



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1900.8D  
PERS-83  
11 Jun 10

BUPERS INSTRUCTION 1900.8D

From: Chief of Naval Personnel

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE  
DUTY (DD 214/DD 214C/DD 214WS AND DD 215)

Ref: (a) DoD Instruction 1336.01 of 20 Aug 2009  
(b) NAVPERS 15560D, Naval Military Personnel Manual  
(MILPERSMAN)  
(c) OPNAVINST 7220.14

Encl: (1) Instructions for Issuance of DD 214 Certificate of  
Release or Discharge from Active Duty  
(2) Reentry Codes  
(3) State Directors of Department of Veterans Affairs

1. Purpose. To provide instructions for preparation and distribution of the DD 214 Certificate of Release or Discharge from Active Duty, DD 214C Certificate of Release or Discharge from Active Duty, Continuation Sheet, DD 214WS Certificate of Release or Discharge from Active Duty Worksheet and DD 215 Correction to DD 214, Certificate of Release or Discharge from Active Duty. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1900.8C.

3. Background

a. Per reference (a), Department of Defense (DoD) prescribes the DD 214/DD 214C/DD 214WS and DD 215 for use by all military services. Reference (b) provides separation/discharge reasons.

b. Enclosures (1) through (3) are used for the preparation and distribution of the DD 214/DD 214C and DD 215. The NAVPERS 1900/2, Separation Travel Orders, will be issued to enlisted personnel upon separation and marked "For Official Use Only".

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c. The DD 214 is designed to provide a short-form original which excludes "Special Additional Information" and a long form copy with additional information selectively included based on the recipient's needs.

d. DD 214 provides military services with information necessary for administrative processing and enlistment/reenlistment determination as well as data required by separatees for personal use.

4. Intent of the DD 214. The DD 214 is a brief, clear-cut record of a period or term of active military service that provides:

a. Military services with a readily available source of information used to determine eligibility for enlistment or reenlistment;

b. Service members with a brief record of active service; and

c. Appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and State laws.

5. Control of the DD 214/DD 214C/DD 214WS and DD 215. These forms are documents containing sensitive information and are vulnerable to fraudulent use. DoD has directed the following procedures to prevent unauthorized use of the form:

a. Command Responsibilities. Each command will establish internal accountability procedures for use and destruction of forms. The commanding officer/officer in charge (CO/OIC) will appoint, in writing, an individual of grade E7, GS-7, or above to control, and issue the DD 214, DD214C, DD 214WS and when appropriate, the DD 215. The CO/OIC of designated separation activities listed in reference (b) 1910-812 may authorize an E5, GS-5, or above to serve in this capacity, if so designated in writing. Letter of appointment shall not be sent to Navy Personnel Command (NAVPERSCOM), but shall be maintained in the command files.

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b. When a command is supported by a Personnel Support Activity Detachment (PERSUPPDET), responsibility for issuance of the DD 214 lies with the PERSUPPDET.

c. Security. The following procedures for security of electronic forms are provided as follows:

(1) CO's must ensure appropriate security measures are in place to safeguard unauthorized use of the electronic PDF file DD 214/DD 214C/DD 214WS and DD 215 by placing the form on a separate directory, using local area network (LAN) security and restricting access only to qualified personnel creating the actual form.

(2) Assign a serial number in block 18 of the DD 214 (block 5 of the DD 215) and maintain these serial numbers in either an electronic or paper log. The serial number consists of four elements (14 spaces), to include command unit identification code (UIC), two digit calendar year, four digit consecutive number, and initials of the preparer (e.g., SER: 62981-00-0001-DWC).

(3) Log consists of, at a minimum, serial number, Name of Person Discharged/Separated, and Effective Date of Discharge/Separation. Commands may add additional elements as desired.

d. Destruction of Forms. Obsolete, blank, partially completed, and reproduced copies of the DD 214, DD 214C, DD 214WS and DD 215 to be discarded, will not remain intact but will be destroyed; i.e., by shredding or burning. No form will be discarded intact.

6. Records Management. Records created by this instruction, regardless of media, will be managed per SECNAV Manual 5210.1 of November 2007.

## 7. Forms

a. Authorized separation activities will be provided current electronic versions of the DD 214/214C/214WS and 215.

b. Following forms are available online or by ordering at <https://navalforms.daps.dla.mil/web/public/home>:

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(1) NAVPERS 1070/74 (10-2005), Report of Home of Record and Place from Which Ordered to a Tour of Active Duty.

(2) NAVPERS 1900/2 (06-2008) Separation Travel Orders.

c. The following forms are available online at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

(1) DD 2648 (05-2005) Preseparation Counseling Checklist For Active Component Service Members.

(2) DD 2648-1 (06-2005) Preseparation Counseling Checklist For Reserve Component Service Members Released From Active Duty

(3) DD 2808 (10-2005) Medical Record- Report of Medical Examination.

(4) DD 2807-1 (03-2007) Medical Record - Report of Medical History.

d. The following form is available online at <http://www.vba.va.gov/pubs/forms/htm>: VA-21-526 Veterans Application for Compensation or Pension.



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Distribution:  
Electronic only, via BUPERS Web site  
<http://www.npc.navy.mil/>

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**INSTRUCTIONS FOR ISSUANCE OF DD 214,  
CERTIFICATE OF RELEASE OR DISCHARGE  
FROM ACTIVE DUTY AND RELATED  
DOCUMENTS**



Enclosure (1)

1. Criteria for Issuance of DD 214. The DD 214 is prepared to cover periods of service on active duty, active duty for training (ADT), full-time training duty, active duty for special work (ADSW), certain periods terminated by a change of status not concurrent with separation from active service, and release from a status that is legally determined to be void. The DD 214 will be issued to members in conjunction with their release from active duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel.

a. Eligible Personnel. The DD 214 will be issued to the following personnel:

(1) Personnel Released from Active Duty. The DD 214 will be prepared for each member at the time of separation from a period of active naval service as specified below or a period of service determined to be void. The DD 214 will be provided to officers dismissed under the sentence of a general court-martial or dropped from the rolls. (NOTE: Members who are placed on appellate leave are NOT released from active duty. Appellate leave is a statutorily authorized non-pay leave status. Do not, in such cases, issue a DD 214.)

(2) Personnel Released from ADT, Full-Time Training Duty, or ADSW. The DD 214 will be prepared for personnel being separated from a period of ADT, full-time training duty, or ADSW when the period of service was 90 days or more. The DD 214 also will be prepared for personnel being separated for cause or for physical disability, regardless of length of time served on active duty. In the case of disability, the DD 214 will show active duty for only the period for which the member was ordered to ADT. The period of hospitalization subsequent to that period may be shown in the "Remarks" block.

(a) Reserve Component personnel ordered to active duty for a contingency operation will be issued a DD 214 regardless of the number of days served on active duty.

(b) The requirement shall also apply to recalled retirees reverting to retired status, regardless of the period of active duty served.

(3) Released from Active Duty Following Callup, Partial Mobilization or Full Mobilization. Personnel ordered to active duty in time of National Emergency declared by either the President or Congress, or war declared by Congress will be provided a DD 214 upon release from active duty. The DD 214 will be issued regardless of the length of time served on active duty.

