



---

## Uploaded to VFC Website

▶▶▶ February 2013 ◀◀◀

---

This Document has been provided to you courtesy of Veterans-For-Change!

Feel free to pass to any veteran who might be able to use this information!

For thousands more files like this and hundreds of links to useful information, and hundreds of "Frequently Asked Questions, please go to:

[Veterans-For-Change](http://Veterans-For-Change)

---

*Veterans-For-Change is a 501(c)(3) Non-Profit Corporation  
Tax ID #27-3820181*

***If Veteran's don't help Veteran's, who will?***

We appreciate all donations to continue to provide information and services to Veterans and their families.

[https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=WGT2M5UTB9A78](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=WGT2M5UTB9A78)

---

**Note:**

VFC is not liable for source information in this document, it is merely provided as a courtesy to our members.



**DoD DD-214 Policy  
Department of Defense  
INSTRUCTION  
NUMBER 1336.1  
January 6, 1989**

**INDEX:**

---

**Administrative Reissuance Incorporating Change 1, March 1, 1989**

**ASD(F&P)**

**SUBJECT: Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)**

**References: (a) DoD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty (DD Form 214 Series)," December 14, 1978 (hereby canceled)**

**(b) Deputy Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the Use of Certain Information of Separation Documents Issued to Individuals," March 27, 1974 (hereby canceled)**

**(c) Deputy Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the Use of Certain Information on Separation Documents Issued to Individuals," May 13, 1974 (hereby canceled)**

**(d) through (1) see enclosure E5.**

**1. REISSUANCE AND PURPOSE**

**1.1. Reissues reference (a) to consolidate into a single document pertinent portions of reference (b), (c), (d), and (e); and**

**1.2. Prescribes procedures concerning the preparation and distribution of revised DD Form 214 to comport with the requirements of references (e) and (f) and the control and publication of separation program designators (SPDs).**

**2. APPLICABILITY AND SCOPE**

**2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Services, the Joint Staff, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used here, refers to the Army, Navy, the Air Force, the Marine Corps and, by agreement with the Department of Transportation, to the Coast Guard.**

**2.2. Its provisions include procedures on the preparation and distribution of DD Forms 214, 214-ws, and 215 (enclosures E1., E2., and E3.) which record and report the transfer or separation of military personnel from a period of active duty. (NOTE: Computer-generated formats are acceptable substitutes provided Assistant Secretary of Defense (Force Management and Personnel) approval is obtained.) DD Forms 214 and 215 (or their substitutes) will provide:**

**2.2.1. The Military Services with a source of information relating to military personnel for administrative purposes, and for making determinations of eligibility for enlistment or reenlistment.**

**2.2.2. The Service member with a brief, clear-cut record of the member's active service with the Armed Forces at the time of transfer, release, or discharge, or when the member changes status or component while on active duty.**

**2.2.3. Appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged, otherwise released, or transferred to a Reserve component while on active duty.**

**2.3. Its provisions include procedures on the control and distribution of all lists of SPDs.**

### **3. POLICY AND PROCEDURES**

**3.1. Administrative Issuance or Reissuance of DD Forms 214 and 215.**

**3.1.1. The DD Form 214 will normally be issued by the command from which the member was separated. In those instances where a DD Form 214 was not issued, the Services concerned may establish procedures for administrative issuance.**

**3.1.2. The DD Form 214, once issued, will not be reissued except:**

**3.1.2.1. When directed by appropriate appellate authority, Executive Order, or by the Secretary concerned.**

**3.1.2.2. When it is determined by the Service concerned that the original DD Form 214 cannot be properly corrected by issuance of a DD Form 215 or if the correction would require issuance of more than two DD Forms 215.**

**3.1.2.3. When two DD Forms 215 have been issued and an additional correction is required.**

**3.1.3. Whenever a DD Form 214 is administratively issued or reissued, an appropriate entry stating that fact and the date of such action will be made in Block 18, Remarks, of the DD Form 214 unless the appellate authority, Executive Order, or Secretarial directive specifies otherwise.**

**3.2. The Military Services will ensure that every member (except as limited in 3.2.2., and excluding those listed in 3.3.) being separated from the Military Services is given a completed DD Form 214 describing relevant data regarding the member's service, and the circumstances of termination. DD Form 214 may also be issued under other circumstances prescribed by the Military Service concerned. A continuation sheet, if required, will be bond paper, and will reference: the DD Form 214 being continued; information from blocks 1 through 4; the appropriate block(s) being continued; the member's signature, date; and the authorizing official's signature. DD Forms 214 are not intended to have any legal effect on termination of the member's service.**

**3.2.1. Release or Discharge from Active Service.**

**3.2.1.1. The original of DD Form 214 showing separation from a period of active service with a Military Service, including release from a status that is legally determined to be void, will be physically delivered to the separatee prior to departure from the separation activity (a) on the effective date of separation; or (b) on the date authorized travel time commences.**

**3.2.1.1.1. Copy No. 4, containing the statutory or regulatory authority, reentry code, SPD code, and narrative reason for separation also will be physically delivered to the separatee prior to departure, if he/she so requested by initialing Block 30, Member Requests Copy 4.**

