar program) is recommended. When copying text to Direct Access, special characters and apostrophes will not paste correctly. Always "print preview" prior to marking final.
 - g. The DD-214 should not be marked final in the system prior to member review, if possible. Once the DD-214 is marked final, it can only be edited by PSC-BOPS-C. The SPO will no longer have access to the DD-214, with the exception of printing. **Do not submit a PPC trouble ticket for corrections.**
 - h. Send correction requests to HQS-DG-M-CGPSC-BOPS-C@uscg.mil in the format shown in Figure 1-1. PSC-BOPS-C will only complete corrections to DD-214's that have been marked final. Ensure when submitting correction requests, the member's first and last name and Employee ID (EMPLID) is provided. Requests missing information will be returned to the requestor and no action will be taken.

****Note: Correction requests must be sent by Supervisors/Payment Authorizing Officials (PAO's) in pay grades E-6 and above. Corrections sent from members E-5 and below will be returned with no action taken.**

Sample correction request:

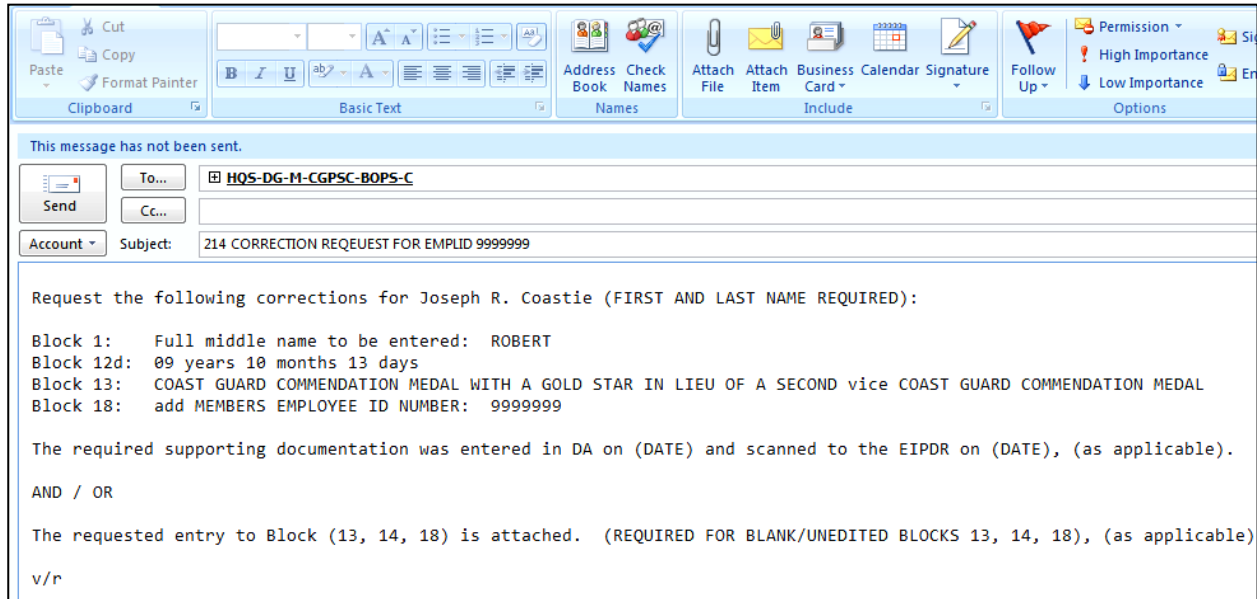


Figure 1-1

- i. For clearly identified clerical errors on a member's DD-214, to include but not limited to, misspellings, missing awards, missing/incorrect information, and incorrect service dates, submit a request for correction directly to PSC-BOPS-C for review. If PSC-BOPS-C determines that the requested correction does not warrant relief due to lack of evidence, inconsistency with policy or the member's record, the member will be directed to submit an application to the Board for Correction of Military Record (BCMR). It is encouraged that a member pursues all offered administrative remedies, to include correction by PSC-BOPS-C, prior to submitting an application to the BCMR.
- j. In accordance with reference (a), final signed copies 1 and 4 of the DD-214 **can** be given to the member prior to departing, without intention to return to the Permanent Duty Station (PDS) (i.e., departing on terminal leave, permissive orders), but **no later than** the date of separation. Remaining copies **shall not** be distributed until the day after separation. When separation is effected under emergency conditions that preclude physical delivery, the original copies will be mailed to the member via traceable method. **Do not hold the DD-214 past the date of separation.**
- k. When one or more of the items on the DD-214 are not available (e.g., missing awards, training) and the document is issued, the applicable block(s) shall be annotated "SEE REMARKS" as shown in Figure 1-2. In such cases, Block 18 shall contain the entry "A REISSUED DD FORM 214 WILL BE ISSUED TO PROVIDE MISSING INFORMATION IN BLOCK(S) XX". The Service member will be advised that a

