

USAG BAVARIA TRANSITION CENTER CHAPTER CHECKLIST

FULL NAME:

RANK:

UNIT:

ETS:

PHONE:

EMAIL:

- ※ Please submit a PAR for Admin Records Corrections in IPPS-A before visiting the Transition Center. USER LIST: 00000000041973
- ※ Chapter Packets must be hand carried to the Transition Center with supporting documents
- ※ Soldiers require an ESCORT MEMO and to be in uniform at all times when visiting the office

DOCUMENTS REQUIRED TO INITIATE CHAPTER PROCESS

Complete Chapter Packet (w/ Correct Approval Authority Signatures)

All non-transferable Flags must be removed

DD Form 2648

Separation Health Physical Examination (SHPE)

Initial Enlistment contract (DD Form 4-1 & 4-3 or DD Form 4 (showing Active Duty date))

All reenlistment contracts (if applicable; DD Form 4 only; if missing see your Career Counselor to obtain RETAIN screen shot) All

Oaths of extension (if applicable; DA Form 1695)

Most recent SRB and STP (Soldier Talent Profile)

PCS Order to Germany (if applicable; All Family Members listed)

Early Return of Dependents (EROD) Order (if applicable; All Family Members listed)

Power of Attorney (if unable to complete Clearing)

Absence Request (1 Day of TRAVEL unless authorized Terminal Leave)

SGLV (no more than 1 year old from separation date)

DD Form 93 (no more than 1 year old from separation date)

Prior Service DD214/NGB 23/DA Form 1506 (if applicable)

FINAL OUT REQUIREMENTS

Completed Installation Clearance Record (DA Form 137-2)

CAC w/Expiration date matching your separation date

ESCORT INSTRUCTIONS

After you pick up Separation Orders, ensure that you READ and understand the instructions on the orders. Before reporting to the Transition Center for Final Out-processing, Escort must ensure that the Soldier has completed the following:

Pick up DD214 Worksheet and Orders from Transition Center

Update ID Card to Reflect New Separation Date on Orders

Complete and Clear TAP (CAPSTONE DD Form 2648)

Arrive at Transition Center at 1000 On Final out appointment date (Please bring: Updated ID CARD, Installation Clearing papers (must be completely CLEARED) and arrive in DUTY UNIFORM, no exceptions)

ALL CHAPTERS WILL BE ESCORTED

ESCORT'S NAME:

(DEU) CELL PHONE #:

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 - 1200 / 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