

## DD214 Helpful Hints for Agency Human Resources & Hiring Managers

The DD214 is a Certificate of Release or Discharge from Active Duty

- Veterans receive a DD214 after leaving active military service exceeding 90 days. A National Guardsman or Reservist who has never been mobilized to active duty will not have a DD214.
- A veteran may have several DD214s. In the sample (Block 12d), this veteran had prior active service of 10 years, 8 months, & 16 days. He would have received one or more DD214s to cover that time. He also had service in the reserves (Block 12e). In 2007, he was mobilized for a tour of active duty (Blocks 12a-c) resulting in this DD214.
- DD214s are issued with multiple copies, each going to different people and government agencies. The veteran receives copy 1 automatically and copy 4 if he requests it. Copy 1 has blocks 1-22 filled out—copy 4 has blocks 1-22 and additional blocks 23-30.
- Employers may ask to see copy 1 of the DD-214 to confirm dates served in the military. They may also ask to see copy 4 of the DD-214 (the copy that shows the type of discharge) if they have a good business reason for asking for it. One example might be that the job requires a security clearance which may be impacted by the type of discharge.

DD214 Blocks 1-22—refer to sample DD214.

1. NAME: ex. Smith, John William

2. DEPARTMENT, COMPONENT & BRANCH: ex. ARMY/USAR (sample identifies person as a reservist)

3. SOCIAL SECURITY NUMBER: ex. 123-45-6789

4a GRADE, RATE OR RANK: Narrative--ex. Sergeant, Captain

4b PAY GRADE: Numerical: ex. A Sergeant is an E5. A Captain is an O3.

5. DATE OF BIRTH: ex. 1960/09/01

6. RESERVE OBLIGATION: Generally, when someone joins the service, they incur an 8 year total obligation to the military. The example in the sample DD214 of 00000000 means the person has satisfied that requirement.

7. PLACE OF ENTRY INTO ACTIVE DUTY—hometown & state

8. HOME OF RECORD AT TIME OF ENTRY—full address

8A. LAST DUTY ASSIGNMENT AND MAJOR COMMAND: ex. Fort Benning, Forces Command

8B. STATION WHERE SEPARATED: ex. Fort Benning, GA

9. COMMAND TO WHICH TRANSFERRED: ex. U.S. Army Control Group, St. Louis, MO

10. Servicemen's Group Life Insurance (SGLI) coverage amount, ex. \$400,000

11. PRIMARY SPECIALTY: Coding will differ with Officer and Enlisted personnel and with branches of the service.

Examples:

- o Army: 13A Field Artillery (Commissioned Officer)
- o Army: 11B Infantry (Enlisted)
- o USMC: 0400 Basic Logistics Marine (Enlisted)
- o Navy: MA-Master at Arms (Enlisted)
  - o With specialized training as canine handler would be MA-2005

A. Date entered active duty this period: 1/14/2007

B. Separation Date this period: 2/8/2008

C. Net active service this period: 1 year, 0 months, 25 days

D. Total prior active service: 10 years, 8 months, 16 days

E. Total prior inactive service: 17 years 7 months, 1 day (National Guard & Reserve time)

**\*12-c, d, & e are used to help calculate total military service**

F. Foreign Service: 10 months, 13 days (time spent overseas for purposes of this DD214)

G. Sea Service: Sample shows N/A –could be applicable to Navy and USMC service

H. Effective date of pay grade: Person attained current rank as of 7/17/1997

13. DECORATIONS, MEDALS, BADGES—ex. See sample DD214

14. MILITARY EDUCATION

15-17 Administrative Notes

16. REMARKS

17-22 Administrative information including signatures

DD214 Special Additional Information (Copy 4 Only)

23. TYPE OF SEPARATION, ex. Release from Active Duty

24. CHARACTER OF SERVICE:

**Honorable**

**General (under Honorable Conditions)**—Recommend treat as favorable because many standards in military may not have direct applicability to civilian employment, ex. Being overweight, can't manage personal finances, has had an extra marital affair

**Uncharacterized**—entry level separation, similar to being separated during probationary period--may or may not be related to disability

**Under Other than Honorable Conditions**, ex. Fighting, DUI, drug use

**Bad Conduct/Dishonorable**: As a result of the military courts martial process, ex. a court conviction

25. SEPARATION AUTHORITY, ex. Army Regulation 600-8-24, Paragraph 2-25A

26. SEPARATION CODE: Used in conjunction with Blocks 23, 24, & 28. These codes are intended for Department of Defense (DOD) internal use in collecting data to analyze statistical reporting trends that may influence changes in separation policy.

27. REENTRY CODE: Enlisted eligibility for reentry, otherwise N/A

28. NARRATIVE REASON FOR SEPARATION, ex. Completion of Required Active Service

29. TIME LOST DURING PERIOD: ex. "None." Would apply to issues such as time absent without leave (AWOL)

30. MEMBER REQUESTS COPY 4