

Army Regulation 635–10

Personnel Separations

Processing Personnel for Separation

Rapid Action Revision (RAR) Issue Date: 15 September 2011

**Headquarters
Department of the Army
Washington, DC
10 June 1987**

UNCLASSIFIED

SUMMARY of CHANGE

AR 635-10

Processing Personnel for Separation

This rapid action revision, dated 15 September 2011--

- o Implements the Don't Ask, Don't Tell Repeal Act of 2010 by deleting all references to denial of the presentation of the Army Lapel Button to those separated for homosexual conduct (rescinded para 3-1a(4)).
- o Makes administrative changes (app A: obsolete publications marked; glossary: deleted unused acronyms and corrected abbreviations as prescribed by Army Records Management and Declassification Agency).

Effective 10 July 1987

Personnel Separations

Processing Personnel for Separation

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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History. This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation establishes standardized transition processing policies for all military personnel centers, personnel service companies, and personnel service divisions. It also establishes final transition processing policies at U.S. Army Transition Points and U.S. Army Transition Activities.

Applicability. This regulation applies to all active Army personnel, the Army National Guard/Army National Guard of the

United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to members serving on initial active duty for training, full-time training duty, active duty for training for 90 days or more, special active duty training for up to 179 days. Also included is Active Guard Reserve for National Guard and U.S. Army Reserve personnel providing full-time support, serving under the Long Tour Management Program in excess of 179 days.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters

to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains internal controls and identifies key internal controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, DAPE–ZSM, 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1, DAPE–ZSM, 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This regulation is available in electronic media only and is intended for command levels A for the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Section 1

General, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Leave in conjunction with transition • 1–4, page 1

Non-CONUS residents and aliens • 1–4–1, page 1

*This edition publishes a rapid action revision of AR 635–10.

Contents—Continued

Section II

Transition Activities, page 1

Purpose • 1–5, *page 1*

Transition objectives • 1–6, *page 1*

Designation and organization of transition activities • 1–7, *page 1*

Functions of transition activities • 1–8, *page 1*

Transition facilities • 1–9, *page 2*

Chapter 2

Pretransition Processing of Personnel, page 2

Section I

Responsibility, page 2

Purpose and responsibilities • 2–1, *page 2*

Commencement of pretransition processing • 2–2, *page 3*

Preseparation Services Program • 2–3, *page 3*

Section II

Administrative Procedures for Personnel Stationed in the Continental United States, page 5

Pretransition processing sequence • 2–4, *page 5*

Completion of pretransition processing • 2–5, *page 7*

Section III

Administrative Procedures for Personnel Stationed in Oversea Commands, page 7

Pretransition processing sequence • 2–6, *page 7*

Not used. • , *page 8*

Section IV

Retirement of Soldiers, page 8

Applicability • 2–7, *page 8*

Entitlement authority • 2–8, *page 8*

Policies for Soldiers scheduled for retirement • 2–9, *page 8*

Processing of Soldiers for retirement at a location of personal choice • 2–10, *page 9*

Retirement per diem allowances, travel allowances, and orders issuance • 2–11, *page 9*

Retirement of Soldiers at an authorized U.S. Army Transition Point/Activity while on authorized leave • 2–12, *page 9*

Retirement and transition action tables • 2–13, *page 9*

Chapter 3

Final Transition Processing of Personnel, page 13

Section I

Unit Departure Ceremony/Reporting for Final Transition Processing, page 13

Unit departure ceremony • 3–1, *page 13*

Reporting for Final Transition • 3–1.1, *page 14*

Soldiers being separated under less than honorable conditions • 3–2, *page 14*

Section II

Administrative Procedures, page 14

Industrial and educational recruiting • 3–3, *page 14*

Personal factor in final transition processing • 3–4, *page 14*

Time limits for completion of final transition processing • 3–5, *page 14*

Final transition processing sequence • 3–6, *page 14*

Initial receiving • 3–7, *page 15*

Orientation • 3–8, *page 15*

Separation medical examination review • 3–9, *page 15*

Contents—Continued

- Clothing and equipment turn-in/counseling • 3-10, *page 16*
- Records interview • 3-11, *page 16*
- Outgoing records check • 3-12, *page 16*
- Mailing rates for disposition of military personnel records jacket • 3-12.1, *page 16*
- Final pay • 3-13, *page 16*
- Forwarding fingerprints to the Federal Bureau of Investigation • 3-14, *page 17*
- Furnishing home address to MILPERCEN • 3-15, *page 17*
- SIDPERS separation transactions • 3-16, *page 17*
- Selective service registration upon separation • 3-17, *page 17*