**3.2.1.1.2. Remaining copies of DD Form 214 will be distributed on the day following the effective date of separation (see 3.5.).**

**3.2.1.2. When separation is effected under emergency conditions which preclude physical delivery, or when the recipient departs in advance of normal departure time (e.g., on leave in conjunction with retirement; or at home awaiting separation for disability), the original DD Form 214 will be mailed to the recipient on the effective date of separation.**

**3.2.1.3. If the separation activity is unable to complete all items on the DD Form 214, the form will be prepared as completely as possible and delivered to the separatee. The separatee will be advised (a) that a DD Form 215 will be issued by the Military Service concerned when the missing information becomes available; and (b) that it will not be necessary for the separatee to request a DD Form 215 for such information (see 3.5.3.).**

**3.2.1.4. If an optical character recognition format is utilized by a Military Service, the first carbon copy of the document will be physically delivered or mailed to the separatee as prescribed in paragraphs 3.2.1.1., 3.2.1.2., and 3.2.1.3. of this section.**

**3.2.2. Release for Active Duty Training, Full-Time Training Duty, or Active Duty for Special Work. Personnel being separated from a period of active duty for**

**training, full-time training duty, or active duty for special work will be furnished a DD Form 214 when they have served 90 days or more, or when required by the Secretary concerned for shorter periods. Personnel shall be furnished a DD Form 214 upon separation for cause or for physical disability regardless of the length of time served on active duty.**

**3.2.3. Continuing on Active Duty. Members who change their status or component, as outlined below, while they are serving on active duty will be provided a completed DD Form 214 upon:**

**3.2.3.1. Discharge for immediate enlistment or reenlistment (optional--at the discretion of the Military Services). However, Military Services not providing the DD Form 214 will furnish the member a DD Form 256, "Honorable Discharge Certificate," and will issue instructions requiring those military offices which maintain a member's records to provide necessary Service data to the member for application to appropriate civilian individuals, groups, and governmental agencies. Such data will include Service component, entry data and grades. (See paragraph 3.4.10.)**

**3.2.3.2. Termination of enlisted status to accept an appointment to warrant or commissioned officer grade.**

**3.2.3.3. Termination of a temporary appointment to accept a permanent warrant or commission in the Regular or Reserve components of the Armed Forces.**

**3.2.3.4. Termination of an officer appointment in one of the Military Services to accept appointment in another Service.**

**3.3. DD Form 214 need not be prepared for:**

**3.3.1. Personnel found disqualified upon reporting for active duty and who do not enter actively upon duties in accordance with orders.**

**3.3.2. Personnel whose active duty, active duty for training, full-time training duty or active duty for special work is terminated by death.**

**3.3.3. Personnel being removed from the Temporary Disability Retired List.**

**3.3.4. Enlisted personnel receiving temporary appointments to warrant or commissioned officer grades.**

**3.3.5. Personnel whose temporary warrant or commissioned officer status is terminated and who remain on active duty to complete an enlistment.**

**3.3.6. Personnel who terminate their Reserve component status to integrate into a Regular component.**

**3.3.7. Personnel separated or discharged who have been furnished a prior edition of this form, unless that form is in need of reissuance for some other reason.**

**3.4. Preparation. The Military Departments will issue instructions governing the preparation of DD Form 214, consistent with the following:**

**3.4.1. DD Form 214 is an important record of service which must be prepared accurately and completely. Any unavoidable corrections and changes made in the unshaded areas of the form during preparation shall be neat, legible and initialed on all copies by the authenticating official. The recipient will be informed that making any unauthorized change or alteration of the form will render it void.**

**3.4.2. Since DD Form 214 is often used by civilian personnel, abbreviations should be avoided.**

**3.4.3. Copies of DD Form 214 transmitted to various governmental agencies shall be legible, especially those provided to the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), reference (m)) and the Department of Labor.**

**3.4.4. The authority for a member's transfer or discharge will be cited by reference to the appropriate Military Service regulation, instruction, or manual, followed by the appropriate separation program designator on copies 2, 4, 7, and 8 only. A narrative description to identify the reason for transfer or separation will not be used on copy 1.**

**3.4.5. To assist the former Service member in employment placement and job counseling, formal inservice training courses successfully completed during the period covered by the form will be listed in Block 14, Military Education; e.g., medical, dental, electronics, supply, administration, personnel or heavy equipment operations. Training courses for combat skills will not be listed. See 1978 Guide to the Evaluation of Educational Experiences in the Armed Services (reference (g)), for commonly accepted course titles and abbreviations.**

**3.4.6. For the purpose of reemployment rights (DoD Directive 1205.12 reference (h)), all extensions of service, except those under 10 U.S.C. 972 (reference (e)), are considered to be at the request and for the convenience of the Government. In these cases, Block 18 of DD Form 214 will be annotated to indicate "Extension of service was at the request and for the convenience of the Government."**

