

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

APPENDIX B

DETAILED INSTRUCTIONS FOR DD FORMS 214, 214WS, AND 215

B001. Detailed Preparation Instruction for DD Form 214/214WS. The paragraphs below reflect actual items/blocks on the DD Forms 214 and 215. NOTE: It is the responsibility of the signing official to ensure all copies of the DD Form 214 and DD Form 215 are legible. No corrections nor typeovers will be made. With the issuance of the Feb 2000 version of the DD Form 214 and 215 and the implementation of the electronic DD Form 214 and 215, the Nov 88 version is no longer authorized for use.

1. LAST NAME - FIRST NAME - MIDDLE NAME. Enter full name in order indicated without punctuation, except as indicated below. Also include, when applicable, "Jr.", "Sr.", "II", etc., following the middle name. Where there is no middle name or initial, nothing will be entered. If the Marine uses initials in lieu of first and/or middle name, indicate by enclosing the initial(s) in quotation marks. Type the last name in UPPERCASE letters, e.g., ANGLE William Earl, WILSON Jerry "L" Sr., OBRIEN Anthony Jerome, etc.
2. DEPARTMENT, COMPONENT AND BRANCH. Enter the component in which the Marine was a member while on active duty followed by a hyphen and the component code as published in MCO P1080.20. Example: USMC-11, FMCR-A1, USMCR(K4), etc.
3. SOCIAL SECURITY NUMBER. Enter the SSN in the same sequence as shown on the Marine's social security card, less hyphens, in the blocks provided, e.g. "888 88 8888".
- 4a. GRADE, RATE OR RANK. Enter the abbreviation for the grade in which separated. Refer to chapter 6 of MCO P1070.12.
- 4b. PAY GRADE. Self-explanatory.
5. DATE OF BIRTH. Enter the date in year, month, and day (YYYYMMDD) sequence. Single digits will be prefixed by a zero. For example, enter "7 November 1952" as "19521107".
6. RESERVE OBLIGATION TERMINATION DATE. Enter the YYYYMMDD the Marine's Reserve obligation ends. For Marines who would normally have a reserve obligation remaining, but who are being discharged under other than honorable conditions, enter the date of discharge. For Marines with no Reserve obligation enter 0000 00 00.
- 7a. PLACE OF ENTRY INTO ACTIVE SERVICE. Enter city, state, and ZIP code where Marine entered active service.
- 7b. HOME OF RECORD AT TIME OF ENTRY (City and State, or complete address if known). Self-explanatory.
- 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter the last unit or similar element to which assigned for duty rather than the element of which a Marine was a part while moving to a separation point. The title of the organization will be recorded precisely as indicated in the service record. For this purpose, Marines who are joined by an organization for record or administrative purposes; i.e., hospitalization or medical reasons,

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administration of discipline, awaiting transportation or in transit from overseas units to the CONUS for separation are all considered as being in movement to a separation point. Therefore, a Marine could have been accounted for by a separating activity for an extended period of time while awaiting final disposition; however, if the Marine is never officially assigned to a T/O billet in the separating activity, the time spent at the separating activity is not reflected as the last duty assignment.

8b. STATION WHERE SEPARATED. Enter reporting unit title and the reporting unit code (RUC).

9. COMMAND TO WHICH TRANSFERRED. When a Marine separates or retires and there is no further obligated service to the Marine Corps or Marine Corps Reserve enter "N/A". For Marines released from active duty with additional obligated service (IRR), enter the title and RUC of the Reserve organization transferred to; i.e., Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, MO 64147-1207. For Marines transferred to the FMCR or Retired, enter "CMC (MMSB-20)". For PDRL Retirement, enter "CMC (Code MMSB-20)". For TDRL Retirement, enter "CMC (Code MMSB-16)".

10. SGLI COVERAGE. Enter the amount or place an "X" in the box indicating no SGLI coverage.

11. PRIMARY SPECIALTY NUMBER (List number, title, and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.). Enter the Marine's military occupational specialty (MOS) followed by the English description and the number of years and months the Marine held the MOS, e.g., "0131, Unit Diary Clerk, 3 years 11 months". If the Marine is assigned an additional MOS and has held the additional MOS for one year or more, the additional MOS information will be entered below the primary MOS data.

