



FORT MEADE TRANSITION SERVICES

How to receive Installation Clearing Papers

1. Request Installation Clearing Papers by submitting a PAR with an approved absence request form(s) 15 days prior to the start of leave; if SM is not taking Transition leave, submit PAR 15 days prior to separation date.
2. Installation clearing papers & DD214 Draft will be issued via Outlook to SM and S1 within five (5) business days after PAR has been submitted.
3. Work with your S1 to update your profile management in IPPS-A.

IPPS-A: DD214

Soldiers are responsible for updating the Personal Information Tab in the DD214 TILE

1. Nearest Relative Address
2. Post Separation Address
3. Civilian Email Address
4. Contact Phone Number

Your S1 is responsible for updating the Soldier profile

1. Awards
2. Education
3. MOS and the effective date
4. Combat Tours
5. Foreign Service

Refresh and Validate Tabs that have been updated

How to receive your Final DD214

Soldiers must clear the unit, installation, TAP and finance. Make an appointment to clear finance one day prior to start of leave or separation date. You will receive the final DD214 via Outlook when the following documents have been received:

1. Unit clearing papers
2. Installation clearing papers
3. DA Form 2648 (signed TAP Form)
4. Absence Request Form(s)
5. DD Form 2656 (SBP Form/Retirees Only)

RETIREEES ONLY: Schedule your Survivor Benefit Plan (SBP) appointment 90 Days prior to leave or separation date. To schedule SBP appointment, contact Mr. Gray at 301-677-9600 or roderick.s.gray.civ@army.mil.

Retirement UDL: 000000000039795

Transition UDL: 00000000003936