Appendixes

- A.** References, *page 18*
- B.** US Army Transition Points, *page 21*

Table List

- Table 2-1: Transition Point Upon Arrival in CONUS, *page 10*
- Table 2-2: Place of Transition for Soldiers who are Non-CONUS Residents and Aliens, *page 10*
- Table 2-3: Retirement of Soldiers stationed in the continental United States, *page 10*
- Table 2-4: Retirement of Soldiers stationed outside of the continental United States, *page 13*

Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation establishes standardized transition—

- a. Pretransition processing policies for all military Personnel Service Centers (PSCs), personnel service companies, and personnel service divisions.
- b. Final transition processing policies at US Army Transition Points (TP) and US Army Transition Activities (TA).

1-2. References

Required and related publications are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms are explained in the Glossary.

1-4. Leave in conjunction with transition

Soldiers may be granted accrued leave in conjunction with transition, if requested and approved, provided such leave will not delay transition (AR 630-5). Accomplish departure transactions as outlined in DA Pam 600-8-1. Establish reporting dates to the TP as shown in DA Pam 600-8-11, table 2-1-2.

1-4-1. Non-CONUS residents and aliens

The transition processing policies contained in this regulation of non-CONUS residents from Alaska, Republic of Panama, Guam, Hawaii, Philippine Islands, Puerto Rico, American Samoa, the Virgin Islands, and aliens from foreign countries will be specifically addressed in chapter 2, section I, paragraph 2-2 g to clarify the processing procedures required because of Soldiers' non-CONUS resident classification.

Section II Transition Activities

1-5. Purpose

This section governs the objectives, designation, organization, functions, and selection of transition activities for processing of personnel for transition.

1-6. Transition objectives

The Army is interested in ensuring that personnel being transitioned are expeditiously processed at transition activities. Harassment and unnecessary delays during processing must be precluded. Personnel responsible for transition processing will take every opportunity to leave a favorable impression upon each member being transitioned from the active Army.

1-7. Designation and organization of transition activities

Commanders of continental United States (CONUS) installations, the Commanding General of the US Army Military District of Washington, major overseas commanders, and HQDA agencies exercising command over units will—

a. Centralize transition processing at any activity or installation which has more than one PSC, more than one personnel service company or division, or a combination thereof. *Exceptions:*

(1) Commanders of the U.S. Disciplinary Barracks and U.S. Army Correctional Activity are granted separation authority for those Soldiers confined in these facilities. Soldiers assigned as operational personnel must be processed at a transition point listed in appendix B.

(2) Commanders of Army Medical Centers are granted separation authority for Soldiers assigned to those centers as patients. (U.S. Army Medical Department Activities must use the TP listed in app B to separate patients.)

- b. Designate specific TA to do the processing where an TP does not exist.
- c. Prescribe the transition flow pattern from units to TP for Soldiers who cannot be processed at an activity shown in a and b, above.
- d. Organize TP or TA under DA Pam 600-8 and DA Pam 570-551.

1-8. Functions of transition activities

The functions of transition activities are as outlined below—

- a. Accomplish the processing of personnel for transition within the time limits specified in this regulation, to include completion of pretransition processing actions, when necessary.
- b. Accomplish final disposition of records initiated during pretransition processing, final transition processing, and those accumulated during a Soldier's period of active duty.
- c. Provide billeting, transportation, and meals for personnel being processed for transition, when necessary.
- d. Counsel personnel being transitioned concerning personal problems incident to transition from military to civilian life.

