

SUMMARY of CHANGE

AR 635-5

Separation Documents

This regulation has been streamlined to avoid duplication of data, and updated to reflect mandatory required data on the DD Form 214 throughout. Specifically, this revision--

- o Mandates that the DD Form 214 (Certificate of Release or Discharge from Active Duty) be issued for all void service (para 2-1a).
- o Requires mandatory information on the DD Form 214, item 18 (para 2-4h (18)).
- o Allows authentication of the DD Form 214 by a soldier in the grade of SSG or by an authorized contractor employee if assigned or the chief or acting chief of a transition center (para 2-4h(22)).
- o Authorizes the Chief, National Guard Bureau, the Deputy Assistant Secretary of the Army, and the Army Review Boards Agency to issue the DD Form 215 (Correction to DD Form, Certificate of Release or Discharge from Active Duty) or reissue the DD Form 214 (para 2-6d).
- o Adds the DD Form 2542 (Certificate of Appreciation For Service in the Armed Forces of the United States) (para 2-12).
- o Modifies Instructions for completing the DD Form 220 (Active Duty Report) (para 2-9).
- o Adds a management control evaluation checklist (app B).

1-9. Commanders of major Army commands

Commanders of major Army commands will—

- a. Monitor separation documents and provide policy direction/guidance to subordinate installation commanders.
- b. Coordinate actions with ODCSPER, PERSCOM, and related agencies to improve separation documents.

1-10. Commanders of installations, military communities, and mobilization stations

Commanders of installations, military communities, and mobilization stations will implement policies and procedures per this regulation when separation documents are issued.

1-11. Commanders/chiefs of transition centers (TCs)

Commanders or chiefs of TCs will—

- a. Ensure all information on DD Form 214 and other separation documents is accurate. The DD Form 214 is of vital importance to the separating soldier and must be properly prepared according to prescribed guidance. No deviation is authorized.
- b. Ensure that each soldier entitled to receive a DD Form 214 is counseled and understand the following:
 - (1) This is the most vital document he or she will receive from the Army, and it is imperative to safeguard this document carefully.
 - (2) The benefits a soldier may be eligible to receive as a result of military service will be based primarily on the DD Form 214.
 - (3) Civilian employment may be affected by the data on the form.
 - (4) Failing to obtain the original and copy number 4 of DD Form 214 at separation may cause a delay in their eligibility to receive certain benefits after separation.
 - (5) Copies of their completed DD Form 214 will not be available at the records repository at the Army Reserve Personnel Command (AR-PERSCOM) in St Louis, MO, for 90 days or more after separation.
 - (6) Any unauthorized change or alteration of the form will render it void.
- c. Ensure that copy 1 given to the soldier when present on the separation date (or mailed to the soldier after the separation date, and after ascertaining the soldier is alive and well and the soldier's status is unchanged) or any copy given to an agency outside of DOD (excluding para d below) does not contain the following information:
 - (1) Authority for separation.
 - (2) Narrative reason for separation.
 - (3) Separation program designator code.
 - (4) Reentry eligibility code.
- d. Provide the narrative reason for separation to the Department of Veterans Affairs, Department of Labor, and State Directors of Veterans Affairs.
- e. Provide copy 4 (original) of the DD Form 214 to soldier before he or she departs on permissive temporary duty/transition leave. However, advise soldier that copy 4 does not become an official document until after their separation date. Copy 4 contains the following information:
 - (1) Authority for separation.
 - (2) Narrative reason for separation.
 - (3) Reentry eligibility code.
 - (4) Separation program designator code.

Chapter 2

Preparing and Distributing Separation Documents

Section I

DD Form 214 (Certificate of Release or Discharge from Active Duty)

2-1. Preparing the DD Form 214

The DD Form 214 is a summary of a soldier's most recent period of continuous active duty. It provides a brief, clear-cut record of active duty service at the time of release from active duty, retirement, or discharge. The DD Form 214 is not intended to have any legal effect on termination of a soldier's service.

- a. Except as provided in paragraph b below, a DD Form 214 will be prepared for each soldier as indicated:
 - (1) Active Army soldiers on termination of active duty by reason of administrative separation (including separation by reason of retirement or expiration term of service (ETS)), physical disability separation, or punitive discharge under the Uniform Code of Military Justice.
 - (2) Reserve component (RC) soldiers completing 90 days or more of continuous active duty for training (ADT),

(3) "SOLDIER COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST-SERVICE BENEFITS AND ENTITLEMENTS."

(g) For a soldier who has DEP time, enter "BLOCK 6- PERIOD OF DEP (inclusive periods of DEP time)."

(h) For a soldier who has his or her period of service extended (as evidenced by the extension reading "for the best interest of the service"), enter "EXTENSION OF SERVICE WAS AT THE REQUEST AND FOR THE CONVENIENCE OF THE GOVERNMENT."

(i) For a soldier retained past ETS, enter "RETAINED IN SERVICE (specify number of days) FOR CONVENIENCE OF THE GOVERNMENT PER (authority for retention)."

(j) For an enlisted soldier or warrant officer retired after completing 30 or more years of active military service, specify the grade (indicated on the retirement order) to which soldier will be advanced on the retired list per 10 USC 3964. Enter "RETIRED LIST GRADE" (specify appropriate grade).