(4) Personnel Continuing on Active Duty. The DD 214 will be prepared and furnished to members while serving on active duty when they have a change of status or component as follows:

(a) Enlisted Personnel. Discharged to accept permanent appointment to either warrant or commissioned status for continued active duty.

(b) Officers

1. Temporary appointment terminated to accept a permanent warrant or commission in the Regular Navy or Navy Reserve.

2. Appointment terminated to accept appointment in another branch of the Armed Forces.

3. Upon termination of temporary appointment when enlistment contract expires concurrently.

4. Officers retired and continued on active duty in a retired status will not be issued a DD 214 until the actual date of separation (e.g., an officer placed on the retired list of the Navy on 30 June 2004 and continued for 2 years, will not be issued a DD 214 until 30 June 2006, the actual date of separation).

(5) Enlisted Personnel Released to Become Midshipmen or Cadets. The DD 214 will be issued for enlisted personnel on active duty who fall under one of the following categories:

(a) Appointed midshipmen, U.S. Navy.

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(b) Appointed midshipmen, U.S. Navy Reserve, or accepted as college program students in Naval Reserve Officers Training Corps (NROTC) Program.

(c) Upon acceptance of commission.

(6) Midshipmen and Cadets. The DD 214 will be prepared and issued at time of release to those midshipmen and cadets, including those serving concurrently as enlisted members, at the Naval Academy, Air Force Academy, Coast Guard Academy, or the Military Academy, released per reference (b) 1910-184 and 1531-020.

b. Ineligible Personnel. The DD 214 will not be prepared or issued in the case of personnel:

(1) Who are discharged for immediate enlistment or reenlistment on active duty;

(2) Who are found physically disqualified upon reporting for active duty and who do not perform active duty under orders;

(3) Who die while on active duty, active duty for training, full-time training duty, or active duty for special work;

(4) Who are released from ADT of less than 90 days unless separated for physical disability or from a period of special ADT under a call for mobilization;

(5) Who receive a temporary officer appointment in the naval service, or when temporary officer status is terminated and reverted to enlisted status to complete an enlistment contract;

(6) Who are midshipmen, U.S. Navy, (Naval Academy), accepting a permanent commission in the Navy or Navy Reserve;

(7) Who are midshipmen, Naval Reserve Officer Training Corps;

(8) Who are removed from the Temporary Disability Retired List (TDRL);



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(9) Who are enlisted personnel transferred to the Fleet Reserve and who are concurrently retained on active duty;

(10) Who are discharged from Fleet Reserve inactive status; or

(11) Who are officer personnel retired and who are concurrently retained on active duty.

c. Times of Issuance. The DD 214 will be completed for eligible personnel at time of release, transfer, change of status, or discharge except as stated below.

(1) Personnel in "Awaiting-Orders" Status. In the case of personnel who have appeared before a physical evaluation board (PEB) and have been placed in an awaiting-orders status pending final action by the Secretary of the Navy (SECNAV), the command responsible for administering the member's records and accounts will complete blocks 1 through 8a; 10, 11, 12a, 12i, 13, 14, 19 through 22, and 30 prior to the departure of the member. The DD 214 will not be distributed until final action is directed by the NAVPERSCOM, Career Progression (PERS-8). In those cases where retirement or discharge is directed, the remaining blocks will be completed and all copies of the form distributed promptly per instructions set forth in paragraph 4. If the member is returned to active duty instead of being retired or discharged, the original and all copies of the DD 214 will be destroyed.

(2) Personnel Transferred to Department of Veterans Affairs Medical Center (DVAMC). When a member is transferred to a DVAMC for further treatment pending final action on the report of the PEB, the naval activity affecting such transfer will complete as much of the DD 214WS as possible with the information available prior to the member's transfer. The worksheet will be forwarded to the PERSUPPDET serving the area in which the designated DVAMC is located. When retirement or discharge is directed by NAVPERSCOM (PERS-8), the PERSUPPDET will complete the DD 214 and distribute all copies promptly. A locally reproduced copy of the copy number 3 will be forwarded to the DVAMC in which the member is a patient.

(3) Personnel Retired or Transferred to the Fleet Reserve and Retained on Active Duty. When an officer or

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enlisted member is retired or transferred to the Fleet Reserve, but retained on active duty, the DD 214 will not be issued until final separation from active service is accomplished. The service record will not be forwarded to NAVPERSCOM (PERS-312) but will be retained at the command until the member completes the period of active duty.

(4) Members Separated While on Separation Leave. For those members whose separation will become effective while on separation leave authorized per reference (b) 1050-120, the DD 214 will be prepared and delivered prior to the member's departure. The remainder will be distributed as indicated in paragraph 4.

(5) Void Enlistment. A DD 214 will be provided to enlisted members being released from a status which has been judicially determined to be void. Complete the DD 214 per paragraph 3 except:

(a) Enter "N/A" in blocks 9, 11, 13, 14, 16, and 17;

(b) Enter "00 00 00" in blocks 6, 12a, b, c, f, g, and i; and

(c) Enter the beginning and ending dates of the void period and the following statement in block 18:

ENTERED (date) RELEASED (date) ENLISTMENT VOID. THIS RELEASE DOES NOT CONSTITUTE A DISCHARGE AND A DISCHARGE CERTIFICATE HAS NOT BEEN ISSUED.

(d) Enter "VOID ENLISTMENT" in block 23;

(e) Enter "UNCHARACTERIZED" in block 24;

(f) Enter authority currently in effect in block 25;

(g) Enter "YDN" in block 26;

(h) Enter "RE-4 or RE-3E," as appropriate, in block 27; and

(i) Enter "DEFECTIVE ENLISTMENT-LACK OF JURISDICTION" in block 28.

2. Preparation of the DD 214

- a. Sources of Information. Data to be entered on the DD 214 will be obtained from service, health, pay records, and official orders, as appropriate.
- b. Accuracy and Completeness. The DD 214 is an important record of service. It must be accurate and complete. Only authorized items may be entered.

(1) Period Covered. All entries relate only to the current period of active duty unless otherwise noted; i.e., from the date of entry as shown in block 12a through the date of separation as shown in block 12b. Dates will be entered as follows:

- (a) Four digit year (2006);
- (b) Two digit abbreviation for the month (06); and
- (c) Two digits of the day (06).

(2) Use of DD 214WS. The DD 214WS will be used in all cases to ensure accuracy, completeness, and economy in the final preparation of the DD 214.

(3) Completion of Items. Block-by-block instructions for the entries made on the DD 214 are contained in paragraph 3 below. No block will be left completely blank and no marginal entries will be made. When information is not available or more space is needed, the following instructions apply:

(a) Information Not Applicable. Information in some blocks may not be applicable to the member being separated. When this is the case, enter "NONE" or "NA" (for not applicable) in the block.

(b) Information Not Available. If information to complete a block is not available, enter "See remarks" and enter in block 18, "DD 215 will be issued to provide missing information." In this case, notify NAVPERSCOM, Personnel Information Management (PERS-3) that it will be necessary to issue the DD 215. For those enlisted personnel being discharged on appellate leave, enter "Refer to DD 215" in the appropriate

blocks, and the CO will issue the DD 215 when the needed information has been received from NAVPERSCOM (PERS-8).

