

**TPU  
CHECK-IN/SEPARATION  
CHECK LIST**

- \_\_\_\_\_ Endorsed (Stamped) Orders (STO's , Enlisted/Officers Fleet Reserve Message/Approval/Statement of Service, Officer Retirement Message with Endorsement
- \_\_\_\_\_ Service Record/Junk Jacket \_\_\_\_\_ Health Record \_\_\_\_\_ Dental Record
- \_\_\_\_\_ Separation Physical (DD Form 2607, 2808 & 2697)
- \_\_\_\_\_ Pre-Sep Counseling (DD Form 2648), TAP Pg. 13
- \_\_\_\_\_ Vacate Government Quarters Letter from Last Command.
- \_\_\_\_\_ Messages/Request Chits for all Early Outs and ADSEPS.
- \_\_\_\_\_ Evaluation/Letter of Extension to Separation Date.
- \_\_\_\_\_ VMET/SMART Transcript. Go to <https://www.dmdc.osd.mil/appj/vmet/index.jsp>
- \_\_\_\_\_ SBP Election (DD Form 2656 (Retirement, TDRL, PDRL)
- \_\_\_\_\_ HYT Requirements: Request chit to reenlist, evaluation recommended for retention, Page 13 from the Reserve recruiter that member will OBLISERV for 36 months. Profile sheet from latest Navy-Wide exam, PTS disapproval message.
- \_\_\_\_\_ PTS Separation requirements: Message from PERS indication member is to be processed Page 13 from the Reserve recruiter that member will OBLISERV for 36 months.
- \_\_\_\_\_ Government quarters check-in/out sheet from BEQ

**\*\*\* FOR PERSONNEL REQUESTING TO SEPARATE OR RETIRE FROM TPU  
YOU MUST HAVE ITEMS COMPLETED PRIOR TO ARRIVAL\*\*\***

For confirmation, please email GSEC Bryain Williams at [bryain.williams@navy.mil](mailto:bryain.williams@navy.mil) or SH1 Danielle Bradford at [Danielle.L.Bradford@navy.mil](mailto:Danielle.L.Bradford@navy.mil)