

REQUIRED DEMOB DOCUMENTS

NAME: (RANK LAST NAME, FIRST NAME MI.)

DOD ID #:

SOLDIER'S SIGNATURE:

TODAY'S DATE:

ITEM #	DOCUMENTS	CADRE INITIALS	REMARKS
1	THEATER LETTER OF RELEASE (LOR) SIGNED BY O-6 OR HIGHER. IF LOR IS HARDSHIP, MUST BE SIGNED BY O-6 OR HIGHER		SOLDIERS THAT WERE ON ORDERS LESS THAN 60 DAYS OR STATIONED IN GERMANY OR ANY CENTRAL AMERICA COUNTRIES ARE NOT REQUIRED TO HAVE A LOR
2	RED CROSS MESSAGE OR HARDSHIP MEMORANDUM (IF APPLICABLE)		PROVIDE DOCUMENTATION DURING INPROCESSING AND INFORM OPERATIONS NCO IMMEDIATELY
3	PROMOTION/REDUCTION ORDERS: THAT WERE EFFECTIVE DURING MOBILIZATION		IF MOB ORDERS DO NOT REFLECT CURRENT AND CORRECT RANK
4	CURRENT MOBILIZATION ORDERS, ADOS OR CO-ADOS ORDERS: MOBILIZED ON ACTIVE DUTY ORDERS. IF ON CONTINUOUS ORDERS, THEY ARE ALSO REQUIRED. (ORDERS CUT BY COMMAND BRINGING YOU ONTO ACTIVE DUTY.)		FIRST LINE READS: "YOU ARE ORDERED TO ACTIVE DUTY". NEED TWO SINGLE SIDED COPIES. GO TO HTTPS://MOBCOP.AOC.ARMY.PENTAGON.MIL/ AND SELECT DAMPS ORDERS
5	AMENDMENT(S) TO MOBILIZATION ORDERS (IF APPLICABLE) (WILL HAVE ORDER NUMBER FOLLOWED BY A1 OR A2 ETC. IN PARENTHESIS)		IF APPLICABLE. NEED TWO SINGLE SIDED COPIES. GO TO HTTPS://MOBCOP.AOC.ARMY.PENTAGON.MIL/ AND SELECT DAMPS ORDERS
6	TEMPORARY CHANGE OF STATION (TCS) ORDERS (IF APPLICABLE): SENDING SM TO DEPLOYING/MOBILIZING LOCATIONS (ORDERS CUT BY FORT BLISS BEGINNING WITH BL-) (***NOTE: MAKE SURE TCS ORDERS STATE FORT BLISS AS DEMOB STATION)		FIRST LINE READS: "YOU ARE DEPLOYED IN A TEMPORARYCHANGE OF STATION (TCS) STATUS". NEED TWO SINGLE SIDED COPIES. GO TO HTTPS://MOBCOP.AOC.ARMY.PENTAGON.MIL/ AND SELECT DAMPS ORDERS
7	AMENDMENT(S) TO TCS ORDERS (IF APPLICABLE) (WILL HAVE ORDER NUMBER FOLLOWED BY A1 OR A2 ETC. IN PARENTHESIS)		IF APPLICABLE. NEED TWO SINGLE SIDED COPIES. GO TO HTTPS://MOBCOP.AOC.ARMY.PENTAGON.MIL/ AND SELECT DAMPS ORDERS
8	NATO TRAVEL ORDERS OR TRAVEL ORDERS FOR CURRENT TOUR: ONLY IF TRAVELED TO ANY OTHER COUNTRIES OUTSIDE OF ASSIGNED MOBILIZATION		DD FORM 1610 (DTS VOUCHER), COMPLETE AND SIGNED DA FORM 4187 OR AMENDMENT TO TCS ORDERS ACCEPTED AS DOCUMENTATION. GO TO HTTPS://MOBCOP.AOC.ARMY.PENTAGON.MIL/ AND SELECT DAMPS ORDERS FOR NATO TRAVEL ORDERS
9	RETIREMENT POINTS: FOR RESERVE: DA 5016 FOR NATIONAL GUARD: NGB 23B OR 23A (CONTACT STATE IF NOT IN CURRENT POSSESSION)		RESERVE: GO TO HTTPS://WWW.HRCAPPS.ARMY.MIL/PORTAL CLICK CHR STATEMENT OF RETIREMENT POINTS TO POPULATE