corrected DD-214 will be issued when the missing information is provided to PSC-BOPS-C. The Servicing Personnel Office (SPO) will submit the request automatically via correction request when the information is received.

14. Military Education:	YEOMAN (54 DAYS) APR 2016; RECRUIT TRAINING, (53 DAYS) JUL 2015; SEE REMARKS;
Military Education Continuation:	
15-17	
15.a. Commissioned through Service Academy:	<input type="radio"/> Yes <input checked="" type="radio"/> No
b. Commissioned through ROTC Scholarship:	<input type="radio"/> Yes <input checked="" type="radio"/> No
c. Enlisted under Loan Repayment Program: Years: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
16. Days Accrued Leave Paid:	<input type="text"/>
17. Member provided complete Dental Examination:	<input type="radio"/> Yes <input checked="" type="radio"/> No
18. Remarks:	NO DISCHARGE CERTIFICATE ISSUED AT TIME OF SEPARATION FROM ACTIVE DUTY. A REISSUED DD FORM 214 WILL BE ISSUED TO PROVIDE MISSING INFORMATION IN BLOCK 14.

Figure 1-2

1. In accordance with reference (a), active duty personnel and reservists on active duty shall be furnished a DD-214 upon separation for cause or for a physical disability, regardless of the length of time served on active duty. Reservists **must** be serving on active duty to receive a DD-214.
 - m. The only entries to be enclosed in quotation marks are specified in Block 1. No other entries shall contain quotation marks. They are listed for informational purposes in this instruction.
2. Block by block completion of the DD-214:
- a. **BLOCK 1 (NAME):**

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

****Note:** If the member does not have a middle name, enter "NMN" in quotation marks (no middle name) immediately before marking the DD-214 final.

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

Example: Members **legal** name is S Smith jr.
The DD-214 should read: SMITH, "S", "NMN", JR

****Note:** If the member's middle name is not auto-generating on the DD-214, add the member's middle name in Personal Information in Direct Access in accordance with reference (c) and save.

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

Auto-generated.

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

c. BLOCK 3 (SOCIAL SECURITY NUMBER):

Auto-generated.

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

Commissioned Officers: Auto-generated.

Enlisted Personnel: Auto-generated.


Chief Warrant Officers: The entry shall reflect the member's rank, **not** the member's specialty, as auto-generated by Direct Access. As shown in Figure 1-3, click on the  and enter "chief warrant officer" in the "Description" block. Select the correct rank (Chief Warrant Officer 1-4).



Figure 1-3

****Note: Review this block.** The system is not populating this data on some of the forms. If you are unable to enter the data, contact PSC-BOPS-C via correction request.

If this block is updated to reflect a promotion / advancement / reduction, ensure Block 12i., Effective Date of Pay Grade, is updated the as well. **Do not use frocked rank.**

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

Auto-generated.

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

Auto-generated.

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

Do not enter a date in this block for discharges or retirements. For discharge or retirements, leave the block blank and Direct Access will auto-fill the block with "N/A".

Enlisted Personnel: Enter the date the members eight year military service obligation (MSO) will be completed in accordance with reference (h). If the member has already completed the eight year military obligation, leave blank, Direct Access will auto-fill the block with "N/A".

**Note: Time spent in the Delayed Entry Program (DEP) is creditable towards a member's eight year MSO but not for credible service in block 12e.

Reserve Officers (members who are serving under a **reserve** commission, including members serving on active duty on a **reserve** commission): Enter the members expected loss date.

