



TRANSIENT PERSONNEL UNIT ASSIGNMENT CHECKLIST

Members checking in for High Year Tenure (HYT) Separation will need the following:

- PCSR Orders (NSIPS Module by servicing PSD)
- Loss Document (Detachment from current command)
- Medical Record/Dental Record (Provide proof from medical facility if being mailed out by them)
- Separation Physical and Dental (Within 180 days of separation date) Separation History and Physical Examination (SHPE) (Provide signature page only to avoid any HIPAA violation)
- Pre-separation counseling DD Form 2648
- TAPS/GPS Completion/ITP/CAPSTONE
- Separation Evaluation report and/or extension letter until actual separation date.
- VMET (Verification of Military Experience and Training)
- HYT (High Year Tenure) Immediate Reenlistment Contract in the Individual Ready Reserve (IRR)
- G-2 Separation/Retirement form to include awards printout (For awards verification)
- Draft DD214
- Profile sheet from last exam (if member fails he will get ½ severance pay)
- Special Request Chit. (Member must request to reenlist and be denied by the commanding Officer only as part of severance pay)





Members checking in for Retirement will need the following:

- PCSR (NSIPS Module by servicing PSD)
- Loss Document (Detachment from current command)
- Approved Fleet Reserve message (Final message/not intent)
- SBP election form DD Form 2656 (If not electing needs to be signed by spouse and notarized)
- Medical Record/Dental Record (provide proof from medical facility if being mailed out by them)
- Separation Physical and Dental (Within 180 days of separation date) Separation History and Physical Examination (SHPE) (Provide signature page only to avoid any HIPAA violation)

- Pre-separation counseling DD Form 2648
- TAPS/GPS completion/ITP/CAPSTONE
- VMET (Verification of Military Experience and Training)
- G-2 Separation/Retirement form to include awards printout (For awards verification)
- Draft DD214





Members checking in for Expiration of Active Duty Obligated Service (EAOS) separation will need the following:

- PCSR Orders (NSIPS Module by servicing PSD)
- Loss Document (Detachment from current command)
- Medical Record/Dental Record (Provide proof from medical facility if being mailed out by them)
- Separation Physical and Dental (Within 180 days of separation date) Separation History and Physical Examination (SHPE) (Provide signature page only to avoid any HIPAA violation)
- Pre-separation counseling DD Form 2648
- TAPS/GPS completion/ITP/CAPSTONE
- Separation Evaluation report and/or extension letter until actual separation date
- VMET (Verification of Military Experience and Training)
- Career Waypoints status
- G-2 Separation/Retirement form to include awards printout (For awards verification)
- Draft DD214





Members checking in for Administrative Separation (ADSEP) will need the following:

- PCSR Orders (NSIPS Module by servicing PSD)
- Separation Evaluation report and/or extension letter
- Medical Record/Dental Record (Provide proof from medical facility if being mailed out by them)
- Separation Physical and Dental (within 180 days of separation date) Separation History and Physical Examination (SHPE) (Provide signature page only to avoid any HIPAA violation)
- Pre-Separation Counseling DD-2648
- TGPS, Individual Transition Plan, DD Form 2958 CAPSTONE.
- Report and Disposition of Offenses (if applicable)
- Court Memorandum NAVPERS 1070/607 (if applicable)
- Summary of Courts-Martial/Convening Authority's Actions
- All transfer-related page 13s (i.e. PFA Failure, Alcohol Rehab Failure, Pattern of misconduct)
- ADSEP Notification (NAVPERS 1910-31/32) (if applicable)
- Discharge Authority
- Letter of Transmittal
- VMET (Verification of Military Experience and Training)
- Complete Sea Bag
- Draft DD214





Members checking in for Limited Duty (LIMDU) or Physical Evaluation Board (PEB)/will need the following:

- PCSR (NSIPS Modules) and/or Memorandum Endorsement from Naval medical facility
- Transfer Evaluation report (end date should be the day member departed the ship or overseas command)
- Medical Board Report (if applicable)
- Naval Message (directing transfer due to LIMDU or PEB) (if applicable)
- Complete Sea Bag

Members checking in for Further Transfer (FFT) will need the following:

- PCS Orders
- Loss document (Detachment from current command)
- Personnel Routing Instruction (if applicable)
- Appropriate Civilian Attire if traveling overseas (i.e., collared shirts without design, no torn or revealing clothing)
- Operational Duty Screening/Overseas Assignment Suitability Screening (Whichever applies)
- No-Fee passports if applicable (TPU/PCF will arrange through NAVPTO based on travel requirements)
- Complete Sea Bag