10	ORIGINAL ENLISTMENT CONTRACT: DD FORM 4-1 AND DD FORM 4-2 ONLY		FIRST 2-3 PAGES ONLY. ALSO REQUIRED FOR OFFICERS IF PRIOR ENLISTED. GO TO HTTPS://IPERMS.HRC.ARMY.MIL/LOGIN/
11	FIRST OATH OF OFFICE (OFFICERS ONLY)		DA FORM 71. GO TO HTTPS://IPERMS.HRC.ARMY.MIL/LOGIN/
12	ALL PREVIOUS DD FORM 214(S), DD FORM 220(S), AND/OR DD FORM 215(S) IN CHRONOLOGICAL ORDER		IF NO PREVIOUS DD FORM 214s, PROVIDE DA FORM 1059 FOR BOLC. GO TO HTTPS://IPERMS.HRC.ARMY.MIL/LOGIN/
13	FEDERAL AWARDS		RECEIVED WHILE DEPLOYED/MOBILIZED OR ANY NOT REFLECTED ON PREVIOUS DD FORM 214s
14	DA FORM 1059 OR ANY SCHOOL COURSE CERTIFICATES: PHYSICALLY CONDUCTED IN CLASSROOM ONLY		40 HOURS OR MORE DURING CURRENT DEPLOYMENT/MOBILIZATION ONLY
15	DA FORM 31 (LEAVE FORM): IF SM TOOK LEAVE OR R AND R DURING MOBILIZATION		ENSURE BLOCKS 1, 13 AND 17 ARE COMPLETED
16	CURRENT LEAVE AND EARNINGS STATEMENT (LES)		GO TO HTTPS://MYPAY.DFAS.MIL
17	DD FORM 2648 FROM COMPLETED SFL-TAP		TURN IN COMPLETED AND SIGNED COPY OF DD FORM 2648 DURING INPROCESSING
18	COMPLETE ONLINE PHA DA FORM 3024 IN MEDPROS (DO NOT NEED TO PRINT)		GO TO HTTPS://RC.MODS.ARMY.MIL/MHA AND COMPLETE ONLINE IN MEDPROS PRIOR TO REPORTING TO REVERSE-SRP (R-SRP). DO NOT NEED TO PRINT DOCUMENT.
19	COMPLETE ONLINE PDHA DD FORM 2796 IN MEDPROS (DO NOT NEED TO PRINT)		GO TO HTTPS://RC.MODS.ARMY.MIL/MHA AND COMPLETE ONLINE IN MEDPROS PRIOR TO REPORTING TO REVERSE-SRP (R-SRP). DO NOT NEED TO PRINT DOCUMENT.
20	COMPLETE ONLINE BOTH SHPE DD FORM 2807-1 AND DD FORM 2808 IN MEDPROS (NEED TO PRINT BOTH FORMS)		GO TO HTTPS://RC.MODS.ARMY.MIL/MHA . COMPLETE BOTH SHPE DD FORM 2807-1 AND DD FORM 2808 FORMS. PRINT BOTH TO HAVE FOR R-SRP. WILL NEED TO HAVE BOTH FORMS WITH THE BLDG 60 CHECKLIST, DD FORM 2216 OR DD FORM 2215 AND "WHAT IS SHPE" DOCUMENT IN WELCOME PACKET FOR YOUR SHPE APPOINTMENT.

INDIVIDUAL DEMOBILIZATION OPERATIONS NCO:

CADRE SIGNATURE AND DATE:

ALL DOCUMENTS NEED BE SINGLE SIDED COPIES WITH NO STAPLES AND LISTED IN THIS ORDER. FAILURE TO FOLLOW DIRECTIONS AND/OR PROVIDE ALL REQUIRED DOCUMENTATION WILL RESULT IN THE PACKET GETTING REJECTED AND WILL DELAY YOUR DEMOBILIZATION PROCESS.

****SUBMIT THIS COMPLETED PACKET BY 0730 THE FOLLOWING DAY OR EARLIER TO THE OPERATIONS SECTION AFTER ARRIVAL!! FAILURE TO DO SO WILL DELAY YOUR DEMOBILIZATION PROCESS****