

IN COUNTRY SEPARATIONS

1. References:

- a. AK 635-1 Separation of Military Personnel within the Republic of Korea.
- b. AR 600-8-24, Officer Transfers and Discharges.
- c. AR 635-200, Active Duty Enlisted Administrative Separations.
- d. USFK 1-38, Reporting Change of Status of SOFA Personnel.

2. Soldiers requesting In Country Separation (ICS) must submit their packet through the S1 to the Transition Center between 90-60 days prior to the their date of separation or transitional leave

3. ICS packets will consist of the following documents:

- a. AK Form 635-1E
- b. Command memorandum (Company Commander / Battalion Commander and Brigade Commander endorsements).

4. Packets received inside of 60 days (59 days or less) prior to their date of separation or transitional leave will require a letter of lateness.