12. RECORD OF SERVICE. In computing service periods, consider each month to consist of 30 days regardless of the number of days in the month. Refer to the DoDFMR for correct formula for computing service periods. Note: When entering computed time, 30 days converts to 01 month, 12 month converts to 01 year. Use of a Julian Date Calendar for this purpose is not allowed.

a. DATE ENTERED ACTIVE DUTY THIS PERIOD. The date entered (YYYYMMDD) will be the date of enlistment for the earliest period of continuous active service for which a DD Form 214 was not previously issued.

b. SEPARATION DATE THIS PERIOD. Self-explanatory (YYYYMMDD).

c. NET ACTIVE SERVICE THIS PERIOD. Enter the net active service in number of years, months, and days, e.g., 06 11 29 during the current continuous active service period. These figures represent total active service less time lost as defined in current directives. Months and days should never exceed 11 and 29, respectively.

d. TOTAL PRIOR ACTIVE SERVICE. Enter all prior active service in number of years, months, and days, e.g., 06 11 29 reflected on previously issued DD Forms 214. If the Marine has no prior active service enter zeros, e.g., "00 00 00". Months and days should never exceed 11 and 29 respectively.

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e. TOTAL PRIOR INACTIVE SERVICE. Enter the total prior inactive service in number of years, months, and days, e.g., 06 11 29. If the Marine has no prior inactive service enter "00 00 00". Months and days should never exceed 11 and 29 respectively.

f. FOREIGN SERVICE. Enter all time spent on foreign service during the current continuous active service period. Foreign duty areas are defined in the Department of Defense Military Pay and Allowances Entitlements Manual (DODFMR). If the Marine has no foreign service, enter "00 00 00".

g. SEA SERVICE. Enter time spent on sea service (Career Sea Pay Data) during the current continuous active service period. Sea service entitlement criteria and computation instructions are contained in MCO P1080.40. If the Marine has no sea service, enter "00 00 00".

(1) When separating Marines on the first enlistment, the Career Sea Pay Data on the latest Leave and Earnings Statement (LES) may be used for this block, provided there has been no accumulation of sea service time since publication of the LES.

(2) When separating Marines on second or subsequent enlistment, the data on the LES cannot be transcribed, as the information on the LES represents a total career history of sea pay data; whereas the DD Form 214 reflects the sea service accumulated only during the current period of continuous active service.

h. EFFECTIVE DATE OF PAY GRADE. Enter the effective date (YYYYMMDD) of promotion to the present pay grade.

13. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized during the current continuous period of active duty. For campaign, expeditionary medals, and the combat action ribbon include the area of operation; e.g., Armed Forces Expeditionary Medal, Dominican Republic. If no decorations were awarded or authorized during the current continuous period of active service, enter "None".

In the case of a final discharge or retirement, all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized during the entire length of service, including service in other branches of the Armed Forces will be included.

14. MILITARY EDUCATION. To assist the separated Marine in employment placement and job counseling, formal service training courses successfully completed during the period covered by the form will be listed.

15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM. Self-explanatory. Verification of the contribution to the MGIB will be included in item 18.

15b. HIGH SCHOOL GRADUATE OR EQUIVALENT. Self-explanatory.

16. DAYS ACCRUED LEAVE PAID. Leave days paid will be obtained from the Disbursing Officer's Certification (Part IX) of the Separation/Enlistment Voucher (NAVMC 11060), or by other means of positive verification of the actual number of days lump-sum leave (LSL) settlement paid by the disbursing officer. Entries for this item will be made as follows:

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a. If LSL settlement is paid for a certain number of days, enter the number of days showing regular leave balance (RLB) and saved leave balance (SLB); e.g., "RLB 21 SLB 10" or "RLB 43 SLB 00". In no event will the regular leave balance or the saved leave balance exceed 60 days.

b. If no LSL settlement is due, enter the word "None".

c. LSL settlements must be made prior to the discharge of the Marine. However, in the very rare event an LSL settlement is due but has not yet been paid, enter the word "Due". It is imperative that the command/separation activity issue a DD Form 215 when the number of days is verified and settlement is made. See subparagraph 1202.4i.

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION. Self-explanatory.

18. REMARKS. Continue in this space items that cannot be completed within the space provided. For electronic versions, include the serial number of the DD Form 214, see subparagraph B001.18.i. Cross-reference must be used to indicate the item being continued, e.g., "Item 14 CONT". If additional space is required, enter the words "Continued on Continuation Sheet" in the last line of this space and complete the entries on a continuation sheet of bond paper. The continuation sheet must reference: the DD Form 214 being continued; the information from blocks 1 through 4; the appropriate block(s) being continued; the Marine's signature and date; and the authorizing official's signature. No entries may be made on the back of the form.

a. For the purpose of reemployment rights, all extensions of service, except extensions to make good time lost (10 U.S.C. 972), are considered to be at the request and for the convenience of the Government. In cases where extensions have been executed and served, item 18 will be annotated as follows: "Extension of service was at the request and for the convenience of the Government."

