

Motor Vehicle Division Policy Memo # 16-03

Veteran Designation

DATE: July 19, 2016

FROM: Melissa Spiegel, Director, Office of Driver Services

TO: All Driver's Services staff, Iowa County Treasurers and County Treasurers' staff that issue driver's licenses.

SUBJECT

This policy memo explains legislation passed in 2016 (SF 2187) that allows customers to add the veteran designation to their DL or ID card by presenting a DD 214 (Certificate of Release or Discharge from Active Duty from the Department of Defense) directly to a DL issuance location, without first going to their county Veterans Affairs office for authorization and approval of the Iowa DOT application form.

EXPLANATION

In 2016, state legislation amended Iowa Code section 321.189, "Driver's license, content," to streamline the process of obtaining a designation of veteran on a DL or ID card. **This legislation is effective July 1, 2016; however, to assure we had time for everyone to understand the requirements for this new process, we will not begin to directly accept DD 214s until August 1, 2016.**

Currently, to obtain a DL or ID card with a veteran designation, a customer must submit a form to the DOT that was completed by a designee of the Iowa Department of Veterans Affairs (IDVA). This current process will remain an option for customers. However, beginning August 1, 2016, a customer may also obtain a veteran designation on their DL or ID card if they present a DD form 214 (DD 214) directly to the DOT that indicates they served active duty, and they were honorably discharged. The legislation also directs the DOT, upon issuance of a DL or ID card with a veteran designation, to notify the County Commission of Veterans Affairs in the individual's county so that the commission may initiate contact with the customer.

LINK TO LEGISLATION

Iowa Acts, 2016, Senate File 2187:

https://www.legis.iowa.gov/docs/publications/LGE/86/Attachments/SF2187_GovLetter.pdf

HELPFUL QUESTIONS AND ANSWERS

The following questions and answers provide additional information that will be helpful to you and to customers.

HOW MAY AN INDIVIDUAL OBTAIN A VETERAN DESIGNATION?

Honorably discharged veterans may obtain a veteran designation on their DL or ID card in either of the following ways:

- Present a copy of their DD 214 or other required documentation to their county Veterans Affairs office to confirm veteran status and present a completed Iowa DOT application form to any driver's license location. (This is the process that existed before the 2016 legislation, and it remains an option.)
- Present a copy of their DD 214 that meets all the required criteria indicating they served active duty, and they were honorably discharged, directly to a driver's license location. (This is the new option established by the 2016 legislation.)

This memo focuses on the process we follow when an individual presents a DD 214 directly to a driver's license location to determine whether the individual is eligible for a veteran designation on their DL or ID card.

WHO IS ELIGIBLE FOR A VETERAN DESIGNATION?

To be eligible to receive a veteran designation on a DL or ID card, the customer must have a valid DD 214 that:

1. Shows they served *active duty*, and
2. Shows they were *honorably discharged*.

Eligible veterans may have been members of the *Armed Forces* or the *National Guard or Reserves*.

- **Armed Forces (Active component members):** The customer is eligible for a veteran designation if they have served active duty other than training in one of the following five armed forces for any period of time:
 - Army
 - Air Force
 - Navy
 - Marine Corp
 - Coast Guard

and their Character of Service at discharge was "Honorable" or at least "Under Honorable Conditions."

- **National Guard or Reserves (Reserve component members):** The customer is eligible for a veteran designation if they have served for at least a minimum aggregate (total) of 90 days of active duty other than training with a Character of Service at discharge of "Honorable" or at least "Under Honorable Conditions." This includes customers who were mobilized for federal active duty in support of military campaigns such as Operation Enduring Freedom.
 - **Note:** National Guard or Reserve members normally serve in an inactive duty status unless they are mobilized for federal active duty.
 - **Note:** National Guard or National Reserve members who do not have a DD 214 that shows they served active duty may still be eligible for a veteran designation if they have served in the National Guard or National Reserves in inactive duty status for more than 20 years. However, you cannot approve a customer that is in this circumstance for a

veteran designation, as section 321.189 only allows us to approve a veteran designation when the individual has a DD 214 that shows the customer served active duty and was honorably discharged. Customers in this circumstance should be referred to their county Veterans Affairs office.

You can determine whether a customer served active duty and was honorably discharged by examining specific entries of the DD 214, and it's important to do so carefully to make sure we approve only persons that are eligible for the veteran designation. The following explains the entries you should look for, and explains how that differs for members of the Armed Forces and members of the National Guard or Reserves.

WHAT SPECIFIC ENTRIES SHOULD I REVIEW ON THE DD 214 PRESENTED BY A MEMBER OF THE ARMED FORCES?

When you review a DD 214, you should confirm the following three things:

1. The **name and date of birth** listed on the customer's DD 214 matches the name and date of birth shown in our records;
2. The DD 214 shows the customer served **active duty**, and;
3. The DD 214 shows the customer was **honorably discharged**.

The following explains how to determine each of these things.

1. **"Name" and "Date of Birth"**: Every DD 214 will list the name and date of birth of the person to whom it was issued. This is what you should look for when you review the name and date of birth:
 - The name and date of birth on the DD 214 should match the name and date of birth on the customer's current DL or ID card (or, if a new issuance, on the identity documents the customer has presented).
 - If the name on the DD 214 differs from what's listed on their DL or ID card and they already have a customer record, check their customer record in ARTS to determine if the name on their DD 214 matches a previous name in our records. If you are unable to match their name with a previous name, ask to see an official document identifying the name change, such as a marriage certificate, divorce decree or other court order.
 - If the customer's name does not match a previous name in our records and the customer is unable to provide proof of name change, you cannot issue the DL or ID card with a veteran designation until they either provide a corrected DD 214 or the official documents that connect the name listed on the DD 214 to their current name. However, you may refer the customer to their county Veterans Affairs office who may be able to assist them.
 - If the date of birth on the DD 214 differs from what's listed on their DL or ID card or from the identity documents presented, follow the same procedure to document the change of date of birth from what is listed on the DD 214 to what is listed on their current DL or ID card or the identity documents presented (or vice versa). In this instance the official document you will want to see is an official amended birth record. Again, if the date of birth does not match and the customer is unable to provide proof of change of date of birth, you cannot issue a DL or ID

card with the veteran designation until they either provide a corrected DD 214 or official proof of the change. This is another instance in which it may be helpful to refer them to their county Veterans Affairs office.

2. **Active Duty:** You will need to review the following entries to determine whether the customer served in active duty:

- *“Department, Component and Branch;”*
- *“Date of Entry or Inducted”* and *“Date of Transfer or Discharge or Separation”* (on some older forms this information will be listed under *“Record of Service”*); and
- *“Type of Separation.”*

The following explains what to look for in each of these entries.

“Department, Component and Branch”. This entry will tell you what branch of armed forces the customer served in or whether the customer served in the National Guard or Reserves. The following are the typical designations identified in this entry for the Armed Forces:

- Army/RA
- Air Force/Reg AF
- Navy/USN
- Marine Corp/USMC
- Coast Guard/USCG

Note: This field is important for determining active duty service. *Any period of service in one of the Armed Forces counts as active duty.*

If the customer served in the National Guard or Reserves, the *“Department, Component and Branch,”* entry will have different entries. The following are the typical designations in this entry for National Guard or Reserves:

- Army/ARNG (Army National Guard)
- Air Force/ANG (Air National Guard)
- Army/USAR (US Army Reserves)
- Marine Corp/USMCR or USMCR-KM (US Marine Corp Reserves)
- Navy/USNR (US Navy Reserves)
- Air Force/USAFR (US Air Force Reserves)
- Coast Guard/USGCR (US Coast Guard Reserves)

If you see any of these entries, refer to the process for National Guard or Reserve members discussed below. It’s important to pay attention to this, because different active duty requirements apply to National Guard or Reserve members.

“Date of Entry or Inducted” and “Date of Transfer or Separation.” You should review these entries together. *Any period of service in one of the Armed Forces reflected between these date (even one day) counts as active duty for a member of the Armed Forces.*

In some cases you may need to review **“Record of Service”** or **“Statement of Service”**:

- Older versions of the DD 214 may contain entry and separation dates in this entry. Again, for Armed Forces members, any period of service counts as active duty.
- These entries list net service years, months and days of active service for current period of service.
- They may also list previous service and types of service.
- Early DD 214 forms (i.e., World War II) may not have this information in one location on the form. The entry and separation dates may be in separate entries on different parts of the form. It may also list previous service and indicate the types of services, i.e., Total Prior Active Duty, Inactive Service and Foreign or Sea Duty.

“Type of Separation.” This entry is important because it may indicate the customer’s active duty was for training, which means the individual is not eligible for a veteran designation. This entry may include the following:

- Retirement
- Transfer to Organization (i.e., USAR/Marine Corp Reserves)
- Release from Active Duty
- Expiration Term of Service
- Discharge

All of these are acceptable entries. However, if the “Type of Separation” entry contains any of the following entries:

- “Release from Active Duty Training;”
- “Release from ADT;”
- “ADT;”
- “ACDUTRA;” or
- “Release from ACDUTRA”

it indicates the customer’s active duty was for training, which means the customer did not demonstrate active duty and is not eligible for a veteran designation.

3. **Honorably discharged:** To determine whether the customer was honorably discharged, you must review the *“Character of Services”* entry. The individual will be eligible for the veteran designation only if this entry on the form displays one of the following characters of service:

- Honorable
- Under Honorable Conditions (General)
- General Under Honorable Conditions

- General or Under Honorable Conditions

If any other character of service is listed in this entry, the customer has not demonstrated honorable discharge and is not eligible for a veteran designation.

HOW IS THE REVIEW PROCESS AND ELIGIBILITY CRITERIA DIFFERENT FOR NATIONAL GUARD OR RESERVE MEMBERS?

