

USAG-DAEGU TRANSITION CENTER CHAPTER 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**
- ※ Chapter Packets must be hand carried to the Transition Center.
- ※ Soldiers require an escort and to be in uniform at all times when visiting the office.

DOCUMENTS REQUIRED TO INITIATE CHAPTER PROCESS

Complete Chapter Packet (w/ Correct Approval Authority Signature)

DD Form 2648 (from Transition Assistance Program (TAP)) (Must be provided before picking up Clearing Paper)

Separation Health Physical Examination (SHPE)

Initial Enlistment contract (DD Form 4-1 & 4-3 or DD Form 4 (showing Active Duty date))

All reenlistment contracts (if applicable; DD Form 4 only; if missing see your Career Counselor to obtain RETAIN screen shot)

All Oaths of extension (if applicable; DA Form 1695)

Most recent SRB and STP (Soldier Talent Profile)

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 (Only if soldier is authorized to take leave)

Leave balance (Only if soldier is authorized to take leave; 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)

All non-transferable Flags must be removed (with the exception of H, J, K)

FINAL OUT REQUIREMENT

Completed Unit & Installation Clearance Record (DA Form 137-1 & 137-2)

CAC w/Expiration date matching your separation date

ESCORT INSTRUCTIONS

After you pick up Separation Orders, ensure that you READ and understand the instructions on the orders. Before reporting to the Transition Center for Final Out-processing, Escort must ensure that the Soldier has completed the following:

Pick up unit Clearing papers from Unit and Installation Clearing papers and Orders from Transition Center.

Update ID Card to Reflect New Separation Date on Orders.

Clear Finance prior to Final Out

Complete and Clear TAP (CAPSTONE DD Form 2648)

Arrive at Transition Center at 0900 On Final out appointment date (LAST STOP, Please bring: Updated ID CARD, Unit & Installation papers (must be completely CLEARED) and arrive in DUTY UNIFORM, no exceptions)

ALL CHAPTERS WILL BE ESCORTED TO OSAN AFB or INCHEON; Escorts are not to leave the Chapter unattended, until the Chapter has passed through the secure area of the Airport (Customs).

ESCORT'S NAME:

(KOR) CELL PHONE #:

SIGN & DATE:

SOLDIERS INFORMATION

Are you being chaptered / RCP / QMP / UQR?	YES	NO
Do you have a POV in Government Storage? (If yes, where)	YES	NO
Have you ever been AWOL / Confined (Confinement)?	YES	NO
Have you recently been reduced in rank?	YES	NO
Are you taking terminal leave?	YES	NO

FAMILY INFORMATION

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

Sign & Date :

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>

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:	00000000003766	YONGSAN_CASEY_MPD_TRANSITION
AREA II & III:	00000000001440 (For Chapter Only)	HUMPHREYS_MPD_TRANSITION_ADMIN_SEP (For Chapter Only)
AREA IV:	000000000007487	DAEGU_MPD_TRANSITIONS