

## ENLISTED CHAPTER 5-16: School Drop Checklist

Name:	Unit:
Separation Date:	Phone:
Email:	@mail.mil
S1 Information: Name/Phone/Email	
Received Date:	

<input checked="" type="checkbox"/>	REQUIRED DOCUMENTS
	Signed DA Form 4187 <b>(Must be signed by approval authority IAW AR 635-200, Para 1-19)</b>
	Letter from University/School. Must state the following: <ul style="list-style-type: none"> <li>- Acceptance of enrollment</li> <li>- Full Time Status</li> <li>- Class Start Date</li> </ul>
	Sexual Assault Memo <b>(Signed by the Soldier)</b>
	DD 2648 – Pre-Separation/Transition Counseling and Career Readiness Standards eForm. (Provided by SFL-TAP)
	Approved DA Form 31 with Control Number. PTDY is not authorized.
	DD 4-1,2,3 (Initial Enlistment Contract) <b>(First 3 pages only)</b>
	Proof of Command Sponsorship (One or more may apply) <ul style="list-style-type: none"> <li>- PCS orders with list of dependents names</li> <li>- Approved Command Sponsored Memo</li> <li>- Early Return of Dependents (EROD) orders</li> <li>- Copy of Birth Certificate for dependents born after arrival to Hawaii and not listed on original PCS orders</li> </ul>
	SRB <b>(dated within 30 days)</b>

DHR Website: <https://home.army.mil/hawaii/index.php/garrison/dhr>

Email: [usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil)

Updated: MAY 2018