

SEPARATION ORDERS INFORMATION SHEET

This information is used to complete your separation order and DD Form 214. The DD Form 214 is a very important document. Consider it a type of Army resume. All fields are mandatory. Provide the best information possible. Failure to provide information will result in no order or DD Form 214 being created/published. Print clearly and legibly. You will be notified when your separation order/DD Form 214 is ready for pickup.

REASON FOR SEPARATION (Please Check One)

ETS _____ Chapter _____ Retirement _____ Disability w/Severance Pay _____

PERSONAL INFORMATION-

Name: _____ **SSN:** _____

Rank: _____ **Unit:** _____ **Email Address:** _____

Unit Phone: _____ **Cell or Home Phone** (to notify of completed order): _____

Mailing Address After Separation:

Number/Street _____

City/State/Zip _____

Name and Mailing Address of Nearest Relative: _____

Number/Street _____

City/State/Zip _____

Do you have dependents? YES _____ NO _____ SGLI Coverage? YES _____ NO _____ AMOUNT _____

Do you plan to sell accrued leave? YES _____ NO _____ How many days? _____

Do you currently live in On Post Housing? YES _____ NO _____ Are you pending a FLIPL (CIF, TA-50,ETC.)? YES _____ NO _____

AIT/MOS INFORMATION (exact date required)-

MOS _____ TITLE _____

AIT GRADUATION DATE _____ AIT COURSE LENGTH (WEEKS) _____

MOS _____ TITLE _____

AIT GRADUATION DATE _____ AIT COURSE LENGTH (WEEKS) _____

INFORMATION MISSING FROM ERB (exact date required)-

Missing Deployments: _____

Location (Country) _____ From (yyyy/mm/dd) _____ To (yyyy/mm/dd) _____

_____ Location (Country) _____ From (yyyy/mm/dd) _____ To (yyyy/mm/dd) _____

Missing Schools and Awards on ERB? YES _____ NO _____ If yes, then please provide award or school certificates. **If you have more than FIVE certificates, please have your ERB updated first.**

REPORT IMMEDIATELY TO THE TRANSITION CENTER IF THERE ARE ANY CHANGES TO YOUR SEPARATION DATE OR OTHER INFORMATION RELATED TO YOUR SEPARATION!!