**3.4.7. When one or more of the data items on the DD Form 214 are not available and the document is issued to the separatee, the applicable block(s) will be annotated "See Remarks." In such cases, Block 18 will contain the entry "DD Form 215 will be issued to provide missing information." When appropriate, Block 18 will also reflect the amount of disability pay, and the inclusive dates of any nonpay/excess leave days.**

**3.4.8. The authorizing official (E-7, GS-7 or above) will sign the original in ink ensuring that the signature is legible on all carbon copies. If not, a second signature may be necessary on a subsequent carbon copy. The authorized official shall be an E-7, GS-7, or higher grade, except that the Service concerned may authorize chiefs of installation separation activities (E-5, GS-5, or above) to serve in this capacity if designated in writing by the responsible commander and/or director (O-4, or above).**

**3.4.9. The following are the only authorized entries in Block 24, Character of Service, as appropriate: "Honorable," "Under Honorable Conditions (General)," "Under Other Than Honorable Conditions," "Bad Conduct," "Dishonorable," or "Uncharacterized." When a discharge has been upgraded, the DD Form 214 will be annotated on copies 2 through 8 in Block 18 to indicate the character of service has been upgraded; the date the application for upgrade was made; and the effective date of the corrective action.**

**3.4.10. The date entered in Block 12.a. shall be the date of enlistment for the earliest period of continuous active service for which a DD Form 214 was not previously issued. For members who have previously reenlisted without being issued a DD Form 214, and who are being separated with any discharge characterization except "Honorable," the following statement shall appear as the first entry in Block 18., "Remarks," on the DD Form 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 Form 214 was not previously issued, as applicable; the "until" date shall be the date before commencement of the current enlistment.**

**3.4.11. For Service members retiring from active duty enter in Block 18., "Subject to active duty recall by Service Secretary."**

**3.4.12. For Service members being transferred to the Individual Ready Reserve, enter in Block 18., "Subject to active duty recall and/or annual screening."**

**3.5. Distribution. The Military Services will prescribe procedures governing the distribution of copies of the DD Forms 214 and 215, consistent with their internal requirements, and the following:**

**3.5.1. DD Form 214**

**3.5.1.1. Copy No. 1 (original). To the member.**

**3.5.1.2. Copy No. 2. To be used as the Military Services' record copy.**

**3.5.1.3. Copy No. 3. To the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), reference (m)), Data Processing Center (214), 1614 E. Woodward Street, Austin, Texas**

**78772.** A reproduced copy will also be provided to the hospital with the medical records if the individual is transferred to a VA hospital. If the individual completes VA Form 21-5267, "Veterans Application for Compensation or Pension," include a copy of the DD Form 214 with medical records forwarded to the VA regional office having jurisdiction over the member's permanent address. When an individual is in Service and enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, copy No. 3 will not be forwarded to the VA.

**3.5.1.4. Copy No. 4.** To the member, if the member so requested by having initialed Block 30. If the member does not request this copy, it may be retained in the master military personnel record, to be available in case the member requests a copy later.

**3.5.1.5. Copy No. 5.** To Louisiana UCX/UCFE, Claims Control Center, Louisiana Department of Labor, P.O. Box 94246, Capitol Station, Baton Rouge, Louisiana 70804-9246.

**3.5.1.6. Copy No. 6.** To the appropriate State Director of Veterans Affairs (see enclosure E4.), if the member so requested by having checked "Yes" in Block 20, "Member Requests Copy Be Sent to Director of Veterans Affairs." The member must specify the State. If the member does not request the copy be mailed, it may be utilized as prescribed by the Military Service concerned.

**3.5.1.7. Copies No. 7 and 8.** To be distributed in accordance with regulations issued by the Military Service concerned.

**3.5.1.8. Additional Copy Requirements. Discharged Alien Deserters.** Provide one reproduced copy of Copy No. 1 to the U.S. Department of State, Visa Office - SCA/VO, State Annex No. 2, Washington, D.C. 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters in accordance with DoD Directive 1325.2 (reference (i)). Place of birth will be entered in Block 18.

**3.5.2. DD Form 214-ws.** Utilized to facilitate the preparation of DD Form 214. The document will be used and disposed of in accordance with regulations issued by the Military Service concerned.

**3.5.3. DD Form 215.** Utilized to correct errors in DD Form 214 discovered after the original has been delivered and/or distribution of copies of the form has been made, and to furnish to separatee information not available when the DD Form 214 was prepared. The distribution of DD Form 215 will be identical to the distribution of DD Form 214.