1-9. Transition facilities

a. The transition function will be carried out in favorable surroundings. Commanders responsible for transition points (TPs) and transition activities (TAs) will ensure that—

- (1) Transition processing is conducted in an informal, quiet, and friendly atmosphere.
- (2) All material needed for interviewing and counseling are readily available.

b. Locate the TP or TA in a permanent or semi-permanent building near the PSC, the SIDPERS Interface Branch, and the Finance and Accounting Office (FAO). Attractively furnish the TP or TA with pictures, drapes on windows, and carpeting or rugs. Use proper office equipment and adequate heating, ventilation, and air conditioning. Contact the local medical activity to arrange to measure lighting, noise, and air quality. Provide as quiet and private an interview place as possible. Provide a well-equipped and comfortable lounge/waiting room. Use guidance in TM 5-807-7 to select paint for interior walls. When a separate building near the PSC, SIDPERS Interface Branch, and FAO is available, locate the TP or TA in it. Contact the post Master Planner, through the facility engineer, to determine availability of buildings. Plan the use of office space/buildings so that the sequence of the major steps in final transition processing as outlined in paragraph 3-6 will be completed in an efficient and professional manner.

(1) Provide enough space to handle all the transition functions. Provide an attractive assembly room or auditorium for the transition orientation/viewing of the required separation films/videotapes. Arrange lighting so speakers and visual aids can be seen plainly from all parts of the room.

(2) Plan the layout of the sections to avoid back-tracking and criss-crossing of Soldier through the cycles. Try to use assembly-line processing. Post directional signs. (Use DA Pam 5-4-2 for guidance on layouts.)

(3) Use design guide 1110-3-104, available through facility engineer channels, to plan space needs.

(4) Provide interviewing booths or a partitioned interview area to ensure privacy. Where acoustical dividers are used, select from partitions on the Federal Supply Schedule. Try to get partitions that meet the Public Building class "B" acoustical specifications, or "Speech Privacy Partition" specifications.

(5) Provide sufficient space, light, work surfaces, and pens/pencils wherever Soldiers must prepare forms or records.

(6) Provide a comfortable lounge/waiting room (and restrooms) for Soldiers and their dependents.

(7) Provide a suitable place for the U.S. Army Recruiting Command in-service recruiting noncommissioned officer (NCO).

(8) Maintain an adequate filing/locator system to ensure rapid handling of requests for information from U.S. Army Recruiting Command. When feasible, automate this function.

(9) Provide a place within easy walking distance of each TP for the Soldiers to buy commercial transportation tickets and collect final pay and allowances.

(10) Locate noisy work such as typing, away from the interview area. When this cannot be done, use the sound and controls listed in DA Pam 340-2, chapter 7, to reduce noise.

(11) Experience at several TP shows that better service can be provided at lower cost by the proper use of word processing systems. AR 340-8, and DA Pam 340-2 show how to get these systems.

(12) Furnishings for the TP or TA are authorized by Common Table of Allowance (CTA) 50-909. If the CTA item bases of issue do not apply, request a CTA change under AR 310-34, chapter 3.

Chapter 2 Pretransition Processing of Personnel

Section I Responsibility

2-1. Purpose and responsibilities

This section sets forth pretransition processing time limits and policies for the commanders having custody of Soldier's personnel records. DA Pam 600-8-11 contains detailed pretransition processing procedures.

2-2. Commencement of pretransition processing

a. Normal transition date. Start pretransition processing 120 days before the effective date of transition for Soldiers scheduled for normal transition upon completion of the period for which ordered to active duty or enlisted.

b. Prior to normal transition date. Start pretransition processing for Soldiers to be separated before their normal transition date upon receiving information showing approval of separation.

c. Preseparation Service Program (PSSP). Conduct pretransition processing orientation as established by the installation Preseparation Services Program Coordinator. (See para 2-3c(5) and DA Pam 600-8-11.) Use transition orientation films as shown in DA Pam 600-8-11.

d. Counseling certain retirement-eligible enlisted Soldiers.