Active Duty Officers (members who are serving on a regular **active duty** commission): Enter the date of completion of the members five year military obligation upon receiving their active duty commission. If the member has already completed their five year military obligation, leave blank, Direct Access will auto-fill the block with "N/A".

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

Enlisted Personnel (including reservists): Enter the city and state where the member was **originally** sworn in for active duty (including initial active duty for training) without a break in service.

Officers (including reservists): Enter the city and state of the place of acceptance of commission.

Cadets: Enter the city and state of the place where the member attained **military status** (normally, the Coast Guard Academy, New London, CT). In accordance with reference (j), for a **non-prior service** cadet at a Service academy the place at which the member attains a military status is generally the academic institution and **not** the member's home of record (HOR) (60 Comp. Gen. 142(1980)).

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

Auto-generated.

****Note:** In accordance with reference (j), the HOR can only be changed if there is a break in service of more than one full day. **The HOR does not change when a member on active duty is discharged to accept an appointment or commission if there is no break in service.** Reserve members released from and / or entered on to active duty after their initial enlistment, **does not** constitute a break in service. If a member has a break in service, enter the city and state of the member's home when they **reentered** the service.

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

Enter the name of the last PDS including the city and state. For reserve members on active duty, enter the name of the unit they last completed their active duty this period.

****Note:** If the full unit name will not fit, abbreviate "Coast Guard" to "CG" or remove the city if it is included in the name of the unit.

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

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

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

Enter the place of release, transfer, retirement or discharge and the city and state. For reserve members on active duty, enter the name of the unit they last completed their active duty this period.

****Note:** If the full unit name will not fit, abbreviate "Coast Guard" to "CG" or remove the city if it is included in the name of the unit.

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

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

RELAD (excluding members transferring to the Inactive Ready Reserve (IRR)): Enter the command name, city and state of the member's new PDS. For reserve members on active duty, enter the members **PDS they will be returning to.**

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

RELAD to the IRR: The following **shall** be entered:

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

Retirements: enter “NOT APPLICABLE”

Discharges (including members who are being **discharged** from active duty and **accessed** into the reserves): enter “NOT APPLICABLE”.

****Note:** If the member has a reserve obligation termination date in Block 6, Block 9 **shall not** read “NOT APPLICABLE”. The new PDS must be listed. When a member is being **discharged** from active duty and being **accessed** into a reserve component after completion of their initial military obligation, enter “NOT APPLICABLE”. The DD-214 reflects the current active duty period, which does not include the accession after the date entered in block 12b.

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

Auto-generated.

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

All “remaining days” in this block shall be rounded up to the next month. For example:

A member has been a Yeoman for six years nine months and five days. The entry will be “YEOMAN, 6 YEARS 10 MONTHS”.

Enlisted Personnel: Enter the member’s rate and number of years and months in that rating. For non-rated personnel, enter “NONE”. Non-rated time is not reflected in this block. Members who have changed rates (or the rating has been changed), enter both ratings separately.

For reserve members, the date the member originally entered the job family is used as the “start” date, just as with regular enlisted personnel. Reserve members are not required to be on active duty to be credited for time as a rated member.

Example: “FOOD SERVICE SPECIALIST, 15 YEARS 2 MONTHS; CULINARY SPECIALIST, 2 YEARS 3 MONTHS;”

Chief Warrant Officers: Enter specialty and number of years and months in that specialty. Members enlisted rate is **not** entered separately in this block, unless the member held a rating(s) not included in the normal path to the Chief Warrant Officer specialty that is currently held, as shown in Figure 1-4.

Enclosure (1) to CGPSCINST 1900.1A

Enlisted Rate	Warrant Specialty
AMT & AET	Aviation Engineering (AVI)
AST	Marine Safety Specialist Deck (MSSD)
BM	Boatswain (BOSN) or Marine Safety Specialist Response (MSSR)
DC	Material Maintenance (MAT), Marine Safety Specialist Engineering (MSSE) or Marine Safety Specialist Response (MSSR)
DIV	Diver (DIV)
EM	Naval Engineering (ENG) or Marine Safety Specialist Engineering (MSSE)
ET	Electronics (ELC)
FS	Finance and Supply (F&S)
GM	Weapons (WEPS)
HS	Medical Administration (MED)
IS	Intelligence Systems Specialist (ISS)
IT	Information Systems Management (ISM)
Special Agents	Criminal Investigator (INV)
ME	Maritime Law Enforcement Specialist (MLES)
MK	Naval Engineering (ENG), Marine Safety Specialist Engineering (MSSE) or Marine Safety Specialist Response (MSSR)
MST	Marine Safety Specialist Deck (MSSD) or Marine Safety Specialist Response (MSSR)
MU	Bandmaster (BNDM)
OS	Operations Systems Specialist (OSS)
PA	Public Information (INF)
SK	Finance and Supply (F&S)
YN	Personnel Administration (PERS)

