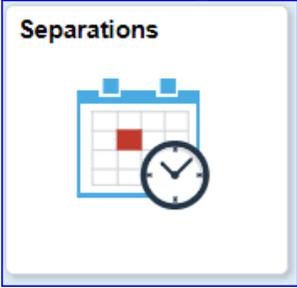


Generate a Manual DD214

Introduction This guide provides the procedures for creating a Manual DD214 in Direct Access (DA).

Information This guide should be used primarily for Reserves on Contingency orders. This requires a DD214 be issued upon completion of the orders, but no Separation or RELAD.

Procedures See below.

Step	Action
1	<p>Click on the Separations tile.</p> 
2	<p>The DD214 Form option will automatically display.</p> 

Continued on next page

Generate a Manual DD214, Continued

Procedures,
continued

Step	Action
2	<p data-bbox="349 485 820 520">Enter the Empl ID and click Search.</p> <div data-bbox="349 520 1323 1157" style="border: 1px solid blue; padding: 5px;"><p data-bbox="365 535 544 567">DD214 Form</p><p data-bbox="365 577 1315 609">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="373 630 657 661"><input type="button" value="Find an Existing Value"/></p><p data-bbox="373 693 609 724">▼ Search Criteria</p><p data-bbox="430 745 982 787">Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/></p><p data-bbox="373 798 982 829">Empl Record <input type="text" value="="/> <input type="text"/></p><p data-bbox="422 840 982 871">Trans ID <input type="text" value="="/> <input type="text"/></p><p data-bbox="397 882 1096 913">Order Type <input type="text" value="="/> <input type="text"/></p><p data-bbox="397 924 982 955">National ID <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="397 966 982 997">Last Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="397 1008 982 1039">First Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="373 1050 576 1081"><input type="checkbox"/> Case Sensitive</p><p data-bbox="365 1092 1096 1123"><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p></div>

Continued on next page

Generate a Manual DD214, Continued

Procedures,
continued

Step	Action																																	
3	<p>A list of the members orders will display. Use the arrow keys to move to the last set of orders if necessary. Locate the set of orders requiring a DD214 from the list. Click anywhere on that row.</p> <div data-bbox="347 596 1406 1167" style="border: 1px solid blue; padding: 5px;"> <p>DD214 Form Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Order Type <input type="text" value="="/> <input type="text"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-2 of 2 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Order Status</th> <th>Last Name</th> <th>First Name</th> <th>Name</th> <th>Termination type code</th> <th>Begin Date</th> <th>End Date</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>2706764</td> <td>Finished</td> <td>WICK</td> <td>JONATHAN</td> <td>Jonathan Wick</td> <td>(blank)</td> <td>06/22/2021</td> <td>08/13/2021</td> <td>(blank)</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2795850</td> <td>Finished</td> <td>WICK</td> <td>JONATHAN</td> <td>Jonathan Wick</td> <td>(blank)</td> <td>06/01/2022</td> <td>08/16/2022</td> <td>(blank)</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Order Status	Last Name	First Name	Name	Termination type code	Begin Date	End Date	Effective Date	1234567	0	2706764	Finished	WICK	JONATHAN	Jonathan Wick	(blank)	06/22/2021	08/13/2021	(blank)	1234567	0	2795850	Finished	WICK	JONATHAN	Jonathan Wick	(blank)	06/01/2022	08/16/2022	(blank)
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4	<p>The DD214 worksheet will display. Follow the instructions in the DD214 Manual to complete each block.</p> <div data-bbox="347 1276 1406 1617" style="border: 1px solid blue; padding: 5px;"> <p>DD 214</p> <p>Jonathan Wick Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2706764</p> <p>Begin Date: 06/22/2021 Order Type: Reserve</p> <p>End Date: 08/13/2021 Order Status: Finished</p> <p>DD214 Worksheet Find View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</p> <p>1. Name: Last: <input type="text" value="WICK"/> Version: 0</p> <p> First: <input type="text" value="JONATHAN"/></p> </div>																																	