(c) Unused Space. Whenever there is unused space in blocks 11, 13, 14 and 18, type a diagonal line of "X's" below the last typed line.

(d) More Space Required. When more space is required to complete or clarify the information, enter "See remarks" and complete or explain the information in block 18, "Remarks." If this space is insufficient, required information will be continued on a DD 214C, and will reference information from blocks 1 through 3 and the appropriate block(s) being continued, the member's signature, date, and authorizing official's signature. No entries may be made on the back of the DD 214. The use of plain bond paper as a continuation sheet is no longer authorized.

c. Legibility. Each copy of the DD 214 must be legible and will be printed with a reproducible screen tint using appropriate security ink on Blocks 1, 3, 4a, 4b, 12, and 18 through 30. Blocks 1, 3, 21, and 22 of the DD 214C and blocks 1, 3, 5, 6, and 8 of the DD 215 will be similarly printed to make alterations readily discernible. No corrections will be permitted in the screened areas.

d. Errors and Alterations. The use of the DD 214WS should prevent errors from appearing on the DD 214. No changes or corrections may be made to the shaded blocks of the form. Any unavoidable corrections or changes made in the unshaded areas of the DD 214 during preparation will be neat, legible, and initialed on all copies by the authorizing official. The recipient will be informed that making any unauthorized change or alteration of the DD 214 will render it void.

### 3. Instructions for Completing the DD 214

a. Block 1. NAME. Enter member's name: last name (in capital letters), first name, and middle name. Do not include spaces, hyphens or apostrophes in last name. Type a comma after the last name. If the member does not have a middle name, indicate by "NMN." If the member uses 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.

b. Block 2. DEPARTMENT, COMPONENT, AND BRANCH. Enter the word "NAVY" and the current status, using one of the following: USN, USNR, USNFR, USNRFR, USN-RET, or USN-MIDN.

c. Block 3. SOCIAL SECURITY NUMBER. Enter the member's social security number with the digits properly grouped; e.g., 000 00 0000.

d. Block 4. GRADE, RANK, OR RATE. Enter the abbreviation for rank, temporary commissioned grade or rate in which separated. The commissioned grade will be shown for a temporary officer accepting a permanent appointment as an officer, or reverting to permanent enlisted status for the purpose of transferring to the Fleet Reserve and release from active duty effective on the same date. The permanent enlisted grade and date of rate for a temporary officer will be identified in block 18, "Remarks" (DO NOT USE FROCKED GRADE, RANK, OR RATE). For midshipmen, enter "MIDN."

e. Block 4b. PAYGRADE. Enter the paygrade in which separated "O4," "O1E," "W2," "E3," etc. For midshipmen enter "NA." (DO NOT USE FROCKED PAYGRADE)

f. Block 5. DATE OF BIRTH. Enter the correct date of birth; e.g., 19740915.

g. Block 6. RESERVE OBLIGATION TERMINAL DATE. Enter, when applicable, the terminal date of the member's Reserve obligation under the Military Selective Service Act, which is 8 years from the date of first enlistment or appointment. Reference (b) 1133-010 applies. Enter "NA" if the member is discharged.

h. Block 7a. PLACE OF ENTRY INTO ACTIVE DUTY

(1) Enlisted Personnel

(a) For enlisted personnel (including temporary commissioned officers) who immediately entered on active duty at the time of enlistment or reenlistment after a break in service,

enter the place the member indicated (city or county and State) on the date shown in block 12a.

(b) For enlisted personnel ordered to active duty from inactive duty, enter the city or county and State of the home address to which the active duty orders were addressed.

(2) Officers. For an officer who reported for active duty on or after 1 January 1957, enter the place of entry shown on NAVPERS 1070/74, Report of Home of Record and Place from Which Ordered to a Tour of Active Duty.

(3) Midshipmen. For midshipmen, USN, enter the place to which the "Permit to Report at the U.S. Naval Academy for Admission as Midshipmen" was addressed.

i. Block 7b. HOME OF RECORD AT TIME OF ENTRY. Refer to reference (b) 1000-100.

j. Block 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter the last permanent duty assignment except in the case of release from active duty for training, when the training duty assignment will be entered.

k. Block 8b. STATION WHERE SEPARATED. Enter the place of release, transfer, or discharge (ship or station) and its geographic location.

l. Block 9. COMMAND TO WHICH TRANSFERRED. For personnel being released, transferred to the Fleet Reserve, retired, or in the case of midshipmen assigned or reverted to enlisted status, enter "Commander, Navy Personnel Command (PERS-912), Millington, TN 38055." For midshipmen placed on active duty, enter the name of the command to which transferred. In the case of personnel being discharged or continuing on active duty with a change of status, enter "NA."

m. Block 10. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE. The exact amount of coverage must be entered; e.g., \$250,000. If none, enter "X" in the box.

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n. Block 11. PRIMARY SPECIALTY

(1) Enlisted Personnel. Enter the primary Navy Enlisted Classification (NEC) code, title, and years and months in specialty. The NEC will be the latest primary NEC assignment recorded in the Service member's Electronic Service Record, Enlisted Qualifications History of the service record. When no NEC has been assigned, enter the rating abbreviation followed by "0000." The NEC title will be listed in NAVPERS 18068F, section II, Manual of the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. If appropriate, the subtitle will precede as "ET-1516 Radar (SPS-40B/C/D) Technician." In the case of an OA-DG NEC, include the rating abbreviation and the NEC title: e.g., "DG-9770 (HT) Craftsman." Enter additional secondary NEC numbers and titles held for periods of 1 year or more.

(2) Officers. Enter the Navy Officer Billet Classification (NOBC) for the most significant duty assignment. See NAVPERS 15839I, volume I, Manual of Navy Officer Manpower and Personnel Classification, for NOBC numbers. Include title and years and months in specialty. Enter additional subspecialty numbers and titles held for periods of 1 year or more.

o. Block 12. RECORD OF SERVICE

(1) Block 12a. DATE ENTERED ACTIVE DUTY THIS PERIOD. The date entered in block 12a shall be the date of enlistment for the earliest period of continuous active service for which a DD 214 was not previously issued. For members who have previously enlisted, reenlisted, or accepted an appointment without being issued a DD 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 214: "CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date)." The "from" date shall be the date of initial entry into active duty; the "until" date shall be the date before commencement of the current enlistment.

(2) Block 12b. SEPARATION DATE THIS PERIOD. Enter the date the release, discharge, or change of status is effective. A member may be released 1 to 3 days early because the

expiration of service falls on a weekend or holiday. In such cases, show the actual date of release. Such release is not considered as being "prior to expiration of obligated service." For temporary commissioned officer being discharged in order to accept permanent appointment, enter day prior to permanent appointment. For personnel being retired, enter the last day of active duty in this block, and enter the effective date of retirement in block 18, "Remarks." For members released on separation leave, enter the date the active duty obligation is completed. For reservists entitled to travel time incident to separation, enter the effective date of release from active duty. Enter the actual date the member was detached from the duty station effecting separation and the number of days travel time in block 18, "Remarks." For Service members being transferred to the Individual Ready Reserve (IRR), enter in block 18: "Subject to active duty recall/annual screening."