**3.5.4. Requests for Copies of DD Form 214 Subsequent to Separation.** Agencies maintaining a separatee's DD Form 214 will provide a copy only upon written request by the member. Agencies will provide the member with 1 copy with the

**Special Additional Information section, and 1 copy with that information deleted. In the case of DD Forms 214 issued prior to 1 July 1979, agencies will provide the member with 1 copy containing all items of information completed, and 1 copy with the following items deleted from the form: specific authority and narrative reason for separation, reenlistment eligibility code, and separation program designator/number.**

**3.5.4.1. In those cases where the member has supplied an authorization to provide a copy of the DD Form 214 to another individual or group, the copy furnished will not contain the Special Additional Information section or, in the case of DD forms issued prior to 1 July 1979, those items listed in 3.5.4., above.**

**3.5.4.2. A copy will be provided to authorized personnel for official purposes only.**

**3.6. Procurement. Arrangements for procurement of DD Forms 214, 214-ws, and 215 will be made by the Military Services.**

**3.7. Modification of Forms. The modification of the content or format of DD Forms 214, 214-ws, and 215 may not be accomplished without prior authorization of the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). Requests to add or delete information will be coordinated with the other Military Services in writing, prior to submission to the ASD(FM&P). If a Military Service uses computer capability to generate forms, the items of information may be arranged, the size of the information blocks may be increased or decreased, and copies 7 and/or 8 may be deleted at the discretion of the Service.**

#### **4. RESPONSIBILITIES**

**4.1. The DD Forms 214 and 215 are a source of significant and authoritative information used by civilian and governmental agencies to validate veteran eligibility for benefits. As such, they are valuable forms and, therefore, vulnerable to fraudulent use. Since they are sensitive, the forms must be safeguarded at all times. They will be transmitted, stored, and destroyed in a manner which will prevent unauthorized use. The Military Services will issue instructions consistent with the following:**

**4.1.1. All DD Forms 214 will be surprinted with a reproducible screen tint using appropriate security ink on Blocks 1, 3, 4.a, 4.b, 12, and 18 through 30. In addition Blocks 1, 3, 5, and 7 of the DD Form 215 will be similarly surprinted to make alterations readily discernible. No corrections will be permitted in the screened areas.**

**4.1.2. All forms will be secured after duty hours.**

**4.1.3. All obsolete forms will be destroyed.**

**4.1.4. All forms to be discarded, including those which are blank or partially completed, and reproduced copies of DD Form 214, will be destroyed. No forms will be discarded intact.**

**4.1.5. Blank forms given to personnel for educational or instructional purposes, and forms maintained for such use, are to be clearly voided in an unalterable manner.**

**4.1.6. The commander or commanding officer of each unit or activity authorized to issue DD Form 214 will appoint, in writing, a commissioned officer, warrant officer, enlisted member (grade E-7 or above), or DoD civilian (GS-7 or above) who will requisition, control, and issue blank DD Forms 214 and 215. The Service concerned may authorize an E-5 or GS-5 to serve in this capacity.**

**4.1.7. The Military Services will monitor the use of DD Form 214 and review periodically its issuance to insure compliance with procedures for safeguarding.**

**4.2. The DD Form 214-ws will contain the word "WORKSHEET" on the body of the form (see enclosure E2.) This DD Form 214-ws will be treated in the same manner as the DD Form 214.**

**4.3. The Military Services will issue appropriate instructions to separation activities stressing the importance of the DD Forms 214 and 215 in obtaining veterans benefits, reemployment rights, and unemployment insurance.**

**4.4. Standard separation program designator (SPD) codes for officer and enlisted personnel developed under the provisions of DoD Instruction 5000.12 (reference (j)) are published in DoD Manual 5000.12-M (reference (k)).**

**4.4.1. Requests to add, change, or delete an SPD code shall be forwarded by the DoD Component concerned with appropriate justification to the Assigned Responsible Agency accountable for evaluating, recommending approval of, and maintaining such codes:**

**Department of the Navy Office of The Chief of Naval Operations (Attention: OP-161), Room 1514, Arlington Annex Washington, D.C. 20350-2000** 4.4.2. Requests to add, change, or delete an SPD code will be submitted in accordance with section V., DoD Instruction 5000.12 (reference (j)), with prior written approval by the ASD(FM&P), or his/her designee.

**4.5. All lists of SPD codes, including supplemental lists, published by the DoD Components will be stamped "For Official Use Only" and will not be furnished to any agency or individual outside the Department of Defense.**

**4.5.1. Appropriate provisions of the Freedom of Information Act (reference (1)) will be used to deny the release of the lists to the public. An individual being separated or discharged is entitled access only to his/her SPD code. It is not**

**intended that these codes stigmatize an individual in any manner. They are intended for internal use by the Department of Defense in collecting data to analyze statistical reporting trends that may, in turn, influence changes in separation policy.**

**4.5.2. Agencies or individuals who come into the possession of these lists are cautioned on their use because a particular list may be outdated and not reveal correctly the full circumstances relating to an individual's separation or discharge.**

## **5. EFFECTIVE DATE AND IMPLEMENTATION**

**5.1. This Instruction is effective January 1, 1989. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 180 days.**

**5.2. Forward copies of implementing documents, and any changes thereto, to the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), reference (m)) and the Department of Labor.**

