



TOGETHER WE SERVED

Save Our Veterans Stories

This Help Guide enables you to organize and gather all information associated with your Veteran Family Member's military service, ready for you to post to their Military Service Page on TogetherWeServed.net. Once completed, beautiful "Shadow Box" and "Plaque" presentations of their entire military service, including all insignia, badges, medals, photos and memories are available for you to print out and frame, or share with other family members via your own personal web address. Your Veteran will also be honored on Together We Served's "[Roll of Honor](#)".

Obtaining a Copy of Your Veterans Discharge Certificate

When your Veteran was discharged from service, he or she would have obtained a Discharge Certificate – generally called a DD-214 – see example on Page 3. This can be useful in helping you complete your Veteran's Military Service Page if your Veteran is unavailable. If you don't have a copy of your Veteran's Discharge Certificate, a copy may be requested at the following government website.

<https://www.archives.gov/veterans/military-service-record>

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Military Service Information

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- 6. Units and Duty Stations Assigned To*
- 7. Combat and Non-Combat Operations Participated In*



U.S.A.F. ASSISTED VETERAN HELP GUIDE

GETTING STARTED

Step 1 – First Gather Your Veteran’s Service Information Using This Help Guide

- Gather your Veteran’s discharge certificate, if available, along with all service photos, medals and awards, insignia, badges and citations.
- Work with your Veteran to enter as much information as possible into the Help Guide. Mark all the medal ribbons, insignia and badges awarded. Scan discharge certificate and service photos to upload to their service page albums.
- Now you are ready to start building their Military Service Page which you can share with other family members.

Step 2 - Build Your Veteran’s Military Service Page On Together We Served

- After joining Together We Served as a Family Member, enter all the information gathered on the Help Guide into your Veteran’s Military Service Page using the ‘Add’ button in each section. Need help? Our online Help Desk is just a click away!
- A complete service history will appear, with medal ribbons worn exactly as on uniform and all badges, insignia and unit patches correctly displayed.
- Add their photos to designated photo albums - an album is available for each event in their service career - boot camp, each assignment, combat mission etc. Click the Edit button in any category to add photos to an event in that category. eg a duty station in the Assignments category.
- Click on the ‘Shadow Box’ and ‘Mini-Plaque’ buttons on your Veteran’s Profile Page to view unique and beautifully illustrated presentations of your Veteran’s military service which can be shared or printed out and framed.

Step 3 - Capture Your Veteran’s Service Memories In Their Own Words

- A unique feature of Together We Served is Service Reflections - your Veteran’s military memories which become an integral part of their ‘Shadow Box’.
- Service Reflections is an easy to complete self-interview designed to help your Veteran remember key people and events from their military service supported by photographs.
- Once their written Reflections is completed, your Veteran is well prepared to recount their military memories in a video record if you choose to do so.
- Using the Reflections Interview Questions to guide the session, record your Veteran remembering their service using any recording device - smartphone, tablet or video camera. You can now upload your video to YouTube and insert the link in the Reflections section of their Together We Served military service page for the most complete, and most shareable, record of your Veteran’s military history available.