(3) Block 12c. NET ACTIVE SERVICE THIS PERIOD. Enter the years, months, and days of net service this period. Note that service while attending a service academy as a midshipman, USN, or as a cadet is creditable for enlisted members reverted to enlisted status, but in no case is it creditable for warrant or commissioned officers. (Do not include lost time in determining net active service.)

(4) Block 12d. TOTAL PRIOR ACTIVE SERVICE. Enter the years, months, and days service creditable for basic pay (base pay computed from Pay Entry Base Date for all active service prior to the date entered in block 12a.

(5) Block 12e. TOTAL PRIOR INACTIVE SERVICE. Enter the years, months, and days service creditable for basic pay for all inactive service prior to the date entered in block 12a.

(6) Block 12f. FOREIGN SERVICE. Enter the years, months, and days of foreign service this period. (Service performed outside continental United States (OCONUS), except while on deployment.)

(7) Block 12g. SEA SERVICE. Enter the sum of all sea duty periods, minus the number of days lost which occurred during each sea duty periods as defined in reference (c).



(8) Block 12h. INITIAL ENTRY TRAINING

(a) Enlisted. Enter the sum of time spent in initial entry training which includes Recruit Training and Skill Training (or 'A' School).

(b) Officers. Enter "NA".

(9) Block 12i. EFFECTIVE DATE OF PAY GRADE. Enter the effective date of the paygrade/rank reflected in block 4b as follows:

(a) Enlisted Personnel. Actual date of advancement.

(b) Officers. Date of rank, as distinguished from date of appointment.

p. Block 13. DECORATIONS, MEDALS, BADGES, CITATIONS, AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized for all periods of service. In cases where the award is not appropriately entered in the member's service record, supporting documentation must be verified prior to entering on the DD 214. No authorities will be cited. Enter inclusive dates for all campaign medals awarded (i.e., Iraq Campaign Medal (1APR09 to 31DEC09)

q. Block 14. MILITARY EDUCATION. To assist the former Service member in employment placement and job counseling, formal in-service training courses successfully completed during this period will be listed in this block; e.g., medical and dental, electronics, supply, administration, personnel, or heavy equipment operations. Training courses for combat skills will not be listed. Course title, number of weeks attended, and month and year of completion will be entered. Refer to the Guide to the Evaluation of Educational Experiences in the Armed Services for course titles and abbreviations. Available at <http://www.militaryguides.acenet.edu/>.

r. Block 15a. COMMISSIONED THROUGH SERVICE ACADEMY. Place an "X" in the appropriate box of officer separating.

s. Block 15b. COMMISSIONED THROUGH ROTC SCHOLARSHIP. Place an "X" in the appropriate box of officer separating.

t. Block 15c. ENLISTED UNDER LOAN REPAYMENT PROGRAM. Place "X" in the appropriate box. If "YES", enter the years of commitment.

u. Block 16. DAYS ACCRUED LEAVE PAID. If the member received a lump-sum leave payment, enter the number of days for which payment was received. The amount of the payment will not be shown. If no lump-sum leave payment is made, enter "NONE." Ensure the leave paid reflected in this block excludes the leave member has taken prior to separation (terminal/separation leave).

v. Block 17. Enter an "X" in the appropriate box indicating whether or not member completed the dental examination and all appropriate dental services and treatment within 90 days prior to separation.

w. Block 18. REMARKS. Entries in this block consist of information not shown elsewhere, specified below, or in supplementary directives and may include other information pertinent to the separatee. Do not repeat material in other blocks. The unused portion of block 18 must be filled by diagonal lines of "X" typed through the blank space.

(1) Continuation of Information. Continue in this block any items which cannot be completed within the space provided. In such cases, a cross-reference must be made to indicate the item being continued; e.g., "Block 13 continued." If more space is required, enter "Continued on DD 214C" in the last line of the block and complete the form as directed by paragraph 2b(3)(d).

(2) Missing Information. When information is not available to complete a block on the DD 214 and the entry has been made "See Remarks," enter in block 18: "DD 215 will be issued to provide missing information."

(3) Discharge for Physical Disability. In cases of personnel being discharged for reason of physical disability, make appropriate entry as listed below. Members who plan to apply for veteran's compensation or pension should be informed that it is in their best interest to apply at the time of separation. If they wait, they may expect delay in the processing of their applications until the Department of

Veterans Affairs (DVA) can obtain their medical records from the Navy. In no case will the nature of the physical disability be described. The necessary information will be obtained by the personnel officer from the DO. As appropriate, enter one of the following statements:

"(Name) has executed a claim for compensation, pension, or hospitalization to be filed with the DVA."

"The right to file a claim with the DVA for compensations, pensions, or hospitalizations has been explained to (name) and they have signed statements that they do/do not desire to submit a claim at this time."

"Disability severance pay authorized in amount of \$ (amount) but not paid."

"Disability severance pay authorized and paid in amount of \$ (amount)."

(4) Separation Payment. An entry will be made showing the amount, type, and number of years to be paid, if appropriate, of any separation payment. The entry shall include the DO's symbol, for example

"VARIABLE SEPARATION INCENTIVE - \$4,310.00  
PAID ANNUALLY FOR 12 YEARS - DISBURSING OFFICE SYMBOL\_\_\_\_\_ "

"SPECIAL SEPARATION BENEFIT - \$25,700.00  
DISBURSING OFFICE SYMBOL\_\_\_\_\_ "

"SEPARATION PAYMENT - \$15,800 - DISBURSING OFFICE SYMBOL\_\_\_\_\_ "

(5) Effective Date of Retirement or Transfer to Fleet Reserve. When a member is being released from active duty and retired, the date of release in block 12b will usually be the day before the effective date of retirement (30 June 2006 and placed on retired list as of 1 July 2006). When member is being transferred to the Fleet Reserve, the date of release in block 12b will usually be the same date as reflected by Fleet Reserve Transfer Authorization message (transferred to Fleet Reserve on 30 June 2006 and Fleet Reserve status commences the following day 1 July 2006). For Service members transferring to the Fleet

Reserve or retiring from active duty, enter in block 18:  
"Subject to active duty recall by Secretary of the Navy."

"Effective date of temporary/permanent, retirement/transfer to  
Fleet Reserve Status: (date)."

(6) Temporary Early Retirement (15 years). When a member is being released from active duty and retired or transferred to the Fleet Reserve with less than 20 years of service, make the following entry:

"Member is retiring as provided by section 4403 of the FY 1993 National Defense Authorization Act (NDAA) and may qualify for a recomputation of retired pay at age 62 (section 4464 of same law)."

(7) Reservist's Travel Time. When a reservist is released from active duty and is entitled to travel time, enter in this block the actual date the reservist was detached from the separation activity and the number of days travel time added to arrive at the effective date of release from active duty entered in block 12b as follows:

"Date detached separation activity: (date). (4 days travel time)."

