


## Separations Flow to the DD214

**Introduction** This section provides the Separations Flow to the DD214.

**Process** See the step-by-step process below.

Step	Action
1	<p><b>PSC Separations Branch creates Separation Authorization</b></p> <ul style="list-style-type: none"> <li>– Data entered on the Separation Authority is passed down to the Separation Order (i.e. EFFDT, SPD Code, RENL Code, Character of Service and Officer Termination Code).</li> </ul>
2	<p><b>P&amp;A either creates a new Separation Order or completes the Separation Order that was created by the Separation Authorization.</b></p> <ul style="list-style-type: none"> <li>– Data that is passed down from the Separation Authorization is non editable in the Separation Order. Data from the Separation Order is passed to the DD214.</li> </ul>
3	<p><b>System generates a DD214 which will be found as an option under the Separations tile.</b></p> <div style="display: flex; align-items: center; gap: 20px;"> <div data-bbox="323 1088 663 1352" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; color: blue; font-weight: bold;">Separations</p>  </div> <div data-bbox="735 938 1078 1352" style="border: 1px solid blue; padding: 5px;"> <ul style="list-style-type: none"> <li style="background-color: #e0f2f1; padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;"><b>DD214 Form</b></li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">FSMS Separation Orders</li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">FSMS Separation Orders Extract</li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">FSMS Separation Rqst Extract</li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">FSMS Separation Rqst/Auth</li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">Separation Orders (View Only)</li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">Separation Orders Extract</li> <li style="padding: 2px 5px; border: 1px solid #ccc; margin-bottom: 2px;">Separation Request Extract</li> </ul> </div> </div>
4	<p><b>The P&amp;A technician will complete the DD214.</b></p> <ul style="list-style-type: none"> <li>– The major changes to the DD214 are Blocks 11, 13 and 14 (Primary Specialty, Awards and Training). Instead of this data being populated in a grid format, the data will be placed in text blocks on the DD214.</li> <li>– Each text block will have an online continuation block. As an example, if there are more awards than can be displayed in the Awards text block, the remaining awards will display in the Awards continuation block.</li> <li>– The P&amp;A will be able to gather all the awards data from the Awards Block and Awards Continuation Block and place the data into a Word document and edit as needed. When they are finished editing the data, they will place the data into the Awards text block. Any data that will not fit in the Awards text block should be placed in the Awards continuation block. If there are any spaces in the Awards text block the P&amp;A should leave the spaces and they will be filled in with Xs when they print the DD214.</li> </ul>

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## Separations Flow to the DD214, Continued

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Process,  
continued

Step	Action
5	<p><b>Printing the DD214</b></p> <ul style="list-style-type: none"> <li>– When the P&amp;A is done with the DD214 worksheet, they will print it for review by the P&amp;A Supervisor (the data in the text and continuation blocks form will appear correctly on the DD214).</li> <li>– Upon P&amp;A Supervisor approval, the P&amp;A will send the printed DD214 to the member for review.</li> <li>– After member reviews, the P&amp;A will make any applicable changes to the DD214 worksheet.</li> <li>– Once all changes/updates have been made, the P&amp;A will print the DD214 for review by the P&amp;A Supervisor.</li> <li>– Upon P&amp;A Supervisor approval of the printed DD214, the P&amp;A Supervisor will navigate to the DD214, check the final box and print the DD214.</li> <li>– This will initiate an electronic DD214 transmission to DMDC. <b>NO FURTHER EDITS WILL BE ALLOWED BY THE P&amp;A</b> (although they will continue to have Print access).</li> </ul>
6	<p><b>Corrections to Separation Authorization, Separation Orders and DD214</b></p> <ul style="list-style-type: none"> <li>– Communication and coordination between the Member, P&amp;A and PSC is critical.</li> <li>– If a correction is needed on the Separation Authorization, PSC Separation Branch should make the change and notify the P&amp;A if the change impacts the Separation Order.</li> <li>– If a correction is needed on the Separation Order, the P&amp;A should make the change and notify PSC DD214 Reissue Branch if the change to the Separation Order impacts the DD214.</li> </ul>
7	<p><b>PSC-BOPS-C</b></p> <ul style="list-style-type: none"> <li>– PSC-BOPS-C will make any changes needed to the DD214 as a reissue. Once the PSC-BOPS-C has made the corrections to a DD214, they will check the Final box and Print the reissued DD214. This will initiate an electronic DD214 reissue transmission to DMDC. Delivery of the reissued DD214 to the member is accomplished via business process.</li> <li>– No further edits to the DD214 reissue will be allowed by PSC, any further changes will need a new DD214 reissue.</li> <li>– The P&amp;A and PSC will be able to View and Print the current version (original or reissue) of a given DD214.</li> </ul>

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