



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>

Contents:

Military Service Information

- 1. Brief Overview - "Getting Started"*
- 2. Your Veteran's Discharge Certificate Explained*
- 3. Basic Veteran Military Service Information*
- 4. Medals and Ribbons Awarded*
- 5. Boot Camp or Officer Training School Attended*
- 6. Units and Duty Stations Assigned To*
- 7. Combat and Non-Combat Operations Participated In*



U.S.C.G. 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.



U.S.C.G. ASSISTED VETERAN HELP GUIDE

SAMPLE U.S. COAST GUARD 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) 1		2. DEPARTMENT, COMPONENT AND BRANCH TRANSPORTATION USCG		3. SOCIAL SECURITY NO.	
4.a. GRADE, RATE OR RANK TTC 2,6		4.b. PAY GRADE E7		5. DATE OF BIRTH (YYMMDD) 9	
6. RESERVE OBLIG. TERM. DATE Year NA Month NA Day NA			7.a. PLACE OF ENTRY INTO ACTIVE DUTY SAVANNAH, GA		
7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) SAVANNAH, GA 8			8. FIRST DUTY ASSIGNMENT AND MAJOR COMMAND CG COMMSTA KODIAK 5		
9. STATION WHERE SEPARATED CG COMMSTA KODIAK, AK			10. SGLI COVERAGE None <input type="checkbox"/> Amount: \$ 100000		
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.) NOT APPLICABLE X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X		12. RECORD OF SERVICE		13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) COAST GUARD ACHIEVEMENT MEDAL; COAST GUARD COMMANDANT'S LETTER OF COMMENDATION RIBBON; COAST GUARD UNIT COMMENDATION RIBBON; THIRD COAST GUARD MERITORIOUS UNIT COMMENDATION RIBBON; (SEE REMARKS) X X X 7	
		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) DEFENSIVE DRIVING COURSE, 04 HOURS, 87; REQUEST DATABASE MANAGEMENT COURSE 01 WEEK, 89; MITEL SX-10/20 TELEPHONE SYSTEM COURSE, 02 WEEKS, 89 X		15. 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 checked="" type="checkbox"/> <input type="checkbox"/>		16. DAYS ACCRUED LEAVE PAID NONE	
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
18. REMARKS 1: Name 2: Rank (Note first 2 letters = rating. Letters or number = rank) CM = MCPO; CS= SCPO; C = CPO; 1 = PO1; 2 = PO2; 3 = PO3; 3: Service Entered Date 4: Separation Date 5: Last Vessel or Duty Station 6: Last Rating (First 2 Letters of 2. eg TT = Telephone Technician) 7: Detail of Medals Awarded 8: Home Town 9: Date of Birth					
19. DAYS OF TIME LOST DURING THIS PERIOD				20. MEMBER REQUESTS COPY 4 <input type="checkbox"/> Initials	

DD Form 214, NOV 88 Previous editions are obsolete. SERVICE - 2



U.S.C.G. ASSISTED VETERAN HELP GUIDE

Coast Guard Job Rating Codes (eg TTC is a Chief Petty Officer with TT (Telephone Tech) Job Code)

