

# TRANSITION CENTER 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 NAME: DAEGU\_MPD\_TRANSITIONS

Soldiers should immediately begin pre-transition processing by visiting the Transition Center website 180 days prior to their ETS date or when they have been identified for separation at: <https://home.army.mil/daegu/about/Garrison/directorate-human-resources/military-personnel-division/transition-center>

## 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 (Officers)
- Appointment Letter (Officers)
- Most recent ORB & LES & STP (Soldier Talent Profile)

### Enlisted & Officer:

- Separation Brief Certificate
- Prior service DD Form 214, NGB 22 (if applicable)
- DA Form 4789 (if applicable)
- PCS order to Korea
- Pinpoint order (showing arrival date to Korea)
- Command Sponsorship Memo (if applicable; All Family Members listed)
- POV documents (if authorized storage in state side)
- Absence Request
- Leave balance (from Separation Finance (Bldg 330, R-209B))
- 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 (with the exception of H, J, K)
- DD Form 2648 (from Transition Assistance Program (TAP); **must be provided before picking up Clearing Paper**)
- Letter of Lateness (If it is less than 70 days until the ETS date; signed by Battalion CDR)
- In-Country separation packet (if staying in Korea after separation; PAR needs to be requested through IPPS-A; submit 60-90 days

## DOCUMENTS REQUIRED FOR FINAL-OUT PROCESSING

- Separation Health Physical Examination (SHPE)
- Completed Unit & Installation Clearance Record (DA Form 137-1 & 137-2)
- CAC w/Expiration date matching your separation date

**SOLDIERS INFORMATION**

Are you being chaptered / RCP / QMP / UQR?	YES	NO
Do you have a POV in Government Storage? <i>(If yes, where )</i>	YES	NO
Have you ever been AWOL / Confined <i>(Confinement)?</i>	YES	NO
Have you recently been reduced in rank?	YES	NO
Are you taking terminal leave?	YES	NO
Have or will you request In-Country Separation?	YES	NO

**FAMILY INFORMATION**

Are you married? <i>(If no, proceed to the next area (DD 214 Info))</i>	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:

**Hours of Operation: Monday - Friday SSC BLDG. 330 RM. 127**

**8:00 a.m. - 5:00 p.m. Walk-in Hours 1:30 p.m. - 4:30 p.m.**

**Closed Weekends and Federal Holidays**

**DSN: 763-4873 Email: usarmy.walker.id-pacific.mbx.mpd-transition@army.mil**

**S1s ARE RESPONSIBLE FOR DIGITALLY SIGNING ALL COMPLETED TRANSITION CENTER CHECKLIST AND 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
AREA I:	000000000003979	YONGSAN_CASEY_MPD_TRANSITION
AREA II & III:	000000000001403	HUMPHREYS_MPD_TRANSITIONS
AREA IV:	000000000007487	DAEGU_MPD_TRANSITIONS

**Soldier Digital Signature:**

**Date:**

**S1 Digital Signature:**

**Date:**