

USAG-Humphreys Transition Center Checklist

Documents will not be accepted prior to you attending the mandatory briefing. No exceptions!!!

Documents needed to generate a Separation Order and DD Form 214

(Most items can be retrieved from iPERMS, BN/BDE S-1, Career Counselor)

*** All items will be hand carried to transition center ***

*** Must be in duty uniform for all appointments***

*** All paperwork must be legible ***

*** No staples, no double-sided copies ***

Enlisted:

- ☐ Initial enlistment contract (DD Form 4-1 & 4-3 only)
- ☐ All re-enlistment contract (DD Form 4-1 only, (if missing see your Career Counselor to obtain RETAIN screen shot))
- ☐ All oath of extension (DA Form 1695)
- ☐ Most recent ERB
- ☐ Prior service DD form 214 or NGB Form 22, if applicable

Officer:

- ☐ Initial Oath of Office (DA form 71)
- ☐ Orders to Active Duty
- ☐ Appointment Letter
- ☐ Most recent ORB & LES
- ☐ Prior service DD Form 214 or NGB Form 22, if applicable

Enlisted & Officer:

- ☐ PCS order to Republic of Korea
- ☐ Continuation order (showing arrival date to Korea)
- ☐ Command Sponsorship Memo, if applicable *must have **ALL** Family Members listed*
- ☐ POV documents, if authorized storage
- ☐ DA Form 31 (if taking transitional / terminal leave) (must be completely approved)
- ☐ SGLV (no more than 1 year old from separation date)
- ☐ DD Form 93 (no more than 1 year old from separation date)
- ☐ Leave balance (from Separation Finance (Bldg 6420, room 119))
- ☐ DD Form 2648 (from Transition Assistance Program (TAP))
- ☐ USAR/ARNG contract (from retention), if applicable
- ☐ In-Country separation packet, if applicable
- ☐ All non-transferable flags must be removed (with the exception of H, J, K)

RETIREE:

- ☐ DD Form 2656 (application for retirement pay/SBP) *do not sign or have notarized*
- ☐ USAR / ARNG Retirement points sheet, if applicable

Final out-processing requirement (for all separating Soldiers):

- ☐ Separation Health Physical Examination (SHPE) packet
- ☐ Complete Unit & Installation Clearance Record (DA Form 137-1 & 2)
- ☐ CAC w/expiration date matching your separation date

POC: USAG-HUMPHREYS TRANSITION CENTER (BLDG 6400 RM F-101)

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