OVERSEAS SEPARATION CHECKLIST

(REQUIRED DOCUMENTS)

REGULATIONS: AE Reg 635-150, Overseas Separation, 14 November 2006
AR 635-200, Active Duty Enlisted Administrated Separations, 6 June 2005

_____ **AE Form 635-150A**
(Recommendation of first COL in command required)
{AE Reg 635-150, paragraph 10c, figure 1}

_____ **DA Form 4187**
{AE Reg 635-150, figure 1}

_____ **Military Police Records Check (AE Form 190-45D or equivalent)**
{AE Reg 635-150, paragraph 9a(3)(a-)}

_____ **Weapon Registration Check**
{AE Reg 190-6, paragraph 18a,18g-j}

_____ **Community Counseling Center (CCC) memorandum**
(Army Substance Abuse Program information)
{AE Reg 635-150, paragraph 9a(3)(a&g)}

_____ **Clearance from German Alien Control Authority (Response required)**
(Letter of Notification to the host-nation police authority – Landratsamt, Polizeidirektion, Stadtverwaltung, including their response)
{AE Reg 635-150, figure 1, paragraph 10 & 11}

_____ **Copy of Retirement / ETS / chapter orders**
{AE Reg 635-150, paragraph 4b}

_____ **Copy of ERB / ORB**
{AE Reg 635-150, paragraph 4b}

_____ **Copy of Fee-Passport (tourist-fee passport)**
(Soldier and accompanying family members must obtain a (blue) tourist-fee passport before applying for overseas separation if they want to stay in Germany for more than 3 month)
{AE Reg 635-150, paragraph 5c}

_____ **Memorandum explaining the reason for Overseas Separation**

Figure 1-9. Overseas Separation Checklist

Circle the appropriate copy designator

Copy 1 Copy 2 Copy 3 Copy 4

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf *(Section III)*.

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Commander, 12TH CAB APO AE 09177	Commander, JMTC ATTN: G1 APO AE 09114	Commander, UNIT APO AE 09XXX

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above soldier's duty status is changed from _____ to

_____ effective _____ hours, _____ _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* Overseas Separation
	Airborne Training		Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. IAW AR 635-5 and AE 635-150 Request for Overseas Separation.

2 Justification: Federal employment in USAG Ansbach and pursue higher education full-time with University of Maryland, University College European Division.

3. Additional Information:
   a. ETS: XXXXXXXX b. DEROS: XXXXXXXX c. Passport Number: XXXXXXXX d. Passport Exp. Date: XXXXXXXX
   e. Marital Status: XXX

4. Overseas Address/Location:

Encls:
1. AE Form 635-150A (Request for Overseas Separation)
2. Police Record Check (Provost Marshall)
3. Weapon Registration Check (Provost Marshall)
4. Community Counseling Center (CCC-Memorandum)
5. Clearance from German Alien Control Authority (Landratsamt)
6. ETS Orders
7. Copy of Passport
8. ERB
9. Soldier's Memo

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
NAME, CPT, AV, Commanding		