

## **DA 7301 (Officer)**

- Memorandum requesting retirement
  - DA 31 (PTDY and Terminal Leave)
  - DD 93 and SGLI (updated and signed)
  - DA 71, **Active duty orders**, All prior service documents (DD 214's, NGB 22, and/or DD 220)
  - Completed retirement questionnaire
  - ORB
  - SFL-TAP pre-counseling memo or 2648e-form given at SFL-TAP (located on Rose Barracks; DSN: 599-4451)
  - Command sponsorship orders or PCS orders bringing dependents to Germany (If applicable)
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## **DA 2339 (Enlisted)**

- DA 4187 (signed by Service Member and Company Commander)
  - DA 31 (PTDY and Terminal Leave signed through block 12)
  - DD 93 and SGLI (updated and signed)
  - All service documents (enlistment contracts DD 4/1, DD 4/3, all re-enlistment contracts bringing you to indefinite status, prior service documents (DD 214's, NGB 22, and/or DD 220)
  - Completed retirement questionnaire
  - SRB
  - SFL-TAP pre-counseling memo or 2648e-form given at SFL-TAP (located on Rose Barracks; DSN: 599-4451)
  - Command sponsorship orders or PCS orders bringing dependents to Germany (If applicable)
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**Please bring all documentation to the Transitions office to request your Separation Orders. \*\*\*No appointment necessary\*\*\***

**Duty Hours: Mon - Wed & Fri: 0900 - 1200 & 1300 - 1530  
Thur: 1300 - 1530**