

**Prepare and Distribute DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty) Process: Correct existing DD Form 214, separation for a Soldier's Retirement, discharge, or release from Active Duty**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Identify need for a correction, additional information, or change to Soldier's DD Form 214 (iPERMS, MILPO Order, RPAM)	HR Professional identifies the need for a correction, additional information or change to a Soldier's DD Form 214 (Certification of Release or Discharge From Active Duty) IAW AR 635-5 (Separation Document), Chapter 2-4.	AR 635-5, Chapter 2-4	DD Form 214 DD Form 215	iPERMS MILPO Order RPAM	When required information is missing, the Soldier is advised that a DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge From Active Duty) will be issued when the missing information becomes available and that no action is required by the Soldier IAW AR 635-5 (Separation Document), Chapter 2-4.
2	Can DD Form 214 be corrected, added to or changed with issuance of a DD Form 215?	HR Professional determines if the Soldier's original DD Form 214 (Certification of Release or Discharge From Active Duty) can be corrected by issuance of a DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty). AR 635-5 (Separation Documents), Chapter 2-7, provides details about instances where DD Form 215 would not be appropriate.  If a DD Form 215 is appropriate, go to step 3.  If a DD Form 215 is not appropriate, go to step 5.	AR 635-5	DD Form 214 DD Form 215		Example of when a DD Form 215 would not be appropriate is when the correction would require issuance of more than two DD Forms 215, or if two DD Forms 215 have been issued. See AR 635-5 (Separation Documents) for further details.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
3	Reissue DD Form 214	<p>When it is not appropriate for issuance of a DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty), the HR professional prepares a new DD Form 214 (Certification of Release or Discharge From Active Duty) and enters (on all copies):            "DD FORM 214 ADMINISTRATIVELY ISSUED/REISSUED ON (date)."</p> <p>However, do not make this entry if the appellate authority, Executive Order, or HQDA directive directs otherwise.</p> <p>Do not issue DD Form 214 to replace record copies or DD Forms 214 lost by Soldiers. If no DD Form 214 is available, issue a statement of service or transcript of military record.</p>	AR 635-5, Chapter 2-7	DD Form 214  DD Form 215	iPERMS	
4	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process (Complete Map)	Go to 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, complete map, for more details.	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process for more details.	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process for more details.	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process for more details.	AR 635-5 (Separation Documents) Chapter 2-4, provides detailed instructions for block completion of the DD Form 214 (Certification of Release or Discharge From Active Duty).

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
5	Generate a draft DD Form 215 (TRANSPROC)	<p>HR Professional generates a draft DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge From Active Duty) by inputting information into the Transition Point Processing System (TRANSPROC). HR Professional utilizes valid source documents to create a draft DD Form 215.</p> <p>According to AR 635-2 (Separation Documents), Chapter 2-3b, appropriate source document include, but are not limited to:</p> <ul style="list-style-type: none"> <li>(1) Enlisted Record Brief (ERB) (computer generated)</li> <li>(2) DA Form 4037 (Officer Record Brief) (ORB) (computer generated)</li> <li>(3) Separation approval authority documentation, if applicable</li> <li>(4) Separation order</li> <li>(5) Any other document authorized for filing in the Official Military Personnel File found in iPERMS</li> </ul>	AR 635-5	<p>DA Form 4037</p> <p>DD Form 215</p>	<p>iPERMS</p> <p>TRANSPROC</p>	<p>Currently, automated application varies by State.</p> <p>TRANSPROC has been mandated for use by all Transition Centers. Regulation is being updated to State ARNG JFHQ are considered transition centers and will use TRANSPROC.</p>
6	Submit draft DD Form 215	HR Professional submits the draft DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge From Active Duty) to the Approval Authority.		DD Form 215		
7	Valid DD Form 215?	<p>Approval Authority validates the DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge From Active Duty).</p> <p>If DD Form 215 is invalid, go to step 8.</p> <p>If DD Form 215 is valid, go to step 9.</p>	AR 635-5, Chapter 2-4	DD Form 215		
8	Return to originator (iPERMS)	<p>If the DD Form 215 is invalid, the Approval Authority returns DD Form 215 to HR Professional for review, correction, and resubmission as appropriate.</p> <p>Go back to step 5.</p>		DD Form 215	iPERMS	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
9	Produce and sign final DD Form 215 Series	HR Professional, Signature Authority, or Approval Authority produces the final DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge From Active Duty) with signature.	AR 635-5, Chapter 2-4	DD Form 215		AR 635-5, (Separation Documents), Chapter 2-4, h(22), only a Commissioned or Warrant Officer may authenticate DD Form 214; however, when the Chief or acting Chief of the transition center (TC) is a SSG, GS-07, or higher, or authorized contractor employee, that individual may sign.
10	Scan DD Form 215 (iPERMS)	HR Professional scans DD Form 215 into iPERMS for batching and completes appropriate SIDPERS transaction.	AR 635-5, Chapter 2-4	DD Form 215	iPERMS SIDPERS	
11	Distribute to required recipients	HR Professional distributes copies of DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge From Active Duty) IAW AR 635-5, (Separation Documents), Chapter 2-5.	AR 635-5, Chapter 2-5	DD Form 214		In accordance with AR 635-5 (Separation Document), Chapter 2-5, Distributing copies: a. Excluding copy 4, copies 1 through 8 of the DD Form 214 will not be distributed until a Soldier's separation date has occurred, and after ascertaining that the Soldier is alive and well and that his or her status has not changed. Copies 3, 5, 6, and 7 will be distributed on the first workday after the Soldier's separation date; however, complete distribution must occur no later than the fifth workday after the Soldier's separation date. b. Specific details for distributing the following eight copies will be as follows will be in accordance with chapter 2-5 of AR 635-5.