



# U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

## SEPARATION REQUIRED DOCUMENTS

(BLDG 750, ROOM 200)

inbox: [usarmy.schofield.id-pacific.mbx.transition-center-hawaii@mail.mil](mailto:usarmy.schofield.id-pacific.mbx.transition-center-hawaii@mail.mil)

### ETS Required Documents:

Intake sheet provided at Transition Center filled out  
DA 31 with all authority signatures and control number  
All prior DD 214's, NGB 22, NGB 23, any other **official service time document**  
Early return of Dependents (ERD) as applicable  
Birth certificate of children born on island (as applicable)  
Approved Command Sponsorship (as applicable)  
Soldier Record Brief (SRB) (\*\*most recent\*\*)

### INVOLUNTARY SEPARATION

Memorandum from COL / CG (as applicable) who is the separation authority with paragraph statement "**I DIRECT**"

Type and "Characterization" of chapter separation must be noted / selected

CDRs Memo: company command MFR with earned awards and ASVAB scores

Soldier Record Brief (SRB) (\*\*most recent\*\*)

Enlistment contracts: 4/1, 4/2, 4/3 to include all reenlistment contracts (as applicable)

Officers, DA 71, Oath of Office or official orders to active duty

All prior DD 214's, NGB 22, NGB 23, DA Form 1506 or any other **official service time document**

Soldier for Life – Transition Assistance Program document (e-signed form DD 2648)

DA 4187- if AWOL, Confinement, Lost time form DA 4187 bringing Soldier back to duty PDY (as applicable)

\*DA 31 with authoritative signatures and control number

\*\*Leave is at Commanders Discretion

NOTE: **\*\*Dishonorable Chapters and Other Than Honorable (OTH) are NOT authorized leave**

Article 15 documents (as applicable)

Command sponsorship paperwork / ERD (if applicable)

**H T T P S : / / H O M E . A R M Y . M I L / H A W A I I**



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### MEDICAL SEPARATION

MEB Service Member after being contacted by the Transition Office counselor ***must have the following documents*** at initial intake counseling:

- Copy of the Soldiers most recent end of month leave statement (LES)
- Both, Commanders and 1SG's military email address and duty phone
- PCS orders of Command Sponsored spouse and / or family members arrival to Hawaii (as applicable)
- Birth certificate of children born on island (if applicable)
- Early Return of Dependent orders (ERD) if applicable
- All prior DD 214's, NGB 22, NGB 23, DA Form 1506 or any other **official service time document**
- Soldier Record Brief (SRB) (\*\*most recent\*\*)