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ASD IMPRTR *manpower*
Department of Defense Instruction 61-3, 11/31/61

SUBJECT Uniformity in Preparation of DD Form 214 - Armed Forces
of the United States Report of Transfer or Discharge

Reference: Department of Defense Instruction 1336.1, "Standardization of
Forms for Report of Transfer or Discharge of Members of the
Armed Forces of the United States", November 8, 1955

I. PURPOSE

The purpose of this instruction is to establish uniformity in the preparation and use of DD Form 214, effective July 1, 1956, with special reference to reason and authority for transfer or discharge (Item 11c).

II. POLICY

A. The same entries will be made on all copies of DD Form 214.

B. The authority for transfer or discharge will be cited in Item 11c by reference to service department printed regulations, instructions or manuals, followed by a code designator and descriptive reason for transfer or discharge, except as noted in D below.

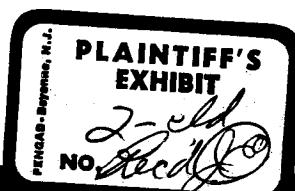
EXAMPLE: "AR 635-200 201, Expiration of term of Service".

C. In individual separations directed by the Secretary of the Department concerned, the Secretary will specify the entry to be made in Item 11c.

D. The following reasons will not be stated in words in Item 11c. The authority and code designator only will be cited:

Unsuitability
Inaptitude
Unfitness
Misconduct
Homosexual

Any other reason involving mental or moral issues upon which the discharge of the individual may be predicated. However, such reasons, based upon established facts, as fraudulent enlistment, desertion, AWOL, and conviction by military or civil court, will not be considered issues that preclude entry.



clm 1 and 2

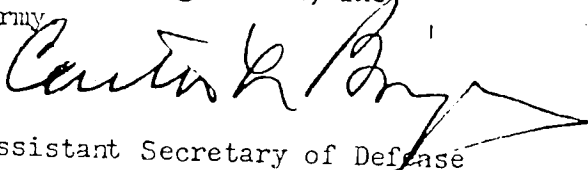
E. Other reasons (favorable or unfavorable) to be shown in Item 11c will reflect in words the title of the paragraph or subparagraph or the article or sub-article of the authority cited.

III. LIST OF REASONS AND AUTHORITIES

A. The Department of Defense will furnish the Veterans Administration and the Director of Selective Service, by August 1, 1956, with a list of code designators that reflect each reason and authority for transfer or discharge.

B. Each service will furnish the Veterans Administration, the Director of Selective Service, and the ASD(MP&R), by August 1, 1956, with copies of the departmental directives implementing the use of DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge). 61-3, 1131/61

C. For future cases involving code designators not established, the services concerned will request assignment of code designators for officer cases, from Deputy Chief of Staff Comptroller, Department of the Air Force, or for enlisted cases, from Chief, Strength and Accounting Branch, The Adjutant General's Office, Department of the Army.


Assistant Secretary of Defense
(Manpower, Personnel and Reserve)

1956- CHARLES E. WILSON

F.S. BRYANT

E.P. MCGUIRE

SPRING