Clear to Separate

by TemplateHangarCo

Separation Document Checklist

Print this page and check a box when that paper is in your folder. Names differ by branch. Confirm the list with your transition office.

Separation papers

- [ ] DD-214 copies. Ask your transition office how many to keep.
- [ ] Separation or retirement orders
- [ ] Service record (ERB, ORB, or your branch's equivalent)

Health

- [ ] Medical records
- [ ] Dental records
- [ ] Separation Health Assessment (SHA)
- [ ] Immunization record

Proof of what you did

- [ ] Awards and citations
- [ ] Training certificates
- [ ] Joint Services Transcript (JST)
- [ ] Transition Assistance Program (TAP) certificate

Benefits and the claim file

- [ ] VA claim evidence: records and statements you want in the file
- [ ] SGLI and VGLI paperwork

Move and family

- [ ] Household goods paperwork (counseling, inventory, delivery)
- [ ] Marriage certificate, if you will use it for benefits
- [ ] Birth or adoption records for children, if you will use them

Pay and accounts

- [ ] Recent Leave and Earnings Statements
- [ ] TSP account and the bank details for your final deposit

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