



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.M.C. 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.M.C. ASSISTED VETERAN HELP GUIDE

SAMPLE U.S. MARINE CORPS DISCHARGE CERTIFICATE – DD FORM 214

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

1. LAST NAME-FIRST NAME-MIDDLE NAME BARRETT, John Paul 1		2. SERVICE NUMBER 243668		3. SOCIAL SECURITY NUMBER		
4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS United States Marine Corps		5a. GRADE, RATE OR RANK Cpl. 2	5b. PAY GRADE E-4	6. DATE OF RANK DAY MONTH YEAR 09 Feb 70	7. U. S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
7. U. S. CITIZEN		8. PLACE OF BIRTH (City and State or Country) Franklin County, Virginia		9. DATE OF BIRTH DAY MONTH YEAR 06 Feb 51	10a. SELECTIVE SERVICE NUMBER See Remarks	
10b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE See Remarks		11a. TYPE OF TRANSFER OR DISCHARGE Transferred to Marine Corps Reserve		11b. STATION OR INSTALLATION AT WHICH EFFECTED Camp Lejeune, N. C. 4		
12. REASON AND AUTHORITY 6012.1A Marine Corps Separation and Retirement Manual		13a. CHARACTER OF SERVICE HONORABLE		13b. DATE OF EFFECTIVE DATE 13 Apr 70		
14. LAST DUTY ASSIGNMENT AND MAJOR COMMAND StbMar, 2dMarDiv, FMF, CamLej, N. C. 5		15. REENLISTMENT CODE RE-1		16. TERMINAL DATE OF RESERVE/UNIT'S OBLIGATION DAY MONTH YEAR 11 Feb 74		
17. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY: <input checked="" type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input type="checkbox"/> OTHER		18. PRIOR REGULAR ENLISTMENTS None		19. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SVC Private E-1		
20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) Richmond, Virginia		21. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code) 608 Dale Avenue Roanoke, Virginia 24013 8		22. STATEMENT OF SERVICE		
23a. SPECIAL NUMBER & TITLE Engineer Equipment Operator 1345		23b. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER Automobile Mechanic 620.281		24. MEDALS, RIBBONS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED		
25. EDUCATION AND TRAINING COMPLETED High School 1 year MCI Washington D. C. NCO Leadership		26. VA AND EMP. SERVICE DATA		27. MONTH ALLOTMENT DISCONTINUED N/A		
28. REMARKS National Defense Service Medal Vietnamese Service Medal w/1* Meritorious Mast		29. DETAIL OF MEDALS AWARDED Vietnamese Campaign Medal w/dev Combat Action Ribbon Good Conduct Medal 7		30. AUTHENTICATION		

C. F. BARRETT, Captain, USMC, Admin

DD FORM 214 MC (1900) PREVIOUS EDITIONS OF ARMED FORCES OF THE UNITED STATES THIS FORM ARE OBSOLETE REPORT OF TRANSFER OR DISCHARGE 5/N-0101-880-2301 52/OQR OR HQMC-2

- 1: Name
- 2: Rank
- 3: Service Entered Date
- 4: Separation Date
- 5: Last Unit
- 6: Last Military Occupation Specialty (MOS)
- 7: Detail of Medals Awarded
- 8: Home Town
- 9: Date of Birth



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

Name (1)	Last Name:	Initial:	First Name:
Nickname/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 Military Occupational Specialty Number (6)			
Last Unit or Duty Station Assigned To (5)			
Hashmarks (Service Stripes on Sleeve)	Number of Diagonal Stripes: Number of Horizontal Stripes:		
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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Assignment #7	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #8	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #9	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #10	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #11	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #12	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #13	Unit, Duty Station or Formal School: Start Year: End Year:	Rank: Job Code: Location:
Assignment #14	Unit, 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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