

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 Separation Packet by visiting the Transition Center NLT 30 DAYS PRIOR TO DEPARTING TO RECEIVE DD FORM 214

DOCUMENTS REQUIRED TO PRODUCE DD214

Current Orders to Active Duty & Any Amendments
Most recent STP (*Soldier Talent Profile*)
LES
SGLV (*no more than 1 year old from separation date*)
DD Form 93 (*no more than 1 year old from separation date*)
DD Form 2648 (*from Transition Assistance Program (TAP)*)
Prior service DD Form 214/NGB 22/NGB 23/DA Form 1506 (*Applicable to Retirees ONLY*)

NEXT OF KIN

Name (*Last, First M.*) / Relationship (*family member or trusted friend who will always know how to contact soldier*):

Complete Address:

DD FORM 214 INFORMATION

Mailing Address:

USAG BAVARIA TRANSITION CENTER - *Grafenwoehr Tower Barracks BLDG 244, RM 225*

Hours of Operation: Monday - Friday
Walk-ins: Monday & Wednesday: 0900 - 1200 / 1300 - 1530
Thursday: 1300 - 1530 Friday: 0900 - 1200
Closed Weekends and Federal Holidays