AC	Air Controlman (1949-1952)
ACM	Aviation Carpenters Mate (1934-1948)
AD	Aviation Machinist's Mate (1948-Present)
AE	Aviation Electrician's Mate (1956-1999)
AG	Aerographer's Mate (1942-1968)
AL	Aviation Electronics Mate/Airborne Radioman (1948-1965)
AM	Aviation Metalsmith (1930-1999)
AM	Aviation Structural Mechanic (1948-Present)
AMT	Aviation Maintenance Technician (1999-Present)
AO	Aviation Ordnanceman (1948-1969)
ASM	Aviation Survival Technician (1969-1999)
AST	Aviation Survival Technician (1999-2004)
AT	Aviation Electronics Technician (1965-1998)
BM	Boatswain's Mate (1920-Present)
BML	Boatswain's Mate Lifesaving (1915-1920)
BT	Boilertender (1948-1974)
CS	Commissaryman (1948-1973)
DC	Damage Controlman (1948-Present)
DN	Dentalman (1948-1983)
DR	Dentalman Recruit (1948-1983)
DT	Dental Technician (1948-1983)
E	Electrician (1915-1920)
EM	Electrician's Mate (1920-Present)
EMT	Electrician (E) (1943-1960)
EN	Engineman (1934-1973)
ET	Electronics Technician (1948-2004)
ETN	Electronics Technicians Communications (1948-1991)
ETN	Electronics Technicians Communications
FC	Fire Controlman (1942-1955)
FS	Food Service Specialist (1996-Present)
FT	Fire Control (1955-2003)
GM	Gunner's Mate (1929-Present)
HM	Hospital Corpsman (1948-1983)
HS	Health Service Technician (1983-Present)
IS	Intelligence Specialist (2008-Present)
ISM	Information Systems Management
ISS	Intelligence System Specialist
IT	Information Systems Technician (2003-Present)
IV	Investigator (1982-Present)
JO	Journalist (1948-1972)
ME	Maritime Enforcement Specialist



U.S.C.G. ASSISTED VETERAN HELP GUIDE

MK	Machinery Technician (1974-Present)
MM	Machinist's Mate (1920-1974)
MoMM	Motor Machinist's Mate 1(934-1949)
MSS	Maritime Safety Specialist Deck
MST	Marine Science Technician (1968-Present)
MU	Musician (1925-Present)
OS	Operations Specialist (2003-Present)
PA	Public Affairs Specialist (1972-Present)
PH	Photographer's Mate (1939-1972)
PR	Parachute Rigger (1942-1969)
PS	Port Security Specialist (1999-2010)
QM	Quartermaster (1934-2003)
RD	Radarman (1948-2003)
RDm	Radarman (1942-1948)
RM	Radioman (1920-1994)
SD	Steward (1944-1973)
SHT	Ships Serviceman (1941-1945)
SK	Storekeeper (1920-Present)
SM	Signalman (1921-1948)
SO	Steward (1944-1973)
SO	Sonarman (1943-1970)
SS	Subsistence Specialist (1973-1996)
ST	Sonar Technician (1970-1993)
TC	Telecommunications Specialists (1970-1993)
TT	Telephone Technician (1960-2003)
YN	Yeoman (1948-Present)
YN	Yeoman (1934-1948)



U.S.C.G. ASSISTED VETERAN HELP GUIDE

Basic Veteran Information (Numbers Reference Red Numbers on Discharge Certificate)			
Name (1)	Last Name:	Initial:	First Name:
Nickname/ Military Codename			
Final Rank (2)		Color of Sleeve Chevrons: Red [] Gold []	
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 Rating + Job Specialty Code (2) (6)	Last Rating (2)	Last Specialty Code (6)	
Last Ship or Duty Station Assigned To (5)			
Hashmarks (Service Stripes on Sleeve)	Number of Diagonal Stripes:		
Breast Badges Shown on Uniform (See Appendix to Identify)	Primary Breast Badge (Above Ribbons):	Secondary Breast Badge (Below Ribbons):	
Language(s) Spoken			



U.S.C.G. ASSISTED VETERAN HELP GUIDE

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:



U.S.C.G. ASSISTED VETERAN HELP GUIDE

Service History: Recruit Or Officer Training and Assignments

Recruit or Officer Training (Boot Camp)	Training School Name:	Company:
	Location:	Platoon:
	Month: _____ Year _____	

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

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

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

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

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

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



U.S.C.G. ASSISTED VETERAN HELP GUIDE

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



U.S.C.G. ASSISTED VETERAN HELP GUIDE

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:



U.S.C.G. ASSISTED VETERAN HELP GUIDE

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:



U.S.C.G. ASSISTED VETERAN HELP GUIDE