(8) Extension of Enlistment/Active Service. The following is applicable to those individuals who are separated/discharged upon completion of their initial enlistment and a DD 214 is issued. When a member's enlistment or active duty commitment was extended, except for the purpose of making up lost time, the term of such extension shall be entered in block 18, "Remarks," as shown below. For re-employment rights, all extensions of enlistment or active service are considered to be at the request and "for the convenience of the Government" and shall be so noted on the DD 214. "Extension of service was at the request and for the convenience of the Government."

(9) Non-pay/Excess Leave Days. Enter the inclusive dates of any non-pay excess leave days.

(10) Permanent Enlisted Grade. When a temporary commissioned officer grade is entered in block 4a, enter the temporary officer designator and date of commission, and the

highest enlisted rating/paygrade held, and effective date in this block. (e.g., "Commissioned temporary officer on 2006 08 01, DESIGNATOR 6412. Highest enlisted rating/paygrade held PSC/E7, effective 2005 07 16.")

(11) Place of Birth. If the member is a discharged Alien Deserter, enter the place of birth.

(12) Administrative Issuance or Re-issuance of the DD 214. Unless otherwise directed by appellate authority, Executive Order, or SECNAV, a statement indicating the form was administratively issued or reissued and the date of the action will be entered.

(13) Naval Academy. Enter the dates the member attended the Naval Academy (or other service academy).

(14) Upgraded Discharge. When a discharge has been upgraded, the DD 214 will be annotated on copies number 2 through 8 in block 18, "Remarks," 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.

(15) For Service members who refuse to sign the DD 214 at the time of separation/discharge, make the following entry in block 18: "Service member refused to sign document at the time of (enter as appropriate)." In addition, an Administrative Remarks entry will be made in member's electronic service record documenting reason for refusal to sign the DD 214. Upon completion of the DD 214, distribution will be made as indicated in paragraph 4.

(16) For individuals who have participated for advancement and:

(a) Selected for advancement during the last advancement cycle, but not advanced by the time of separation, enter the following information in block 18: "Examination completed, selected for advancement but not advanced by the time of separation, member's final multiple score and date of examination; e.g., HT1, PASS, FMS-66, 2003 03 06."

(b) Passed the examination but not advanced, enter the following information for up to last four advancement cycles

in block 18 if data is available: "Examination completed, member's final multiple score and date of examination; e.g., HT1, PASS, FMS-66, 2003 03 06." In addition, include member's time in rate, advancement recommendation from the member's last evaluation report, period of report and highest advancement requirements completed.

(17) For a Service member who is being transferred to the Individual Ready Reserve (IRR), make the following entry:

"Subject to active duty recall/annual screening."

(18) For a Service member ordered to active duty in time of National emergency or war, enter in block 18 the actual dates of deployment into the theater of operations, e.g., "IRAQI FREEDOM THEATER FROM 03FEB17 TO 03APR10."

(19) For Service members retiring or separating from active duty, document participation in contingency operations.

(20) If Service member elects, enter an e-mail address and telephone number to allow contact by agencies receiving copies of the DD 214. If the member possesses a service "e-mail for life" address it is preferred since it will provide a secure e-mail environment.

x. Block 19a. MAILING ADDRESS AFTER SEPARATION. Enter the complete address (street and number, city, county, State, and zip code) where member intends to reside (permanently). This information must be obtained from the member.

y. Block 19b. NEAREST RELATIVE. Enter the complete name, street and number, city, county, State or country, and zip code of the nearest relative where mail may be forwarded following separation.

z. Block 20. MEMBER REQUESTS COPY 6 BE SENT TO DEPARTMENT OF VETERANS AFFAIRS, STATE DIRECTOR OF VETERANS AFFAIRS. Enter an "X" in the appropriate box as to whether or not the member requests forwarding of the DD 214 to the DVA, State Director. If the "Yes" box is checked, the abbreviation of the State specified by the member must be entered in the blank. Enclosure (3) contains addresses of the State Directors and the two-letter

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abbreviation for the State as drawn from the National Post Office and Zip Code Directory.

aa. Block 20 a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC). Enter an "X" in the appropriate box as to whether or not the member requests copy 3 be sent to the Central Office of the Department of Veteran's Affairs (Washington, DC).

bb. Block 21 a. MEMBER SIGNATURE. The electronic signature is the preferred method and will be used as capabilities evolve. If electronic signature is not used, ensure the signature is legible on all copies. The member must be made aware of differences in the information contained on certain copies of the DD 214. When a member is discharged in absentia, enter "Discharged in Absentia" in this block. For a member who is physically unable to sign due to physical incapacitation or refuses to sign, enter "Signature Unattainable" and enter the reason in block 18.

cc. Block 21 b. DATE. Enter the date member's signature is obtained.

dd. Block 22 a. OFFICIAL AUTHORIZED TO SIGN. Type the name; rate, rank or grade; and title of the authorizing official (E5 or GS-5 and above) who has been delegated authority to sign by direction. The official's signature will be entered in this block. The electronic signature is the preferred method and will be used as capabilities evolve. If electronic signature is not used, ensure the signature is legible on all copies. In all cases the signature method used by the Service member and authorized official must be the same (i.e., both use electronic signature or both use standard signature).

ee. Block 22 b. DATE. Enter the date the Authorizing Official signs the DD 214.

ff. Block 23. TYPE OF SEPARATION. Enter the type of separation effected from one of the following:

(1) Discharged;

(2) Transferred to USN/USA/MARCORPS/USAF/USCG;

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- (3) Released from Active Duty;
- (4) Released from Active Duty and Transferred to the Navy Reserve;
- (5) Released from Active Duty for Special Work (ADSW);
- (6) Released from Active Duty For Training (ADT);
- (7) Resigned;
- (8) Commission Revoked;
- (9) Dismissed;
- (10) Discharged and Offered Reappointment in the Navy Reserve;
- (11) Discharged and Reappointed in the Navy Reserve;
- (12) Transferred to the Fleet Reserve;
- (13) Temporary Disability Retired List;
- (14) Retired;
- (15) Discharged from the Naval Academy;
- (16) Discharged from the Naval Academy, Resumed/Assigned Enlisted Status;
- (17) Void (Uncharacterized); or
- (18) Dropped From the Rolls.

gg. Block 24. CHARACTER OF SERVICE. Enter in capital letters one of the following:

HONORABLE  
UNDER HONORABLE CONDITIONS (GENERAL)  
UNDER OTHER THAN HONORABLE CONDITIONS  
BAD CONDUCT  
DISHONORABLE  
UNCHARACTERIZED



In the case of an officer dismissed or dropped from the rolls, enter only "X's." The character of service must be appropriate and consistent with the reason and authority for separation.

hh. Block 25. SEPARATION AUTHORITY

(1) Enlisted Personnel. Enter the authority under which release is authorized using the appropriate article number from reference (b).

(2) Officers and Midshipmen. Cite the orders authorizing separation.

ii. Block 26. SEPARATION CODE. Enter the appropriate Separation Program Designator (SPD). The list of authorized SPD codes is "For Official Use Only" and shall not be released to any agency or individual outside the DoD. NAVPERSCOM (PERS-832) will provide the list to authorized separation activities upon request.

jj. Block 27. REENTRY CODE

(1) Enlisted Personnel. Enter the appropriate reentry code consummate to the reason for separation as listed in enclosure (2) and using guidelines contained in reference (b) 1160-030.

(2) Officers and Midshipmen. Enter "NA."

kk. Block 28. NARRATIVE REASON FOR SEPARATION. Enter the appropriate reason for separation that corresponds to the SPD Code used in block 26.

ll. Block 29. DATES OF TIME LOST DURING THIS PERIOD. Enter inclusive dates for all periods of time lost during this period of active duty, include periods of unauthorized absence or sickness due to misconduct, but do not identify types of time lost other than by "TL."

Examples: TL 2004 06 21 TO 2004 06 29 or TL - NONE

mm. Block 30. MEMBER REQUESTS COPY 4. Ensure the member initials block 30 and receives copy number 4 of the DD 214. If

the member electronically signs block 21a then the member must also electronically sign block 30.

4. Distribution of DD 214. The distribution of all copies of DD 214 shall be made without delay. The original and copy number 4 are to be given to the member in conjunction with their release from active duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel. Other copies are to be distributed no later than the day following the effective date of separation. Expeditious distribution of the DD 214 will assist the ex-Service member in obtaining benefits and will also preclude invalid unemployment compensation payments. (The ex-Service member cannot file for unemployment in any week before the 5th week beginning after the week in which the ex-Service member was separated.) Preparation of the DD 214 will not be delayed because information is not available for completing all pertinent items. Rather, it will be prepared as completely as possible and a DD 215 will be completed to supplement it. Members will be advised that they will be provided the DD 215 without having to request it. For those enlisted personnel being discharged on appellate leave, enter "Refer to DD 215" in the appropriate blocks, and the CO will issue the DD 215 when the needed information has been received from NAVPERSCOM (PERS-8). In all other cases where incomplete DD 214's are issued, NAVPERSCOM, Records Analysis (PERS-312) will be advised that a DD 215 will be necessary. Distribution of the DD 214 shall be made as follows:

a. Member's Copy (Number 1 - Original). Deliver to the member the original DD 214 in conjunction with their release from active duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel. The original DD 214 will be mailed under conditions precluding physical delivery or when the member departs well in advance of normal departure time; e.g., on home awaiting orders, or transferred to a DVAMC. If the member is discharged as an Alien Deserter, a reproduction of copy number 1, with the place of birth entered in block 18, shall be sent to: U.S. Department of State, Visa Office SCA/VO, State Annex Number 2, Washington, DC 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters.

b. Official Record Copy (Number 2). Forward copy number 2 to NAVPERSCOM (PERS-312). As capabilities evolve, electronic submission of the DD 214 is the preferred method. Continue forward hard copies until electronic submission capabilities exist.

(1) For separating officers, attach the original DD 2648 (Active Duty) or DD 2648-1 (Reserve Component members released from Active Duty) Preseparation Counseling Checklist, a copy of the officer's separation orders and endorsement, a copy of the separation physical (DD 2808 and DD 2807-1), and any required NAVPERS 1070/613 entries. Ensure the DD 214 is the top document.

(2) For officer candidate or midshipman discharged with an entry-level separation, submit with Midshipman Oath of Office, separation orders and endorsement, documentation authorizing discharge, and other service record documents. Ensure the DD 214 is the top document.

(3) For naturalized Service member(s) separated with an Under Other Than Honorable Conditions characterization of service before serving honorably for 5 years, forward locally reproduced copy 2 to:

U.S. Citizens & Immigration Services  
Domestic Operations  
20 Massachusetts Avenue, NW, Suite 1100  
Washington, DC 20529

c. Department of Veterans Affairs Data Processing Center Copy (Number 3).

(1) Personnel Released from Active Duty/Discharged/Retired/Transferred to the Fleet Reserve, forward copy number 3 in electronic format, if the capability to transmit and receive exists; otherwise mail to:

Department of Veteran Affairs  
Data Processing Center (214)  
1614 East Woodward St.  
Austin, TX 78772

Note: A locally reproduced copy of copy number 3 will be placed in the member's health treatment record per reference (b) 6150-010.

(2) Member Hospitalized at a DVAMC. If the member is transferred to a DVAMC prior to or at the time of release, forward a locally reproduced hard copy or electronic copy to that hospital. Attach the copy to member's clinical records, x-ray films, and a copy of the member's health record.

(3) Member Completing DVA Claim. If member completes VA 21-526, Veteran's Application for Compensation or Pension, include a locally reproduced copy number 3 with the claim package to the VA Regional Office having jurisdiction over the member's home address. The member may also elect to have a duplicate of Copy 3 forwarded to the Central Office of the DVA in the District of Columbia. The claim package should be prepared per reference (b) 1910-804. (Note: Do not forward the claim to the DVA State Director's office.)

d. Member's Copy (Number 4). Ensure member initials block 30 and deliver copy number 4 to the member. It should be delivered at the same time as the original. Members will be advised that should they subsequently request unemployment compensation, it may be delayed until service date can be verified.

e. U.S. Department of Labor Copy (Number 5)

(1) Personnel Continuing on Active Duty. 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 number 5 will not be forwarded to the Department of Labor.

(2) Personnel Released from Active Duty, Discharged, Retired, or Transferred to Fleet Reserve. Forward copy number 5 in electronic format, if the capability to transmit and receive exists; otherwise immediately mail to:

U.S. Department of Labor  
Federal Claims Control Center  
P.O. BOX 785070  
Orlando, FL 32878-5070

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f. Department of Veterans Affairs State Director Copy (Number 6). For personnel released from active duty, discharged, retired, or transferred to the Fleet Reserve, forward to the appropriate DVA State Director (see enclosure (3)), if the member so requests by checking "YES" in block 20 of DD 214. The member must specify the State. If the member does not request that the copy be mailed, copy number 6 will be destroyed.

g. Service Copy (Number 7). Copy number 7 will be destroyed.

h. Service Copy (Number 8). Issuing command must file a hard copy in an electronic format for 2 years from date of separation. After this period, copy number 8 will be destroyed or deleted from the electronic file. In the event the member should request an additional copy of the form, a copy is available from the issuing command.

i. Advance Issuance of DD 214 for Demobilizing Reservists. The DD 214 will be prepared and signed by the member and authorized official up to 120 days in advance of the member's separation. Provide member copy (number 4) to demobilizing reserve personnel who were mobilized in support of a contingency operation. This advanced copy will be provided to the member during the demobilization process prior to the member departing the Navy Mobilization Processing Site (NMPS) on separation leave and is provided solely for the purpose of pre-registering Sailors for Veteran's Administration medical/dental benefits at NMPS and is not to be provided to any other command for any reason.