Figure 1-4

Examples:

A member graduated AMT “A” school, and stayed in that rating for 2 years. The member then changed rates to AET, until promoting to CWO 10 years later. They then retired after serving as a CWO for 10 additional years. Since both ratings are in the normal path of Aviation Engineering specialty, all time served in both ratings and as a Chief Warrant Officer is combined for this block. This member would be listed as: “AVIATION ENGINEERING, 22 YEARS 00 MONTHS;”

A member graduated BM “A” school, and stayed in that rating for 2 years. The member then changed rates to YN, until promoting to CWO 10 years later. They then retired after serving as a CWO for 10 additional years. Since both ratings are **not** in the normal path of Personnel Administration CWO specialty, time served as a BM will be listed separately. This member would be listed as: “PERSONNEL ADMINISTRATION, 20 YEARS 00 MONTHS; BOATSWAINS MATE 02 YEARS 00 MONTHS;”

Commissioned Officers: For each specialty **auto-generated** by Direct Access, enter the correct number of years and months. For members who are prior enlisted, enter the member’s rate and year and months separately as shown above, after officer specialties.

Only the specialties in Direct Access can be entered into Block 11 for commissioned officers. **No manual entries are authorized**, with the exception of prior enlisted ratings. Questions regarding officer information that is listed in Block 11 (i.e., incorrect dates, missing specialty, etc.) should be sent to: ARL-PF-CGPSC-OPM OSMS@uscg.mil.

Cadets: Enter "NONE".

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

In accordance with reference (a), the date entered in Block 12a. **shall** be the date the member entered active duty for the earliest period of continuous active service for which a DD-214 **was not previously issued. Do not combine DD-214s.** For reserve members serving on multiple sets of back to back active duty orders, use the earliest orders date with no break in active duty. Combining multiple order types with no break in active duty is authorized.

****Note:** In accordance with reference (h), service while attending a Service Academy as a cadet is creditable for **enlisted members** being reverted back to enlisted status, but in **no case** is it creditable for a member commissioned as an officer. For Commissioned Officers with no prior service, the date will normally be the date the member signed their initial oath of office upon graduation from the Coast Guard Academy.

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

Enter the last day of active duty in this block.

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

Enter the years, months, and days of active service from the date entered in Block 12a. through the date in Block 12b. In accordance with reference (d), Creditable Service affects a members pay and should be computed on a 30 day basis, with the exception of active duty for training and / or other active duty periods of less than 30 consecutive days, which is always computed day-for-day, and the 31st day of the month is counted. Deduct all periods of lost time.

****Note:** In accordance with reference (h), service while attending a Service Academy as a cadet is creditable for enlisted members being reverted back to enlisted status, but in **no case** is it creditable for a member commissioned as an officer.

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

Enter the years, months, and days of active service, as defined by reference (h), completed **prior to the date** entered in Block 12a. Review the Reservist's Points Statements, Reserve Active Duty Orders, Statements of Creditable Service, EIPDR and SPO PDR. For questions regarding the computation, contact HQS-DG-M-CGPSC-BOPS-C@uscg.mil for assistance.

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

Enter the years, months, and days of inactive service completed **prior to the date** entered in Block 12a. For reservists, this block should include all time **not** serving on active duty orders. Prior active service completed should be deducted from this block, as it is reflected in Block 12d. In accordance with reference (1), do not include time spent in the Delayed Entry Program for the purposes of this computation. For questions regarding the computation, contact HQS-DG-M-CGPSC-BOPS-C@uscg.mil for assistance.