**Enclosures - 5**

**1. DD Form 214, Certificate of Release or Discharge from Active Duty**

**2. DD Form 214-ws, Certificate of Release or Discharge from Active Duty (Worksheet)**

**3. DD Form 215, Correction to Certificate of Release or Discharge from Active Duty**

**4. State Directors of Veterans Affairs**

**5. References**

**E1. ENCLOSURE 1**

**E2. ENCLOSURE 2**

**E3. ENCLOSURE 3**

**E4. ENCLOSURE 4**

## **STATE DIRECTORS OF VETERANS AFFAIRS**

**ALABAMA**

**Director**

**Department of Veterans Affairs**

**P.O. Box 1509**

**Montgomery, AL 36192-3701**

**DELAWARE**  
**Chairman**  
**Commission of Veterans Affairs**  
**P.O. Box 1401**  
**Dover, DE 19901**

**ALASKA**  
**Director**  
**Division of Veterans Affairs**  
**Department of Military & Veterans Affairs**  
**3601 C Street, Suite 620**  
**Anchorage, AK 99503**

**DISTRICT OF COLUMBIA**  
**Chief**  
**Office of Veterans Affairs**  
**941 North Capitol Street, N.E.**  
**Room 1211 F**  
**Washington, D.C. 20421**

**AMERICAN SAMOA**  
**Veterans Affairs Officer**  
**Office of Veterans Affairs**  
**American Samoa Government**  
**P.O. Box 2586**  
**Pago Pago, AS 96799**

**FLORIDA**  
**Director**  
**Division of Veterans Affairs**  
**P.O. Box 1437**  
**St. Petersburg, FL 33731**

**ARIZONA**  
**Director of Veterans Affairs**  
**Arizona Veterans Service Commission**  
**3225 N. Central Avenue, Suite 910**  
**Phoenix, AZ 85012**

**GEORGIA**  
**Commissioner**  
**Department of Veterans Service**  
**Floyd Veterans Memorial Bldg,**  
**Suite E-970**  
**Atlanta, GA 30334**

**ARKANSAS**

**Director  
1200 West 3rd, Room 105  
Box 1280  
Little Rock, AR 72201**

**GUAM**

**Office of Veterans Affairs  
P.O. Box 3279  
Agana, Guam 96910**

**CALIFORNIA**

**Director  
Department of Veterans Affairs  
1227 O Street, Room 200A  
Sacramento, CA 95814**

**HAWAII**

**Director  
Department of Social Services & Housing  
Veterans Affairs Section  
3949 Diamond Head Road  
Honolulu, HI 96809-0339**

**COLORADO**

**Director  
Division of Veterans Affairs  
Department of Social Services  
1575 Sherman Street, Room 122  
Denver, CO 80203**

**IDAHO**

**Administrator  
Division of Veterans Service  
P.O. Box 7765  
Boise, ID 83707**

**CONNECTICUT**

**Commandant  
Veterans Home and Hospital  
287 West Street  
Rocky Hill, CT 06067**

**ILLINOIS**

**Director  
Department of Veterans Affairs**

**208 West Cook Street  
Springfield, IL 62705**

**INDIANA**

**Director  
Department of Veterans Affairs  
707 State Office Building  
100 N. Senate Avenue  
Indianapolis, IN 46204**

**MICHIGAN**

**Director  
Michigan Veterans Trust Fund  
P.O. Box 30026,  
Ottawa Bldg, No. Tower,  
3rd Floor  
Lansing, MI 48909**

**IOWA**

**Administrator  
Veterans Affairs Division  
7700 N.W. Beaver Drive  
Camp Dodge  
Johnston, IA 50131-1902**

**MINNESOTA**

**Commissioner  
Department of Veterans Affairs  
Veterans Service Building,  
2nd Floor  
St. Paul, MN 55155**

**KANSAS**

**Executive Director  
Kansas Veterans Commission  
Jayhawk Tower, Suite 701  
700 S.W. Jackson Street  
Topeka, KS 66603-3150**

**MISSISSIPPI**

**President  
State Veterans Affairs Board  
120 North State Street  
War Memorial Building,  
Room B-100  
Jackson, MS 39201**

**KENTUCKY**

**Director  
Kentucky Center for Veterans Affairs  
600 Federal Place - Room 1365  
Louisville, KY 40202**

**MISSOURI**

**Director  
Division of Veterans Affairs  
P.O. Drawer 147  
Jefferson City, MO 65101**

**LOUISIANA**

**Executive Director  
Department of Veterans Affairs  
P.O. Box 94095, Capitol Station  
Baton Rouge, LA 70804-4095**

**MONTANA**

**Administrator  
Veterans Affairs Division  
P.O. Box 5715  
Helena, MT 59604**

**MAINE**

**Director  
Bureau of Veterans Services  
State Office Building  
Station 117  
Augusta, ME 04333**

**NEBRASKA**

**Director  
Department of Veterans Affairs  
P.O. Box 95083, State Office Building  
Lincoln, NE 68509**

**MARYLAND**

**Executive Director  
Maryland Veterans Commission  
Federal Bldg. - Rm 110  
31 Hopkins Plaza  
Baltimore, MD 21201**

**NEVADA**

**Commissioner**

**Commission for Veterans Affairs  
1201 Terminal Way, Room 108  
Reno, NV 89520**

**MASSACHUSETTS  
Commissioner  
Department of Veterans Services  
100 Cambridge Street, - Room 1002  
Boston, MA 02202**