b. If information for any item is not available when the form is prepared and delivered to the separating Marine, a remark will be entered in this item as follows: "Information for item(s) (applicable item(s)) not available at time of completion, a DD Form 215 will be issued when missing information becomes available." See subparagraph 1202.4i.

c. Comply with MCO P7220.31, Automated Pay Systems Manual, for the recording of: separation pay; readjustment pay; contract cancellation pay and allowances; disability severance pay; severance pay; and payment of Voluntary Separation Incentive/Special Separation Bonus.

d. Enter the following remarks as appropriate:

(1) For Marines 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 item 18: "CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) TO (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 "TO" date shall be the date before commencement of the current enlistment.

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- (2) Accepted Regular commission/warrant.
- (3) Not available for signature.
- (4) Separating Marine refused to sign form.
- (5) Good Conduct Medal period commences (YYYYMMDD).

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(6) For Marines retiring/transferring to the FMCR from active duty, enter: "Subject to active duty recall by Service Secretary."

(7) For Marines being transferred to the Individual Ready Reserve, enter: "Subject to active duty recall and or annual screening."

(8) Certain Marine Corps orders require entries under "Remarks". Ensure they are made.

e. The following notations will be made for Marines who are released or separated from active duty training under 10 U.S.C. 511(d), formerly "Reserve Forces Act of 1955".

(1) Reserve Special Enlistment Program.

(2) Not a final discharge.

f. When a discharge is upgraded per BCNR or NDRB authority, the DD Form 214 will be annotated on copies 2 through 8 in item 18 to indicate the character of service has been upgraded; the date of the application for upgrade; and the effective date of the corrective action. Annotate item 18 as follows:

(1) "10 USC 1552" (for BCNR)

(2) "10 USC 1553" (for NDRB)

g. When a Reservist is released from active duty and is entitled to travel time, enter the actual date the Reservist was detached from the separation activity and the number of days travel time added to determine the effective date of release from active duty entered in item 12b; e.g., "Date detached separation activity: YYYYMMDD _____ days travel time."

h. If the Marine is released from active duty or is discharged and enlists/reenlists in the Marine Corps Reserve, insert the following statement: "While a member of the Marine Corps Reserve, you will keep the Commanding General, MCRSC (Toll free 1-800-255-5082 informed of any change of address, marital status, number of dependents, civilian employment, or physical standards."

i. Assign a serial number for the DD Form 214 and maintain these serial numbers in either an electronic or paper log. The serial number must consist of three elements: command UIC, four-digit calendar year, and, at a minimum, a four-digit consecutive number, e.g. "SER: 54883-2002-0001".

j. The log will consist of, at a minimum, the DD Form 214 serial number, the name of the Marine being discharged/separated, service number, effective date of discharge/separation, and full name, last four digits of service number/social security number, and signature of preparer. Per SecNavInst 5212.5, the log will be maintained at the activity for two years. Commands are authorized to add additional elements as desired.

19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code). Information for this item shall be obtained by interview with the Marine being separated. Complete home address, that is, the place where the Marine intends to reside permanently following separation, shall be entered. If unsure of address, use the permanent mailing address as shown on the DD Form 11060.

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19b. NEAREST RELATIVE (Name and address, including ZIP Code). Information for this item shall be obtained by interview with the Marine being separated. Indicate name, relationship, and complete mailing address of the relative residing nearest to the Marine's mailing address indicated in item 19a.

20. MEMBER REQUESTS COPY 6 BE SENT TO THE STATE DIRECTOR OF VETERANS AFFAIRS. Complete by entering an "X" in the "YES" or "NO" block of this item. If "YES" block is marked, complete by entering the State name or two-letter abbreviation in the space provided.

21. SIGNATURE OF PERSON BEING SEPARATED. The Marine being separated will sign the original in black ink, ensuring that the signature is legible on all carbon copies. Additional signatures may be necessary on the carbon copies. In the event a continuation sheet is used, the Marine's signature, and date are also required on the continuation sheet. If not available for signature or if the Marine refuses to sign, enter "See Remarks" and enter in item 18 a brief statement to indicate such.

22. TYPE NAME, GRADE, TITLE AND SIGNATURE OF OFFICER AUTHORIZED TO SIGN. The authorizing official (E-6, GS-7, or above) will sign the original in black ink, ensuring that the signature is legible on all carbon copies. Additional signature may be necessary on the carbon copies. Typographical strikeouts on the original and copies of the form make it unreadable by the recipient and must be avoided. 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 authorizing official. In the event a continuation sheet is used, the issuing agent's signature is also required on the continuation sheet and all copies.

