

**RESERVE and NATIONAL GUARD INFORMATION  
DD FORM 214**

1. Provide the following information to your servicing personnel center prior to outprocessing:

- Active duty orders and all amendments
- Officer Record Brief or DA Form 2-1
- DA Form 2A, 2B, or Enlisted Records Brief
- Any award or military education received during this active duty period
- Any previous DD Form 214

2. In reference to your separation from active duty, please submit the following information for completion of your DD Form 214:

- Your Home of Record at time of entry on active duty:

\_\_\_\_\_   
 (City, State, and Zip Code)

- Your place entered or ordered to active duty:

\_\_\_\_\_   
 (City, State, and Zip Code)

- Your nearest relative name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Your mailing address after separation:

\_\_\_\_\_  
\_\_\_\_\_

- Your phone number, fax (if applicable) and email address:

\_\_\_\_\_  
\_\_\_\_\_

- Your date of birth: \_\_\_\_\_

\_\_\_\_\_  
**(Print Name: Last, First, MI)**

\_\_\_\_\_  
**(Sign)**

\_\_\_\_\_  
**(Date)**