(k) Dual compency retirement grade. For an enlisted soldier retired for a disability in a commissioned or warrant officer grade, enter "USAR RETIREMENT GRADE" (specify appropriate grade and pay grade). For an enlisted soldier discharged to retire as a commissioned or warrant officer, enter "DISCHARGED FROM ENLISTED STATUS IN THE RETIRED GRADE"(specify grade), "AND PLACED ON THE RETIRED LIST AS INDICATED IN THE RETIREMENT ORDER."

(l) For a soldier receiving separation/readjustment or non-disability severance pay (as indicated by the finance office), enter type of pay and amount.

(m) For a soldier who have excess leave status, enter "EXCESS LEAVE (CREDITABLE FOR ALL PURPOSES EXCEPT PAY AND ALLOWANCES)" —(specify days and period of time).

(n) For a soldier who received enlistment/reenlistment bonus, enter "TYPE OF BONUS, AMOUNT, AND WHEN ISSUED."

(o) For discharged ALIEN DESERTERS, enter their place of birth.

(p) For a soldier who has CADET STATUS, enter "BLOCK 12C INCLUDES SERVICE AS A USMA CADET FROM (date) TO (date). SERVICE NOT CREDITABLE FOR ANY PURPOSE IN COMMISSIONED OFFICER STATUS."

(q) When a soldier is separated with a TEMPORARY RECORD, enter "SEPARATED FROM SERVICE ON TEMPORARY RECORD AND SOLDIER'S AFFIDAVIT. A DD FORM 215 WILL BE ISSUED TO PROVIDE MISSING INFORMATION OR TO CORRECT ANY INFORMATION."

(r) When a DD Form 214 is administratively issued/reissued, enter (on all copies) "DD FORM 214 ADMINISTRATIVELY ISSUED/REISSUED ON (date)." However, do not make this entry if the appellate authority, Executive Order, or HQDA directive directs otherwise.

(s) For a soldier who has their SERVICE CHARACTERIZATION upgraded, enter (on copies 2 through 8) "SERVICE CHARACTERIZATION UPGRADED ON (date) FOLLOWING APPLICATION DATED (date)."

(t) For a soldier with PRISONER OF WAR (POW) DOCUMENTATION (whether or not eligible for award of POW medal), enter "PRISONER OF WAR, (unit of assignment/country) (date of capture and release date)."

(u) After the last entry in the block, enter "//NOTHING FOLLOWS" or "//SEE ATTACHED CONTINUATION SHEET."

(19) MAILING ADDRESS AFTER SEPARATION and NEAREST RELATIVE will be provided by the soldier.

(a) This address must be a permanent address. Civilian penal institutions will not be accepted.

(b) Advise a soldier that the name and address of a relative should be someone who will know their location and address at all times. When a relative is not available, use a close friend. When the person is at the same address as 19a, enter "(NAME) and ADDRESS SAME AS BLOCK 19a."

(20) REQUEST FOR FORWARDING COPY 6. Advise a soldier that this copy will be forwarded, if requested, to the State Veteran Affairs Office (indicated by the soldier) for eligibility determination of state benefits. Enter "X" in appropriate block, and indicate State abbreviation when "YES" is marked.

(21) SIGNATURE OF SOLDIER BEING SEPARATED. Signature indicates a soldier has reviewed the form and accept the information as being correct to the best of their knowledge. Request soldier sign the original in ink using a ballpoint pen, ensuring signature goes through on all copies. When soldier is not available (discharged in absentia or physically unable), enter "SOLDIER NOT AVAILABLE TO SIGN." When soldier refuses to sign, enter "SOLDIER REFUSED TO SIGN."

(22) OFFICIAL AUTHORIZED TO SIGN. This signature indicates the information in the certificate is as correct as the records permit; that a quality control check has been made; and that the separation is valid and authorized by the approval authority. Only a commissioned or warrant officer may authenticate DD Form 214; however, when the chief or acting chief of the TC is a SSG, GS-07, or higher, or authorized contractor employee, that individual may sign. Signature authority may NOT be delegated. Signature must be legible on all copies, and may necessitate signing again on the other copies.

(23) TYPE OF SEPARATION. Enter the appropriate term listed below:

a. Release from active duty.

Title 10, United States Code

§ 3075. Regular Army: composition

(a) The Regular Army is the component of the Army that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the Regular Army.

(b) The Regular Army includes—

- (1)** the officers and enlisted members of the Regular Army;
- (2)** the professors, director of admissions, and cadets of the United States Military Academy; and
- (3)** the retired officers and enlisted members of the Regular Army.



DEPARTMENT OF THE ARMY
ARMY REVIEW BOARDS AGENCY
1901 SOUTH BELL STREET, 2ND FLOOR
ARLINGTON, VA 22202-4508

June 10, 2009

Case Management Division
Case Number AR20090009857

Mr. Michael M O'Brien
3000 Spout Run Parkway
C-407
Arlington VA 22201

Dear Mr. O'Brien:

We acknowledge receipt of your application, DD Form 149, Application for Correction of Military Records, or DD Form 293, Application for Review of Discharge from the Armed Forces of the United States, dated June 9, 2009. Your application has been assigned the case number shown above.

The various Army Review Boards review cases in the order in which they are received. Due to the number of applications on hand and the complexity of many cases, it may be as long as twelve months before you receive notification of the decision on your application.

If your address changes during this time, please notify us at the address above. Reference your case number and provide your new address so we may maintain contact with you.

Thank you for your patience as we obtain your records and consider your application.

Sincerely,

A handwritten signature in black ink, which appears to read "Walter Avery", is positioned above the printed name.

Walter Avery
Chief, Case Management Division