23. TYPE OF SEPARATION. Enter one of the following:

- a. Discharged.
- b. Transferred to the FMCR.
- c. Temporarily retired.
- d. Retired.
- e. Released from active duty.
- f. Released from IADT (in the case of a Reservist assigned to a Reserve Special Enlistment Program).
- g. Entry level separation.

24. CHARACTER OF SERVICE. Enter in capital letters the appropriate entry which represents the character of service. For Marine officers and enlisted personnel in the grades of sergeant and above, the "Character of Service" will be HONORABLE unless otherwise indicated by the CMC (MM) in orders directing the discharge, retirement, or release from active duty. The "Character of Service" for enlisted Marines in the grades of corporal and below who are retired, discharged, or released from active duty, will be appropriately characterized per paragraph 1004. Possible characterizations follow.

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- a. HONORABLE.
- b. GENERAL (UNDER HONORABLE CONDITIONS).
- c. UNDER OTHER THAN HONORABLE CONDITIONS.
- d. UNCHARACTERIZED.
- e. BAD CONDUCT DISCHARGE.
- f. DISHONORABLE DISCHARGE.

This instruction also applies to corporals and below released from IADT on a Reserve Special Enlistment Program with the Selected Marine Corps Reserve (SMCR). When doubt exists as to the correct "Character of Service," request instructions from the CMC (MMSR). When a discharge is upgraded, a new DD Form 214 will be issued and a remark made in item 18 of copies 2 through 8 indicating that the "Character of Service" has been upgraded. In the event an administrative error is made in the characterization of a Marine's discharge, the DD Form 214 should be cancelled and a new one issued.

25. SEPARATION AUTHORITY. The separation authority is the specific authority paragraph cited from the appropriate chapter(s) of this manual which by law or policy permits the Marine Corps to separate an individual from a term of service with the Marine Corps or Marine Corps Reserve. Enter the abbreviation "MARCORSEPMAN" and the specific authority paragraph for the type of separation and refer to Appendix A for narrative reason in item 28.

26. SEPARATION CODE. The separation program designator (SPD), or separation code, is a four position alphanumeric code which reflects the specific authority for the type of separation. The CMC (MM) will provide the code for officer separations. Appendix A will be used by the command for enlisted separations, unless otherwise directed by the CMC.

27. REENLISTMENT CODE. The codes listed in Appendix I provide information on eligibility for reenlistment in the Marine Corps or Marine Corps Reserve. For Marine officers and Reservists released from IADT, complete by entering "N/A". For all other enlisted Marines, both regular and reserve, enter the appropriate code as shown in Appendix I, or as directed by CMC, MMEA.

28. NARRATIVE REASON FOR SEPARATION. This is a brief statement describing the circumstances of the termination. Appendix A provides the narrative reason that must be used verbatim (**Do not use the English Description in Appendix A**). The narrative reason for separation for involuntary officer retirements shall read: "Retired".

29. TIME LOST. This item applies only to the current continuous period of active duty. Complete by recording for each period of lost time, the number of days computed on a day for day basis within parentheses followed by the inclusive dates; e.g., "(37) 20000329-20000504". This item will not be left blank. If there is no time lost period to record, enter "None".

30. MEMBER REQUESTED COPY 4. If the Marine desires the statutory or regulatory authority for separation, reenlistment code, SPD code, and the narrative reason for separation, the member will so indicate by initialing item 30.

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B002. Distribution Instructions. Distribution of the DD Form 214 will be made as indicated below. To provide for immediate distribution of copy number 6, the mailing addresses of the State Directors of Veterans Affairs are provided in Appendix G. The command must ensure all copies of the DD Form 214 and DD Form 215 are distributed to their **designated** federal and state agencies ~~the next day following the effective no more than five working days following the~~ date of separation. Do not send copies of the DD214 to the Department of Labor office in Baton Rouge, LA and expect them to deliver the copy to the Department of Veteran's Affairs in Baton Rouge, LA.

1. DD Form 214

a. Copy No. 1 (Original). Will be physically delivered to the Marine upon separation. If the Marine is unavailable at the time of separation, the form will be mailed to the Marine on the effective date of separation or transfer.

b. Copy No. 2 (SRB/OQR or HQMC)

(1) Marines Discharged or Retired. Place in closed-out service record prior to forwarding per MCO P1070.12K, Table 4-1.

(2) Marines Released or Transferred to the Marine Corps Reserve.

