

# USAG-HUMPHREYS TRANSITION CENTER CHAPTER CHECKLIST

FULL NAME:

RANK:

UNIT:

ETS:

PHONE:

EMAIL:

- ※ Chapter packets must be hand carried to the Transition Center.
- ※ Please submit a PAR for Involuntary Separation IPPS-A before visiting the Transition Center.
- ※ USER LIST: 000000000001403; USER LIST NAME: HUMPHREYS\_MPD\_TRANSITIONS
- ※ require an escort and being in uniform at all times when visiting the office.

## DOCUMENTS REQUIRED TO INITIATE CHAPTER PROCESS

**Complete Chapter Packet** (w/ Correct Approval Authority Signature)

DD Form 2648 (from Transition Assistance Program (TAP)) (Must be provided before picking up Clearing Paper)

Separation Health Physical Examination (SHPE)

Initial Enlistment contract (DD Form 4-1 & 4-3 or DD Form 4 (showing Active Duty date))

All reenlistment contracts (if applicable; DD Form 4 only; if missing see your Career Counselor to obtain RETAIN screen shot)

All Oaths of extension (if applicable; DA Form 1695)

Most recent SRB and STP (Soldier Talent Profile)

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 (Only if soldier is authorized to take leave)

Leave balance (Only if soldier is authorized to take leave; 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)

**All non-transferable Flags must be removed** (with the exception of H, J, K)

## FINAL OUT REQUIREMENT

Completed Unit & Installation Clearance Record (DA Form 137-1 & 137-2)

CAC w/Expiration date matching your separation date

## ESCORT INSTRUCTIONS

**After you pick up Separation Orders, ensure that you READ and understand the instructions on the orders. Before reporting to the Transition Center for final out-processing, Escort must ensure that the soldier has completed the following:**

Pick up unit Clearing papers from Unit and Installation Clearing papers and Orders from Transition Center.

Update ID Card to Reflect New Separation Date on Orders.

Clear Finance prior to final out. (ALL CHAPTERS NEED DA 31 or ABSENCE REQUEST for one day of travel if not taking leave)

Pick up Airplane Ticket. (Commercial Travel Office @ D101)

Complete and Clear SFL-TAP.

Arrive at Transition Center at 0900 On Final out appointment date. (LAST STOP, Please bring: Updated ID CARD, Unit & Installation papers (must be completely CLEARED) and arrive in DUTY UNIFORM, no exceptions.)

**ALL CHAPTERS WILL BE ESCORTED TO OSAN AFB or INCHEON; Escorts are not to leave the Chapter unattended, until the Chapter has passed through the secure area of the Airport (Customs).**

**ESCORT'S NAME:**

\_\_\_\_\_

**(KOR) CELL PHONE #:**

\_\_\_\_\_

**SIGN & 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

**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:

Sign & Date :

**USAG-HUMPHREYS TRANSITION CENTER - Maude Hall (BLDG 6400) RM F-101**

**Hours of Operation:** Monday - Friday

8:00 a.m. - 3:30 p.m. (Thursday - 1:30 p.m. - 3:30 p.m.)

**Closed Weekends and Federal Holidays**

DSN: 757-2096

E-MAIL: [usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil](mailto:usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil)

**Transitions Center Website:**

<https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/military-personnel-division/transition-center>

**S1s ARE RESPONSIBLE FOR SUBMITTING A INVOLUNTARY SEPARATION PERSONNEL ACTION REQUEST TO CHAPTER UDL THROUGH IPPS-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