Example:

Prior Active Duty completed: 06 years 10 months 02 days
DEP Date: 1999 09 07
Initial AD Start Date: 1999 12 02
Separation Date: 2010 10 02

2010 10 02	Separation Date
- 1999 12 02	Initial AD Start Date
<hr/>	
10 10 01	Total Service
- 06 10 02	Prior Active Service
<hr/>	
03 11 29	Total Prior Inactive Duty

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

Enter the years, months, and days of Foreign Service as defined in reference (a), from the date entered in Block 12a. through the date entered in Block 12b. If an entry is made in this block, ensure the Foreign Service remark is made in Block 18.

****Note:** The member **must** be TDY or PCS to a **land area** in a Foreign Service eligible location, (including vessels **home ported** in eligible locations) to be credited time. Port calls, leave/liberty, and time spent underway on a non-eligible cutter do not qualify for Foreign Service for the purpose of this block. The member is **not required** to be eligible for any incentive pay to have creditable Foreign Service time in this block.

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

Enter the years, months, and days of sea service completed during **all** authorized periods of service (including sea time performed prior to the date in 12a.). This block **shall** not be left blank when a member has a Sea Service Ribbon listed in Block 13.

****Note:** In accordance with reference (1), when departing a vessel prior to **discharge, release from active duty, or retirement**, sea service stops the day of departure when utilizing permissive orders and / or processing point. **Sea service continues if the member remains attached to the vessel in a leave status.**

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

Enlisted Personnel only (including prior enlisted personnel): The entry for this block will be 00 01 23 (or less if the member was separated during basic training), unless the member's time at TRACEN Cape May was extended beyond the normal training period. In accordance with reference (a), **do not use this block for training other than Basic Training at TRACEN Cape May.**

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

Enlisted Personnel: Date of most recent advancement / reduction.

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

**Note: If Block 4a. was manually updated, this block must also be updated. This date should reflect the most current rank, matching Block 4a. Do not use frocking date.

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

(1) **Do not** manually add missing awards in Block 13. All awards shall be properly entered into Direct Access and auto-generated into the DD-214.

(2) **Do not** add data intended for Block 18 into Block 13.

(3) Enter all decorations awarded or authorized for **all** periods of service, (including awards listed on prior DD-214's / other services).

(4) All entries must be separated by a semi-colon (;).

(5) **If** a member requests, the awards shall be listed in order of precedence, with the highest award listed first.

(6) The operational distinguishing device shall be listed as follows:

“COAST GUARD ACHIEVEMENT MEDAL WITH AN OPERATIONAL DISTINGUISHING DEVICE”

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

“COAST GUARD COMMENDATION MEDAL WITH AN OPERATIONAL DISTINGUISHING DEVICE AND A GOLD STAR IN LIEU OF A FOURTH”

“COAST GUARD MERITORIOUS TEAM COMMENDATION WITH A SILVER

AND GOLD STAR IN LIEU OF A SEVENTH”

- (8) All entries shall be spelled out completely; no abbreviations are authorized. Refer to reference (g) for the proper name and spelling of entries.
- (9) **Do not** enter information in the “Decorations, Medals and Awards Continuation:” block. The system will move any entries into the continuation block automatically when the “SAVE” button is clicked.
- (10) **Purple Heart:** When the Purple Heart is awarded, enter a succinct description of any wound received as a result of action with enemy forces, the date wound was received (if known) and geographical location at the time the wound was inflicted.

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

- (11) **Good Conduct Medal:** Enter the number and the terminal date of the period for which the medal was authorized as follows:

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

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

"NAVY EXPEDITIONARY MEDAL (CUBA)"

"ARMED FORCES EXPEDITIONARY MEDAL (IRAQ)"

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

- (1) This block is used for **in-service training courses** (including DOD sponsored courses) **successfully completed** from the date entered in Block 12a. through the date entered in Block 12b. **Do not** enter training for periods prior to the date in Block 12a. Training courses for combat skills will not be listed. See the “Guide to the Evaluation of Educational Experiences in the Armed Services” for commonly accepted course titles. Enter the course title, number of days and year completed using the following format:

“COURSE TITLE, (number of days) MMM YYYY”

Examples:

“RECRUIT BASIC TRAINING, (53 DAYS) JAN 2015”

- (2) If the member took the same course, multiple times, for the same duration, place a comma after the first date and add the subsequent month and year after. Do not list the same training multiple times:

“COURSE TITLE, (number of days) MMM YYYY, MMM YYYY”.

