

**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 & 2697 (2808 if applicable)
- \_\_\_\_\_ Pre-Sep Counseling (DD Form 2648), TAP Pg. 13
- \_\_\_\_\_ Working Copy of DD Form 214
- \_\_\_\_\_ 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)
- \_\_\_\_\_ IRR contract from HYT and PTS Sailors (3 years obligation to IRR for full separation pay. IRR Contracts require 30 days prior to commencement of leave for NPC to process and forward and is mandatory to be able to separate).
- \_\_\_\_\_ PTS Separation requirements: Message from PERS indication member is approved or disapproved. If member is disapproved, member needs to process a Page 13 from the Reserve recruiter that member will OBLISERV for 36 months. If member is approved, member needs to process Page 13 to cancel active duty Perform to Service (PTS) Quota as well as a 1306 requesting permission to revoke PTS quota due to intent to separate at End of Active Obligated Service (EAOS).
- \_\_\_\_\_ 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 QM1 Rosalyn Harris at [Rosalyn.Harris@navy.mil](mailto:Rosalyn.Harris@navy.mil).