

MENTAL HEALTH DISCHARGE PLAN TEMPLATE Manual

mental health discharge plan template

A mental health discharge plan template serves as an essential tool to ensure a safe, coordinated, and effective transition from inpatient or outpatient mental health services to independent living or community-based care. Developing a comprehensive discharge plan is vital for promoting continuity of care, reducing the risk of relapse, and empowering individuals to manage their mental health confidently. This template provides healthcare professionals, case managers, and caregivers with a structured framework to organize critical information, set achievable goals, and outline necessary support systems. By standardizing the process, a mental health discharge plan template facilitates clear communication among all stakeholders, enhances patient engagement, and ensures that no vital aspect of care is overlooked during the transition period.

Understanding the Importance of a Mental Health Discharge Plan

Why Is a Discharge Plan Critical?

A well-crafted discharge plan is crucial because it:

- Ensures continuity of care post-discharge
- Identifies potential challenges and barriers to recovery
- Clarifies roles and responsibilities of involved parties
- Provides tailored support strategies for the individual
- Minimizes the risk of readmission or crisis episodes
- Promotes patient empowerment and self-management

Key Benefits of Using a Standardized Template

Using a standardized template offers several advantages:

- Consistency across cases and providers
- Completeness of essential information
- Ease of documentation and communication
- Facilitates timely updates and revisions

- Supports compliance with healthcare standards and policies

Core Components of a Mental Health Discharge Plan Template

A comprehensive discharge plan should encompass various elements to address the individual's needs holistically. Below are the essential components typically included in a template:

1. Patient Information

- Full Name
- Date of Birth
- Medical Record Number
- Contact Information
- Emergency Contact Details
- Primary Care Physician and Mental Health Provider Details

2. Discharge Details

- Discharge Date
- Reason for Discharge (e.g., stabilization, transfer, completion of treatment)
- Type of Discharge (e.g., inpatient, outpatient, community-based)

3. Clinical Summary

- Diagnosis(es)
- Summary of Treatment Course
- Medications at Discharge (name, dosage, frequency)
- Recent Test Results and Assessments
- Notable Progress or Challenges

4. Post-Discharge Care Plan

- Follow-up Appointments (dates, times, providers)
- Medication Management (refill instructions, side effects, adherence strategies)
- Psychosocial Interventions (therapy schedules, support groups)
- Community Resources and Support Services (housing, employment, peer support)

5. Safety and Crisis Management

- Warning Signs of Relapse or Crisis
- Emergency Contacts and Hotlines
- Crisis Intervention Plans
- Safety Planning Strategies

6. Patient Goals and Preferences

- Personal Recovery Goals
- Preferences for Treatment and Support
- Skills to Focus On (e.g., coping, communication)

7. Family and Caregiver Involvement

- Family or Caregiver Contact Information
- Role in Support and Monitoring
- Education and Guidance Provided to Caregivers

8. Legal and Confidentiality Considerations

- Consent for Discharge and Information Sharing
- Legal Restrictions or Mandates
- Confidentiality Agreements

9. Additional Notes and Special Considerations

- Cultural, Religious, or Language Needs
- Dietary or Accessibility Requirements
- Other Relevant Information

Designing a User-Friendly Discharge Plan Template

Clarity and Simplicity

Ensure that the template uses clear language, straightforward formatting, and logical organization to

facilitate ease of use by all stakeholders, including patients.

Flexibility and Customization

While standardization is vital, the template should allow customization to address individual needs, preferences, and specific clinical situations.

Integration with Electronic Health Records (EHR)

Design the template to be compatible with digital health record systems to streamline documentation, updates, and sharing.

Inclusion of Checklists and Reminders

Incorporate checklists for essential tasks and reminders to ensure comprehensive discharge planning.

Implementing the Discharge Plan Template in Practice

Collaborative Approach

Effective discharge planning involves multidisciplinary collaboration among psychiatrists, nurses, social workers, case managers, patients, and families.

Timing and Preparation

Start discharge planning early in the treatment process, ideally several days before the planned discharge date, to allow sufficient time for coordination.

Patient Engagement and Education

Involve the patient actively in developing the discharge plan, providing education about their condition, medications, and available supports.

Documentation and Review

Ensure all components are thoroughly documented, reviewed with the patient, and updated as needed.

