

(Updated 10 Nov 20)

**Manual Preparation of DD Forms 4-1, 4-2, 4-3, 4-4
(Enlistment/Reenlistment Document-Armed Forces of the United States)**

1. General

The DD Form 4-series consists of pages 4-1, 4-2, 4-3, and 4-4 and from here on out will be referred to as DD Form 4-series. The DD Form 4-series are documents used for enlistment and reenlistment in the Armed Forces. It is, upon execution, an official legal agreement between the United States Government and the enlisted member. The DD Form 1966-series consists of 1966/1, 1966/2, 1966/3, and 1966/4 and from here on out will be referred to as DD Form 1966-series (Record of Military Processing - Armed Forces of the United States). The DD Form 1966-series is the source document for preparing the DD Form 4-series. The MEPS will prepare the DD Form 4-series, review entries with the applicant for accuracy and completeness, and ensure the applicant understands the meaning and intent of the enlistment documents. If the applicant does not understand the enlistment document, the applicant will return to the sponsoring service counselor/liaison for clarification. Special care must be taken to ensure the DD Form 4-series is prepared accurately and completely.

2. Procedures

Instructions for completing the DD Form 4-series for all services are below. The instructions apply to both the United States Military Entrance Processing Command Integrated Resource System (MIRS) and manually generated forms. However, MIRS generated forms may contain expanded data entries.

a. Corrections in items 5, 8, 18b, 19b, 19f, 20a, 21a, 21f, 22c, 23b, and 23f are not authorized and will necessitate recreation of the document. The enlistee must initial any changes or corrections in other items and sponsoring service representative, or print a new contract with corrections. Proper method of correction is to line through the incorrect information and type or print the correct information above or beside the error. If handwriting the information use a ballpoint pen with black, blue or blue-black ink. Do not use erasers, correction fluid, correction tape, or correction typewriter ribbons to make corrections. Proper correction measures must be taken or recreation of the document will be required. After the DD Form 4-series has been distributed, any corrections (including name changes) will be made by the sponsoring service; the MEPS will not redo any DEP contract.

b. Complete DD Form 4-series by typing (on the computer or a manual typewriter) or handwriting. If typing, use uppercase letters only; if handwriting, print legibly using a ballpoint pen with black, blue, or blue-black ink.

c. Complete one copy of DD Form 4 and print for signatures.

(1) Use a ballpoint pen with black, blue or blue-black ink for signatures.

(2) The enlistee must physically sign DD Form 4-series in the presence of the enlisting officer and the sponsoring service representative.

(3) The enlistee will sign with their legal signature.

d. Make the required number of signed DD Form 4-series copies on the copier.

e. Following administration of the initial oath of enlistment, attach a copy of USMEPCOM Form 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces) to the enlistee's copy of the DD Form 4-series and to the copies of the DD Form 4-series provided to the service personnel center and recruit training center.

3. Preparation instructions

The following instructions for the DD Form 4-series are standard for all services.

- a. All dates generated on MIRS will be in YYYYMMDD format.
- b. All pay grades will be in alphanumeric format (i.e., E-1, O-3, W-4, O-6(Ret)).
- c. Use Arabic numbers for all entries (i.e., 1, 2, 3).
- d. Acceptable address abbreviations are listed below. Where there is a risk of confusion, do not abbreviate.
 - (1) Court = CT
 - (2) Street = ST
 - (3) Avenue = AVE
 - (4) Parkway = PKWY
 - (5) Boulevard = BLVD
 - (6) Highway = HWY

Instructions for Completing the Printed DD Form 4-Series	
Item 1	<p>Name Using DD Form 1966-series as the source documents, enter enlistee's complete last name (including compound name, if applicable), full first name, full middle name, and any suffix such as Jr., Sr., III. If enlistee was given initial(s) rather than a first and/or middle name, enter the initial(s). Examples: O'BRIEN JAMES HENRY JR COPPERSON GEORGE ELDON MCAFEE JOHN Q SMITH-CONNALLY M HAROLD SANTIAGO GONZALEZ JESUS L NOTE: MIRS printing is limited to 61 characters including spaces. The MIRS allows for data entry of an expanded name (e.g., last name = 25 alpha characters, first name = 15 alpha characters, middle name = 15 alpha characters, suffix = 6 alpha characters). The system automatically accepts the expanded name and reduces it to 61 characters.</p>
Item 2a	<p>Social Security Number (SSN) Enter enlistee's SSN Example: 123-45-6789</p>
Item 2b	<p>DoD ID Number (Use for Reenlistments) Not applicable for initial accession enlistments.</p>