The basic eligibility requirements for National Guard or Reserve members are the same -- to receive a veteran designation on a DL or ID card by presenting a DD 214 directly to staff at an issuance location and without going to a county Veterans Affairs office, the customer must have a valid DD 214 that:

1. Shows they served *active duty*, and
2. Shows they were *honorably discharged*.

The key difference is in the active duty determination – armed forces members are eligible if they demonstrate active duty status for any period of time, but National Guard or Reserve members are eligible only if they demonstrate they were in active duty status for at least a minimum aggregate (total) of 90 days for a purpose other than active duty training. (Active duty training is explained in more detail below.) Again, if the customer was a National Guard or Reserves member, the “*Department, Component and Branch*” entry will typically have one of the following entries:

- Army/ARNG (Army National Guard)
- Air Force/ANG (Air National Guard)
- Army/USAR (US Army Reserves)
- Marine Corp/USMCR or USMCR-KM (US Marine Corp Reserves)
- Navy/USNR (US Navy Reserves)
- Air Force/USAFR (US Air Force Reserves)
- Coast Guard/USGCR (US Coast Guard Reserves)

The basic review process is the same as for armed forces members listed above – when you review the DD 214, confirm the following three things:

1. The **name and date of birth** listed on the customer’s DD 214 matches the name and date of birth shown in our records;
2. The DD 214 shows that the individual served **active duty**, and;
3. The DD 214 shows the individual was **honorably discharged**.

However, when you determine whether the customer served in active duty, you must make sure the DD 214 shows the customer served 90 or more aggregate days of active duty service for purposes other than training. This requires that you look at the following entries:

- “*Date of Entry or Inducted*” and “*Date of Transfer or Discharge or Separation*” (on some older forms this information will be listed under “*Record of Service*”); and
- “*Type of Separation*”:

The following explains what you should look for in these entries when considering an application by a member of the National Guard or Reserves.

“Date of Entry or Inducted” and “Date of Transfer or Separation.” You should review these entries together. For National Guard or Reserve members, they must show 90 or more aggregate (total) days of active duty service, other than training, between these inclusive dates. If they do not, the customer has not demonstrated active duty and is not eligible for a veterans designation.

Again, on some older versions of the DD 214 you will need to review **“Record of Service” or “Statement of Service”** to find entry and separation dates. Keep in mind, the entry and separation dates are important in determining whether a National Guard or Reserve member served at least 90 days aggregate(total) active duty service.

“Type of Separation.” Again, this entry is important because it may indicate the customer’s active duty was for training. As is required for members of the Armed Forces, this entry may not include any of the following entries:

- “Release from Active Duty Training;”
- “Release from ADT;”
- “ADT;”
- “ACDUTRA;” or
- “Release from ACDUTRA.”

Again, these entries indicate the customer’s active duty was for training, which means the customer did not demonstrate active duty and is not eligible for a veteran designation.

WHAT WILL HELP ME DETERMINE IF THE DD 214 IS AUTHENTIC?

As with all documents we review for identification purposes, it is important to consider the authenticity of the document.

- The DD 214 should be one form, not parts of two or more documents copied together to make one form.
- Entries on the form should be type-written, of the same font and darkness with the print uniform unless the form is faded through re-copying.
- Typed entries should not be hand-written over with ink or pencil to darken or correct entries such as name, SSN, service number, character of service, statement/record of service entries. This can void the form for use in filing for benefits and the veteran designation is considered a benefit.

Note: There have been 12-15 different formats of the DD 214 since 1950.

WHEN SHOULD I REFER THE CUSTOMER TO VETERANS AFFAIRS?

In the following situations, the customer may need to go to the IDVA or county Veterans Affairs office to clarify whether a veteran designation should be granted:

- If it is unclear from the DD 214 whether the customer served active duty, or whether the customer was honorably discharged.
- If there is doubt as to the validity or authenticity of any of the information contained on the DD 214.
- If the “Type of Separation” for National Guard and Reserve member indicates “Release from Active Duty Training,” “Release from ADT,” “ADT” or “Release from ACDUTRA.” This is because Active Duty Training (ACDUTRA) does not meet the criteria for issuance of the veteran designation on a DL or ID card.
- If the customer has been released from active duty due to injury.

In these situations, please refer to your supervisor who may refer the customer to the IDVA or the county Veterans Affairs office.

WHEN I ISSUE A LICENSE WITH A VETERAN DESIGNATION, DO I NEED TO CALL OR EMAIL THE VETERANS AFFAIRS OFFICE?

No. We are currently in discussions regarding the best way to communicate to the county Veterans Affairs offices when the DOT issues a driver’s license or identification card with a veteran designation, but ultimately that communication will be automated on a regular basis, and you do not have to communicate that on a case-by-case basis.

WHAT IF A CUSTOMER CLAIMS TO HAVE VETERAN STATUS, BUT DOES NOT HAVE A DD 214?

Please refer the customer to their county Veterans Affairs office. As noted above, a customer may still be eligible for a veteran designation if they have served more than 20 years in the National Guard or National Reserves in inactive duty status; however, customers in that circumstance will not have a DD 214 and Iowa law (section 321.189 of the Iowa Code) only allows the Iowa DOT to consider a DD 214 to determine whether a veteran designation should be granted.

