

Drop-off Date:

## TRANSITION CENTER

### Voluntary Expiration- Term of Service (ETS) DROP-OFF SHEET

When turning in drop-off sheet PLEASE have the following documents, IF APPLICABLE:

- ✓ **TAKING TERMINAL LEAVE? WE WILL NEED:** Authorized IPPSA Leave Form **\*Leave must end day of ETS date\***
- ✓ **TRAVELING WITH DEPENDENTS? WE WILL NEED:** PCS Orders to Hawaii with dependent name(s) listed; or Command Sponsorship Memo, Marriage Certificate, and Birth Certificate (for children dependents)
- ✓ **JOINING ARMY NATIONAL GUARD OR ARMY RESERVES? WE WILL NEED:** Signed DA FORM 5691
- ✓ **ARMY CAREER SKILLS PROGRAM (CSP)? WE WILL NEED:** Approved Memorandum

Rank: \_\_\_\_\_ Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

SSN: \_\_\_\_\_ DOD ID #: \_\_\_\_\_ Unit Phone #: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Military Email: \_\_\_\_\_

Address after Separation: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Nearest Relative (Not Spouse): \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Prior Contract Military Service?	Yes	
Branch of prior service:	_____	
Going Guard or Reserves?	Yes	No
Taking Terminal Leave?	Yes	No
Traveling with Dependents?	Yes	No
Command Sponsored Dependent(s)?	Yes	No

Command Sponsored Dependent(s):

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ DOB: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY ETS COUNSELOR

DIEMS:

SGLI:

BASD:

MSO:

EAD:

REEN:

HOR:

ETS: