

## **SEPARATION CENTER CHECKLIST**

*The purpose of this checklist is to give you a general idea of Separation requirements. This list is NOT all-inclusive; refer to the Separation Brief for detailed information.*

- Take the Separation Brief - <https://home.army.mil/huachuca/index.php/>
- Complete and email the Memorandum of Understanding with the separation information sheet to:  
[usarmy.huachuca.id-training.mbx.separations@army.mil](mailto:usarmy.huachuca.id-training.mbx.separations@army.mil)
- Complete absence request in IPPS-A (after receiving your orders, READ FIRST attachment, and DD Form 214 Worksheet in your email) read original email for information on setting appointment dates and times
- Finance, 1st visit
- S-1 will give you your Records Review appointment date/time
- Personnel Services will give you date/time for your Installation Clearing Papers by Email.
- Check your DD Form 214 WS for accuracy
- MEDDAC, DD Form 2808/2807-1
- DENTAC, SF 603
- TAP, download the CRS Checklist and complete
- Education Center, bring DD Form 214 Worksheet
- Housing (Check brief for on/off Post instructions)
- Transportation, needs 3 copies of orders
- Post Retention, make an appointment
- Ensure you cleared all offices listed on your Installation Clearing Papers
- Finance, 2nd visit
- Records Review Appointment at the Separation Center to final out at Military Personnel Division 2385 Hatfield Street, Building 51101