

TRANSIENT PERSONNEL UNIT ASSIGNMENT CHECKLIST

Members checking in for HYT Separation will need the following:

- Standard Transfer Orders (STOs)
- Loss Document
- Medical Record/Dental Records
- Separation Physical (within 180 days of separation date) (SF 600)
- Pre-separation counseling DD Form 2648
- TAPS/GPS Completion
- Separation Evaluation report and/or extension letter
- VMET
- HYT (High Year Tenure) request chip to reenlist & IRR contract
- G-2 Separation/Retirement form to include awards printout
- DD 214 Worksheet

Members checking in for retirement will need the following:

- Standard Transfer Orders (STOs)
- Loss Document
- Approved Fleet Reserve message
- SBP election form DD Form 2656
- Medical Record/Dental Records
- Separation Physical (within 180 days of separation date) (SF 600)
- Pre-separation counseling DD Form 2648
- TAPS/GPS completion
- VMET
- G-2 Separation/Retirement form to include awards printout
- DD 214 Worksheet

Members checking in for EAOS separation will need the following:

- Standard Transfer Orders (STOs)
- Loss Document
- Medical Record/Dental Records
- Separation Physical (within 180 days of separation date) (SF 600)
- Pre-separation counseling DD Form 2648

- TAPS/GPS completion
- Separation Evaluation report and/or extension letter
- VMET
- PTS status notification letter/Career Waypoints status letter
- G-2 Separation/Retirement form to include awards printout
- DD 214 worksheet

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

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- Standard Transfer Orders (STOs)
 - Separation Orders (Officers)
 - Separation Evaluation Report and/or extension letter
 - Medical Record/Dental Records
 - Separation Physical to include Dental (within 180 days of separation date)
 - Pre-Separation Counseling DD Form 2648
 - GPS page 13 and a completed Service Member's Individual Transition Plan Checklist DD Form 2958 and Pre Sep Counseling DD Form 2648 (mandatory for all Honorable General separations)
 - Report and Disposition of Offenses (if applicable)
 - Court Memorandum NAVPERS 1070/607 (if applicable)
 - Summary of Courts Martial/Convening Authority's Actions (if applicable)
 - 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 (if applicable)
 - Letter of Transmittal
 - VMET or SMART Transcript
 - IRR determination or IRR Contract (if applicable) (IRR Contracts require 30 days prior to commencement of leave for NPC to process and forward and is mandatory to be able to separate)
 - Transferring CO's intent to continue punitive restriction
 - Complete sea bag

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

- Standard Transfer Orders (STOs) and/or Memorandum Endorsement from Naval medical facility
- Transfer Evaluation report (end date should be the day member departed the ship or overseas command)
- Statement of Pregnancy and/or Positive Pregnancy Letter (if applicable)
- Medical Board Report (if applicable)
- Naval Message (directing transfer due to LIMDU or PEB) (if applicable)
- Complete Sea Bag

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

- Endorsed/Stamped Original Orders
- Port Call or Travel modification (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
- Complete Sea Bag