(1) Each enlisted Soldier who, on his expiration of term of service (ETS), will have 20 or more years of active Federal service but who is being preprocessed for transition upon ETS rather than retirement, must be counseled as shown in AR 635-200, paragraph 4-3.

(2) The Personnel Officer/Records Custodian will ensure that—

(a) These retirement-eligible Soldiers fully understand the results of separating rather than retiring (AR 635-200, chap 4).

(b) Records contain the appropriate signed statement required by AR 635-200, paragraph 4-3, showing they understand the results of separating rather than retiring.

e. Counseling certain transitioning/retiring officers. Officers in the grade of major or above who will have 10 or more years of extended active duty on their transition date must be counseled and sign a statement on the reporting procedures for defense related employment. Commanders who keep military personnel records jackets (MPRJ) will ensure that such officers are counseled during preprocessing for transition or retirement. (See AR 600-47, para 3b(1), and DA Pam 600-8-11, para C-9, app C.)

f. Counseling and processing non-continental United States residents and aliens. Process these Soldiers in accordance with the policies of this regulation except with the following specific guidance:

(1) *Place of transition* Non-CONUS residents and aliens will be processed for transition in accordance with table 2-2 of this regulation and DA Pam 600-8-11, tables -1-1 and 2-1-2.

(a) *Soldiers stationed in continental United States.* Process Soldiers stationed in CONUS at the TP or TA servicing their present unit of assignment.

(b) *Soldiers stationed in their home of record area.* Process Soldiers stationed in their home of record (HOR) area at the authorized TP or TA servicing their unit of assignment or the TA will be the PSC servicing their present unit of assignment.

(c) *Soldiers stationed in an overseas area other than their home of record.* Process these Soldiers for transition only at the TA servicing the CONUS aerial port of debarkation (APOD) listed in table 2-1 of this regulation, except Soldiers with an approved transition in the overseas command in which serving. Port call instructions will apply when reassigning Soldiers from the overseas command to the TP servicing the APOD.

(2) Inform Soldiers they will be provided with travel and transportation allowances to their home of selection (if applicable), HOR, or place from which entered on or ordered to active duty. Advise Soldiers of the time limitations involved with these entitlements (see the Joint Federal Travel Regulations, vol 1, paras U5125, U5130, U5225, U5230, U5360, 5365-A, and 5345-H.)

(3) The effective date of release for Soldiers of the ARNG and United States Army Reserve (USAR) being released from active duty for training and reverting to the control of the ARNG and USAR, is 2400 hours on the date of expiration of authorized travel time to their HOR. Coordination must be made with the Travel/Transportation Office and Finance Office to ensure these Soldiers are provided with adequate travel time and allowances so they arrive in their HOR by 2400 hours on the effective date of expiration of authorized travel time. Soldiers will be processed for release from active duty prior to departure to HOR. The DD Form 473 and Soldier's copy of DD Form 214 (if authorized) will be mailed to an address provided by the Soldier on the day after the effective release date. Soldiers will be counseled about procedures to be taken in the event of their hospitalization or death prior to the effective date of release. Disposition of MPRJ and accompanying documents will be in accordance with appendix D, DA Pam 600-8-11.

(4) Counsel Soldiers who are not United States citizens and scheduled to transition in CONUS that they must have in their possession a valid passport and US visa upon transition. Also, advise any Soldier who is transitioning in an overseas command that a current passport and visa is required, and that time limitations for travel entitlement to HOR, place from which entered on or ordered to active duty, or home of selection apply.

(5) Advise Philippine/Panamanian residents with American citizenship that they cannot enter the Phillipine Islands/Republic of Panama unless they possess a current American passport and a Philippine visa/Panamanian resident permit for permanent residence in the Phillipine Islands/Republic of Panama.

