

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: 000000000041973

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 Family Members listed)
- 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 TAP Enrollment Memo
- DEROS adjusted to Separation Date
- DA Form 4789 (if applicable)

Medical:

- 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

SOLDIERS INFORMATION

Are you being Chaptered / RCP / QMP / UQR?	YES	NO
Have you recently been reduced in rank?	YES	NO
Are you taking terminal leave?	YES	NO
Are you participating in the DOD SkillBridge Program?	YES	NO

FAMILY INFORMATION

Are you married?	YES	NO
Are you Command Sponsored?	YES	NO
Are you married to a Service Member?	YES	NO

NEXT OF KIN

Name (Last, First M.) / Relationship (family member or trusted friend who will always know how to contact soldier):

Complete Address:

DD FORM 214 INFORMATION

Mailing address after separation:

PMOS & AIT Completed (MOS / Year / Month / Day):

Number of weeks:

SMOS & AIT Completed (MOS / Year / Month / Days):

Number of weeks:

AMOS & AIT Completed (MOS / Year / Month / Day):

Number of weeks:

Remarks:

USAG BAVARIA TRANSITION CENTER - Grafenwoehr Tower Barracks BLDG 244, RM 225

Hours of Operation: Monday - Friday

Walk-ins: Monday & Wednesday: 0900 - 1200 / 1300 - 1530

Thursday: 1300 - 1530 Friday: 0900 - 1200

Closed Weekends and Federal Holidays

**S1s ARE RESPONSIBLE FOR APPROVING PAR WITH APPLICABLE SUPPORTING FORMS AND DOCUMENTS,
ROUTING APPROVAL TO THE RESPECTIVE AREA GROUP UDL/ USER LIST NAME THROUGH IPPS-A:**

	USER LIST	USER LIST NAME
USAG Bavaria	000000000041973	USAG_BAVARIA_TRANSITIONS

Soldier Digital Signature:

Date: