

# CHAPTER

THE FOLLOWING DOCUMENTS MUST BE PROVIDED BY THE SM WITH ALL REQUIRED MEMOS

- [ ] DD 93 and SGLV (updated and signed within a year from separation)
- [ ] DA 31 (If applicable)!!!! (All approval signatures **MUST** be verified by finance)
- [ ] Service Documents (Enlistment contracts (DD 4-1 and DD 4-3) reenlistment contracts (all DD 4-1), Prior DD 214's (if applicable), DD 220, NGB 22)
- [ ] Command Sponsorship Orders or PCS orders bringing dependents if they are in country with Soldier
- [ ] Draft E-Form DD2648 or Enrollment Memo (this form can be obtained through the TAP Center, Rose Barracks, Bldg. 161, DSN: 599-4451 or CIV: 09641-70-599-4451)
- [ ] SRB
- [ ] Completed Chapter Packet

**\*\*\*\*\* ALL SOLDIERS MUST BE ESCORTED BY AN E-5 OR ABOVE REGARDLESS OF THE TYPE OF ADMINISTRATIVE SEPARATION\*\*\*\*\***

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