2-3. Preseparation Services Program

a. Installation/communities will implement a preseparation services program (PSSP) that integrates the pretransition efforts of the education center, reenlistment NCO, in-service recruiters, and military personnel center (PSC). The

format is a mandatory briefing for honorably transitioning Soldiers (not retirees) to be conducted not later than 90 days before transition date. Spouses should be invited. The briefing will contain the following information—

- (1) Introduction expressing the Army's thanks for the individual's honorable service.
- (2) *Reenlistment*. Show videotape— *Consider the Possibilities* to all enlisted personnel except those transitioning for disability and/or retirement.
- (3) *Physical disability entitlements*. Show videotape— *Separation for Physical Disability* to all Army compensable disabled Soldiers.
- (4) Discussion of civilian living expenses.
- (5) Documentation of education and training received in service.
- (6) Civilian job search activities. Show videotapes— *Applying for a Job and Applying for a Federal Job* to all Soldiers.
- (7) Attending college or vocational school.
- (8) VA benefits.
- (9) In-service recruiter (ISR) presentation of benefits of joining USAR and Army National Guard (ARNG). Show videotapes— *You and the IRR* and *The Opportunity for the Citizen Soldier*.
- (10) *Safeguarding transition documents*. Show videotape— *Helpful Hints* to all Soldiers.
- (11) The PSC briefing will include preprocessing requirements as outlined in this chapter.
- (12) Followup individual counseling session will be scheduled with representatives of PSC Education Center, or the ISR as appropriate.

b. Rationale. The pretransition counseling program is designed to—

- (1) Provide an opportunity to thank Soldiers for honorable service. The program reinforces good will among transitioning Soldiers and produces positive word of mouth advertising on Army experiences.
- (2) Gives Soldiers and spouses realistic information early enough to plan and act on transition to civilian life.
- (3) Show clearly the benefits and opportunities available through participation in USAR and ARNG.

c. Responsibilities.

- (1) ODCSPER (DAPE-MP) will—
 - (a) Be the proponent agency for the Preseparation Services Program on the Army staff (ARSTAF).
 - (b) Coordinate, maintain, publish and distribute pretransition program materials.
 - (c) Coordinate with appropriate ARSTAF agencies on implementation of changes and evaluation of the program.
- (2) Commanding General, MILPERCEN will—
 - (a) Update DA Pam 600-8-11 as to transition points/activities responsibilities, as required.
 - (b) Continue to evaluate conduct of transition processing.
 - (c) Update film/video tape series, "Separating from the Army," as required.
 - (d) Coordinate with appropriate ARSTAF agencies on implementation of changes in, and evaluation of program.
- (3) Major Army commanders will —
 - (a) Implement the PSSP in their commands.
 - (b) Monitor the program and provide policy direction and guidance to installation commanders.
 - (c) Serve as a clearing house for coordinating actions between DCSPER, MILPERCEN, and TP or TA for recommended improvements in the PSSP.
- (4) Installation/community commanders will—
 - (a) Implement the PSSP at their installations.
 - (b) Insure all honorably transitioning Soldiers (not retirees) are scheduled for and attend pretransition briefing.
 - (c) Designate coordinator of the PSSP on the installation or community; this should be the military PSC.
- (5) Coordinators will—
 - (a) Coordinate scheduling, facilities, speakers, equipment, and materials for the PSSP on the installation.
 - (b) Provide personnel as needed to conduct the PSSP.
 - (c) Provide/arrange for followup counseling service for Soldiers and spouses who request them.
 - (d) Develop listings of transitioning personnel to attend group briefings.
 - (e) Notify transitioning personnel of the date, time, and location of briefings.
- (6) ISR will present material on procedures for entering the USAR or ARNG following separation, entitlements and benefits of such service, and information to Soldiers with a service obligation on their responsibilities as Soldiers of the Reserve. This briefing should also emphasize the requirement for the application of the DD Form 2A Identification Card (Reserve) (red) during pretransition processing. (See para 2-4c.)
- (7) Reenlistment NCOs will present material on entering the USAR or ARNG if an ISR is not assigned or available.
- (8) PSSP briefings will normally be presented in classroom areas to groups of not more than 50 Soldiers.

Section II

Administrative Procedures for Personnel Stationed in the Continental United States

2-4. Pretransition processing sequence

Follow this regulation, DA Pam 600-8, and DA Pam 600-8-11.

a. Reenlistment interview. Counsel and interview the Soldier as prescribed by AR 601-280 on the benefits of immediate reenlistment. All eligible enlisted personnel to be relieved from active duty or discharged will be interviewed again 60 days prior to scheduled transition date.