Follow-Up and Monitoring

Establish mechanisms for monitoring the patient's progress post-discharge, including regular check-ins and adjustments to the care plan.

Sample Mental Health Discharge Plan Template (Outline)

Below is an outline that can be adapted or expanded based on organizational needs:

- **Patient Information**
- **Discharge Details**
- **Clinical Summary**
- **Post-Discharge Care Plan**
- **Safety and Crisis Management**
- **Patient Goals and Preferences**
- **Family and Caregiver Involvement**
- **Legal and Confidentiality Considerations**
- **Additional Notes and Special Considerations**

Conclusion

A well-structured mental health discharge plan template is an indispensable resource that promotes seamless transitions from clinical settings to community living. By systematically capturing vital information, fostering collaboration, and emphasizing patient-centered care, such templates enhance the quality and safety of mental health services. Healthcare organizations should strive to develop, implement, and regularly update their discharge planning tools, ensuring they meet the evolving needs of individuals with mental health conditions. Ultimately, a thorough and personalized discharge plan empowers patients to maintain stability, pursue recovery goals, and lead fulfilling lives beyond their clinical treatment episodes.

Mental Health Discharge Plan Template: A Comprehensive Guide for Effective Transition and Recovery

In the realm of mental health care, ensuring a seamless transition from inpatient or outpatient treatment back into everyday life is critical for sustained recovery and well-being. A well-structured mental health discharge plan template serves as a vital tool in this process, providing clarity, guidance, and continuity of care for patients, families, and healthcare providers alike. This article delves into the importance of discharge planning, outlines the essential components of an effective discharge plan template, and offers practical insights on how to craft a comprehensive document that supports long-term mental health stability.

The Significance of Discharge Planning in Mental Health Care

Discharge planning is an integral part of mental health treatment, aimed at preparing patients for life beyond the clinical setting. It involves a collaborative process where healthcare professionals, patients, and their families work together to outline the necessary steps for ongoing care, medication management, and social support.

Why is discharge planning so important?

- Reduces the risk of relapse: A clear plan helps patients recognize early warning signs and access timely intervention.
- Prevents readmission: Proper discharge planning decreases the likelihood of unnecessary hospital readmissions.
- Enhances patient autonomy: It empowers patients by involving them actively in their recovery journey.
- Facilitates community integration: Ensures patients have the resources and support networks needed to thrive outside clinical environments.
- Addresses social determinants: Considers factors such as housing, employment, and social relationships that impact mental health.

Research underscores that patients with well-developed discharge plans experience improved outcomes, higher satisfaction, and greater adherence to treatment regimens.

Core Elements of a Mental Health Discharge Plan Template

An effective discharge plan template should be comprehensive yet adaptable to individual needs. Below are the key components that professionals should include:

- Patient Identification and Background
 - Personal details: Name, date of birth, contact information.
 - Medical history: Diagnoses, previous hospitalizations, current treatments.
 - Current status: Mental health condition at discharge, medications, therapy progress.
- Summary of Hospitalization or Treatment Episode
 - Reason for admission: Primary concerns leading to hospitalization.
 - Treatment received: Medications, psychotherapy, group therapy, and other interventions.

- Progress notes: Response to treatment, challenges faced, and milestones achieved.
- Discharge date: When the patient is leaving the facility.

- Post-Discharge Care Plan

This section is the heart of the template, detailing the steps necessary for ongoing recovery.

- Medication management:
 - List of prescribed medications, dosages, and schedules.
 - Potential side effects and management strategies.
 - Instructions for refills and pharmacy contacts.
- Follow-up appointments:
 - Dates, times, and locations of outpatient visits or therapy sessions.
 - Responsible healthcare providers.
- Therapies and interventions:
 - Details of ongoing psychotherapy, community programs, or support groups.
 - Goals and expected outcomes.

- Risk Management and Safety Planning

- Identified risks: Suicidal ideation, self-harm tendencies, aggressive behavior.
- Warning signs: Behavioral or emotional indicators signaling relapse.
- Crisis intervention plan:
 - Emergency contacts (hotlines, crisis teams).
 - Steps to take if symptoms worsen.
- Safe spaces or environments.

- Social and Environmental Support

- Housing: Stability, safety, and supportiveness of living arrangements.
- Family and social network: Involvement of family members or friends in care.
- Community resources: Employment support, educational programs, recreational activities.

