

Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process: Preparation of separation documents for a Soldier's retirement, discharge, or release from Active Duty

Description

The DD Form 214 is a summary of a Soldier's most recent period of continuous active duty. It provides a brief, clear-cut record of Active Duty service at the time of release from Active Duty, Retirement, or discharge. AR 635-5 (Separation Document), Chapter 2-1 provides details about when DD Form 214 should be prepared. This process provides details to BN/BDE/Human Resources (HR) Professional, State/Signature Authority, and State/Approval Authority on how to prepare and distribute DD Form 214.

Regulations and Supporting Resources

[AR 635-5, Separation Document](#)

[U.S. National Archives and Records Administration Website – Start Your Military Service Record Request \(DD Form 214 and SF 180\)](#)

Documents and Forms

[DA Form 2-1, Personnel Qualification Record](#)

DA Form 4037, Officer Record Brief (ORB)

DD Form 214, Certification of Release or Discharge From Active Duty

DD Form 215, Correction to DD Form 214, Certification of Release or Discharge From Active Duty

Systems

[Interactive Personnel Electronic Records Management System \(iPERMS\) Website – Login](#)

Retirement Points Accounting Management (RPAM) – Login

Standard Installation/Division Personnel System (SIDPERS) – Login

[Transition Point Processing System \(TRANSPROC\) Website – Login](#)

Points of Contact

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