**NEW HAMPSHIRE  
Director  
State Veterans Council  
359 Lincoln Street  
Manchester, NH 03103**

**NEW JERSEY  
Director  
Division of Veterans Programs & Special Services  
143 E. State Street, Room 505  
Trenton, NJ 08608**

**OREGON  
Director  
Department of Veterans Affairs  
Oregon Veterans Building  
700 Summer Street, N.E.  
Suite 150  
Salem, OR 97310-1270**

**NEW MEXICO  
Director  
Veterans Service Commission  
P.O. Box 2324  
Santa Fe, NM 87503**

**PENNSYLVANIA  
Director  
Department of Military Affairs  
Bureau for Veterans Affairs  
Fort Indiantown Gap, Bldg 5-0-47  
Annville, PA 17003-5002**

**NEW YORK  
Director  
Division of Veterans Affairs**

**State Office Building #6A-19  
Veterans Highway  
Hauppauge, NY 11788**

**PUERTO RICO**

**Director  
Bureau of Veterans Affairs & Human Resources  
Department of Labor  
505 Munoz Rivera Avenue  
Hato Rey, PR 00918**

**NORTH CAROLINA**

**Asst Secretary for Veterans Affairs  
Division of Veterans Affairs  
227 E. Edenton Street  
Raleigh, NC 27601**

**RHODE ISLAND**

**Chief  
Veterans Affairs Office  
Metacom Avenue  
Bristol, RI 02809**

**NORTH DAKOTA**

**Commissioner  
Department of Veterans Affairs  
15 North Broadway, Suite 613  
Fargo, ND 58102**

**SOUTH CAROLINA**

**Director  
Department of Veterans Affairs  
Brown State Office Building  
1205 Pendleton Street  
Columbia, SC 29201**

**OHIO**

**Director  
Division of Soldiers Claims & Veterans Affairs  
State House Annex, Room 11  
Columbus, OH 43215**

**SOUTH DAKOTA**

**Director  
Division of Veterans Affairs**

**500 East Capitol Avenue  
State Capitol Building**

**Pierre, SD 57501-5083**

**OKLAHOMA**

**Director**

**Department of Veterans Affairs**

**P.O. Box 53067**

**Oklahoma City, OK 73152**

**TENNESSEE**

**Commissioner**

**Department of Veterans Affairs**

**215 8th Avenue, North**

**Nashville, TN 37203**

**TEXAS**

**Executive Director**

**Veterans Affairs Commission of Texas**

**Box 12277, Capitol Station**

**Austin, TX 78711**

**UTAH**

**Director**

**Utah Division of Veterans' Affairs**

**Wallace F. Bennett Federal Building**

**125 South State Street, Room 5223**

**Salt Lake City, Utah 84138-1102**

**WEST VIRGINIA**

**Director**

**Department of Veterans Affairs**

**605 Atlas Building**

**Charleston, WV 25301-9778**

**WISCONSIN**

**Secretary**

**Department of Veterans Affairs**

**P.O. Box 7843**

**77 North Dickinson Street**

**Madison, WI 53707**

**VERMONT**

**Director**

**Veterans Affairs Office**

**State Office Building  
Montpelier, VT 05602**

**VIRGINIA**

**Director  
Division of War Veterans Claims  
210 Franklin Road, S.W.  
Room 1002  
P.O. Box 809  
Roanoke, VA 24004**

**VIRGIN ISLANDS**

**Director  
Division of Veterans Affairs  
P.O. Box 890  
Christiansted  
St. Croix, VI 00820**

**WASHINGTON**

**Director  
Department of Veterans Affairs  
P.O. Box 9778, Mail Stop PM-41  
Olympia, WA 95804**

**E5. ENCLOSURE 5**

**REFERENCES**

**(d) Assistant Secretary of Defense (Manpower and Reserve Affairs)  
Memorandum, "Discontinuation of the DD Form 214," June 16, 1975 (hereby  
canceled) as further amended by Deputy Assistant Secretary of Defense  
(Military Personnel Policy) Memorandum, "Recommendation Concerning  
Request/Decline From Showing Offer of Narrative Reason for Separation,"  
January 25, 1978 (hereby canceled)**

**(e) Title 10, United States Code, Section 1168, "Discharge or Release from Active  
Duty: Limitations," and Section 972, "Enlisted Members: Required to Make Up  
Time Lost"**

**(f) DoD Directive 1332.14, "Enlisted Administrative Separations," January 28,  
1982**

**(g) 1986 Guide to the Evaluation of Educational Experience in the Armed  
Services**

**(h) DoD Instruction 1205.12, "Assistance to be Provided Members of the Armed Forces in Exercising Reemployment Rights for Obtaining Employment or Training," January 15, 1969**