Forward this copy to:

Commandant of the Marine Corps (MMSB-20)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030

c. Copy No. 3

(1) Forwarded this copy to:

Department of Veterans Affairs
~~Data Processing Center (214)~~
1614 East Woodward Street 1615 East Woodward Street
Austin, TX 78772-0001

(2) For Marines being separated and transferred to a DVA Hospital, a reproduced copy will accompany the photostatic copies of the clinical and treatment records forwarded to that hospital.

(3) For Marines who complete VA Form 21-526, Veterans Application for Compensation or Pension at Separation from Service, a reproduced copy will accompany the photostatic or typewritten copies of the health record (less cover) when they are forwarded to the DVA Regional Office with jurisdiction over the Marine's permanent address. It should be stressed to the Marine who plans to apply for veteran's compensation or pension that faster processing generally may be expected if the application is completed at the time of separation. See Appendix G for jurisdiction and address.

(4) When the Marine is enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, copy 3 will not be forwarded to the DVA; it may be given to the Marine.

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(5) A reproduced copy of the DD Form 214 will also be placed in the closed out Health Record prior to forwarding per MCO P1070.12, table 4-1.

d. Copy No. 4

(1) This copy will be physically delivered to the Marine upon separation, if item 30 is initialled.

(2) If the Marine has not requested this copy, insert it on the document side of the service record prior to forwarding the record.

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e. Copy No. 5. Forward this copy to:

U.S. Department of Labor
Louisiana Claims Control Center (LCCC)
P.O. Box 94246
B-9
Capital Station
Baton Rouge, LA 70804-9246

f. Copy No. 6. If the Marine has marked the "YES" block in item 20 and indicated the appropriate State, this copy will be forwarded to the DVA for the State stipulated. Otherwise, destroy this copy. Mailing addresses for the State DVA offices are in Appendix F.

g. Copy No. 7

(1) For a Marine discharged while in an appellate leave status, within 10 days of discharge, forward this copy to:

Military Support Activity (~~FDDC1~~) (PMCMR-KC)
1500 East 95th Street 1500 East Bannister Road
Kansas City, MO 64197-0001

(2) In all other cases, forward this copy to:

Commanding General, Marine Corps Reserve Support Command
15303 Andrews Road
Kansas City, MO 64147-1207

h. Copy No. 8

(1) Marines being transferred to inactive duty whose records will be forwarded to the Commanding General, MCRSC. Insert this copy on the document side of the service record for concurrent forwarding.

(2) For Reservists being released from active duty and who will report to the commanding officer of an SMCR unit, insert this copy on the document side of the service record for concurrent forwarding.

(3) In all cases, a photocopy of the completed document will be maintained at the activity for two years.

2. Additional Copy Requirements. Discharged Alien Deserters. For discharged alien deserters, enter place of birth in item 18 and provide one reproduced copy of Copy No. 1 to:

U.S. Department of State
Visa Office - SCA/VO
State Annex No. 2
Washington, DC 20520-0001

This will assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters in accordance with DoD Directive 1325.2.

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B003. PREPARATION OF DD FORM 215

1. Except for the date (item 6) and items being corrected, all identification data, including name, department, component, branch, SSN, and mailing address on the DD Form 215 will be completed as they appear on the original DD Form 214. The separation date in item 12 of the original DD Form 214 being corrected must be entered into item 5 of the DD Form 215. Do not leave this item blank. Item 5 will also contain the individual serial number of the DD Form being prepared. The serial number will consist of three elements: command UIC, four-digit calendar year, and, at a minimum, a four-digit consecutive number, e.g. "SER: 54883-2002-001".

2. Corrections. The separation date on the DD Form 214 being corrected is completed by entering the date (YYYYMMDD). It is recorded in item 12b of the DD Form 214. Under "ITEM NO.", enter the block number of the item(s) which is/are to be corrected or which was/were omitted when the DD Form 214 was prepared and delivered to the Marine.

Under "CORRECTED TO READ", insert the corrected or missing information required. See example below.

<u>ITEM</u>	<u>CORRECTED TO READ</u>
4B	E5
17	21

3. Date. Enter the date (YYYYMMDD).

4. Type the name, grade, and title of the official authorized to sign. The authenticating officer will sign directly above the typed information using black ink. Each copy of the DD Form 215 must contain a legible signature.

5. Distribution Instructions. The distribution of the DD Form 215 will be identical to the distribution of the DD Form 214 in paragraph B002.1. When distributing copies 3 and 5, every effort should be made to include a copy of the original DD Form 214. The original and copy 4, if applicable, will be forwarded to the Marine at the address shown in item 4 with instructions that the DD Form 215 should be attached to the original DD Form 214 and copy 4, if applicable.