

TRANSITION CHECKLIST

*The purpose of this checklist is to give you a general idea of Transition requirements.
This list is NOT all-inclusive; refer to the Transition Brief for detailed information.*

- Take the Transition Brief
- Complete and email the Memorandum of Understanding with the DD Form 4187 (Request for separation/retirement)
- Complete DA Form 31 and turn into your S-1 (after receiving your orders, READ FIRST attachment, and DD Form 214 Worksheet in your email)
- Finance, 1st visit
- S-1 will give you your Records Review appointment date/time and a pick up date/time for your Installation Clearing Papers
- Pick up Installation Clearing Papers at your appointed date/time at Whitside Hall, Room 10
- Check your DD Form 214 WS for accuracy
- MEDDAC, DD Form 2697
- DENTAC, SF 603
- SFL-TAP (formerly ACAP), download the CRS Checklist and complete
- Education Center, bring DD Form 214 Worksheet
- Housing (Check brief for on/off Post instructions)
- Transportation, needs 3 copies of orders
- Post Retention, make an appointment
- Ensure you cleared all offices listed on your Installation Clearing Papers
- Finance, 2nd visit
- Records Review Appointment at the Transition Center to final out at Whitside Hall, Room 5