

# IN COUNTRY SEPARATION

Request for Separation of Military Personnel within the Republic of Korea (ROK)

References:

- a. AK 635-1, Separation of Military Personnel within the Republic of Korea (ROK)
- 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

Soldiers requesting In Country Separation must submit a Personnel Action Request (PAR) for Admin Records Corrections in IPPS-A between 90-60 days prior to their Separation or Transitional Leave.

S1s are responsible for approving PAR with applicable supporting documents and routing approval to the respective Area Group User List Name through IPPS-A:

**AREA IV USER LIST NAME: DAEGU\_MPD\_TRANSITIONS**

PAR MORE INFORMATION block copy and paste the following information:

1. References:

- a. AK 635-1, Separation of Military Personnel within the Republic of Korea (ROK).
- b. USFK 1-38, Reporting Change of Status of SOFA Personnel

2. Under the provisions of AK regulation 635-1, I am requesting an In Country Separation within the ROK to REASON.

3. I have attached my original: AK Form 635-1E (*Signed by Company Commander*), In Country Separation Soldiers Memorandum (*Signed by Battalion and Brigade Commander*), Soldier Talent Profile, a copy of my Orders, and Absence Request (if applicable).

4. I have read para 2-4 of AK Reg 635-1 pertaining to Change of Status and I understand that if my request for an in-country separation is approved, my SOFA Status will change on the date after my ETS or Retirement date. I further understand that I have 30 days onwards to obtain an appropriate Visa from the ROK Immigration Office in order to remain in Korea.

PARs received 59 days or less from date of Separation or Transitional Leave will require a Letter of Lateness.

## **USAG-DAEGU TRANSITION CENTER - SOLDIER SUPPORT CENTER BLDG 330 RM.127**

**Hours of Operation:** Monday - Friday

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

**Transitions Office Website:**

<https://home.army.mil/daegu/index.php/about/Garrison/directorate-human-resources/military-personnel-division/transition-center>