ARE THERE ANY EXAMPLES OF THE DD 214?

Yes. An Appendix with examples is attached to this policy memo.

WHAT IS ACTIVE DUTY TRAINING?

All members of the active and reserve components are required to attend an initial active duty training period, also known as basic training. Active duty members are then transferred to an active duty unit. Reserve component members are released from active duty training and transferred back to their National Guard or Reserves unit to finish serving the rest of their contract, which usually consists of weekend drills and annual training.

The release from active duty and transfer is done by the DD 214. The form will show their period of active duty service generally less than six months, successful completion usually shows “Honorable” service, but the type of separation will state “Release from Active Duty Training”, “Release from ADT”, “ADT”, “ACDUTRA” or “Release from ACDUTRA”. Again service for active duty training does not meet the criteria for obtaining a veteran designation.

WHAT IF WE DENY AN APPLICATION FOR A VETERAN DESIGNATION BUT THE PERSON OBTAINS APPROVAL FOR THE DESIGNATION FROM A COUNTY VETERANS AFFAIRS OFFICE?

If we deny application for a veteran designation but the customer goes to a county Veterans Affairs office and obtains approval, as shown by a properly completed Iowa DOT application form executed by a county Veterans Affairs officer, we will accept the application form and issue a DL or ID card with the veteran designation. The IDVA and the county Veterans Affairs officers remain the ultimate authority on determination of veteran status and we will abide by their determination. As with any document, however, you should review it to make sure it is properly executed and authentic and has not been altered or falsified, and if there is any question in that regard you should refer it to your supervisor for consultation with the county Veterans Affairs office.

WHAT IF WE APPROVE AN APPLICATION FOR A VETERAN DESIGNATION BUT THE IDVA INDICATES THE CUSTOMER WAS NOT ELIGIBLE?

If we approve an application for a veteran designation but the IDVA indicates the approval was in error and the customer was not eligible for the designation, we will cancel the DL or ID card issued with the veteran designation and issue a duplicate DL or ID card without the designation at no charge to the customer (provided the error was not the result of fraud on the part of the customer). Again, the IDVA and the county Veterans Affairs officers remain the ultimate authority on determination of veteran status and we will abide by their determination.

IS THERE ANY CHANGE IN THE FEE FOR ADDING A VETERAN DESIGNATION?

No. As before, there is no specific fee associated with the veteran designation. If the customer adds the designation as part of a new issuance, a renewal, or another duplicate transaction, the only fee is the fee typically associated with that transaction. If the customer obtains a duplicate for the specific and sole purpose of adding the veteran designation, the fee is the usual fee for a duplicate card, which is \$10.

Served Armed Forces-Army

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

1

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY																																											
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.																																											
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH																																									
[REDACTED]		ARMY/RA																																									
3. SOCIAL SECURITY NUMBER		[REDACTED]																																									
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)																																								
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7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)																																									
WEST DES MOINES, IOWA		[REDACTED]																																									
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED																																									
0566MDMEDICAL CO FC		FORT HOOD TC, TX 76544-5056																																									
9. COMMAND TO WHICH TRANSFERRED		10. SGLI COVERAGE																																									
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11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE																																									
68W20 HEALTH CARE SPECIALIS - 4 YRS 1 MOS //31B20 MILITARY POLICE - 7 YRS 5 MOS// NOTHING FOLLOWS		<table border="1"> <thead> <tr> <th></th> <th>YEAR(S)</th> <th>MONTH(S)</th> <th>DAY(S)</th> </tr> </thead> <tbody> <tr> <td>a. DATE ENTERED AD THIS PERIOD</td> <td>2007</td> <td>03</td> <td>20</td> </tr> <tr> <td>b. SEPARATION DATE THIS PERIOD</td> <td>2014</td> <td>08</td> <td>14</td> </tr> <tr> <td>c. NET ACTIVE SERVICE THIS PERIOD</td> <td>0007</td> <td>04</td> <td>25</td> </tr> <tr> <td>d. TOTAL PRIOR ACTIVE SERVICE</td> <td>0000</td> <td>04</td> <td>20</td> </tr> <tr> <td>e. TOTAL PRIOR INACTIVE SERVICE</td> <td>0000</td> <td>03</td> <td>05</td> </tr> <tr> <td>f. FOREIGN SERVICE</td> <td>0002</td> <td>01</td> <td>22</td> </tr> <tr> <td>g. SEA SERVICE</td> <td>0000</td> <td>00</td> <td>00</td> </tr> <tr> <td>h. INITIAL ENTRY TRAINING</td> <td>0000</td> <td>00</td> <td>00</td> </tr> <tr> <td>i. EFFECTIVE DATE OF PAY GRADE</td> <td>2012</td> <td>08</td> <td>01</td> </tr> </tbody> </table>			YEAR(S)	MONTH(S)	DAY(S)	a. DATE ENTERED AD THIS PERIOD	2007	03	20	b. SEPARATION DATE THIS PERIOD	2014	08	14	c. NET ACTIVE SERVICE THIS PERIOD	0007	04	25	d. TOTAL PRIOR ACTIVE SERVICE	0000	04	20	e. TOTAL PRIOR INACTIVE SERVICE	0000	03	05	f. FOREIGN SERVICE	0002	01	22	g. SEA SERVICE	0000	00	00	h. INITIAL ENTRY TRAINING	0000	00	00	i. EFFECTIVE DATE OF PAY GRADE	2012	08	01
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13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)																																									
IRAQ CAMPAIGN MEDAL W/ TWO CAMPAIGN STARS //ARMY COMMENDATION MEDAL (2ND AWARD)//ARMY ACHIEVEMENT MEDAL (2ND AWARD)//MERITORIOUS UNIT COMMENDATION//ARMY GOOD CONDUCT MEDAL (2ND AWARD)//NATIONAL DEFENSE SERVICE MEDAL//GLOBAL WAR ON TERRORISM SERVICE MEDAL//KOREA DEFENSE SERVICE//CONT IN BLOCK 18		ACE AMMUNITION HANDLER, 1 WEEK, 2012//HEALTH CARE SPECIALIST, 16 WEEKS, 2010//MASTER DRIVER TRAINER, 1 WEEK, 2012//WARRIOR LEADER CRS, 2 WEEKS, 2011//NOTHING FOLLOWS																																									
15a. COMMISSIONED THROUGH SERVICE ACADEMY		YES	X NO																																								
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)		YES	X NO																																								
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, years of commitment: NA)		YES	X NO																																								
16. DAYS ACCRUED LEAVE PAID 15.5	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES NO X																																								
18. REMARKS IMMEDIATE REENLISTMENTS THIS PERIOD -- 20080927-20130926, 20130927-20140309; 20140310-20140814//SERVED IN A DESIGNATED IMMINENT DANGER PAY AREA//SERVICE IN IRAQ 20080110-20090318//SEPARATION PAY -- \$13588.70//BLOCK 1: OTHER NAME(S) OF RECORD: DENNIS, JUSTIN LYNN//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//MEMBER IS ENTITLED TO HALF INVOLUNTARY SEPARATION PAY//CONT FROM BLOCK 13: MEDAL//NON COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT RIBBON//ARMY SERVICE RIBBON//OVERSEAS SERVICE RIBBON (2ND AWARD)//DRIVER AND MECHANIC BADGE W/DRIVER-WHEELED VEHICLE(S) CLASP//NOTHING FOLLOWS The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.																																											
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - include ZIP Code)																																									
[REDACTED]		[REDACTED]																																									
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality)		AR	OFFICE OF VETERANS AFFAIRS X YES NO																																								
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)		X	YES NO																																								
21a. MEMBER SIGNATURE	b. DATE (YYYYMMDD)	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)	b. DATE (YYYYMMDD)																																								
ESIGNED BY: [REDACTED]	20140815	ESIGNED BY: REDWINE, MICHAEL JOHN, 1125991552 MICHAEL J REDWINE, GS09, HR SUPERVISOR	20140815																																								

Entry & Separation dates

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Include upgrades)	
DISCHARGE		HONORABLE	
25. SEPARATION AUTHORITY		26. SEPARATION CODE	27. REENTRY CODE
AR 635-200, CHAP 18		JCR	3
28. NARRATIVE REASON FOR SEPARATION			
WEIGHT CONTROL FAILURE			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)			30. MEMBER REQUESTS COPY 4
NONE			(Initials) JLF

Analysis: Served in one of the armed forces for any period of time & discharged honorably. Meets criteria.

Served Army National Guard

Example #2
DD 214

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/ARNG		3. SOCIAL SECURITY NO.		
4.a GRADE, RATE, OR RANK DVI		4.b PAY GRADE E1		5. DATE OF BIRTH (YYYYMMDD) [REDACTED]		
7.a PLACE OF ENTRY INTO ACTIVE DUTY BLOOMFIELD, IA		7.b HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) [REDACTED] N [REDACTED] ST [REDACTED], IA [REDACTED]				
8.a LAST DUTY ASSIGNMENT AND MAJOR COMMAND CO F 35TH ENGR BN TR TC		8.b STATION WHERE SEPARATED FORT LEONARD WOOD, MO 65473-8935				
9. COMMAND TO WHICH TRANSFERRED SEE BLOCK 18.		10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 250,000.00				
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 21B10 COMBAT ENGINEER--0 YRS--0 MOS//NOTHING FOLLOWS 2016-0768 DAVIS COUNTY, IOWA FILED FOR RECORD ON June 10, 2016 10:45A.M IN BOOK 06 PAGE 555 MEGAN CLYMAN, RECORDER		12. RECORD OF SERVICE				
		a. Date entered AD This Period		2004	07	13
		b. Separation Date This Period		2004	10	29
		c. Not Active Service This Period		0000	03	27
		d. Total Prior Active Service		0000	00	00
		e. Total Prior Inactive Service		0000	09	17
		f. Foreign Service		0000	00	00
		g. Sea Service		0000	00	00
		h. Effective Date of Pay Grade		2003	09	26
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) ARMY SERVICE RIBBON//NOTHING FOLLOWS						