Example:

“CIVIL RIGHTS / HUMAN RELATIONS AWARENESS BASIC HUMAN AWARENESS, (1 DAY) MAR 2011, JAN 2007, JUN 1999”

- (3) **Do not** add data intended for Block 18 into Block 14.
- (4) Do not enter unnecessary parenthesis in this block. For example, 1 day of training shall be listed as (1 DAY) vice (1 DAYS(S)).
- (5) **Do not** enter information in the “Military Education Continuation:” block. The system will move any entries automatically when the “SAVE” button is clicked.
- (6) On some occasions, Direct Access is not auto-generating all of the members training courses. If this happens, manual entries are authorized with the proper supporting documentation, (i.e., course completion certificates, completion letters).

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

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

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

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

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

If the member enlisted under Loan Repayment Program, check the "Yes" block. If not, check the "No" block. This information will be listed on the members Accession DD-4.

cc. BLOCK 16 (DAYS ACCRUED LEAVE PAID):

If the member will be **receiving a lump-sum leave payment**, enter the number of days for which the member will be paid. If no lump-sum payment is being made, enter “0”. If the member sold leave on more than one occasion during this period, the entry should only reflect leave paid upon the separation date reflected in Block 12b.

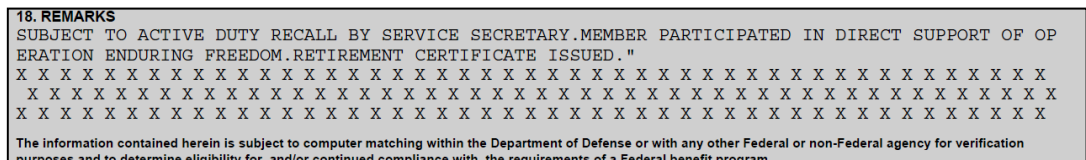
dd. BLOCK 17 (MEMBER PROVIDED COMPLETE DENTAL EXAMINATION):

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

ee. **BLOCK 18 (REMARKS):**

- (1) Only the entries specified below or in supplementary directives will be made in this block. "Local" SPO remarks are not authorized.
- (2) **Do not** leave this block blank and add the data intended for this block to other blocks on the DD-214.
- (3) To space out the entries accordingly on the final DD-214, the spacebar must be used **after** the entry is made into Direct Access. Editing spacing in a Microsoft Word document and "pasting" to Direct Access will not work. Once added into Direct Access, click on "PRINT DD 214" and review the blocks to verify proper spacing. Every effort should be made to make the DD-214 as easy to read as possible. Cutoff words and incorrect spacing should always be corrected prior to marking the DD-214 final. Refer to Figure 1-5 below.

Incorrect spacing:



Correct spacing:

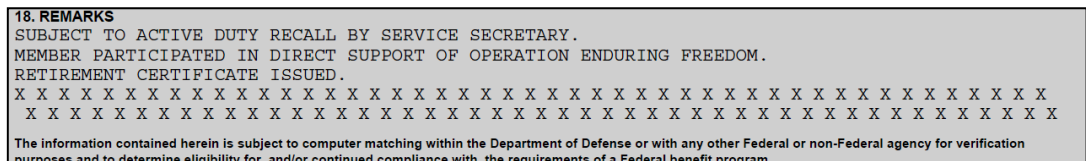


Figure 1-5

(4) **All entries shall be listed in the following order:**

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

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

“THIS DD FORM 214 HAS BEEN ADMINISTRATIVELY REISSUED.”

or

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

(b) **Honorable Service:**

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

- 1) The member is being separated with a character of service of Under Honorable Conditions, Under Other than Honorable, Bad Conduct, or Dishonorable. **If the member is receiving an honorable discharge, DO NOT enter this remark.**
- 2) The member has served on **multiple** enlistments from the date entered in block 12a. to the date entered in block 12b.

The following statement shall appear on the DD-214:

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

The “from” date shall be the date of initial entry into active duty or the first day of service for which a **DD-214 was not previously issued (Block 12a.)**, as applicable.

The “until” date shall be the day before the start date of the current enlistment (the last day of previous enlistment). Ensure that extensions are counted as part of an enlistment, and do not “stand alone” for the computation of this date.

