

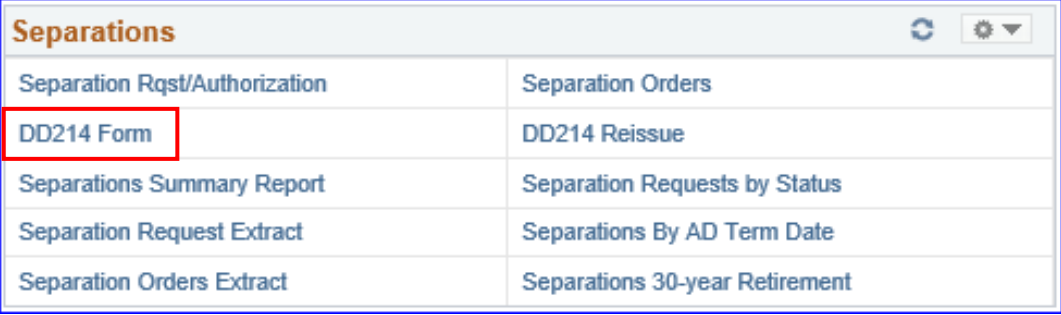
## Separations Flow to the DD214

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**Introduction** This section provides the Separations Flow to the DD214.

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**Process** See the step-by-step process below.

Step	Action												
1	<p><b>PSC Separations Branch creates Separation Authorization</b></p> <ul style="list-style-type: none"> <li>– Data entered on the Separation Authority is passed down to the Separation Order (i.e. EFFDT, SPD Code, RENL Code, Character of Service and Officer Termination Code).</li> </ul>												
2	<p><b>SPO either creates a new Separation Order or completes the Separation Order that was created by the Separation Authorization.</b></p> <ul style="list-style-type: none"> <li>– Data that is passed down from the Separation Authorization is non editable in the Separation Order. Data from the Separation Order is passed to the DD214.</li> </ul>												
3	<p><b>System generates a DD214 which will be listed as an option in the Separations pagelet.</b></p>  <table border="1" data-bbox="320 913 1385 1227"> <thead> <tr> <th colspan="2" data-bbox="320 913 1385 969">Separations</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 976 826 1016">Separation Rqst/Authorization</td> <td data-bbox="831 976 1385 1016">Separation Orders</td> </tr> <tr> <td data-bbox="320 1023 826 1064">DD214 Form</td> <td data-bbox="831 1023 1385 1064">DD214 Reissue</td> </tr> <tr> <td data-bbox="320 1070 826 1111">Separations Summary Report</td> <td data-bbox="831 1070 1385 1111">Separation Requests by Status</td> </tr> <tr> <td data-bbox="320 1117 826 1158">Separation Request Extract</td> <td data-bbox="831 1117 1385 1158">Separations By AD Term Date</td> </tr> <tr> <td data-bbox="320 1164 826 1205">Separation Orders Extract</td> <td data-bbox="831 1164 1385 1205">Separations 30-year Retirement</td> </tr> </tbody> </table>	Separations		Separation Rqst/Authorization	Separation Orders	DD214 Form	DD214 Reissue	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separation Orders Extract	Separations 30-year Retirement
Separations													
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Separation Orders Extract	Separations 30-year Retirement												
4	<p><b>The SPO technician will complete the DD214.</b></p> <ul style="list-style-type: none"> <li>– The major changes to the DD214 are Blocks 11, 13 and 14 (Primary Specialty, Awards and Training). Instead of this data being populated in a grid format, the data will be placed in text blocks on the DD214.</li> <li>– Each text block will have an online continuation block. As an example, if there are more awards than can be displayed in the Awards text block, the remaining awards will display in the Awards continuation block.</li> <li>– The SPO will be able to gather all the awards data from the Awards Block and Awards Continuation Block and place the data into a Word document and edit as needed. When they are finished editing the data, they will place the data into the Awards text block. Any data that will not fit in the Awards text block should be placed in the Awards continuation block. If there are any spaces in the Awards text block the SPO should leave the spaces and they will be filled in with Xs when they print the DD214.</li> </ul>												

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## Separations Flow to the DD214, Continued

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Process,  
continued

Step	Action
5	<p><b>Printing the DD214</b></p> <ul style="list-style-type: none"> <li>– When the SPO is done with the DD214 worksheet, they will print it for review by the SPO Supervisor (the data in the text and continuation blocks form will appear correctly on the DD214).</li> <li>– Upon SPO Supervisor approval, the SPO will send the printed DD214 to the member for review.</li> <li>– After member reviews, the SPO will make any applicable changes to the DD214 worksheet.</li> <li>– Once all changes/updates have been made, the SPO will print the DD214 for review by the SPO Supervisor.</li> <li>– Upon SPO Supervisor approval of the printed DD214, the SPO Supervisor will navigate to the DD214, check the final box and print the DD214.</li> <li>– This will initiate an electronic DD214 transmission to DMDC. <b>NO FURTHER EDITS WILL BE ALLOWED BY THE SPO</b> (although they will continue to have Print access).</li> </ul>
6	<p><b>Corrections to Separation Authorization, Separation Orders and DD214</b></p> <ul style="list-style-type: none"> <li>– Communication and coordination between the Member, SPO and PSC is critical.</li> <li>– If a correction is needed on the Separation Authorization, PSC Separation Branch should make the change and notify the SPO if the change impacts the Separation Order.</li> <li>– If a correction is needed on the Separation Order, the SPO should make the change and notify PSC DD214 Reissue Branch if the change to the Separation Order impacts the DD214.</li> </ul>
7	<p><b>PSC-BOPS-C</b></p> <ul style="list-style-type: none"> <li>– PSC-BOPS-C will make any changes needed to the DD214 as a reissue. Once the PSC-BOPS-C has made the corrections to a DD214, they will check the Final box and Print the reissued DD214. This will initiate an electronic DD214 reissue transmission to DMDC. Delivery of the reissued DD214 to the member is accomplished via business process.</li> <li>– No further edits to the DD214 reissue will be allowed by PSC, any further changes will need a new DD214 reissue.</li> <li>– The SPO and PSC will be able to View and Print the current version (original or reissue) of a given DD214.</li> </ul>

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