



U.S. ARMY

FORT BRAGG North Carolina

ENLISTED ETS CHECKLIST

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ETS PACKET (ALL MAY NOT BE APPLICABLE)

- _____ INSTALLATION ETS SERVICES INTRA-OFFICE WORKSHEET
- _____ SOLDIER TALENT PROFILE (UPDATED WITHIN A WEEK OF SUBMISSION OF PACKET) & ERB (iPERMS)
- _____ DD FORM 93 & SGLV (CURRENT WITHIN 6 MONTHS OF ETS DATE)
- _____ INITIAL ENLISTED CONTRACT DD FORM 4-1, 4-2, 4-3 (ONLY) & REENLISTMENT CONTRACT DD FORM 4-1 (ONLY).
- _____ CAREER COUNSELOR VERIFICATION FOR SOLDIERS WITH 9G IMREPR CODE (DA FORM 7783)
- _____ DD FORM 220 (ACTIVE DUTY REPORT LESS THAN 90 DAYS)
- _____ DD FORM 1695 (OATH OF EXTENSION FOR ALL EXTENSION (NOT THE REQUEST TO EXTEND)
- _____ PRIOR SERVICE DD 214s AND PRIOR SERVICE DD-215s (UPDATE OR CORRECTION TO DD-214)
- _____ PERSTEMPO AND / OR OVERSEAS TOUR CREDIT LISTING (FROM IPPS-A)
- _____ DA FORM 31 OR AUTHORIZED ABSENCE FROM IPPS-A

REQUIREMENTS TO PICK-UP OF FINAL DD-214 AND FINAL CLEARANCE STAMP

- _____ DA FORM 2648 (PRE-SEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT SERVICE MEMBERS PROVIDED BY SLF-T AND MUST BE SIGNED AND HAVE SFL-T STAMP ON PAGE 5).

NOTE

SOLDIERS ON ASSIGNMENT: ASSIGNMENT MUST BE DELETED PRIOR TO ACCEPTANCE OF THE ETS PACKET.

QMP SOLDIERS: REQUIRED QMP LETTERS WITH THE CDR'S COUNSELING.

IF TAKING SEPARATION PAY, INCLUDE THE DA 7783, WHICH CAN BE RETRIEVED AT THE RESERVE COMPONENT OFFICE, 5TH FLR OF THE SOLDIER SUPPORT CENTER.

ETS UDL#: 000000000043832 - NAME: BRAGG_MPD_ETS

*****LABEL PAR AS FOLLOWS: RANK LAST NAME, FIRST NAME W / WO LEAVE FORM*****

Example: MSG SMITH, JOHN W / LEAVE FORM

ETS PACKETS ARE TO BE SUBMITTED 180 DAYS PRIOR TO THE SOLDIERS ETS DATE.

ORDERS ARE PRIORITIZED BASED ON LEAVE OR ETS DATES

ALL PACKETS MUST BE SUBMITTED VIA IPPS-A AS A SINGLE (01) PDF DOCUMENT NOT TO EXCEED 8MB. HARD COPIES OR EMAILED COPIES WILL NOT BE ACCEPTED. INCOMPLETE PACKETS WILL BE RETURNED WITHOUT ACTION (RWOA).

IF YOU MISS YOUR DD-214 BRIEF, YOU CAN COME IN MONDAY, WEDNESDAY AND FRIDAY BETWEEN 0830 -1130 TO SIGN YOUR DD-214. YOU WILL BE ABLE TO PICK IT UP (M,W,F 0830-1600/Tu &Th 1300-1500 ONLY).

Primary POC: TRANSITION FRONT DESK: 910-907-0126

SPD CODE:
SEPARATION MONTH:

ETS COVER SHEET

RANK, LAST NAME, FIRST NAME, MIDDLE INITIAL: _____

DODID: _____

ETS DATE: _____ LEAVE DATE: _____

PHONE NUMBER: _____

EMAIL ADDRESS (.MIL): _____

ADDRESS AFTER SEPARATION: _____

CITY: _____ STATE: _____ ZIP CODE: _____

NAME AND ADDRESS OF NEAREST RELATIVE (NOT SPOUSE): _____

CITY: _____ STATE: _____ ZIP CODE: _____

UNIT: _____

UNIT PHONE NUMBER: _____

PRIMARY S1 RANK, LAST NAME, FIRST NAME: _____

PRIMARY S1 PHONE NUMBER: _____

PRIMARY S1 EMAIL ADDRESS: _____

ALTERNATE S1 RANK, LAST NAME, FIRST NAME: _____

ALTERNATE S1 PHONE NUMBER: _____

ALTERNATE S1 EMAIL ADDRESS: _____