

# IN COUNTRY SEPARATIONS

## 1. References:

- a. AK 635-1 Separation of Military Personnel within the Republic of Korea.
- b. AR 600-8-24, Officer Transfers and Discharges.
- c. AR 635-200, Active Duty Enlisted Administrative Separations.
- d. USFK 1-38, Reporting Change of Status of SOFA Personnel.

2. Soldiers requesting In Country Separation (ICS) must submit their packet through the S1 to the Transition Center between 90-60 days prior to their date of separation or transitional leave

## 3. ICS packets will consist of the following documents:

- a. AK Form 622.
- b. USFK Form 217. (Dated within 30 days of submitting packet to transition center.)
- c. USFK Form 237. (Dated within 30 days of submitting packet to transition center.)
- d. Memo from the Soldier.
- e. Command memorandum (Company Commander / Battalion Commander and Brigade Commander endorsements)

4. Packets received inside of 60 days (59 days or less) prior to their date of separation or transitional leave will require a letter of lateness.