Entry & Separation dates

14. MILITARY EDUCATION (Course title, number of weeks and month and year completed)
COMBAT ENGINEER, 14 WEEKS, 2004//NOTHING FOLLOWS

16.a MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM	Yes	No	16.b HIGH SCHOOL GRADUATE OR EQUIVALENT	Yes	No	16. DAYS ACCRUED LEAVE PAID
		X		X		NONE

17. MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION NA Yes No

18. REMARKS
DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OR COMPLIANCE FOR FEDERAL BENEFITS//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//BLOCK 9: THE ADJUTANT GENERAL, IOWA, CAMP DODGE, 7200 NW BEAVER DRIVE, JOHNSTON, IA 50131-1902//NOTHING FOLLOWS

①
LADT
DOB 030486
LDP 04078

②
POSTED SIDPERS
DEC 06 2004
DATABASE END

③
LADT
POSTED SIDPERS
DEC 07 2004
DATABASE END

19.a MAILING ADDRESS AFTER SEPARATION (include Zip Code)	19.b NEAREST RELATIVE (Name and address, include Zip Code)
[REDACTED] N [REDACTED] ST [REDACTED], IA [REDACTED]	[REDACTED] N [REDACTED] ST [REDACTED], IA [REDACTED]

20. MEMBER REQUESTS COPY 6 BE SENT TO IA OR OF VEL. AFFAIRS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) AGNE M. COBLE, GS12, HUMAN RESOURCE SDC
21. SIGNATURE OF MEMBER BEING SEPARATED	Honorable Discharge

SPECIAL ADDITIONAL INFORMATION (for use by authorized agencies only)

23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY TRAINING	24. CHARACTER OF SERVICE (include upgrades) HONORABLE
25. SEPARATION AUTHORITY AR 635-200, CHAP 4	26. SEPARATION CODE MBK
27. REENTRY CODE NA	28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE
29. DATES OF TIME LOST DURING THIS PERIOD NONE	30. MEMBER REQUESTS COPY 4 Initials

Active Duty Training

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

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1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER		
4a. GRADE, RATE OR RANK SPC		b. PAY GRADE E04	5. DATE OF BIRTH (YYYYMMDD) 19910423	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20160425		
7a. PLACE OF ENTRY INTO ACTIVE DUTY DECORAH, IOWA			b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) IOWA			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 0322ENPLT 3 FC			b. STATION WHERE SEPARATED CAMP ATTERBURY, IN 46124			
9. COMMAND TO WHICH TRANSFERRED 0322 EN CO 3 PLT				10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$ 400,000.00		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 12N10 HORIZONTAL CONSTRUCTI - 1 YRS 7 MOS// NOTHING FOLLOWS		12. RECORD OF SERVICE				
		a. DATE ENTERED AD THIS PERIOD		YEAR(S)	MONTH(S)	DAY(S)
		b. SEPARATION DATE THIS PERIOD		2012	02	16
		c. NET ACTIVE SERVICE THIS PERIOD		0001	01	04
		d. TOTAL PRIOR ACTIVE SERVICE		0000	04	12
		e. TOTAL PRIOR INACTIVE SERVICE		0002	04	05
		f. FOREIGN SERVICE		0000	09	26
		g. SEA SERVICE		0000	00	00
		h. INITIAL ENTRY TRAINING		0000	00	00
i. EFFECTIVE DATE OF PAY GRADE		2010	05	27		
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) ARMY COMMENDATION MEDAL//ARMY ACHIEVEMENT MEDAL//NATIONAL DEFENSE SERVICE MEDAL//AFGHANISTAN CAMPAIGN MEDAL W/ TWO CAMPAIGN STARS//GLOBAL WAR ON TERRORISM SERVICE MEDAL//ARMY SERVICE RIBBON//OVERSEAS SERVICE RIBBON//ARMED FORCES RESERVE MEDAL W/ M DEVICE//NATO MEDAL//COMBAT//CONT IN BLOCK 18			14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NONE//NOTHING FOLLOWS			
15a. COMMISSIONED THROUGH SERVICE ACADEMY			YES	X	NO	
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)			YES	X	NO	
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, years of commitment: NA)			YES	X	NO	
16. DAYS ACCRUED LEAVE PAID 0		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	NO	
					X	
18. REMARKS SERVED IN A DESIGNATED IMMINENT DANGER PAY AREA//SERVICE IN AFGHANISTAN 20110308-20120103//ITEM 12D ABOVE DOES NOT ACCOUNT FOR ANNUAL AND/OR WEEKEND TRAINING THIS SOLDIER MAY HAVE ACCOMPLISHED PRIOR TO DATE ENTERED IN ITEM 12A//INDIVIDUAL COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST SERVICE BENEFITS AND ENTITLEMENTS//ORDERED TO ACTIVE DUTY IN SUPPORT OF OPERATION ENDURING FREEDOM LAW 10 USC 12302//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//PDMRA 20120113-20120114//CONT FROM BLOCK 13: ACTION BADGE//DRIVER AND MECHANIC BADGE//SEE ATTACHED CONTINUATION SHEET The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)			b. NEAREST RELATIVE (Name and address - Include ZIP Code)			
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality)			IA	OFFICE OF VETERANS AFFAIRS	X YES NO	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)			X	YES	NO	
21.a. MEMBER SIGNATURE ESIGNED BY: [Signature]		b. DATE (YYYYMMDD) 20120108	22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) ESIGNED BY: HINDS, JAMES, MILTON, 1082326720		b. DATE (YYYYMMDD) 20120108	
		JAMES M HINDS, SEC, PERS MGMT SERGEANT RETIR				