- Patient Education and Self-Management Strategies

- Psychoeducation: Information about the diagnosis, treatment options, and coping skills.
- Self-monitoring tools: Mood trackers, symptom journals.
- Lifestyle recommendations: Sleep hygiene, nutrition, exercise.

- Legal and Administrative Considerations

- Consent and confidentiality: Documentation of patient consent for sharing information.
- Legal directives: Advance directives, power of attorney, or guardianship details.
- Insurance and financial support: Assistance with coverage and benefits.

Designing an Effective Discharge Plan Template

Creating a standardized yet flexible template involves balancing structure with personalization. Here are best practices for designing an optimal document:

Use Clear, Concise Language

- Avoid jargon or overly technical terms.
- Use straightforward language that patients and families can understand.

Incorporate Visual Aids

- Charts or diagrams for medication schedules.
- Checklists to ensure all components are addressed.

Ensure Accessibility

- Provide the template in multiple formats (print, electronic).
- Consider language translations for diverse populations.

Include Space for Personalization

- Allow clinicians to tailor sections based on individual needs.
- Encourage patient input to promote engagement.

Facilitate Collaboration

- Incorporate sections for signatures from healthcare providers, patients, and family members.
- Promote shared decision-making.

Practical Example of a Mental Health Discharge Plan Template

Below is a simplified outline demonstrating how a discharge plan might be structured:

Patient Name: _____

Discharge Date: _____

- Summary of Care

- Diagnosis: _____

- Treatment Summary: _____

- Post-Discharge Care

- Medications:

- Name: _____ Dosage: _____ Frequency: _____

- Side Effects to Watch For: _____

- Follow-Up Appointments:

- Date & Time: _____

- Provider: _____

- Crisis Management

- Warning Signs: _____

- Emergency Contacts:

- Crisis Hotline: _____

- Family Member: _____

- Support Systems

- Housing: _____

- Support Network: _____

- Community Resources: _____

- Patient Education

- Key Information: _____

- Self-Management Strategies: _____

Challenges and Considerations in Discharge Planning

While a comprehensive template provides a solid foundation, several challenges may arise:

- Variability in patient needs: Not all patients require the same level of detail or support.
- Resource limitations: Availability of community services may vary by region.
- Patient engagement: Some individuals may be reluctant or unable to participate fully.
- Coordination among providers: Ensuring all stakeholders are aligned can be complex.

Addressing these challenges requires flexibility, ongoing communication, and perhaps the integration of digital tools to streamline the process.

The Role of Technology in Discharge Planning

In recent years, technology has revolutionized discharge planning, with electronic health records (EHRs) facilitating seamless information sharing. Digital templates allow for:

- Real-time updates: Ensuring all care team members have current information.
- Patient portals: Enabling patients to access their discharge plans and educational materials.
- Automated reminders: Scheduling follow-ups and medication alerts.

Incorporating technological solutions enhances adherence, reduces errors, and fosters patient engagement.

Conclusion: Building a Foundation for Recovery

A well-crafted mental health discharge plan template is more than a document—it's a bridge that connects inpatient or outpatient care with community living. It empowers patients to take charge of their recovery, ensures continuity of care, and provides clinicians with a structured roadmap to monitor progress. As mental health services continue to evolve, standardized yet adaptable discharge planning tools will remain essential in promoting sustained wellness and resilience.

By investing time and resources into developing comprehensive discharge plans, healthcare providers can significantly impact patients' long-term outcomes, reducing relapse rates and supporting a healthier, more empowered community.

