



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

PERSUPPACTWESTINST 1900.2B
N3
4 April 2001

PERSUPPACT WEST INSTRUCTION 1900.2B

Subj: AUTOMATED CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) AND CORRECTION TO CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 215)

Ref: (a) NAVADMIN 240/00
(b) BUPERSINST 1900.8
(c) DODINST 1336.1

Encl: (1) DD Form 214 Serial Log
(2) DD Form 215 Serial Log

1. **Purpose.** To promulgate standard procedures for control, processing, issuance, and accountability of the automated Certificate of Release or Discharge from Active Duty (DD Form 214) and Correction to Certificate of Release or Discharge from Active Duty (DD Form 215) within the Personnel Support Activity (PSA) network.

2. **Cancellation.** PERSUPPACTWESTINST 1900.2A

3. **Background.** The Delrina FormFlow (JetForm) electronically generated DD Forms 214 and 215 are the only automated versions approved by the Department of the Defense (DOD) for use within the Department of the Navy (DON).

a. No change to the design or language of the forms is allowed.

b. Electronic generation of these forms improves efficiency and readability. It also reduces cost of production.

c. Separation activities may continue to use the eight-part carbon form at any time they cannot produce these forms electronically.

d. DD Forms 214 and 215 are sensitive documents vulnerable to fraudulent use. Therefore, strict control and accountability must be maintained to prevent unauthorized possession and use.

4. **Action**

a. PSA West Personnel Support Activity Detachments (PSDs) must comply with guidelines set forth in references (a) through (c) in preparing the automated DD Forms 214 and 215.

b. PSDs are the only activities authorized to issue electronic DD Forms 214 and 215 to Navy members of commands they service.

c. Electronically generated DD Forms 214 and 215 will not be provided to customer commands for preparation and/or issuance under any circumstances.

5. Responsibilities

a. PSD Officer in Charge (OIC):

(1) Shall comply with guidelines promulgated in reference (a) in preparing DD Forms 214 and 215.

(2) Shall establish appropriate security measures to safeguard the integrity and security of electronically generated DD Forms 214 and 215. Security measures must include, but are not limited to, restricting access to qualified personnel, creating actual forms on a separate directory, and using Local Area Network (LAN) security.

b. Systems Administrator (SA):

(1) Maintain an access list to allow only authorized personnel to run DD Forms 214 and 215 programs.

(2) Build a folder on the Server "S" Drive for long term storage of completed DD Forms 214 and 215. Access to this file is limited to those designated by the PSD OIC only.

c. Division Officer (DO)/Leading Chief Petty Officer (LCPO)/Leading Petty Officer (LPO):

(1) Provide access list of authorized personnel to SA.

(2) Reconcile accuracy and consistency of DD Forms 214 and 215 Serial Number Logs against copy number eight retain files on a monthly basis. The Serial Number Logs must be annotated, signed, and dated after each verification. Any discrepancy noted must be adjudicated and resolved within the chain of command.

d. Separation Clerk:

(1) Comply with the provisions of references (a) and (b) in preparing DD Forms 214 and 215.

(2) Adhere to the following procedures in maintaining accountability and control of DD Forms 214 and 215:

(a) Serial Numbering. As forms are generated, they must be assigned serial numbers in sequential order. This shall be accomplished by assigning a serial number in Block 18 (Remarks) of DD 214 and Block 5 of DD 215. The serial number will consist of the PSD's Unit Identification Code (UIC), two-digit calendar year, four-digit consecutive number of the form, and initials of the Separation Clerk, e. g., Serial Number: 68556-01-0001-ABC).

(b) Serial Number Logs

1. Serial numbers will be recorded and maintained using logs as provided in enclosures (1) and (2).

2. Separate Serial Number Logs shall be maintained for electronically generated DD Forms 214 and 215.

3. When a DD Form 214 or 215 needs to be voided after it has been serialized, the following procedures apply:

a. Except for copy number eight, destroy the rest of the form (copy numbers one through seven).

b. Put a diagonal line across copy number eight, from lower left-hand corner to upper right-hand corner, and mark or stamp the document "VOID" in bold letters.

c. File the voided document with the retained files.

d. Draw a line across and mark or stamp the entry on the DD Form 214 or 215 Serial Log "VOID" in bold letters. Upon completion of this procedure, initial and date the entry.

(c) Distribution and Filing

1. All eight copies of the form must be printed with distribution identified on each individual page. Each copy must contain original signatures of both the member being released and the verifying official. Per references (b) and (c), copy number eight must be retained by PSD for a minimum of two years.

2. DD Forms 214 and 215 document created and stored on the "S" Drive Folder must be retained for the same duration as the printed copy number eight. Since they are not signed, they cannot be used as official documents. However, they can be used as backup source documents in the event copy number eight has been misplaced or lost.


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Distribution:
PERSUPPACTWESTINST 5216.K List II

