USAG BAVARIA TRANSITION CENTER CHAPTER CHECKLIST

FULL NAME:	RANK:
UNIT:	ETS:
PHONE:	EMAIL:
Center. USER LIST: 000000000 * Chapter Packets must be hand	n Records Corrections in IPPS-A before visiting the Transition 0041973 I carried to the Transition Center with supporting documents IEMO and to be in uniform at all times when visiting the office
DOCUMENTS	REQUIRED TO INITIATE CHAPTER PROCESS
All reenlistment contracts (if applied to Caths of extension (if applicable; Description of STP (Soldier Talent Profile) PCS Order to Germany (if application)	mination (SHPE) rm 4-1 &4-3 or DD Form 4 (showing Active Duty date)) cable; DD Form 4 only; if missing see your Career Counselor to obtain RETAIN screen shot) All A Form 1695) ble; All COMMAND SPONSORED DEPENDENTS or MEMO) ROD) Order (if applicable; All Family Members listed) plete Clearing) EL unless authorized Terminal Leave) reparation date) d from separation date)
THOI COIVIDE DDZ 14/NGD 20/DI	
Completed Installation Clearand CAC w/Expiration date matching	•
	ESCORT INSTRUCTIONS
the orders. Before reporting to the ensure that the Soldier has composed in the Pick up DD214 Worksheet and Update ID Card to Reflect New Complete and Clear TAP (CAPS Arrive at Transition Center at 10 Installation Clearing papers (must be continued).	Orders from Transition Center Separation Date on Orders STONE DD Form 2648) 00 On Final out appointment date (Please bring: Updated ID CARD, Impletely CLEARED) and arrive in DUTY UNIFORM, no exceptions)
ALL CHAPTERS WILL BE ESCOR	RTED
ESCORT'S NAM	IE:
(DEU) CELL PH	ONE #:
EMAIL:	
SIGN & DATE:	

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		

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: Sign & Date :

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

Hours of Operation: Monday - Friday

Walk-ins: Monday - Wednesday: 0900 - 1130 / 1300 - 1530

Thursday: 1300 - 1530 Friday: 0900 - 1200 Closed Weekends and Federal Holidays

Transition Center Website:

https://home.army.mil/bavaria/Transition-Center

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