

THE FOLLOWING DOCUMENTS ARE REQUIRED AT YOUR FINAL OUT:

***YOU WILL NOT BE ABLE TO OUT PROCESS TRANSITION WITHOUT THE FOLLOWING DOCUMENTS:**

- ALL CHAPTERS WILL FINAL OUT ON THEIR SEPARATION DATE (**NO EXCEPTIONS**)
- ALL OTHERS TAKING PTDY/TERMINAL LEAVE WILL FINAL OUT **ONE** BUSINESS DAY PRIOR TO START OF LEAVE (**NO EXCEPTIONS**)
- Please bring with you **COMPLETED Installation and Unit clearance papers w/CIF and Bulldog Stamp**
- **IPPS-A PERSTEMPO** Statement (from S1) accounting for your deployments and overseas time. Make sure your deployment dates are correct, Non-US or worldwide
- Updated IPPS-A STP (from S-1) **MUST** be less than 14 days old
- **DD form 93** (Emergency Data Form) (from S1;**updated within 30 days**)
- **SGLI** (Life Insurance Form) (**certified and updated within 30 days; uncertified copy will not be accepted**)
- **Finance Leave Verification Sheet.** (Finance – Room 1008-will be provided once you clear them)
- Please bring any other documentation to add courses/awards (if any) to update your final DD 214
- Medical Retirements will require the Survivors Benefits Form (DD 2656)
- Sufficient Service Retirements will require: Retirement Physical & Survivors Benefits Form (DD 2656)
- **ALL DOCUMENTS MUST BE PRINTED AND IN HAND!!!!**
- **ALL SOLDIERS MUST BE IN DUTY UNIFORM TO FINAL OUT!**

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OFFICERS: steven.r.avery2.civ@army.mil 571-801-3256/ 571-801-3285



Transition Center Customer Service hours:

MON-WED-FRI 0900-1530

TUE & THU 1300-1530

CLOSED 1130-1300 LUNCH

S-Is can screenshot and print PRESTEMPO Events

IPPS-A how to:

NAV BAR > NAVIGATOR > WORKFORCE ADMIN > READINESS & MANNING > PERSTEMPO > PERSTEMPO EVENTS

PERSTEMPO Events

Emp ID: [REDACTED] Total 366: 0 Total 730: 0 As of: 02/28/2023

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PERSTEMPO Details

Status Code	Start Date	End Date	Category	Purpose	Exercise Title	Operation Title	Country
+	CLOSED	03/12/2018	05/12/2018	MSN SPT TDY	NOT APPLICABLE		
+	CLOSED	11/03/2016	07/07/2017	NAMED OPERATION	CONTINGENCY OPERATION		
+	CLOSED	12/04/2009	12/10/2010	NAMED OPERATION	CONTINGENCY OPERATION		
+	CLOSED	10/14/2005	10/15/2006	NAMED OPERATION	CONTINGENCY OPERATION	ENDURING FREEDOM	
+	CLOSED	03/09/2004	03/11/2004	NAMED OPERATION	CONTINGENCY OPERATION	OPERATION IRAQI FREEDOM	
+	CLOSED	02/29/2004	03/09/2004	NAMED OPERATION	CONTINGENCY OPERATION	OPERATION IRAQI FREEDOM	
+	CLOSED	03/10/2003	02/29/2004	NAMED OPERATION	CONTINGENCY OPERATION	OPERATION IRAQI FREEDOM	

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