Item 3	<p>Home of Record Enter the address (street, city, State, and ZIP Code) the enlistee claims as permanent home of record. Do not abbreviate cities and towns. State abbreviations are required. If the last four numbers of the ZIP Code are unknown, leave blank. Example: 123 HAPPY LANE CHICAGO, IL 60345-1234</p>
Item 4	<p>Place of Enlistment/Reenlistment Enter enlistee’s place of enlistment/reenlistment. Example: CHICAGO MEPS, IL 60345-1234 (Place, City, State, Zip)</p>
Item 5	<p>Date of Enlistment/Reenlistment Enter enlistee’s date of enlistment/reenlistment in year, month, and day sequence. Example: 19970605 Select applicable dropdown based off Active/Reserve Component. Examples: Enlistment (Active Component) Enlistment (Reserve Component)</p>
Item 6	<p>Date of Birth Enter enlistee’s date of birth in year, month, and day sequence. Example: 19701010</p>
Item 7a and Item 7b	<p>Previous Military Service Upon Enlistment/Reenlistment Leave these items blank.</p>
Item 8	<p>Branch of Service (complete for all enlistees/reenlistees)</p>
Line 1	<p>Enter full name of the service in which the enlistee is enlisting/reenlisting. Examples: ARMY MARINE CORPS NAVY AIR FORCE SPACE FORCE COAST GUARD ARMY RESERVE MARINE CORPS RESERVE NAVAL RESERVE AIR FORCE RESERVE COAST GUARD RESERVE For enlistment/reenlistment in Army or Air National Guard, “X” out “United States” and enter ARMY NATIONAL GUARD OF THE UNITED STATES or AIR NATIONAL GUARD OF THE UNITED STATES, as appropriate.</p>
Line 2	<p>Period of Enlistment: Enter as Arabic number the period of years, months and weeks for which enlisting. Example – Years, Months and weeks: a. Always enter an 8 for applicants enlisting in a Reserve or National Guard component of the Armed Forces for the first time followed with 0 (zero) for months and 0 (zero) for weeks. b. For prior enlisted individuals enter period of years, months (0 (zero)) and weeks as requested by the sponsoring service component.</p>

Line 2	Pay grade: Enter pay grade in which enlisting. Example: E-1, E-2, E-3.
Line 4	Annex(es): Any service documents defining/amplifying promises being made to the enlistee regarding training/duty assignments, geographical area, etc., will be used as annexes. Identify by letter (A, B, C, etc.) each annex to be attached to the DD Form 4-series. If no annexes, enter "NA" for not applicable.
Item 8a	Enlistment in a Delayed Entry/Enlistment Program (DEP)
Line 2	Reporting time (military time) and date (YYYYMMDD): Enter time and date the enlistee is scheduled to return for enlistment in a regular component of the Armed Forces. Example: 0900 19970605
Line 3	Branch of Service: Enter ARMY, NAVY, AIR FORCE, SPACE FORCE, MARINE CORPS, or COAST GUARD as appropriate.
Line 3	Period of enlistment: Enter scheduled regular component enlistment period. See instructions and examples in item 8 above.
Item 8b	Remarks Always enter "NONE." This item is reserved for recording changes or modifications to the Enlistment/Reenlistment Document, as may be prescribed by the Office of the Secretary of Defense.
Item 8c	Initials of Enlistee/Reenlistee All enlistees will complete this item. NOTE: Enter enlistee's full name (last, first, middle, and suffix) and SSN in the <u>blocks</u> provided at top of DD Form 4-3. See instructions at items 1 and 2 above.
Item 13a	Certification The enlistee must read and initial this item.
Item 13b	Signature of Enlistee/Reenlistee Enlistee must sign in the presence of the enlisting officer and sponsoring Service representative, as required. A signature must be written by the Enlistee's hand and reflects the Enlistee's intent to be bound.
Item 13c	Date Signed (YYYYMMDD) Enter date enlistee signed the form. Example: 19970605
Item 14a	Branch of Service Enter ARMY, NAVY, AIR FORCE, SPACE FORCE, MARINE CORPS, COAST GUARD, or strike out with X's United States and enter ARMY NATIONAL GUARD or AIR NATIONAL GUARD, as appropriate.
Item 14b	Name of Service Counselor/Liaison Enter name in order of last, first, and middle initial or middle name.
Item 14c	Pay Grade Enter the pay grade of the service counselor/liaison. Example: E-6, E-7, GS-6, GS-7.