**(i) DoD Directive 1325.2, "Desertion and Unauthorized Absence" August 20, 1979**

**(j) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965**

**(k) DoD Manual 5000.12-M, "Manual for Standard Data Elements," October 1986 (authorized by DoD Instruction 5000.12)**

**(l) 5 U.S.C. 552, as amended by Public Law 93-502**

**(m) Public Law 100-527, "Department of Veterans Affairs Act," 25 October 1988**

---

**SPN Codes on file**

<b>201</b>	<b>241</b>	<b>276</b>	<b>351</b>
<b>202</b>	<b>242</b>	<b>277</b>	<b>367</b>
<b>203</b>	<b>243</b>	<b>278</b>	<b>370</b>
<b>205</b>	<b>245</b>	<b>279</b>	<b>375</b>
<b>212</b>	<b>246</b>	<b>280</b>	<b>376</b>
<b>213</b>	<b>247</b>	<b>282</b>	<b>377</b>
<b>214</b>	<b>248</b>	<b>283</b>	<b>380</b>
<b>215</b>	<b>251</b>	<b>284</b>	<b>383</b>
<b>217</b>	<b>252</b>	<b>285</b>	<b>38A</b>
<b>219</b>	<b>253</b>	<b>28B</b>	<b>38B</b>
<b>21L</b>	<b>255</b>	<b>28G</b>	<b>38C</b>
<b>21T</b>	<b>256</b>	<b>290</b>	<b>411</b>
<b>21U</b>	<b>257</b>	<b>293</b>	<b>412</b>
<b>220</b>	<b>258</b>	<b>293</b>	<b>413</b>
<b>221</b>	<b>258</b>	<b>294</b>	<b>414</b>
<b>222</b>	<b>260</b>	<b>311</b>	<b>415</b>
<b>225</b>	<b>261</b>	<b>312</b>	<b>416</b>
<b>226</b>	<b>262</b>	<b>313</b>	<b>418</b>
<b>227</b>	<b>263</b>	<b>314</b>	<b>419</b>
<b>230</b>	<b>264</b>	<b>316</b>	<b>41A</b>
<b>231</b>	<b>265</b>	<b>318</b>	<b>41C</b>
<b>238</b>	<b>270</b>	<b>319</b>	<b>41D</b>
<b>239</b>	<b>271</b>	<b>320</b>	<b>41E</b>
<b>240</b>	<b>273</b>	<b>333</b>	<b>420</b>
<b>241</b>	<b>274</b>	<b>344</b>	<b>420</b>

421	528	632	745
422	529	633	747
423	530	640	748
424	536	644	749
425	539	645	753
426	545	646	764
427	546	647	771
429	550	648	772
430	551	649	77C
431	554	650	77E
432	555	651	77J
433	556	652	77M
434	558	655	77N
436	586	657	77P
437	588	660	77R
440	589	661	77S
46	590	662	77T
46	595	668	77U
460	596	669	77V
461	597	672	77W
463	599	681	77X
464	600	685	77Y
469	601	686	77Z
46A	602	689	78A
46B	603	690	78B
46C	604	701	79A
480	606	70A	79B
482	609	70B	940
488	610	70C	941
489	611	70D	942
500	612	70E	943
501	616	70F	944
502	618	70G	945
503	619	70J	947
504	620	70K	949
505	621	70L	94B
508	623	70M	971
510	624	741	972
51B	625	742	973
522	627	743	976
524	631	744	

---

**SPD Codes on file**

**B70**  
**B79**  
**BDK**

**BFS**  
**BHJ**  
**BHK**

**BKC**  
**BLC**  
**BLF**

BLM  
BML  
BMN  
BNC  
BRA  
BRB  
BRC  
CBL  
DCH  
DER  
DFS  
DLC  
EKD  
FBC  
FBK  
FBL  
FCM  
FDF  
FDG  
FDL  
FFT  
FGM  
FHC  
FHG  
FKD  
FND  
GDK  
GFN  
GFT  
GFV  
GHF  
GHJ  
GHK  
GJB  
GKA  
GKB  
GKC  
GKD  
GKE  
GKG  
GKH  
GKK  
GKL  
GKS  
GLB  
GLC

GLF  
GLG  
GLH  
GLJ  
GLK  
GLL  
GMB  
GMC  
GMD  
GMF  
GMG  
GMH  
GMJ  
GMJ  
GMK  
GML  
GMM  
GMN  
GMP  
GNC  
GPB  
H21-H23  
H25-H59  
H31  
H4G  
H51  
H61-1169  
HBF  
HCR  
HCR -- No  
info at this  
time.  
HDF  
HDK  
HFT  
HFV  
HGH  
HGH -- No  
info at this  
time  
HHJ  
HJB  
HKA  
HKB  
HKD  
HKE

HKE  
HKG  
HKH  
HKJ  
HKK  
HKL  
HKQ  
HLB  
HLC  
HLF  
HLG  
HLH  
HLJ  
HLK  
HLL  
HMB  
HMC  
HMD  
HMF  
HMG  
HMJ  
HMM  
HMN  
HMN  
HMP  
HNB  
HNC  
HRC  
HWL  
J11  
JBB  
JBB  
JBC  
JBD  
JBH  
JBK  
JBK  
JBM  
JBM  
JCC  
JCC  
JCM  
JCP  
JDA  
JDF  
JDG

