



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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GETTING STARTED

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

- First locate your Veteran’s discharge certificate if available. Work with your Veteran to enter as much information as you can from this certificate into the Basic Veteran Information page. You will use this information during the Join process.
- On the Help Guide, identify and mark all the medal ribbons, insignia and badges awarded to your Veteran. Scan their discharge certificate and all military photos.
- Now you are ready to start building your Veterans Military Service Page.

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

- After joining Together We Served.org 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? Contact our online Help Desk at bottom left.
- A complete service history will begin to 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 section of their Military Service Page to add photos to an event in that section. eg add related photos to a specific duty station in the Assignments section.
- 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.

- A unique feature of your Veteran’s Military Service Page is a section called ‘Service Reflections’. Service Reflections is an easy to complete self-interview designed to help your Veteran remember key people and events from their military service
- The Service Reflections interview questions are contained in this Help Guide. Your Veteran may wish to write their own answers which you can then enter into the Service Reflections section of their Profile Page. Each question may be answered on at a time.
- Once your Veteran has completed their Reflections, you can choose to have your Veteran recount their military memories in a video record. Using the Reflections Interview Questions to guide the session, you can record your Veteran reflecting back using any recording device - smartphone, tablet or video camera.
- You can now upload your recorded video to your YouTube account and insert the YouTube Share link in the Service Reflections section of their Together We Served Military Service Page.



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SAMPLE U.S. ARMY AIR FORCE DISCHARGE FORM

ENLISTED RECORD AND REPORT OF SEPARATION HONORABLE DISCHARGE

1. LAST NAME - FIRST NAME - MIDDLE INITIAL SEELY ROBERT E 1			2. ARMY SERIAL NO. 38 328 909		3. GRADE SGT 2		4. ARM OR SERVICE AC		5. COMPONENT AUS				
6. ORGANIZATION 558TH BOMB SQ 5			7. DATE OF SEPARATION 26 NOV 45 4		8. PLACE OF SEPARATION SEP CEN CP SHELBY MISS								
9. PERMANENT ADDRESS FOR MAILING PURPOSES MAMOU EVANGELINE LA 8			10. DATE OF BIRTH 15 AUG 22 9		11. PLACE OF BIRTH MAMOU LA								
12. ADDRESS FROM WHICH EMPLOYMENT WILL BE BOUGHT SEE 9			13. COLOR EYES BLUE		14. COLOR HAIR BLACK		15. HEIGHT 5' 11 1/2"		16. WEIGHT 172 lbs		17. NO. DEPEND. 0		
18. RACE WHITE <input checked="" type="checkbox"/> NEGRO <input type="checkbox"/> OTHER (specify)		19. MARITAL STATUS SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> OTHER (specify)		20. U.S. CITIZEN YES <input type="checkbox"/> NO <input type="checkbox"/>		21. CIVILIAN OCCUPATION AND NO. AUTOMOBILE SERVICEMAN 7-60 500							
MILITARY HISTORY													
22. DATE OF INDUCTION 15 OCT 42			23. DATE OF ENLISTMENT 29 OCT 42 3			24. DATE OF ENTRY INTO SERVICE 29 OCT 42			25. PLACE OF ENTRY INTO SERVICE SHREVEPORT LA				
26. REGISTERED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		27. LOCAL S.S. BOARD NO. 1		28. COUNTY AND STATE EVANGELINE LA			29. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE SEE 9						
30. MILITARY OCCUPATIONAL SPECIALTY AND NO. 757			31. MILITARY QUALIFICATION AND DATE (i.e., infantry, aviation and marksmanship badges, etc.) 6 RADIO OPERATOR, MACHINE GUNNER NKM P JAN 44										
32. BATTLES AND CAMPAIGNS NORTH APENNINES, NORTHERN FRANCE, ARDENNES, RHINELAND, CENTRAL EUROPE													
33. DECORATIONS AND CITATIONS 7 ATO MED; EAMETO MED; GOOD CONDUCT MED; AIR MEDAL WITH ONE BRONZE OLC; DIS UNIT BADGE; WORLD WAR II VICTORY MEDAL													
34. WOUNDS INCURRED IN ACTION NONE													
35. LATEST IMMUNIZATION DATES				36. SERVICE OUTSIDE CONTINENTAL U.S. AND RETURN									
SYPHUS		TYPHOID		TETANUS		OTHER (specify)		DATE OF DEPARTURE		DESTINATION		DATE OF ARRIVAL	
FEB 44		JAN 44		FEB 44		YF SEP 44 TYPHUS JUN 45		8 JAN 45		EAMETO		16 JAN 45	
37. TOTAL LENGTH OF SERVICE						38. HIGHEST GRADE HELD							
CONTINENTAL SERVICE			FOREIGN SERVICE			38. HIGHEST GRADE HELD							
YEARS		MONTHS		DAYS		YEARS		MONTHS		DAYS		SGT	
2		3		0		05		10		12		?	
39. PRIOR SERVICE NONE													
40. REASON FOR SEPARATION AR 6													
41. SERVICE TYPE GRAD													
42. EDUCATION (Years) Grammar 7 High School 4 College 1													
43. LENGTH OF SERVICE YEARS 3 MONTHS 1													
44. KIND OF SERVICE X													
45. SIGNATURE OF PERSON BEING SEPARATED Robert E. Seely													
46. PERSONNEL OFFICER (Type name, grade and organization - signature) AVA P LEATHERMAN 1ST LT WAC													

- 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/ Military Codename			
Final Rank (2)			
State / Zip Code of Residence	State:	Zip:	
Date of Birth (9)	Date of Birth (9):	Home Town (8):	
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		
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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Service History: Recruit Or Officer Training and Assignments

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