

USAG BAVARIA TRANSITION CENTER CHECKLIST

FULL NAME:

RANK:

UNIT:

ETS:

PHONE:

EMAIL:

※Soldiers should immediately begin pre-transition processing by visiting the Transition Center 180 days prior to their ETS date or when they have been identified for separation:
Transition Center Website: <https://home.army.mil/bavaria/Transition-Center>

Please submit a PAR for Admin Records Corrections in IPPS-A to obtain Orders & DD214
USER LIST: 00000000041973

DOCUMENTS REQUIRED TO PRODUCE ORDERS

Enlisted:

- Initial Enlistment contract (*DD Form 4-1 & 4-3 or DD Form 4 (showing Active Duty date)*)
- All reenlistment contracts (*DD Form 4 only; if missing see your Career Counselor to obtain RETAIN screen shot*)
- All Oaths of extension (*DA Form 1695*)
- Most recent SRB and STP (*Soldier Talent Profile*)

Officer:

- Initial Oath of Office (*DA Form 71*)
- Orders to Active Duty
- Appointment Letter
- Most recent ORB & LES & STP (*Soldier Talent Profile*)
- HRC Approval Message

Enlisted & Officer:

- Prior service DD Form 214/NGB 22/NGB 23/DA Form 1506 (*if applicable*)
- PCS order to Germany (*if applicable; All COMMAND SPONSORED DEPENDENTS or MEMO*)
- Early Return of Dependents (*EROD*) Order (*if applicable; All Family Members listed*)
- Absence Request (*Approved Terminal Leave Ending on Date of Separation*)
- SGLV (*no more than 1 year old from separation date*)
- DD Form 93 (*no more than 1 year old from separation date*)
- USAR/NG Contract (*if transferring to Army Reserve or National Guard*)
- All non-transferable Flags must be removed
- DD Form 2648 or Draft
- DEROS adjusted to Separation Date
- DA Form 4789 (*if applicable*)

Medical Separation:

- Counseling IAW MILPER MSG 09-067 (*DA4856/memo format*)
- Physical Disability Information Report (known as Letter of Release)

DOCUMENTS REQUIRED FOR FINAL-OUT PROCESSING

- Installation Clearance Record (*DA Form 137-2*)
- CAC w/Expiration date matching your separation date
- Separation Health Physical Examination (SHPE) *Completed*