Item 14d	<p>Unit/Command Name Enter the service counselor's/liaison's unit of assignment. Examples: USA RECRUITING BATTALION USMC RECRUITING STATION USN RECRUITING DISTRICT 348 USAF RECRUITING SQ USCG RECRUITING OFFICE COMNAVRESCUITCOM DET 6 HHD NY ARNG HQ STARC MDARNG</p>
Item 14e	<p>Signature Prior to signing, the service counselor/liaison will verify correctness of entries and explain all applicable paragraphs of enlistment contract to enlistee. The service counselor/liaison will sign his or her name in first, middle, and last name order (initials and last name are acceptable) following signature of the enlistee/reenlistee. If individual whose name is typed in item 14b does not sign personally, individual authorized to sign will add the word "for" in front of typed name in 14b indicating their pay grade following the signature.</p>
Item 14f	<p>Date Signed (YYYYMMDD) Enter the date the service representative signed the form. Example: 19970605</p>
Item 14g	<p>Unit/Command Address Enter city, State, and ZIP Code of unit of assignment. Example: LITTLE ROCK, AR 72201-1234</p>
Item 15	<p>Confirmation of Enlistment/Reenlistment Complete for all enlistees, EXCEPT Army and Air National Guard. Immediately after "I," in the space provided, enter enlistee's full first, middle, and last name.</p>
Item 16	<p>Confirmation of Enlistment/Reenlistment Complete for Army and Air National Guard enlistees ONLY. Immediately after "I," in the space provided, enter enlistee's full first, middle, and last name. If no middle name or initial, leave blank. State of/Governor of (two entries): Enter name of State, territory, or commonwealth, as applicable, in two spaces provided.</p>
Item 17	<p>Acknowledgment of Enlistment/Reenlistment Complete for Army and Air National Guard enlistees ONLY.</p>
Line 1	<p>Date: Enter day of month, followed by "D," "ST," "RD," or "TH" as appropriate (do not precede numbers 1 through 9 with a zero). Spell out the month and enter the last two digits of the calendar year. Examples: 22D day of JULY 1997 7TH day of NOVEMBER 1997</p>
Line 2	<p>State Name: Enter State, territory, or commonwealth, as applicable. Do not abbreviate. Examples: CALIFORNIA, ARKANSAS, NEW YORK</p>
Line 3	<p>Branch of Service: Enter "ARMY" or "AIR FORCE" as appropriate. Reserve Component: Enter "ARMY" or "AIR" as appropriate.</p>
Line 4	<p>Enlistment Period: Enter period of enlistment. Fill in years, months, and days. Example: 8 years 0 months and 0 days</p>

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Item 18a	Signature Enlistee must sign in the presence of the enlisting officer and sponsoring Service representative, as required. A signature must be written by the Enlistee's hand and reflects the Enlistee's intent to be bound.
Item 18b	Date Signed (YYYYMMDD) Enter date enlistee signed the form. Example: 19970605
Item 19b	Name Enter the name of the commissioned officer that will administer the oath of enlistment. This entry MUST match the signature in item 19e. The form must be re-created if the individual whose name is recorded in this item did not administer the oath of enlistment. The MEPS commander may permit an exception if an emergency occurs (e.g., sickness), or if recreating the form would result in shipment delay or holdover cost to the Government. See USMEPCOM Reg 601-23, paragraph 2-2a on correction procedures.
Item 19c	Pay Grade Enter pay grade of enlistment officer. Examples: O-5, O-3, W-2
Item 19d	Unit/Command Name Enter the name of the MEPS where the enlistment took place. If enlisting officer is retired, enter the service followed by retired (e.g., USAF Retired). Example: MILWAUKEE MEPS
Item 19e	Signature The officer identified in item 19b will sign his or her official signature (the same signature used for official actions as a commissioned officer) following signature of the enlistee/reenlistee. The officer may use an initial or initials in place of first and middle names, if used as an official signature.
Item 19f	Date Signed (YYYYMMDD) Enter date enlisting officer signed the form. Example: 19970605
Item 19g	Unit/Command Address Enter the city, State, and ZIP Code of the MEPS. Leave this item blank in the case of a retired officer. NOTE 1: Record enlistee's/reenlistee's full name in order of last, first, and middle name and SSN in the blocks provided at the top of DD Form 4-4. See instructions at items 1 and 2 above. If official change in name has occurred (e.g., due to marriage), enter new name. Also enter in black, blue or blue-black ink above the incorrect name on DD Form 4-1, item 1 "SEE DD FORM 4-3 (NAME CHANGE)." NOTE 2: Check the SSN recorded on DD Form 4-1, item 2, for accuracy. If it is incorrect, line through the entry and type or handwritten the correct SSN.
Item 20a	Branch of Service
Line 2	Enter ARMY, NAVY, AIR FORCE, SPACE FORCE, MARINE CORPS, COAST GUARD as appropriate.
Line 2	Period of Enlistment: Enter as Arabic numbers period of years for which enlisting (e.g., 4). Enter 0 (zero) for months. When applicable, as in the case of enlistment for 3 years and 14-, 15-, 16-, or 17-week period under Army COHORT Enlistment Option, enter the period of weeks as Arabic numbers (e.g., 14). Otherwise, leave blank or enter 0 (zero).
Lines 4 and 5	Annex(es): If enlistment options or programs have changed since enlistment in DEP, record the new annex(es) and also record the annex(es) shown in item 8 which has been

