

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)

DSN: 757-2096 / 2513 or email: usarmy.humphreys.id-pacific.mbx.mpd-transition@mail.mil

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