

DD Form 214 Checklist Packet

Source Documents Needed To Complete the DD Form 214:

- Unit Mobilization Orders – ordering the unit/detachment to Active Duty, generated by 1st or 5th Army.
- Individual Mobilization Orders – ordering the soldier to Active Duty, generated by the Peace Time Chain of Command G1 section or unit's UA. Will identify when to report to Home Station (HS), Mobilization Station (MS), and mobilization authority will be Title 10 USC 12302 (Partial Mobilization).
- Deployment Orders – assigning the unit/detachment/soldier to a Major Command for their deployment assignment/area, generated by the MS.
- TCS or TDY Orders – assigning the unit/detachment/soldier to different areas/missions while subordinate to the Major Command, generated by the Major Command chain.
- Redeployment Orders – releasing the unit/detachment/soldier from the Major Command back to the Demobilization Station (DMS) for separation from Active Duty.
- Promotion/Reduction Orders – if a soldier was promoted/reduced while on Active Duty.
- Award Orders – all decorations/medals/badges the soldier has received while in the military. Will need copies of orders for any awards the soldier received during this deployment in order for them to be added to this DD Form 214.
- The soldier's 201 file (DA Form 2-1, prior DD Form 214s/215s/220s/NGB 22 and or any other authorized documents verifying creditable active duty, enlistment contracts).
- Updated and accurate ARPC Form 249-2-E, Aug 03, (Chronological Statement of Retirement Points), or NGB Form 23a/b (Army National Guard Retirement Points History Statement).
- Dental Records – for verifying eligibility for dental care through the VA Healthcare system (Block 17).
- DA Form 1059's – if a soldier completed a school or course while on Active Duty during this tour of duty.
- DA Form 31's (Leave Form) – generated by the soldier/unit; ensure the form has the authorized signature on it.
- Leave Worksheet – generated by the Finance Section of the Demobilization Station used to calculate the REFRAD date.
- Separation Orders or Self-terminating Orders – if applicable (examples are medical and legal situations).
- Active Duty Medical Extension (ADME) orders – if a soldier was converted from Title 10 USC 12302 (Partial Mobilization) to Title 10 USC 12301h (ADME program).
- Community Based Health Care Organization (CBHCO) orders – if a soldier was converted from Title 10 USC 12302 (Partial Mobilization) to Title 10 USC 12301d (CBHCO program).
- Contingency Operations Temporary Tour of Active Duty (COTTAD) orders – if a soldier was on a COTTAD tour under Title 10 USC 12301d or under Title 10 USC 688a.
- Presidential Selected Reserve Call-up (PSRC) orders – if a soldier was on a PSRC tour under Title 10 USC 12304. (These will be individual mobilization orders)
- DA Form 4187 (Personnel Action), for soldiers who had name change or were AWOL or were in confinement to document lost time in block 29.

Note: Can use MY2XCITIZEN web site to verify soldier's information and view source documents.