



TRANSIENT PERSONNEL UNIT ASSIGNMENT CHECKLIST

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

- PCSR Orders (NSIPS Module)
- Loss Document
- Medical Record/Dental Record
- Separation Physical and Dental (within 180 days of separation date) Separation History and Physical Examination (SHPE)
- Pre-separation counseling DD Form 2648
- TAPS/GPS Completion/ITP/CAPSTONE
- Separation Evaluation report and/or extension letter until actual separation date.
- VMET
- HYT (High Year Tenure) Immediate Reenlistment Contract & IRR contract
- G-2 Separation/Retirement form to include awards printout
- Draft DD 214
- 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)

Members checking in for retirement will need the following:

- PCSR (NSIPS Module)
- Loss Document
- 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
- Separation Physical and Dental (within 180 days of separation date) Separation History and Physical Examination (SHPE)
- Pre-separation counseling DD Form 2648
- TAPS/GPS completion/ITP/CAPSTONE
- VMET
- G-2 Separation/Retirement form to include awards printout
- Draft DD 214





Members checking in for EAOS separation will need the following:

- PCSR Orders (NSIPS Module)
- Loss Document
- Medical Record/Dental Record
- Separation Physical and Dental (within 180 days of separation date) Separation History and Physical Examination (SHPE)
- Pre-separation counseling DD Form 2648
- TAPS/GPS completion/ITP/CAPSTONE
- Separation Evaluation report and/or extension letter until actual separation date
- VMET
- PTS status notification/Career Waypoints status
- G-2 Separation/Retirement form to include awards printout
- Draft DD 214

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

- PCSR Orders (NSIPS Module)
- Separation Orders
- Separation Evaluation report and/or extension letter
- Medical Record/Dental Record
- Separation Physical and Dental (within 180 days of separation date) Separation History and Physical Examination (SHPE)
- Pre-Separation Counseling DD-2648
- TGPS page 13, Individual Transition Plan, DD Form 2958 CAPSTONE, and Pre-Sep Counseling DD Form 2648.
- 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
- 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
- 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
- Complete Sea Bag

