

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DUIO
	DATE July 2, 2024

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 14-24

TO: STATE WORKFORCE AGENCIES

FROM: JOSÉ JAVIER RODRÍGUEZ 
Assistant Secretary

SUBJECT: Announcing revisions to the Certificate of Release or Discharge from Active Duty (DD Forms 214 and 215) and the New Certificate of Uniformed Service, Reserve Component Addendum (DD Form 214-1)

1. **Purpose.** To inform states of changes made by the Department of Defense (DOD) to the DD Form 214 and 215 (DD-214 and DD-215) series and to provide guidance necessary to properly administer the Unemployment Compensation for Ex-servicemembers (UCX) program.
2. **Action Requested.** The U.S. Department of Labor’s (Department) Employment and Training Administration (ETA) requests State Workforce Agency (SWA) administrators provide the information contained in this Unemployment Insurance Program Letter (UIPL) to the appropriate staff responsible for taking and processing UCX claims.
3. **Summary and Background.**
 - a. Summary – This UIPL provides guidance on revisions to the DD-214 and DD-215 series. The DD-214 serves, among other things, as DOD’s official documentation of the reason for release or discharge of uniformed service members from active duty. It is used by states in the determination of eligibility for UCX benefits. The DD-215 is issued if corrections are required to the DD-214.

On February 17, 2022, the DOD published changes to the DD-214 and DD-215 series. DOD has advised the Department all military branches are required to transition to the revised version by February 2025.

In addition to DD Form 214 and 215 updates, the DOD has introduced the DD Form 214-1 for Reserve Component members. The DOD uses this new form to determine veteran classification and pension entitlements. States must not use the DD Form 214-1 to determine UCX benefits entitlements.

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b. Background – The DOD is required by 5 U.S.C.8523 to provide state agencies, or the Secretary of Labor, information necessary to determine UCX entitlement. This information is provided on the DD-214 and DD-215. The Department established and authorized the Federal Claims Control Center (FCCC), managed by the National Association of State Workforce Agencies (NASWA), to maintain and disseminate DD-214 and DD-215 information to states. When initial UCX claims are filed, the DOD provides states DD-214 and DD-215 information (via the FCCC response process) to be used to determine entitlement for UCX benefits. A copy of the DD-214 and DD-215 is also provided to servicemembers when separating from active service.

4. **Guidance.** The former (2009) version of the DD-214 is comprised of eight (8) pages. It summarizes the servicemember’s military service, including dates of active-duty service, character of service, and other relevant information. It serves as proof of military service and is recognized and accepted by federal, state, and local agencies.

The current (2022) version changes certain field names, introduces additional fields and reduces the document to four (4) pages: *Member*, *Service*, *Veterans Administration*, and *Department of Labor* (as denoted on the bottom right of each page). To reduce the presence of personally identifiable information (PII) on external documents, DOD also replaced the field designated for the social security number (SSN) with a “DOD ID Number”. Authorized state personnel can access examples of the current version of the DD-214, 214-1, and the DD-215 in the UCX section of the UI Community of Practice found at the WorkforceGPS website.

The only notable change to the current DD-215 relative to UCX entitlement is the replacement of the SSN with the DOD ID Number.

The ability of the FCCC to respond to state requests utilizing the SSN is not impacted by these changes, and the FCCC continues to be the primary source of DD-214 and DD-215 information used by states in the determination of UCX eligibility.

In accordance with ETA guidance in UIPL No. 47-01, all states must verify the availability of federal-military wages and service with the FCCC (formerly the Louisiana Claims Control Center (LCCC) as referenced in the UIPL) through the Interstate Connection Network (ICON) before making a monetary determination for UCX benefits. If the FCCC response indicates DD-214 information is not available (i.e. Response pending) and the state has verified the accuracy of its request to the FCCC for such information, the state must determine UCX eligibility through the affidavit process to ensure a prompt determination of eligibility. This requires the state to request the servicemember’s copy of the DD-214 from the ex-servicemember.

Ex-servicemembers should submit the most recent version of their DD-214 (which could be the 2009 version or the 2022 version) when applying for UCX benefits. State agencies must explicitly request the ex-servicemember to provide the copy marked as either Member 4 for

the former (2009) version or *Service* for the current (2022) version. To help states locate the information necessary to process the affidavit, a comparison table listing the changes to the DD-214 is included as an attachment to this UIPL. The appropriate Type Record (Type 2 or Type 3) must be sent to the FCCC when taking assignment of any military service and wages.

States must also take reasonable measures to verify the identity of the ex-servicemember in the same manner and to the same extent as others applying for UI benefits and in accordance with Department guidance.

5. **Inquiries.** Please direct inquiries to the appropriate ETA Regional Office.