(1) If the active Army Soldier does not desire to reenlist, advise the finance and accounting officer servicing his/her unit of the scheduled transition date.

(2) The reserve component in-service recruiting NCOs will interview potential Soldiers approximately 60 days before scheduled ETS; the NCOs must maintain a mutual referral system with the active Army reenlistment NCO.

b. DD Form 1173 (Uniformed Services Identification and Privilege Card). Inform Soldiers whose dependents have DD Form 1173 that it is an accountable document and Soldiers must have this form in their possession for final records processing, unless Soldier is taking leave in conjunction with transition.

c. DD Form 2A (Reserve) (red). Each Soldier being released from active duty who still has a remaining service obligation will be required to complete DA Form 428 (Application for Identification Card), under AR 640-3, paragraph 2-6. DD Form 2A (Armed Forces of the United States Identification Card) (Reserve) (red) will be prepared during pretransition processing by the servicing ID Card issue facility. Soldiers will be advised that the DD Form 2A must be in their personal custody at all times during their remaining service obligation.

d. Separation medical examination.

(1) There is no statutory requirements for Soldiers of the active Army including USMA cadets and members of the USAR and ARNG on active duty or active duty for training to undergo a medical examination incidental to separation from active Army service. However, it is Army policy to accomplish a medical examination if—

(a) Soldier is active Army and retiring after 20 or more years of active duty.

(b) Soldier is being discharged/released from active duty and requests a medical examination. However, if Soldier declines a medical examination his health record must be reviewed by a physician or physicians assistant (PA) before separation.

(c) The review of Soldier's health records by physician or PA warrants an examination.

(d) Required by AR 40-501.

(2) Separation medical examination requirements are in AR 40-501, paragraph 10-25 and guidance is in DA Pam 600-8-11, procedure 1-6. Examination will be scheduled in time to ensure completion as follows:

(a) Voluntary. Not earlier than 4 months nor later than 1 month before anticipated transition date. When the Soldier is separated UP AR 635-200, chapter 10 or section V, chapter 14, and requests a medical examination, it will be accomplished expeditiously without regard to the time constraints otherwise applicable to voluntary examinations.

(b) Required. Not later than 72 hours before anticipated transition date.

(3) Soldiers requiring medical or dental care may be retained on active duty past ETS only if retention has been authorized under AR 635-100 or AR 635-200 when continued hospitalization and/or physical disability processing is required.

e. Separation dental examination.

(1) The law limits eligibility to outpatient dental treatment by the Veterans Administration (VA) only under the following conditions:

(a) The veteran must have served not less than 180 days of active duty to be eligible for treatment.

(b) Application for VA treatment must be made within 90 days of discharge or release from active duty.

(c) The DD Form 214 (Certificate of Release or Discharge from Active Duty) contains a statement that the Veteran was not provided a complete dental examination and all appropriate dental services and treatment within 90 days before such discharge or release.

(2) If Soldier has or has not received a dental examination and treatment within 90 days of separation, then the following appropriate statement must be placed in item 18, Remarks, of the DD Form 214: Dental care (provided/was not provided) within 90 days prior to separation.

(3) When Soldier has received a dental examination and treatment within 90 days of separation, the dental clinic personnel will annotate in the remarks block of the SF 603 (Health Record—Dental), the following statement: "Member has been provided a complete dental examination and all appropriate dental services and treatment indicated by the examination."

(4) The law further requires that a statement, signed by the Soldier acknowledging written explanation of the eligibility requirements, be filed in each Soldier's service record. The revised DA Form 664 (Service Member's Statement Concerning Compensation from the Veterans Administration) will be used for this purpose.

f. DA Form 664. Each Soldier being processed for transition will prepare a DA Form 664 and be advised—

(1) To apply for compensation from Veterans Administration by completing VA Form 21-526e (Veterans Application for Compensation or Pension at Separation from Service) if—

(a) Soldier had undergone prolonged hospitalization, or suffered from wounds, injury, or disease while in service or;
(b) Soldier had a physical defect when entering the service which the Soldier feels was aggravated by military service.