More than 90 days

Ordered to Active Duty

DD FORM 214, AUG 2009

PREVIOUS EDITION IS OBSOLETE. GENERATED BY TRANSPROC

MEMBER - 1

Analysis: Served Army Reserves more than 90 days of what appears to be active duty, but the form is missing the "Type of Separation" and "Character of Service" blocks. These entries would indicate if the service was active duty training and whether the individual was discharged honorably. Since that information is missing, does not meet criteria.

Served Armed Forces-Army

Honorable Discharge

Example #4
DD 214

LEGEND: Insert N/A to the items below which are not applicable

PERSONAL DATA	1. LAST NAME - FIRST NAME - MIDDLE NAME ██████████ ██████████ ██████████		2. SERVICE NUMBER RA ██████████ ██████████		3 a. GRADE, RATE OR RANK SP5 (P) E-5		b. DATE OF RANK (Day, Month, Year) 16 APR 66		
	4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS ARMY RE SIG C		5. PLACE OF BIRTH (City and State or Country) ORANGE CITY IOWA			6. DATE OF BIRTH DAY MONTH YEAR 16 ██████████ ██████████			
	7 a. <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	b. SEX	a. COLOR HAIR BROWN	d. COLOR EYES HAZEL	e. HEIGHT 6'7"	f. WEIGHT 180	8. U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. MARITAL STATUS SINGLE
10 a. HIGHEST CIVILIAN EDUCATION LEVEL ATTAINED 4 YEARS HIGH SCHOOL		b. MAJOR COURSE OR FIELD DIPLOMA							
TRANSFER OR DISCHARGE DATA	11 a. TYPE OF TRANSFER OR DISCHARGE TRANSFERRED TO USAR (SEE 18)			b. STATION OR INSTALLATION AT WHICH EFFECTED FORT DIX NEW JERSEY					
	c. REASON AND AUTHORITY AR 635-200 SPN 411 EARLY SEPARATION FROM OVERSEAS			d. EFFECTIVE DATE 28	DAY	MONTH	YEAR 66		
SELECTIVE SERVICE DATA	12. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 283D SIG DET APO 96289 USARY		13 a. CHARACTER OF SERVICE HONORABLE			b. TYPE OF CERTIFICATE ISSUED NONE			
	14. SELECTIVE SERVICE NUMBER 21 77 43 90		15. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY AND STATE LB #77 ██████████ ██████████				16. DATE INDUCTED DAY MONTH YEAR NOT APPLICABLE		
	17. DISTRICT OR AREA COMMAND TO WHICH RESERVEE TRANSFERRED TRANSFERRED TO USAR CONTROL GROUP (REINFORCEMENT) USAAC ST LOUIS MO								
SERVICE DATA	18. TERMINAL DATE OR RESERVE OBLIGATION DAY MONTH YEAR 22 JAN 70		19. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY <input checked="" type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input type="checkbox"/> REENLISTED <input type="checkbox"/> OTHER			b. TERM OF SERVICE (Years) 3		c. DATE OF ENTRY DAY MONTH YEAR 23 JAN 64	
	20. PRIOR REGULAR ENLISTMENTS NONE		21. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE EVE E-1		22. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) SIOUX FALLS SOUTH DAKOTA				
	23. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County and State) RR #1 ██████████ ██████████		24. STATEMENT OF SERVICE						
	25 a. SPECIALTY NUMBER AND TITLE 31 G BR ATTACHMENT ELEC EQUIP REP		b. RELATED CIVILIAN OCCUPATION AND D. O. T. NUMBER 4-97-911 ACFT MACH		a. CREDITABLE FOR BASIC PAY PURPOSES		(1) NET SERVICE THIS PERIOD		YEARS MONTHS DAYS 2 9 6
					(2) OTHER SERVICE		0 0 0		
					(3) TOTAL (Line (1) + line (2))		2 9 6		
				b. TOTAL ACTIVE SERVICE		2 9 6			
				c. FOREIGN AND/OR SEA SERVICE		1 0 27			
26. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED GOOD CONDUCT MEDAL NATIONAL DEFENSE SERVICE MEDAL BRIGHT BADGE ACM VIETNAM SERVICE MEDAL VIETNAM CAMBATCH MEDAL									
27. WOUNDS RECEIVED AS A RESULT OF ACTION WITH ENEMY FORCES (Place and date, if known) NOT APPLICABLE									
28. SERVICE SCHOOLS OR COLLEGES, COLLEGE TRAINING COURSES AND/OR POST-GRADUATE COURSES SUCCESSFULLY COMPLETED									
SCHOOL OR COURSE FT GORDON GEORGIA			DATES (From-To) 28 WKS 64		MAJOR COURSES AVIATION ELECT EQUIP REP		29. OTHER SERVICE TRAINING COURSES SUCCESSFULLY COMPLETED AIRBORNE TRAINING CDE TRAINING BATTLE INDCG ATT 21-114 CODE OF CONDUCT		
30 a. GOVERNMENT LIFE INSURANCE IN FORCE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			b. AMOUNT OF ALLOTMENT NOT APPLICABLE			c. MONTH ALLOTMENT DISCONTINUED NOT APPLICABLE			
31 a. VA BENEFITS PREVIOUSLY APPLIED FOR (Specify type) NOT APPLICABLE						b. VA CLAIM NUMBER NOT APPLICABLE			
32. REMARKS SSAN ██████████ ██████████ LUMP SUM PAYMENT MADE FOR 28 DAYS ACCRUED LEAVE SELL \$10,000 ITEM 3A DATE OF APPOINTMENT SP4 (P) 16 APR 66 DATE OF RANK 7 AUG 65									
33. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County and State) ██████████ ██████████ ██████████					34. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED ██████████ ██████████ ██████████				
35 a. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER ██████████ LTJG WAC ASST ADJ					b. SIGNATURE OF OFFICER AUTHORIZED TO SIGN ██████████ ██████████ ██████████				