5. Corrections to DD 214. No changes, strikeouts, erasures, or corrections may be made in the shaded blocks of the DD 214, (blocks 1, 3, 4, 12, and 18 through 30). Any other changes or corrections entered on DD 214 may also render the form void unless they are initialed by the authorizing official. The member will be advised that any unauthorized change or alteration will render the form void. The member to whom the DD 214 is issued will be informed of the proper procedure for having official corrections made when errors are discovered after receipt.

a. Official Changes and Corrections. Once the DD 214 has been issued and copies distributed, official corrections may be made by issuance of DD 215, except as noted in paragraph 6 below. The DD 215 will be distributed in the same manner as the original DD 214 which it corrects. Since the information contained in blocks 25, 26, and 27 (SEPARATION AUTHORITY, SEPARATION CODE, AND REENTRY CODE, respectively) has limited distribution, correction to these items on a DD 215 requires the limitation on distribution of the DD 215. If other items as well as blocks 25, 26, and 27 are corrected, issuing authorities must assure that copies of the DD 215 issued to agencies not entitled to receive blocks 25, 26, and 27 information, receive DD 215 copies which omit that information.

b. Request for Correction. A correction request must contain the full name, rank/rate, social security number, periods of service, and current mailing address of the member concerned. The correction requested must also be identified, and if necessary, supporting documentation provided. If a copy of the DD 214 for which the request is being made is available, it should be forwarded with the request to one of the following locations:

(1) Members on Active Duty, in a Selected Reserve Status, and those Discharged, Retired, or Transferred to the Fleet Reserve since 1995:

Navy Personnel Command (PERS-312)  
5720 Integrity Dr.  
Millington, TN 38055-3120

(2) Members Discharged, Retired, Transferred to the Fleet Reserve prior to 1995:

National Personnel Records Center  
Military Personnel Records  
9700 Page Avenue  
St. Louis, MO 63132-5100

6. Administrative Issuance or Reissuance of the DD 214

a. Administrative Issuance. The DD 214 will normally be prepared by the command from which the member is separated. When a DD 214 has not been issued, NAVPERSCOM (PERS-312) may

issue or direct issuance of a DD 214. The fact that the DD 214 was administratively issued will be entered in block 18, "Remarks," unless otherwise directed. (See paragraph 3(v)(11)).

b. Reissuance. NAVPERSCOM (PERS-312) may reissue or direct reissuance when:

(1) Directed by appropriate appellate authority, Executive Order, or SECNAV.

(2) A DD 214 cannot be corrected by the issuance of a DD 215 or the correction would require the issuance of more than two DD 215's.

(3) There is a change directed by competent authority vice a correction of administrative error to Character of Service in block 24.

c. Request for Issuance or Reissuance. Requests for issuance or reissuance should be addressed as indicated in 5b(1) or 5b(2).

7. Administrative Changes While Member is on Terminal Leave. Prior to separation each member must be counseled regarding actions to be taken or that could incur in the event of death, serious injury and misconduct prior to actual separation/discharge date.

a. In the event of the death of member, the family is required to notify the member's command and servicing PERSUPPDET in order to void the DD 214 and take required action regarding the member's death.

b. In the event the member suffers a serious injury/illness, the member or family (if member is incapacitated) is required to contact member's command and servicing PERSUPPDET to ensure medical issues are properly addressed. The DD 214 may require cancellation or modification if medical actions extend member in an active duty status or PEB actions lead to disability.

c. Member must be made aware that if serious military or civilian misconduct is discovered or committed prior to separation date, the member may be recalled in order to address

possible courts-martial or administrative separation processing. This action may result in cancellation or correction to DD 214 with regards to type and characterization of discharge.

8. Replacement of the DD 214

a. General. In order to obtain a copy of a DD 214, a signed request must include adequate identifying data; i.e., full name, rank or rate, social security number, Navy service number(s), dates of service, and a current return address.

b. Individual Request. In response to an individual's signed request for a copy of the DD 214, and based on the date of issue of the DD 214, the individual will receive the following:

(1) In the case of a DD 214 issued on or after 1 October 1979, one copy of the DD 214 including the Special Additional Information (blocks 23 through 30).

(2) In the case of a DD 214 issued before 1 October 1979, one copy of the DD 214 from which the Authority for Separation, Narrative Reason for Separation, SPD, and Reentry Codes have been deleted, and one copy of the DD 214 containing the Authority for Separation, SPD, and Reentry Code. If specifically requested, the individual may also be provided a plain language "Narrative Statement" of the reason for the separation. The statement will be provided in a separate letter.

c. Agent Requests. In those cases where individuals have authorized another person to receive a copy of their DD 214, the copy provided will not include the Special Additional Information from a DD 214 issued on or after 1 October 1979, or in the case of a DD 214 issued before that date, the Separation Authority, Narrative Reason for Separation, SPD, and Reenlistment Code.

d. Request for Replacement Copies. Requests for replacement copies should be addressed as indicated in paragraph 5b(1) or 5b(2).

9. Reporting Requirements - Enlisted/Officer. When reporting personnel loss due to separation/retirement, ensure full compliance with current pay and personnel procedures directives.



REENTRY CODES

- RE-R1 Recommended for preferred reenlistment.
- RE-1 Eligible for reenlistment.
- RE-1E Eligible for reenlistment, but not reenlisted due to Perform to Serve (PTS) regulations.
- RE-2 Ineligible for reenlistment because of the following status:
- Fleet Reserve.
  - Retired (except for transfer to TDRL).
  - Commissioned officer.
  - Warrant officer.
- RE-3 Eligible for reenlistment except for disqualifying factor. Add letter to indicate status at time of separation:
- RE-3A Alien (Discharged under reference (b) 1910-127).
- RE-3B Parenthood/Pregnancy/Childbirth.
- RE-3C Conscientious objector.
- RE-3E Inducted/Enlisted/Extended/Reenlisted in error.
- RE-3F Failed the physical fitness assessment (PFA).
- RE-3G Condition (not physical disability) interfering with performance of duty.
- RE-3H Hardship/Dependency.
- RE-3J Failed entry level drug test, not drug dependent.

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**REENTRY CODES (CONTINUED)**

RE-3 RE-3K Disenrolled from Naval Academy or other officer program.

RE-3M Ineligible for reenlistment in current rating.

RE-3P Physical disability (includes discharge and transfer to TDRL).

RE-3Q Disqualified for officer candidate training (not physically qualified for appointment as officer in the naval service).

RE-3R Not meeting the professional growth criteria (See reference (b) 1160-030).

RE-3S Surviving family member.

RE-3U Minority age.

RE-3X Non-swimmer.

RE-3Y Received Voluntary Separation Incentive (VSI).

RE-3Z Received Special Separation Benefit (SSB).

RE-4 Ineligible for reenlistment.

RE-5 USNR-R released after serving 90 or more days of Active Duty for Training (ADT). Returned to Reserve unit/activity without reenlistment eligibility being determined.

RE-6 Ineligible or denied reenlistment due to High Year Tenure.

RE-7 Completing the initial 2-year active duty obligation under the 2x8 Navy Reserve Program.

**REENTRY CODES (CONTINUED)**

RE-8 Temporary medical conditions or unsatisfactory initial performance and conduct (available to recruits assigned to Recruit Training Command for initial training only).

