

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 /s/
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.