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SAMPLE U.S. AIR FORCE DISCHARGE CERTIFICATE – DD FORM 214

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) ELWOOD JAMES STEPHEN 1		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE - REGAF		3. SOCIAL SECURITY NO. 000 000 0000	
4.a. GRADE, RATE OR RANK SMSGT 2		4.b. PAY GRADE E8 9		5. DATE OF BIRTH (YYMMDD) 1947 APR 24	
7.a. PLACE OF ENTRY INTO ACTIVE DUTY FAIRBORN OH 8			7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) ST LOUIS MO 05 NOV 1990		
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 2853 CES (AFLC) 5			8.b. STATION WHERE SEPARATED ROBINS AFB GA		
9. COMMAND TO WHICH TRANSFERRED NOT APPLICABLE 3, 4				10. SGLI COVERAGE None Amount: \$ 50,000	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 29150-TELEPHONE SWITCHBOARD OPERATOR, 2 YEARS, 7 MOS 31653-INSTRUMENTATION SPECIALIST, 6 YEARS, 10 MOS 55390-ENGINEERING ASSISTANT SUPERINTENDENT, 16 YEARS 6				12. RECORD OF SERVICE	
				a. Date Entered AD This Period 1971 AUG 17	
				b. Separation Date This Period 1990 OCT 31	
				c. Net Active Service This Period 19 02 14	
				d. Total Prior Active Service 03 09 21	
				e. Total Prior Inactive Service 01 03 29	
				f. Foreign Service 06 06 05	
				g. Sea Service 00 00 00	
				h. Effective Date of Pay Grade 1989 JUN 01	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) MERITORIOUS SERVICE MEDAL W/2 DEVICES; AIR FORCE OUTSTANDING UNIT AWARD WITH VALOR DEVICE W/3 DEVICES; AIR FORCE COMMENDATION MEDAL W/2 DEVICES; AIR FORCE ORGANIZATIONAL EXCELLENCE AWARD; AIR FORCE GOOD CONDUCT MEDAL W/6 DEVICES; NATIONAL DEFENSE SERVICE MEDAL; VIETNAM					
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NCO LEADERSHIP SCHOOL, 4 WEEKS, JUL 73; NCO ACADEMY, 6 WEEKS, SEP 76; SENIOR NCO ACADEMY, 8 WEEKS, JUL 87; COMMUNICATIONS CENTER SPECIALIST, 13 WEEKS, OCT 66; SITE DEVELOPMENT SPECIALIST, 18 WEEKS, SEP 72; MANAGEMENT FOR USAF SUPERVISORS, 50 HOURS, SEP 73; 7					
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	
		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		16. DAYS ACCRUED LEAVE PAID -0.5-	
17. SEPARATION REASON 18. 1 19. 2 20. 3 21. 4 22. 5 23. 6 24. 7 25. 8 26. 9 27. 10 28. 11 29. 12 30. 13 31. 14 32. 15 33. 16 34. 17 35. 18 36. 19 37. 20 38. 21 39. 22 40. 23 41. 24 42. 25 43. 26 44. 27 45. 28 46. 29 47. 30 48. 31 49. 32 50. 33 51. 34 52. 35 53. 36 54. 37 55. 38 56. 39 57. 40 58. 41 59. 42 60. 43 61. 44 62. 45 63. 46 64. 47 65. 48 66. 49 67. 50 68. 51 69. 52 70. 53 71. 54 72. 55 73. 56 74. 57 75. 58 76. 59 77. 60 78. 61 79. 62 80. 63 81. 64 82. 65 83. 66 84. 67 85. 68 86. 69 87. 70 88. 71 89. 72 90. 73 91. 74 92. 75 93. 76 94. 77 95. 78 96. 79 97. 80 98. 81 99. 82 100. 83 101. 84 102. 85 103. 86 104. 87 105. 88 106. 89 107. 90 108. 91 109. 92 110. 93 111. 94 112. 95 113. 96 114. 97 115. 98 116. 99 117. 00 118. 01 119. 02 120. 03 121. 04 122. 05 123. 06 124. 07 125. 08 126. 09 127. 10 128. 11 129. 12 130. 13 131. 14 132. 15 133. 16 134. 17 135. 18 136. 19 137. 20 138. 21 139. 22 140. 23 141. 24 142. 25 143. 26 144. 27 145. 28 146. 29 147. 30 148. 31 149. 32 150. 33 151. 