

TRANSITION CENTER CHECKLIST

FULL NAME:

RANK:

UNIT:

ETS:

PHONE:

EMAIL:

Soldiers should immediately begin pre-transition processing by visiting the Transition Center website at: <https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/military-personnel-division/transition-center>.

All documents must be submitted to the transition center through IPPS-A NLT 120 days prior to the Soldier's separation date or immediately upon separation notification.

DOCUMENTS REQUIRED TO PRODUCE ORDERS

Enlisted:

- Initial Enlistment contract (DD Form 4-1 & 4-3 or DD Form 4 (showing Active Duty date))
- All reenlistment contracts (DD Form 4 only; if missing see your Career Counselor to obtain RETAIN screen shot)
- All Oaths of extension (DA Form 1695)
- Most recent SRB and STP (Soldier Talent Profile)

Officer:

- Initial Oath of Office (DA Form 71)
- Orders to Active Duty (Officers)
- Appointment Letter (Officers)
- Most recent ORB & LES & STP (Soldier Talent Profile)

Enlisted & Officer:

- Pre-Separation Certificate
- 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
- Leave balance (from Separation Finance (Bldg 6420, room 119))
- SGLV (no more than 1 year old from separation date)
- DD Form 93 (no more than 1 year old from separation date)
- In-Country separation packet (if staying Korea after separation; PAR needs to be requested through IPPS-A; submit 60-90 days prior to terminal leave start)
- USAR/NG Contract (if transferring to Army Reserve or National Guard)
- All non-transferable Flags must be removed (with the exception of H, J, K)
- DD Form 2648 (from Transition Assistance Program (TAP); **must be provided before picking up Clearing Paper**)
- Letter of Lateness (If it is less than 70 days until the ETS date; signed by Battalion CDR)

DOCUMENTS REQUIRED FOR FINAL-OUT PROCESSING

- Separation Health Physical Examination (SHPE)
- Completed Unit & Installation Clearance Record (DA Form 137-1 & 137-2)
- CAC w/Expiration date matching your separation 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
Have or will you request In-Country Separation?	YES	NO
Are you transferring to USAR or ARNG?	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 (First, Last 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:

Transitions Office Website:

[https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources / military-personnel-division/transition-center](https://home.army.mil/humphreys/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 IPSS-A:



	USER LIST	USER LIST NAME
AREA I:	000000000003979	YONGSAN_CASEY_MPD_TRANSITION
AREA II & III:	000000000001403	HUMPHREYS_MPD_TRANSITIONS
AREA IV:	000000000007487	DAEGU_MPD_TRANSITION

Soldier Digital Signature:

Date:

S1 Digital Signature:

Date: