



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.

Finance Separations Briefing **MANDATORY**

Days: Monday – Friday
Time: 0800 (Door will close Promptly)
Location: Building 253 Room 1011

Required documents:
2-3 copies of DD 214 worksheet,
3-5 copies of Orders
3 copies of signed Leave Request (if applicable)



Note: Briefings will not be conducted on Training or Federal Holidays.

DD 214 BRIEFING CHECK LIST

NAME: _____
 LAST **FIRST** **MI**

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 read and initial each statement, by initialing you indicate that you have read,
understand and agree to each one:

1. _____ All terminal leave forms should be **TURNED IN** to the Transition Center at least 4
working days prior to start date but **NLT 24 HOURS IN ADVANCE** the **IPPS-A ABSENCE**
LEAVE REQUEST must be approved and printed.
2. _____ **MUST ATTEND MANDATORY FINANCE BRIEFING** (within 30 days of your
final out) briefings are held (MON-FRI) AT 0800 in BLDG 253 RM 1011.
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 (Turn in Leave or Questions BLDG 253 RM 1094)

TO RECEIVE YOUR FINAL DD214, THE FOLLOWING ITEMS ARE REQUIRED:

4. _____ You will need your installation and unit clearance papers w/Bull Dog Stamp (Fort
Stewart only) from your S-1.
5. _____ **IPPS-A PRESTEMPO EVENT** (from S1) signed by the S-1 accounting for your
deployment/rotations.
6. _____ You **MUST** bring an updated STP (from S-1) (must be less than 14 days old).
7. _____ Updated DD form 93 (Emergency Data Form) (from S-1) (must be less than 30 days
old)
8. _____ Updated SGLI (Insurance Form) <https://www.dmdc.osd.mil/milConnect> (must have
print out w/signature) (must be less than 30 days old)

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

10. _____ All corrections will be made during your final out appointment. If you need to update your DD214, Please bring supporting documentation (Awards, Training Certs, ets...)

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

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

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

Transition Counselors:

A-C, M, Q & R: harvestine.moore2.civ@army.mil 571-801-3257

D-K, P: eunice.j.rothwell.civ@army.mil 571-801-3253

L, N, O, S-Z: darrick.l.madison.civ@army.mil 571-801-3258

OFFICERS: steven.r.avery2.civ@army.mil 571-801-3256/571-801-3285

MANDATORY:

YOU MUST CLEAR A DAY PRIOR TO THE START OF YOUR LEAVE OR ON YOUR ACTUAL SEPARATION DATE.

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: _____