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	superseded. Superseded annexes will not be removed from the DD Form 4-1, item 8. They will remain attached and new annex(es) will be added to the DD Form 4-4. If there is no change to enlistment option/program, enter “NA” in both spaces.
Item 20b	Signature of DEP Enlistee Enlistee must sign in the presence of the enlisting officer and sponsoring Service representative, as required. A signature must be written by the Enlistee's hand and reflects the Enlistee's intent to be bound.
Item 20c	Date Signed (YYYYMMDD) Enter the date the enlistee signed the form. Example: 19970605
Item 21a	Branch of Service Enter ARMY, NAVY, AIR FORCE, SPACE FORCE, MARINE CORPS, COAST GUARD.
Line 2	Pay grade: Enter the pay grade in which enlisting. Example: E-2, E-3, E-4.
Item 21b	Name of Service Counselor/Liaison Enter name in order of last, first, and middle initial or middle name.
Item 21c	Pay Grade Enter the pay grade of the service counselor/liaison. Example: E-7
Item 21d	Unit/Command Name Enter the service counselor's/liaison's unit of assignment. Examples: USN RECRUITING DISTRICT 3 HHD NYARNG USMC RECRUITING STATION HQ STARC MDARNG USCG RECRUITING OFFICE USA RECRUITING BN COMNAVRECRUITCOM DET 6 USAF RECRUITING SQ
Item 21e	Signature Prior to signing, the service counselor/liaison will verify correctness of entries and explain all applicable paragraphs of enlistment contract to enlistee. Service counselor/liaison will sign their name in first, middle, and last name order (initials and last name are acceptable) following signature of the enlistee/reenlistee. If individual whose name is typed in item 21b does not sign personally, individual authorized to sign will add the word “for” in front of typed name in 21b and show their pay grade following the signature.
Item 21f	Date Signed (YYYYMMDD) Enter the date the service counselor/liaison signed the form. Example: 19970605
Item 21g	Unit/Command Address Enter city, State, and ZIP Code of unit of assignment. Example: LITTLE ROCK, AR 72201-1234
Item 22a	Confirmation of Enlistment/Reenlistment Immediately after “I,” in the space provided, enter the enlistee's full first, middle, and last name.

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Item 22b	<p>Signature Enlistee must sign in the presence of the enlisting officer and sponsoring Service representative, as required. A signature must be written by the Enlistee's hand and reflects the Enlistee's intent to be bound.</p>
Item 22c	<p>Date Signed (YYYYMMDD) Enter the date the enlistee signed the form. Example: 19970605</p>
Item 23b	<p>Name Enter the name of the commissioned officer that will administer the oath of enlistment. This entry must match the signature in item 23e. The form must be recreated if the individual whose name is recorded in this item did not administer the oath of enlistment. The MEPS commander may permit an exception, if an emergency occurs (e.g., sickness,) or if recreating the form would result in shipment delay or holdover cost to the Government. See paragraph 2-2a on correction procedures.</p>
Item 23c	<p>Pay Grade Enter the pay grade of the enlistment officer. Examples: O-5, O-3, W-2, O-6(Ret).</p>
Item 23d	<p>Unit/Command Name Enter the name of the MEPS where the enlistment took place. If enlisting officer is retired, enter the service followed by the word retired (i.e., USAF Retired). Example: MILWAUKEE MEPS</p>
Item 23e	<p>Signature The officer identified in item 19b/23b will record his or her official signature (the same signature used for official actions as a commissioned officer). The officer may use an initial or initials in place of first and middle names, if used as an official signature.</p>
Item 23f	<p>Date Signed (YYYYMMDD) Enter the date the officer signed the form. Example: 19970605</p>
Item 23g	<p>Unit/Command Address Enter the city, State, and ZIP Code of the MEPS. Leave this item blank in the case of a retired officer.</p>