34 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402. 85 403. 86 404. 87 405. 88 406. 89 407. 90 408. 91 409. 92 410. 93 411. 94 412. 95 413. 96 414. 97 415. 98 416. 99 417. 00 418. 01 419. 02 420. 03 421. 04 422. 05 423. 06 424. 07 425. 08 426. 09 427. 10 428. 11 429. 12 430. 13 431. 14 432. 15 433. 16 434. 17 435. 18 436. 19 437. 20 438. 21 439. 22 440. 23 441. 24 442. 25 443. 26 444. 27 445. 28 446. 29 447. 30 448. 31 449. 32 450. 33 451. 34 452. 35 453. 36 454. 37 455. 38 456. 39 457. 40 458. 41 459. 42 460. 43 461. 44 462. 45 463. 46 464. 47 465. 48 466. 49 467. 50 468. 51 469. 52 470. 53 471. 54 472. 55 473. 56 474. 57 475. 58 476. 59 477. 60 478. 61 479. 62 480. 63 481. 64 482. 65 483. 66 484. 67 485. 68 486. 69 487. 70 488. 71 489. 72 490. 73 491. 74 492. 75 493. 76 494. 77 495. 78 496. 79 497. 80 498. 81 499. 82 500. 83 501. 84 502. 85 503. 86 504. 87 505. 88 506. 89 507. 90 508. 91 509. 92 510. 93 511. 94 512. 95 513. 96 514. 97 515. 98 516. 99 517. 00 518. 01 519. 02 520. 03 521. 04 522. 05 523. 06 524. 07 525. 08 526. 09 527. 10 528. 11 529. 12 530. 13 531. 14 532. 15 533. 16 534. 17 535. 18 536. 19 537. 20 538. 21 539. 22 540. 23 541. 24 542. 25 543. 26 544. 27 545. 28 546. 29 547. 30 548. 31 549. 32 550. 33 551. 34 552. 35 553. 36 554. 37 555. 38 556. 39 557. 40 558. 41 559. 42 560. 43 561. 44 562. 45 563. 46 564. 47 565. 48 566. 49 567. 50 568. 51 569. 52 570. 53 571. 54 572. 55 573. 56 574. 57 575. 58 576. 59 577. 60 578. 61 579. 62 580. 63 581. 64 582. 65 583. 66 584. 67 585. 68 586. 69 587. 70 588. 71 589. 72 590. 73 591. 74 592. 75 593. 76 594. 77 595. 78 596. 79 597. 80 598. 81 599. 82 600. 83 601. 84 602. 85 603. 86 604. 87 605. 88 606. 89 607. 90 608. 91 609. 92 610. 93 611. 94 612. 95 613. 96 614. 97 615. 98 616. 99 617. 00 618. 01 619. 02 620. 03 621. 04 622. 05 623. 06 624. 07 625. 08 626. 09 627. 10 628. 11 629. 12 630. 13 631. 14 632. 15 633. 16 634. 17 635. 18 636. 19 637. 20 638. 21 639. 22 640. 23 641. 24 642. 25 643. 26 644. 27 645. 28 646. 29 647. 30 648. 31 649. 32 650. 33 651. 34 652. 35 653. 36 654. 37 655. 38 656. 39 657. 40 658. 41 659. 42 660. 43 661. 44 662. 45 663. 46 664. 47 665. 48 666. 49 667. 50 668. 51 669. 52 670. 53 671. 54 672. 55 673. 56 674. 57 675. 58 676. 59 677. 60 678. 61 679. 62 680. 63 681. 64 682. 65 683. 66 684. 67 685. 68 686. 69 687. 70 688. 71 689. 72 690. 73 691. 74 692. 75 693. 76 694. 77 695. 78 696. 79 697. 80 698. 81 699. 82 700. 83 701. 84 702. 85 703. 86 704. 87 705. 88 706. 89 707. 90 708. 91 709. 92 710. 93 711. 94 712. 95 713. 96 714. 97 715. 98 716. 99 717. 00 718. 01 719. 02 720. 03 721. 04 722. 05 723. 06 724. 07 725. 08 726. 09 727. 10 728. 11 729. 12 730. 13 731. 14 732. 15 733. 16 734. 17 735. 18 736. 19 737. 20 738. 21 739. 22 740. 23 741. 24 742. 25 743. 26 744. 27 745. 28 746. 29 747. 30 748. 31 749. 32 750. 33 751. 34 752. 35 753. 36 754. 37 755. 38 756. 39 757. 40 758. 41 759. 42 760. 43 761. 44 762. 45 763. 46 764. 47 765. 48 766. 49 767. 50 768. 51 769. 52 770. 53 771. 54 772. 55 773. 56 774. 57 775. 58 776. 59 777. 60 778. 61 779. 62 780. 63 781. 64 782. 65 783. 66 784. 67 785. 68 786. 69 787.					



