GEORGIA ARMY NATIONAL GUARD

Attachment 16

DD Form 214/Correction 214 (IPPS-A)/215/220 and DA Form 1569 Checklist
Reference: AR 635-200 (Active Duty Enlisted Administrative Separations), AR 635-8 (Separation Processing and Documents)

Name: _____ RANK:_____ MSC/ Unit: _____

Check Duty Status: ◯ M-DAY ◯ TECH ◯ AGR

Current Mailing Address:_____

REQUEST: ☐ DD 214 ☐ DD 215 ☐ DD 220 ☐ DA 1569

Submit the following documents through chain of command to the State processing authority via IPPS-A

REQUIRED:

☐ Active Duty Orders (to include all amendments)

☐ MMPA (Master Military Pay Account) for entirety of requested time period(s)

☐ Entered Active Duty Period:
*If multiple, list dates.

☐ Separation Date:

If applicable: Documents effective only during requested time period of orders

☐ Federal awards (Orders, DA 638s, etc)

☐ Previous DD Form 214s (if corrections are needed)

☐ DA Form 1059(s) *School certified during current AD Order tour only)

☐ Course completion certificates (40 hours or more during current AD order tour

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Ensure the following information is inputted in the CRM description field:

Provider Group: NGGA G-1 TRANSITIONS

Description: DD214 Request, MSC name

Example: DD214 Request, AVN TC

*Packets must be reviewed and validated at all levels prior to routing the CRM to G-1

CLEAR