

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

### **Description**

A DD Form 215 is issued to correct, add or change information found on a Soldier's DD Form 214. A Soldier is issued a DD Form 214 (Certification of Release or Discharge from Active Duty) upon Retirement, discharge, separation, or release from Active-Duty service. This form represents the complete, verified record of a Soldier's service in the military, including awards and honors. This process applies to the Soldier's BN/BDE/Human Resources (HR) Professional, State/Signature Authority, and State/Approval Authority.

### **Regulations and Supporting Resources**

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

### **Documents and Forms**

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, Certificate of Release or Discharge From Active Duty

### **Related Processes**

[Prepare and Distribute DD Form 214 \(Certificate of Release or Discharge From Active Duty\) Process](#)

### **Systems**

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

MILPO Orders System – Login

Retirement Points Accounting Management (RPAM) – Login

Standard Installation and Division Personnel System (SIDPERS) – Login

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

**Points of Contact**

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23 FEB 12