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Basic Veteran Information (Numbers Reference Red Numbers on Discharge Certificate)

Name (1)	Last Name:	Initial:	First Name:
Nickname/ Military Codename			
Final Rank (2)			
State / Zip Code of Residence	State:	Zip:	
Date of Birth (9) Home Town (8)	Date of Birth (9):	Home Town (8):	
State/ Country of Birth	State of Birth:	Country of Birth:	
Contact Phone Number			
Contact E-mail Address			
Service Years (3) (4)	Start Date (3):	Separation Date (4):	
Service Status (Circle)	a) Veteran b) Retired c) Active d) Reserve		
Last Air Force Specialty Code (6)			
Last Squadron or Duty Station Assigned To (5)			
Language(s) Spoken			



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Medals and Awards (See Medals Reference in Appendix)

Medals and Awards (7)

If a medal was awarded more than once, list each award separately along with its year of award.

1. Name:

Year:

2. Name:

Year:

3. Name:

Year:

4. Name:

Year:

5. Name:

Year:

6. Name:

Year:

7. Name:

Year:

8. Name:

Year:

9. Name:

Year:

10. Name:

Year:

11. Name:

Year:

12. Name:

Year:

13. Name:

Year:

14. Name:

Year:

15. Name:

Year:

16. Name:

Year:

17. Name:

Year:

18. Name:

Year:

19. Name:

Year:

20. Name:

Year:



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Service History: Recruit Or Officer Training and Assignments

Recruit or Officer Training (Basic Training)	Training School Name:	Squadron:
	Location:	Flight:
	Month: _____ Year _____	

Assignment #1 Squadron Duty Station Formal Schools	Squadron, Duty Station or Formal School:	Rank:
	Start Year: _____ End Year: _____	Job Code:
		Location:

Assignment #2	Squadron, Duty Station or Formal School:	Rank:
	Start Year: _____ End Year: _____	Job Code:
		Location:

Assignment #3	Squadron, Duty Station or Formal School:	Rank:
	Start Year: _____ End Year: _____	Job Code:
		Location:

Assignment #4	Squadron, Duty Station or Formal School:	Rank:
	Start Year: _____ End Year: _____	Job Code:
		Location:

Assignment #5	Squadron, Duty Station or Formal School:	Rank:
	Start Year: _____ End Year: _____	Job Code:
		Location:

Assignment #6	Squadron, Duty Station or Formal School:	Rank:
	Start Year: _____ End Year: _____	Job Code:
		Location:



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Assignment #7	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #8	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #9	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #10	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #11	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #12	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #13	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #14	Squadron, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:



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Service History: Combat and Non-Combat Operations

**Combat /
Non-Combat
Operations #1**

Name of Operation:

Dates of Operation:

Memories:

**Combat /
Non-Combat
Operations #2**

Name of Operation:

Dates of Operation:

Memories:

**Combat /
Non-Combat
Operations #3**

Name of Operation:

Dates of Operation:

Memories:



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Combat / Non-Combat Operations #4	Name of Operation: Dates of Operation: Memories:
Combat / Non-Combat Operations #5	Name of Operation: Dates of Operation: Memories:
Combat / Non-Combat Operations #6	Name of Operation: Dates of Operation: Memories:



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Combat / Non-Combat Operations #7	Name of Operation: Dates of Operation: Memories:
Combat / Non-Combat Operations #8	Name of Operation: Dates of Operation: Memories:
Combat / Non-Combat Operations #9	Name of Operation: Dates of Operation: Memories:



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