



DD 214 BRIEFING CHECK LIST

Below is the DD214 briefing checklist. THE CHECKLIST explains the Final Out-Processing procedures. Read it, initial each LINE, sign and EMAIL back to your counselor within 48hrs of receipt.

Once a signed checklist is received, your DD214 worksheet w/ instructions will be emailed to you.

Failure to return the signed checklist may impede the clearing process.



DD 214 BRIEFING CHECK LIST

NAME: _____

UNIT OF ASSIGNMENT:

LEAVE START: _____ SEPARATION DATE: _____

**I received the DD 214 briefing on _____ and acknowledge that I have been
briefed on the following topics:** *Print Today's Date*

PLEASE INITIAL EACH ITEM AFTER IT IS EXPLAINED:

1. _____ All terminal leaves should be EMAILED into the Transition Center at least 4 working days prior to start date but NLT 24 HOURS IN ADVANCE the DA31 must be approved with the control number, the date, and the signature block of the approving official (with signatures) typed or printed and your most current end of month les. (EMAIL your counselor).
2. _____ If you do not out-process on time, your leave will be cancelled IAW AR 600-8-10 Section IX, 12-17, f13 and you will be required to EMAIL a new leave form to the Transition Center, prior to your out-processing date. We allow 48 hours grace after your leave starts as long as it has been turned into Transition.
3. _____ Transition office hours are: Mon, Wed, and Fri 09:00 – 11:30 and 13:00-15:30 hours; and Tue and Thurs 13:00 – 15:30 hours
4. _____ No face-to face Customer Service due to COVID restrictions we ask that you please email all information to your Counselor.

FOR YOUR FINAL OUT, THE FOLLOWING ITEMS ARE REQUIRED:

5. _____ You will need your installation and unit clearance papers w/Bull Dog Stamp (Fort Stewart only) from your S-1.
6. _____ PERSTEMPO Statement (from S1) signed by the S-1 accounting for your deployment. Make sure your deployment dates are correct, Non-US or worldwide.
7. _____ You MUST bring an updated SRB (from S-1) (must be less than 14 days old).
8. _____ Updated DD form 93 (Emergency Data Form) (from S-1) (must be less than 30 days old)

9. _____ Updated SGLI (Insurance Form) <https://www.dmdc.osd.mil/milConnect> (must have print out w/signature) (must be less than 30 days old)

10. _____ Finance Leave Verification Sheet. (Finance – Room 1008-will give to you once you clear them.) Given when you final out Finance

11. _____ All corrections will be made during your final out appointment. Please bring supporting documentation if you need to update your DD214.

12. _____ One copy of your Completed Retirement Physical (NON Medicals/ only REGULAR RETIREES).

13. _____ Survivor's Benefit Plan (DD 2656) (MANDATORY Retirement Service, 767-0418) (ALL RETIREES ONLY).

14. _____ ALL SOLDIERS MUST BE IN DUTY UNIFORM TO FINAL OUT.

Transition Counselors:

A-C, M, Q & R: harvestine.moore2.civ@army.mil 912 767-1010

D-K, P: eunice.j.rothwell.civ@army.mil 912-767-8785

L, N, O, S-Z: steven.r.avery2.civ@army.mil 912-767-1859

NOTE:

DO NOT MAKE ANY TRAVEL ARRANGEMENTS to leave the day you final out as the process could take a while.

After you receive the Bulldog Stamp from (S-1) ALL Soldiers must report to the Transition Center to receive their Final DD214 on their FINAL OUT DATE.

Phone Number: _____

SSN#: _____

Soldier's Email: _____

SIGNATURE: _____