

TRANSITION REQUIRED CHECKLIST

NAME OF SOLDIER:

SIGNATURE AND DATE:

#	DOCUMENTS	CADRE INITIALS	REMARKS
1	LETTER OF RELEASE FROM THEATER (SIGNED BY AN 0-6 OR HIGHER)		*HARDSHIPS REQUIRE O-7 MEMO OR HIGHER
2	PROMOTION/DEMOTION ORDERS DURING THIS MOBILIZATION		
3	CURRENT MOBILIZATION ORDERS, IF ON CONTINUOUS ORDERS WE NEED ALL CONTINUOUS ORDERS		
4	AMENDMENTS TO MOB ORDERS		IF APPLICABLE
5	TCS ORDERS		IF APPLICABLE
6	AMENDMENTS TO TCS ORDERS		IF APPLICABLE
7	NATO ORDERS		IF APPLICABLE
8	ANY DD FORM 1610s (TRAVEL ORDERS) FOR CURRENT TOUR		IF APPLICABLE
9	ALL PREVIOUS DD214s		
10	ENLISTED ONLY: MOST RECENT ENLISTMENT CONTRACT, 4/1 TO 4/2 (1-2 PAGES ONLY NOT ALL CONTRACT)		
11	OFFICERS ONLY: OATH OF OFFICE		
12	AWARDS		NOT REFLECTED ON PREVIOUS DD214s
13	RETIREMENT POINTS RESERVE: HRC POINTS DETAIL NATIONAL GUARD: NGB23B		
14	SCHOOL DA FORM 1059 (OR SCHOOL CERTIFICATES 40 HOURS OR MORE)		NOT REFLECTED ON PREVIOUS DD214s
15	DA FORM 1506 IF SANCTUARY		
16	MEDICAL BLUE SHEET		ISSUED AT REVERSE SRP (FORT BLISS, TEXAS)
17	IF REQUESTING FOR PATERNITY LEAVE, SUBMIT MARRIAGE CERTIFICATE AND CHILD'S BIRTH CERTIFICATE		
18	DA 31s (LEAVE FORMS)		
19	CURRENT LES		

CHARLIE COMPANY NCO:

SIGNATURE AND DATE:

ALL DOCUMENTS SHOULD BE ONE SIDED COPY WITH NO STAPLES AND LISTED IN ORDER

FAILURE TO PROVIDE THESE DOCUMENTS WILL DELAY DEMOB PROCESS