For example:

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

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

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

“SUBJECT TO ACTIVE DUTY RECALL BY SERVICE SECRETARY.”

- (d) **Discharge for Physical Disability**: In cases of personnel discharged for reason of physical disability with severance pay the following entry **shall** be made (see reference (l) for proper computation of severance pay):

"DISABILITY SEVERANCE PAYMENT MADE IN THE AMOUNT OF \$(amount)."

**Note: Do not add the percent the member is rated disabled on the DD-214. If the member's disability is combat related, enter the following:

"MEMBERS DISABILITY IS COMBAT RELATED."

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

"DATES OF NON-PAY DAYS / CONFINEMENT / APPELLATE LEAVE DAYS (CHOOSE ONE): YYYY MM DD TO YYYY MM DD."

"NUMBER OF EXCESS LEAVE DAYS: XX."

- (f) If a member is serving on **involuntary** active duty in support of Title 10/14, (i.e., in support of Hurricane SANDY), the following entry shall be made:

"MEMBER RECALLED TO INVOLUNTARY ACTIVE DUTY ON TITLE 10/14 (choose as appropriate) IN SUPPORT OF XXXXXX."

- (g) **Contingency Operations: Department of Defense** contingency operations between the dates listed in Blocks 12a. through 12b. will be documented in this block. The member and SPO should work together in gathering the required documentation validating participation. These documents can include (but are not limited to) TDY orders, travel claims, and personal / unit / team awards. Entries shall be listed as follows:

"MEMBER PARTICIPATED IN DIRECT SUPPORT OF OPERATION ENDURING FREEDOM."

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

"SUBJECT TO ACTIVE DUTY RECALL AND/OR ANNUAL SCREENING."

- (i) **Extension of Enlistment/Active Service**: When a member's enlistment or active duty commitment was extended, except for those pursuant to section 972 of reference (h), it is considered to have been for the Convenience of the

Government, and shall be so noted on the DD-214 as follows:

"ENLISTMENT / ACTIVE SERVICE TERM EXTENDED FOR (term) ON (date the member **signed** the extension contract), AND FOR (term) ON (date the member **signed** the extension contract). EXTENSION WAS AT THE REQUEST OF AND FOR THE CONVENIENCE OF THE GOVERNMENT."

- (j) **Enlistment/Reenlistment Information:** This block is for **MULTIPLE** enlistments during this period of active duty as listed in Blocks 12a. through 12b. Members must have **at least two enlistment** contracts for this block to be entered on the DD-214. This remark **shall not** be entered for members on their first enlistment (even if they completed an extension) and commissioned officers with no prior enlisted service. If the member extended any of the enlistments, use the **end date** of the extension as the "TO" date.

"THIS DD FORM 214 COVERS MULTIPLE ENLISTMENTS AS REFLECTED IN BLOCK 12. THE PERIOD OF SERVICE FOR EACH IS AS FOLLOWS:"

PERIOD OF SERVICE: 1986 02 01 TO 1989 03 01
PERIOD OF SERVICE: 1989 03 02 TO 1993 04 03

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

"PLACE OF BIRTH: CITY, STATE."

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

- 1) **Honorable Discharge:** **Ensure the member is actually issued the form in accordance with reference (e)!!**

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

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

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

"NO DISCHARGE CERTIFICATE AUTHORIZED."

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

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

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

“RETIREMENT CERTIFICATE ISSUED.”

- 5) Uncharacterized Separation:

“NOT ENTITLED TO A DISCHARGE CERTIFICATE.”

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

“ADVISED OF REQUIREMENTS FOR SELECTIVE SERVICE REGISTRATION.”

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

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

**Note: If the member served in multiple locations, list each separately. All entries in this block should add up to the total entered in Block 12f.

- (o) Missing data on the DD-214: For members who have incomplete and / or missing data on the DD-214, enter:

“A REISSUED DD FORM 214 WILL BE ISSUED TO PROVIDE MISSING INFORMATION IN BLOCK(S) XX.”

- (p) Employee ID number (EMPLID): List the members EMPLID:

“MEMBERS EMPLOYEE ID NUMBER: 0000000.”