Older DD214- contains statement of service

DD FORM 1 NOV 55 214

REPLACES EDITION OF 1 JUL 52, WHICH IS OBSOLETE.

ARMED FORCES OF THE UNITED STATES
REPORT OF TRANSFER OR DISCHARGE

Analysis: Served in one of the armed forces, for any period, discharged honorably. Meets criteria.

Appendix B

Key
The customer is the person listed in the DD 214.
The customer served active duty.
The customer was honorably discharged.

Armed Forces
Specific entries to review on DD 214:

“Name” and “Date of Birth”

Info should match current DL or ID

“Character of Service”

Must display “Honorable” or at least “Under Honorable Conditions”

“Department, Component and Branch”

Must display one of the 5 armed forces:
Army/RA
Air Force/Reg AF
Navy/USN
Marine Corp/USMC
Coast Guard/USGC

“Date of Entry or Inducted” and “Date of Transfer or Discharge or Separation”

For Armed Forces, any period of service counts as active duty

“Record of Service”

Older DD 214s may contain entry and separation dates in this entry

“Type of Separation”

Acceptable entries may include: Retirement, Transfer to Organization, Release from Active Duty, Expiration Term of Service or Discharge

Note: If this entry states “Release from Active Duty Training”, “Release from ADT”, “ADT”, “Release from ACDUTRA” or “Release due to injury”—doesn’t meet criteria for active duty

Appendix C

Key
The customer is the person listed in the DD 214.
The customer served active duty.
The customer was honorably discharged.

National Guard or Reserves
Specific entries to review on DD 214:

“Name” and “Date of Birth”

Info should match current DL or ID

“Character of Service”

Must display “Honorable” or at least “Under Honorable Conditions”

“Department, Component and Branch”

Typical designations in this entry:

- Army/ARNG (Army National Guard)
- Air Force/ANG (Air National Guard)
- Army/USAR (US Army Reserves)
- Marine Corp/USMCR or USMCR-KM (US Marine Corp Reserves)
- Navy/USNR (US Navy Reserves)
- Air Force/USAFR (US Air Force Reserves)
- Coast Guard/USGCR (US Coast Guard Reserves)

“Date of Entry or Inducted” and “Date of Transfer or Discharge or Separation”

For National Guard or Reserves, must be 90 or more aggregate days of active duty between these dates

“Record of Service”

Older DD 214s may contain entry and separation dates in this entry

“Type of Separation”

Acceptable entries may include: Retirement, Transfer to Organization, Release from Active Duty, Expiration Term of Service or Discharge

Note: If this entry states “Release from Active Duty Training”, “Release from ADT”, “ADT”, “Release from ACDUTRA” or “Release due to injury”—doesn’t meet criteria for active duty

Reminder: A customer that has served more than 20 years in the National Guard or National Reserves in inactive duty status may be eligible for a veteran designation, but will not have a DD 214. We cannot approve a veteran designation for these customers because Iowa law (section 321.189 of the Iowa Code) only allows the Iowa DOT to consider a DD 214 to determine whether a veteran designation should be granted. Please refer these customers to their county Veterans Affairs office for approval.