Question What is a mental health discharge plan template? A mental health discharge plan template is a structured document that outlines the necessary steps, resources, and support systems for a patient transitioning from mental health care to community living, ensuring continuity of care and safety. **Why is having a discharge plan important for mental health patients?** A discharge plan helps ensure patients have appropriate follow-up care, reduces the risk of relapse, promotes safety, and supports successful reintegration into their daily lives. **What key components should be included in a mental health discharge plan template?** Key components include patient information, diagnosis, treatment summary, medications, follow-up appointments, community resources, safety plans, and contact information for support persons. **How can I customize a mental health discharge plan template for individual patients?** Customization involves tailoring the plan to the patient's specific needs, diagnosis, support network, medication regimen, and any risk factors, ensuring it addresses their unique situation. **Are there any legal or confidentiality considerations when creating a discharge plan?** Yes, it's essential to ensure patient consent, protect confidentiality, and comply with health privacy laws when sharing sensitive information within the discharge plan. **Where can I find free mental health discharge plan templates online?** Many mental health organizations, hospitals, and clinical websites offer free downloadable discharge plan templates that can be customized to fit specific needs. **How often should mental health discharge plans be reviewed and updated?** Discharge plans should be reviewed and updated at each stage of care, especially before discharge, and periodically afterward to reflect any changes in the patient's condition or circumstances. **Can a mental health discharge plan help reduce readmission rates?** Yes, a comprehensive discharge plan provides clear guidance and support, which can improve treatment adherence and reduce the likelihood of relapse and readmission. **Who should be involved in creating a mental health discharge plan?** The plan should be developed collaboratively by mental health professionals, the patient, family members or caregivers, and community support providers. **What are some common challenges in implementing a mental health discharge plan?** Challenges include limited resources, patient non-adherence, lack of support systems, and communication gaps between providers and community services.

Related keywords: mental health discharge plan, discharge planning template, mental health care plan, patient discharge summary, mental health treatment plan, discharge documentation template, psychiatric discharge plan, recovery plan template, mental health transition plan, clinical discharge

form

blank naval discharge certificate

Blank naval discharge certificate is an essential document used within naval and maritime sectors to officially record the discharge of a service member from naval duties. Whether you're a current or former naval personnel, a researcher, or a legal professional, understanding the significance, format, and proper handling of a blank naval discharge certificate is crucial. This article provides comprehensive insights into what a blank naval discharge certificate entails, its importance, how to obtain or fill one out correctly, and related legal considerations.

Understanding the Blank Naval Discharge Certificate

What is a Naval Discharge Certificate?

A naval discharge certificate is a formal document issued by naval authorities that signifies the termination of a service member's duty in the navy. It contains vital information such as the individual's name, rank, service number, date of enlistment, date of discharge, and the reason for separation. The blank version of this certificate is a pre-formatted template that is prepared before being filled out with specific service member details.

Purpose of a Blank Naval Discharge Certificate

The blank naval discharge certificate serves multiple purposes:

- Standardized documentation: Ensures consistency and accuracy across all discharge records.
- Legal evidence: Acts as proof of service and discharge status for the individual.
- Official record-keeping: Maintains an organized archive of personnel separations within the navy.
- Facilitation of benefits: Assists discharged personnel in claiming retirement, pension, or other benefits.

Significance of Properly Handling a Blank Naval Discharge Certificate

Maintaining Authenticity and Security

Since blank discharge certificates are official documents, they must be stored securely to prevent

unauthorized use or forgery. Mishandling or loss of these documents can lead to legal complications or difficulties in proving service status later.

Legal Implications of Forged or Falsified Certificates

Falsifying or tampering with a naval discharge certificate is a serious offense. It can result in legal penalties, discharge revocation, or criminal charges. Therefore, only authorized personnel should fill out or issue these certificates.

Importance for Service Members

For discharged personnel, possessing a correctly filled and authenticated naval discharge certificate is vital for:

- Verifying military service for employment or government agencies
- Applying for veterans' benefits or pensions
- Establishing identity and service history

How to Obtain a Blank Naval Discharge Certificate

Authorized Sources

The blank naval discharge certificates are typically issued by:

- Naval administrative offices
- Military record departments
- Official navy departmental stores or authorized vendors

Requesting a Blank Certificate

To request a blank naval discharge certificate, individuals usually need to:

- Submit a formal application or request form
- Provide proof of identity and service details
- Pay any applicable fees (if required)
- Follow specific procedures outlined by the issuing authority

Digital vs. Physical Certificates

Some navies or military departments now offer digital templates or electronic forms of blank discharge certificates, which can be printed or stored securely. Ensure that you obtain these from official sources to avoid counterfeit documents.

Filling Out a Blank Naval Discharge Certificate

Step-by-Step Process

Filling out a naval discharge certificate requires precision and adherence to official formats. The typical steps include:

- Entering personal details: name, date of birth, service number, and rank.
- Specifying service details: date of enlistment, assignment history, and units served.
- Recording discharge information: date, reason for discharge, and authorized signatures.
- Adding official stamps or seals to authenticate the document.