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

“PHONE NUMBER: (202) 333 – 6666.”

“EMAIL ADDRESS: JCOASTIE@EMAIL.COM.”

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

Enter the complete address where the member intends to reside permanently following separation. Listing the county is not required. Post Office Boxes (P.O. Boxes) should not be listed if possible.

gg. BLOCK 19b. (NEAREST RELATIVE):

Enter the name and complete address of the member's nearest relative. This will be used as a supplementary mailing address if necessary. If the member cannot provide an address for a nearest relative, "NONE" may be entered **only** if the member provides a physical address in Block 19a.

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

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

ii. BLOCK 20a. (MEMBER REQUEST COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS):

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

jj. BLOCK 21a. (MEMBER SIGNATURE):

The member's full name shall be listed in Block 21a. Every effort shall be made to have the member sign the DD-214 no later than the date of separation. If the member refuses to sign, is unable to sign for medical reasons, or the member is not able to be reached for signature, the Authorizing Official will enter the following:

"MEMBER UNAVAILABLE FOR SIGNATURE"

kk. BLOCK 21b. (DATE):

No entry in Direct Access.

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

Type the full first and last name with middle initial and grade of the authorizing official.

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

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

mm. BLOCK 22b. (DATE):

No entry in Direct Access.

nn. BLOCK 23 (TYPE OF SEPARATION):

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

*While reference (a) states that a DD-214 need not be prepared for a member whose active duty is terminated by death, it does not preclude the issuance. For members whose active duty is terminated by death, the DD-214 will be completed on a case by case basis in cooperation with the Decedent Affairs Officer.

Note: For regular separations due to expiration of enlistment / completion of required active service, ensure the correct type of separation is chosen. Members who have **not completed their initial eight year military obligation will normally be “Release from Active Duty” vice “Discharge”.

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

Choose from the drop down as appropriate. **Under no circumstance** should any character of service with the exception of “Honorable” be entered on the DD-214 without proper authorization in accordance with reference (e), with the exception of TRACEN Cape May, utilizing “Uncharacterized” discharges.

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

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

Enter the appropriate article of reference (e). For members separating due to expiration of enlistment or completion of required active duty, refer to Figure 1-6 below for the correct SPD codes and their associated separation authority.

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

Enter the appropriate SPD code associated with an authority and reason for separation as stated on the Separation Authorization issued by PSC OPM/EPM/RPM, with the exception of separations due to expiration of enlistment or completion of required active service, when no Separation Authorization is issued. When a member is not issued a Separation Authorization, use one of the SPD codes noted in Figure 1-6 below.

****Note: In accordance with reference (m), members who do not meet the eligibility criteria, but are recommended for reenlistment/extension by their commanding officer, may submit an appeal to PSC EPM/RPM, via the chain of command. If a member is not recommended for reenlistment and does not meet the eligibility criteria as outlined in reference (m), commands shall submit a memorandum to PSC EPM/RPM. The member shall be afforded the opportunity to submit a written statement for consideration by PSC EPM/RPM.**

SPD CODE	REASON / ARTICLE OF COMDTINST M1000.4	WHEN TO USE	FOR WHO
MBK	Completion of required active service 1.B.11 ENLISTED 1.A.6 OFFICER	VOLUNTARY RELEASE or transfer to another service component upon completion of required service, (e.g: AD member serving 4 years, RELAD's to IRR / SELRES to complete 8 year service obligation).	Officers and Enlisted
KBK	Completion of required active service 1.B.11 ENLISTED	VOLUNTARY DISCHARGE upon completion of required active service. NO further service obligation.	Enlisted only
LBK	Completion of required active service 1.B.11 ENLISTED 1.A.7 OFFICER	INVOLUNTARY RELEASE or transfer to another service component upon completion of required active service, (e.g: Reservist demobilized from involuntary Title 14/10 active duty orders).	Officers and Enlisted

Figure 1-6

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

Do not enter any RE-Code other than RE-1 unless directed by PSC EPM/RPM.

Enlisted Personnel: Enter "RE-1" or the RE-Code as directed by the Separation Authorization.

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

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

Direct Access will auto-fill the narrative reason after the SPD code is entered into Block 26 or will leave it blank. **DO NOT** edit the entry in any way.

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

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

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

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

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