JDJ  
JDK  
JDL  
JDM  
JDN  
JDP  
JDR  
JDR  
JDT  
JED  
JEH  
JEM  
JEM  
JEM  
JET  
JET  
JFA  
JFA -- No info  
at this time.  
JFB  
JFBI  
JFC  
JFC1  
JFF  
JFG(1-7)  
JFG(9)  
JFG(B)  
JFG  
JFL  
JFL  
JFL1  
JFL2  
JFM  
JFM  
JFM  
JFM2  
JFM3  
JFN  
JFN  
JFN1  
JFN2  
JFN3  
JFP  
JFR  
JFR  
JFR1

JFS  
JFT  
JFV  
JFV1  
JFV5  
JFV6  
JFW  
JFW -- No  
info at this  
time  
JFX  
JG7  
JG7  
JGA  
JGB  
JGB  
JGC  
JGC1  
JGF  
JGH  
JGH  
JHD  
JHD  
JHD  
JHE  
JHF  
JHJ  
JHK  
JHM  
JIV  
JJB  
JJC  
JJD  
JKA  
JKB  
JKC  
JKD  
JKE  
JKF  
JKG  
JKH  
JKJ  
JKK  
JKK  
JKL  
JKL

JKM  
JKN  
JKQ  
JKV  
JLB  
JLC  
JLF  
JLG  
JLH  
JLJ  
JLK  
JLL  
JMB  
JMC  
JMD  
JMF  
JMG  
JMH  
JMJ  
JML  
JMM  
JMN  
JMP  
JNC  
JND  
JNF  
JNF  
JNG  
JPB  
JPC  
JPD  
JRA  
JRB  
JRC  
KAK  
KBD  
KBH  
KBJ  
KBK  
KBM  
KCC  
KCE  
KCF  
KCK  
KCM  
KCO

KCP  
KCQ  
KDB  
KDF  
KDG  
KDH  
KDJ  
KDK  
KDM  
KDM1  
KDN  
KDP  
KDQ  
KDR  
KDS  
KEA  
KEB  
KEC  
KFB  
KFF  
KFG  
KFN  
KFS  
KFT  
KFV  
KGF  
KGH  
KGH -- No  
info at this  
time  
KGL  
KGM  
KGN  
KGS  
KGT  
KGU  
KGX  
KHC  
KHD  
KHF  
KHK  
KLG  
KLM  
KMN  
KNC  
KND

KND -- No  
info at this  
time  
KNF  
KNL  
KOG  
KOJ  
L68  
LBB  
LBB  
LBC  
LBC  
LBH  
LBK  
LBK  
LBM  
LBM  
LCC  
LCC  
LDG  
LDK  
LDL  
LDM  
LDN  
LDP  
LDP6  
LDP7  
LDP8  
LDP9  
LDPA  
LDPB  
LDPC  
LDPD  
LDR  
LED  
LED  
LET  
LFC  
LFF  
LFG  
LFN  
LFR  
LFT  
LGA  
LGB  
LGB

LGB  
LGC  
LGC  
LGH  
LGJ  
LGJ  
LGJ  
LGJ  
LGJ1  
LGJ2  
LHD  
LHF  
LHH  
LHJ  
LIF  
LLM  
LMJ  
LND  
LNF  
MBD  
MBH  
MBK  
MBK  
MBN  
MBN  
MCF  
MCK  
MCQ  
MDB  
MDF  
MDG  
MDH  
MDJ  
MDL  
MDM  
MDM  
MDN  
MDP  
MDR  
MDS  
MEB  
MEC  
MEC  
MEC  
MFA  
MFF  
MFG  
MGC

**MGH  
MGJ  
MGM  
MGO  
MGP  
MGR  
MGU  
MGX  
MHC  
MND  
MNF  
MOD  
MOJ  
NBD  
NDB  
NDH  
NEF  
NET  
NVC  
PGU  
RB  
RBB  
RBD**

**RFJ  
RFJ1  
RFK  
RFK1  
SBB  
SBB  
SBC  
SBC  
SBD  
SFE  
SFJ  
SFJ  
SFJ  
SFJ  
SFK  
SFK  
SFK  
SGB  
SGB  
SGC  
SKU  
SKU -- No  
info at this**

**time  
TCC  
VFJ  
VFJ  
VFK  
VFK  
VNF  
WFK  
XBK  
XDM  
XET  
XND  
XOH  
XOP  
XOS  
YBK  
YCP  
YDN  
YFB  
YKG  
YND**

---

**RE Codes on file**

**ARMY, RE-1  
ARMY, RE-1A  
ARMY, RE-1B  
ARMY, RE-1C  
ARMY, RE-2  
ARMY, RE-2A  
ARMY, RE-2B  
ARMY, RE-2C  
ARMY, RE-3  
ARMY, RE-3A  
ARMY, RE-3B  
ARMY, RE-3C  
ARMY, RE-4  
ARMY, RE-4A  
ARMY, RE-4R**

---