BUPERSINST 1900.8D  
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**STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS**

**ALABAMA (AL)**

Department of Veterans Affairs  
P.O. Box 1509  
Montgomery, AL 36102-1509

**DELAWARE (DE)**

Commission of Veterans Affairs  
802 Silver Lake Blvd  
Robbins Bldg., Suite 100  
Dover, DE 19904-2488

**ALASKA (AK)**

Department of Veterans Affairs  
P.O. Box 5800  
Fort Richardson, AK 99508-0800

**District of Columbia (DC)**

Mayor's Office of Veterans Affairs  
441 4<sup>th</sup> St., NW  
Suite 570 South  
Washington DC 20001-2714

**AMERICAN SAMOA (AS)**

Veterans & Military Affairs Office  
American Samoa Government  
P.O. Box 8586  
Pago, AS 96799

**FLORIDA (FL)**

Department of Veterans Affairs  
4040 Esplanade Way, Suite 180  
Tallahassee, FL 32399-7016

**ARIZONA (AZ)**

Department of Veterans Services  
3333 North Central Ave, Suite 1052  
Phoenix, AZ 85012

**GEORGIA (GA)**

Department of Veterans Services  
Floyd Veterans Memorial Bldg  
Suite E-970  
Atlanta, GA 30334-4800

**ARKANSAS (AR)**

Department of Veterans Affairs  
1501 W. Maryland Ave.  
North Little Rock, AR 72120

**GUAM (GU)**

Veterans Affairs Office  
Office of the Governor  
Government of Guam  
P.O. Box 5178  
Hagatna, GU 96932-8659

**CALIFORNIA (CA)**

Department of Veterans Affairs  
1227 O St., Room 300  
Sacramento, CA 94291

**HAWAII (HI)**

Office of Veterans Services  
459 Patterson Rd.  
E Wing, Room 1-A103  
Honolulu, HI 96819-1522

**COLORADO (CO)**

Division of Military & Veterans  
Affairs  
7465 E. 1<sup>st</sup> Ave., Suite C  
Denver, CO 80230-6877

**IDAHO (ID)**

Idaho Division of Veterans Services  
320 Collins Rd.  
Boise, ID 83702-4519

**STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)**

**CONNECTICUT (CT)**

Department of Veterans Affairs  
287 West St.  
Rocky Hill, CT 06067

**ILLINOIS (IL)**

Department of Veterans Affairs  
P.O. Box 19432  
Springfield, IL 62794-9432

**INDIANA (IN)**

Department of Veterans Affairs  
302 West Washington St., Room E-120  
Indianapolis, IN 46204-2738

**MICHIGAN (MI)**

Department of Military & Veterans  
Affairs  
3423 N. Martin Luther King Blvd.  
Lansing, MI 48906-2934

**IOWA (IA)**

Iowa Commission of Veterans Affairs  
Camp Dodge, Bldg A6A  
7105 NW 70<sup>TH</sup> Ave.  
Johnston, IA 50131-1935

**MINNESOTA (MN)**

Department of Veterans Affairs  
State Veterans Service Building  
20 West 12<sup>th</sup> St., Room 206C  
St. Paul, MN 55155-2006

**KANSAS (KS)**

Kansas Commission of Veterans'  
Affairs  
Jayhawk Tower, Suite 701  
700 SW., Jackson St.  
Topeka, KS 66603-3976

**MISSISSIPPI (MS)**

State Veterans Affairs Board  
P.O. Box 5947  
Pearl, MS 39288-5947

**KENTUCKY (KY)**

Division of Veterans Affairs  
1111 Louisville Rd.  
Frankfort, KY 40601-6168

**MISSOURI (MO)**

Missouri Veterans Commission  
P.O. Drawer 147  
Jefferson City, MO 65102-2901

**LOUISIANA (LA)**

Department of Veterans Affairs  
P.O. Box 94095, Capitol Station  
Baton Rouge, LA 70804-9095

**MONTANA (MT)**

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

**MAINE (ME)**

Bureau of Maine Veterans Services  
117 State House Station  
Augusta, ME 04333-0117

**NEBRASKA (NE)**

Department of Veterans Affairs  
P.O. Box 95083  
Lincoln, NE 68509-5083

**STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)**

**MARYLAND (MD)**

Maryland Department of Veterans  
Affairs  
The Jefferson Building, 4<sup>th</sup> Floor  
16 Francis St  
Annapolis, MD 21401-1700

**NEVADA (NV)**

Office of Veterans Services  
1201 Terminal Way, Room 215  
Reno, NV 89520-3258

**MASSACHUSETTS (MA)**

Department of Veterans Services  
600 Washington St., Suite 1100  
Boston, MA 02111-1704

**NEW HAMPSHIRE (NH)**

NH State Veterans Council  
275 Chestnut St., Room 321  
Manchester, NH 03101-2411

**NEW JERSEY (NJ)**

Department of Military & Veterans'  
Affairs  
P.O. Box 340  
Trenton, NJ 08625-0340

**PENNSYLVANIA (PA)**

Department of Military Affairs  
Bureau for Veterans Affairs  
Fort Indiantown Gap  
Building S-0-47  
Annville, PA 17003-5002

**NEW MEXICO (NM)**

Veterans Service Commission  
P.O. Box 2324  
Santa Fe, NM 87503-2324

**PUERTO RICO (PR)**

Public Advocate for Veterans  
Affairs  
P.O. Box 11737  
Fernandez Juncos Station  
San Juan, PR 00110-2837

**NEW YORK (NY)**

Division of Veterans Affairs  
5 Empire State Plaza  
Suite 2836  
Albany, NY 12223-1500

**RHODE ISLAND (RI)**

Department of Human Services  
Division of Veterans' Affairs  
Metacom Ave.  
Bristol, RI 02809-0689

**NORTH CAROLINA (NC)**

Division of Veterans Affairs  
Albemarle Building, Suite 1065  
325 North Salisbury St.  
1351 Mail Service Center  
Raleigh, NC 27699-1315

**SOUTH CAROLINA (SC)**

Office of Veterans Affairs  
Brown State Office Bldg.  
1205 Pendleton St., Suite 369  
Columbia, SC 29201-3751

**STATE DIRECTORS OF DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)**

**NORTH DAKOTA (ND)**

Department of Veterans Affairs  
P.O. Box 9003  
Fargo, ND 58106-9003

**SOUTH DAKOTA (SD)**

Division of Veterans Affairs  
Soldiers & Sailors Memorial Bldg  
425 East Capitol Ave.  
Pierre, SD 57501-5070

**OHIO (OH)**

Governor's Office of Veterans  
Affairs  
77 S. High St., 30<sup>th</sup> Floor  
Columbus, OH 43215-6117

**TENNESSEE (TN)**

Homeland Security and Veterans  
Affairs  
215 Eighth Ave., North  
Nashville, TN 37243-1010

**OKLAHOMA (OK)**

Department of Veterans Affairs  
P.O. Box 53067  
Oklahoma City, OK 73152

**TEXAS (TX)**

Texas Veterans Commission  
P.O. Box 12277  
Austin, TX 78711

**OREGON (OR)**

Department of Veterans Affairs  
Oregon Veterans Building  
700 Summer St., NE.  
Salem, OR 97310-1285

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State Veterans Affairs  
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Wyoming Veterans' Affairs  
Commission  
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**VIRGINIA (VA)**

Department of Veterans' Affairs  
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VIRGIN ISLANDS (VI)

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