## **USAR & ARNG on ACTIVE DUTY CHECKLIST**

FULL NAME:	RANK:
UNIT:	END DATE:
PHONE:	EMAIL:
USAR & ARNG on Active Duty / Active Duty Operational Support must submit a PAR for Admin Records Corrections in IPPS-A to obtain DD214 to USER LIST: 00000000041973 NLT 30 DAYS PRIOR TO DEPARTING TO RECEIVE DD FORM 214	
DOCUME	NTS REQUIRED TO PRODUCE DD214
Current Orders to Active Duty & Most recent STP (Soldier Talent PLES SGLV (no more than 1 year old from DD Form 93 (no more than 1 year DD Form 2648 (from Transition As Prior service DD Form 214/NGB	rofile) n separation date) old from separation date)
	NEXT OF KIN
Name (Last, First M.) / Relationship (fa	mily member or trusted friend who will always know how to contact soldier):
Mailing Address:	DD FORM 214 INFORMATION
Hours of Operation: Monday - Friday Walk-ins: Monday - Wednesday: 0900 Thursday: 1300 - 1530 Friday: 0900 - 1 Closed Weekends and Federal Holiday Transition Center Website: https://hor	200 s ne.army.mil/bavaria/Transition-Center
Please submit a PAR for Admin Record USER LIST: 000000000041973	s Corrections in IPPS-A to obtain DD214