Important Data to Include

Ensure that the following information is accurate and complete:

- Name of the service member
- Service number or identification code
- Rank at the time of discharge
- Date of enlistment and discharge
- Type of discharge (honorable, general, dishonorable, etc.)
- Reason for discharge (completion of service, medical reasons, misconduct, etc.)
- Signature of authorized officer
- Official seal or stamp of the issuing authority

Common Mistakes to Avoid

- Leaving fields blank or incomplete
- Incorrect dates or personal information
- Using unauthorized or unofficial templates
- Not securing proper signatures and stamps

Legal and Practical Considerations

Validity and Acceptance

A properly filled and authorized naval discharge certificate is recognized legally and practically for all official purposes. Always verify that the certificate aligns with current regulations and contains all necessary signatures and seals.

Replacing Lost or Damaged Certificates

If a naval discharge certificate is lost or damaged:

- Contact the issuing authority immediately
- Request a duplicate or certified copy
- Provide proof of identity and service details to expedite the process

Updating Information on a Discharge Certificate

In cases where amendments are needed (such as correcting errors or updating discharge reasons), request an official correction or re-issuance through proper channels to maintain document integrity.

Conclusion

A **blank naval discharge certificate** is a foundational document in the military service record ecosystem. Proper understanding of its purpose, handling, and filling procedures ensures that discharged personnel retain valid proof of their naval service. Always obtain these certificates from authorized sources, handle them securely, and ensure all information is accurate and complete. Whether for legal, employment, or personal reasons, a well-maintained naval discharge certificate is invaluable for safeguarding your maritime service history and benefits.

Blank Naval Discharge Certificate: An In-Depth Exploration

The naval discharge certificate stands as a pivotal document within the maritime and defense sectors, symbolizing the conclusion of a service member's active duty. Whether issued upon honorable retirement, resignation, or other forms of separation, a discharge certificate encapsulates a sailor's service record, character assessments, and administrative details. The blank naval discharge certificate—a template or unfilled version—serves as a foundational document used by naval authorities, administrative personnel, and occasionally as a reference or template for official record-keeping and verification processes. This article delves into the nuances of the blank naval discharge certificate, unpacking its significance, structure, legal implications, and the processes surrounding its issuance and management.

Understanding the Naval Discharge Certificate

Definition and Purpose

A naval discharge certificate is an official document issued to personnel upon their separation from naval service. It affirms the individual's service details, character, and discharge status. Its primary functions include:

- Providing proof of military service for employment, pension, or veteran benefits.
- Documenting the character of discharge (honorable, general, dishonorable, etc.).
- Serving as a historical record of the service period.

The blank naval discharge certificate acts as a standardized template, ready to be filled with specific details pertinent to each service member's career.

Legal and Administrative Significance

This certificate carries legal weight, serving as an official record that can validate military service in civil and military contexts. It is often required during:

- Applying for veterans' benefits.
- Securing employment where military experience is relevant.
- Participating in military reunions or veteran organizations.
- Legal proceedings where proof of service is necessary.

The integrity and authenticity of the discharge certificate are thus paramount, making the proper management of blank templates critical to prevent misuse or forgery.

Structure and Components of a Navy Discharge Certificate

While the blank naval discharge certificate is a template, understanding its typical components provides insight into what information it captures and how it's organized.

Key Sections of the Discharge Certificate

- Personal Details

- Full name of the service member.
- Date of birth.
- Service identification number or service number.
- Rank or rating at the time of discharge.
- Date of enlistment and discharge.

- Service Details

- Branch or division within the navy.
- Duration of service.
- Nature of service (active duty, reserve, etc.).
- Specific units or ships served on.

- Discharge Status

- Type of discharge (honorable, general, other than honorable, dishonorable, bad conduct, etc.).
- Reason for discharge (completion of service, medical reasons, misconduct).

- Character and Conduct

- Character assessment.
- Conduct and efficiency ratings.
- Any commendations or disciplinary actions.

- Administrative Details

- Date of issue.
- Issuing authority's signature and seal.
- Official stamps or markings.

- Additional Remarks

- Notes on medals, awards, or distinctions.
- Additional comments or special instructions.