6. **References.**

- 5 U.S.C. Chapter 85. Unemployment Compensation, <https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title5-chapter85&edition=prelim>;
- 20 CFR Part 609, Unemployment Compensation for Federal Civilian Employees, <https://www.ecfr.gov/current/title-20/chapter-V/part-609>;
- 20 CFR Part 614, Unemployment Compensation for Ex-Servicemembers, <https://www.ecfr.gov/current/title-20/chapter-V/part-614>;
- UIPL No. 47-01, Electronic Exchange of Wage and Separation Information for the Unemployment Compensation for Federal Employees (UCFE) and the Unemployment Compensation for Ex-servicemembers (UCX) Programs, issued on August 30, 2021, <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-47-01>; and
- ET Handbook No. 384, Second Edition, Unemployment Compensation for Ex-Servicemembers, <https://www.dol.gov/agencies/eta/advisories/handbooks/et-handbook-no-384-2nd-edition>.

7. **Attachment(s).**

- Attachment I: DD Form 214 Change Comparison.

DD Form 214 Changes Comparison Table

<u>DD Form 214</u> <u>2000 (Member 4)</u>	<u>DD Form 214</u> <u>2022 (Service)</u>	<u>Comments</u>	<u>Capture</u> <u>by</u> <u>FCCC</u>
1. Name	1. Name		Yes
2. Department, Component and Branch	2. Branch and Component	Block Renamed	Yes
3. Social Security Number	3. DOD ID Number	Block Renamed	Yes
	4. Serial Number	New	
4a. Grade, Rate or Rank	5a. Grade, Rate or Rank		
b. Pay Grade	b. Pay Grade		Yes
5. Date of Birth	6. Date of Birth		
	7a. Military Service Obligation Termination Date	New	
6. Reserve Obligation Termination Date	b. Reserve Status for Obligation	Block Renamed	
7a. Place of Entry Into Active Duty	8a. Place of Entry Into Active Duty		
b. Home of Record at Time of Entry	b. Home of Record at Time of Entry		
8a. Last Duty Assignment and Major Command	9a. Last Duty Assignment and Major Command		
b. Station Where Separated	b. Station Where Separated		
9. Command to Which Transferred	10. Command to Which Transferred		
10. SGLI Coverage	11. SGLI Coverage		
11. Primary Specialty	12. Specialty	Block Renamed	
12. Record of Service	13. Record of Service		
a. Date Entered at this Period	a. Date Entered at this Period		Yes
b. Separation date this Period	b. Separation date this Period		Yes

<u>DD Form 214</u> <u>2000 (Member 4)</u>	<u>DD Form 214</u> <u>2022 (Service)</u>	<u>Comments</u>	<u>Capture</u> <u>by</u> <u>FCCC</u>
c. NET Active Service this Period	c. NET Active Service this Period		Yes
d. Total Prior Active Service	d. Total Prior Active Service		Yes
	e. Total Active Service	New	
e. Total Prior Inactive Service	f. Total Inactive Service	Block Renamed	
f. Foreign Service	g. Foreign Service		
g. SEA Service	h. SEA Service		
	i. Initial Entry Training	New	
h. Effective Date of Pay Grade	j. Effective Date of Pay Grade		
13. Decorations Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized	14. Decorations Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized		
14. Military Education	15. Uniformed Service Education	Block Renamed	
15a. Member contributed to Post Vietnam Era Veteran's Educational Assistance Program		Deleted	
b. High School Graduate or Equivalent		Deleted	
16. Days Accrued Leave Paid	16. Days Accrued Leave Paid		Yes
17. Member was Provided Complete Dental Examination and all Appropriate Dental Services and Treatment Within 90 Days Prior to Separation.	17. Member was Provided Complete Dental Examination and all Appropriate Dental Services and Treatment Within 90 Days Prior to Separation.		
	18. Retirements System Option	New	
	19. DD214-1	New	
18. Remarks	20. Remarks		Yes

<u>DD Form 214</u> <u>2000 (Member 4)</u>	<u>DD Form 214</u> <u>2022 (Service)</u>	<u>Comments</u>	<u>Capture</u> <u>by</u> <u>FCCC</u>
19a. Mailing Address After Separation	21a. Mailing Address After Separation		Yes
b. Nearest Relative	b. Nearest Relative		
20. Member Requests copy be sent to ___ Director of Veterans Affairs.	22. Member Requests copy be sent to ___ Director of Veterans Affairs.		
21. Signature of Members Being Separated	23a. Members Signature	Block Renamed	
	b. Date	New	
Official Authorized to Sign	24. Official Authorized to Sign	New numbered block	
	a. Name, Grade and Title	New	
	b. Signature	New	
	c. Date	New	
Special Additional Information	Special Additional Information		
23. Type of Separation	25. Type of Separation		Yes
24. Character of Service	26. Character of Service		Yes
25. Separation Authority	27. Separation Authority		
26. Separation Code	28. Separation Code		
27. Reentry Code	29. Reentry Code		
28. Narrative Reason for Separation	30. Narrative Reason for Separation		Yes
29. Dates of Time Lost During this Period	31. Dates of Time Lost During this Period		Yes
30. Member Requests Copy 4		Deleted	