The Role of the Blank Naval Discharge Certificate in Administrative Processes

Template Management and Security

Blank discharge certificates are typically issued and stored by naval administrative units, such as personnel offices or record-keeping departments. Due to their sensitive nature, these templates are:

- Kept in secure, controlled environments.
- Issued only to authorized personnel.
- Digitized or physically stored to prevent unauthorized access.

The issuance process involves meticulous record-keeping, ensuring each filled-out certificate can be traced back to the individual service member and the administrative authority.

Filling Out the Certificate

The process of completing a blank discharge certificate involves:

- Verifying personal and service details.
- Confirming discharge type and reason.
- Ensuring correct dates and signatures.
- Attaching official seals and stamps.

Any errors or discrepancies can lead to legal challenges or issues with the validity of the discharge.

Legal Considerations and Authenticity

Forgery and Fraud Prevention

Given the importance of the discharge certificate, counterfeit versions pose risks, including identity theft, fraudulent claims, or misuse. To mitigate this, naval authorities incorporate security features such as:

- Watermarks.

- Holographic seals.
- Unique serial numbers.
- Microprinting.

The blank template thus often includes placeholders or security markers that are only completed or activated upon official issuance.

Legal Validity of the Discharge Certificate

An authentic, properly filled-out discharge certificate is legally binding. It can serve as evidence of military service in civil courts and governmental agencies. Misuse or forgery of blank templates or forged certificates may result in legal penalties.

Issues Surrounding the Handling of Blank Naval Discharge Certificates

Risks and Challenges

Handling blank discharge certificates involves several challenges:

- Security Breaches: Unauthorized access or theft can lead to misuse.
- Loss or Damage: Physical templates, if not properly stored, can be lost or damaged.
- Misuse: Filling out certificates with incorrect or fraudulent information.

Best Practices for Management

To mitigate these risks, naval authorities typically adopt strict protocols:

- Limited access to blank templates.
- Regular audits of inventory.
- Secure storage facilities.
- Digitization where possible to reduce physical handling.

Modern Developments and Digital Transition

Electronic Discharge Certificates

With advances in technology, many navies are transitioning toward electronic records, including digital versions of discharge certificates. These digital certificates:

- Enhance security through encryption.
- Facilitate faster issuance and verification.
- Reduce physical storage needs.

However, the transition also introduces challenges related to cybersecurity and digital authentication, emphasizing the need for robust security measures.

Implications for the Future

As navies and defense departments modernize, the blank naval discharge certificate is evolving from a physical template to a digital standard. This shift aims to streamline administrative workflows, improve security, and facilitate global verification processes.

Conclusion

The blank naval discharge certificate is much more than a mere template; it embodies the intersection of military tradition, legal integrity, administrative rigor, and security concerns. Its proper management ensures that service members' rights and records are protected, and that the transition from active duty to civilian life is documented accurately and securely. As technology continues to evolve, so too will the methods of issuing, securing, and verifying these vital documents, maintaining their significance in the fabric of naval and national security. Proper understanding and handling of these blank templates remain essential for naval authorities, service members, and civilian institutions alike.

Question What is a blank naval discharge certificate used for? A blank naval discharge certificate is a template document that can be filled out to officially record a sailor's discharge from naval service, serving as a formal record of their service and discharge details. **Answer** How can I obtain a blank naval discharge certificate? Blank naval discharge certificates are typically issued by naval authorities or military record offices. If you need one, you should contact the relevant naval or military administrative office for guidance and access. Is it legal to fill out a blank naval discharge certificate myself? No, filling out a naval discharge certificate yourself without proper authorization is illegal and can be considered forgery. These certificates must be completed and issued by authorized military officials. What details are usually included in a naval discharge certificate? A naval discharge certificate generally includes the service member's name, rank, service number, dates of enlistment and discharge, reason for discharge, and signatures of authorized officials. Can a blank naval discharge certificate be used to verify someone's naval service? No, a blank certificate is just a template. An official, completed naval discharge certificate issued by authorized officials is required to verify a person's naval service and discharge details. Are there digital or online versions of blank naval discharge certificates available? Typically, blank naval discharge certificates are not available online to the public due to security and authenticity concerns. They are issued directly by authorized military offices to eligible personnel.

Related keywords: naval discharge document, military discharge certificate, naval separation form, discharge certificate template, naval service record, military release paper, naval discharge paperwork, service discharge certificate, naval separation document, military discharge form

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