(c) The Soldier does not apply for compensation at time of transition by completing VA Form 21-526e, he or she may do so at any time thereafter. However, it is advisable to apply before leaving the service since medical records are more easily attainable by VA at this time.

(2) If Soldier has served not less than 180 days and was not provided a complete dental examination and all appropriate dental services and treatment within 90 days before discharge or release, he or she is eligible for veterans outpatient dental treatment. Application must be made to the Veterans Administration within 90 days of discharge or release from active duty.

g. Clothing and equipment inventory.

(1) A showdown inspection of personal clothing and organizational clothing and equipment will be accomplished under AR 700-84 and AR 710-2, respectively. The inspection will be accomplished immediately upon receipt of orders assigning the Soldier to a transition activity, or, if assignment to a transition activity is not required, not earlier than 10 days nor later than 5 days before the scheduled transition date.

(2) All items of personal and organizational clothing not authorized for retention upon transition will be withdrawn, except necessary items of clothing required by Soldiers for appearance, health, and comfort while en route to and/or pending transition at a distant transition activity. Authorized nonserviceable items will be replaced with serviceable items.

(3) Care will be taken to ensure that Soldiers transferred to the Reserve are permitted to retain uniforms and equipment necessary to perform Reserve training (see para 3-10).

(4) Personnel who are discharged for cause or who have an enlistment voided retain only nonrecoverable items such as socks, underwear, handkerchiefs, shoes and towels. Civilian outer clothing is authorized under AR 700-84.

h. Records processing.

(1) Personnel, health, dental and financial records of each Soldier scheduled for transition will be reviewed, initiated, and checked, as appropriate, during pretransition processing under DA Pam 600-8-11, appendix D.

(2) At regular scheduled ETS/ESA or on approved early separations, pretransition processing will include a careful and thorough review of the Personal Financial Record and Military Personnel Records. Review of these records will be completed 90 days before the date of ETS/ESA or as early as possible in the case of approved early separations. This review will be completed regardless of whether or not the Soldier intends to remain on active duty. To accomplish this review, it is desirable that the custodian of the MPRJ and the custodian of the Personal Financial Record (PFR) conduct a joint review. Soldiers being transitioned will review their MPRJ and PFR when processed for transition by the special purpose team as provided in DA Pam 600-8, chapter 1. The review will include a check for the following documents contained in the MPRJ:

(a) Promotion and reduction orders.

(b) Article 15 actions.

(c) Court-martial orders.

(d) DA Forms 2 and 2-1 (Personnel Qualification Record, parts I and II).

(3) In all cases the DA Form 4188 (Military Personnel Office/Finance Office Verification of MPRJ and PFR) will be used to accomplish the review. If a joint review of records cannot be conducted between the FAO and PSC, the PSC will conduct the personnel records review in the presence of the individual Soldier. Upon completion of the records review by the PSC and the Soldier, the PSC will forward the completed DA Form 4188 to the FAO by MTL.

(4) Prepare DD Form 214WS (Worksheet for Certificate of Release or Discharge From Active Duty) approximately 90 days before normal transition date, or if Soldier is being separated before normal transition date as soon as approval of separation is received. Prepare in original only and when completed, review and file in action pending section of MPRJ.

i. Health care coverage (Major Care 90).

(1) Advise Soldier that he or she will be afforded an opportunity at time of transition to purchase short-term coverage under medical service insurance, or health plans designated by Department of the Army.

(2) Advise Soldiers who are retiring to go to the facility maintaining their health records if they need copies of them.

j. Industrial and education recruiting. Maximum effort will be made by CONUS commanders, within their resources and to an extent which will not interfere with their operational missions, to assist Soldiers preprocessing for transition to obtain employment and to finalize plans to continue their education following transition. This assistance will be arranged for at each installation and could include, to the extent feasible—

(1) Distributing or making available to Soldiers literature provided by civilian governmental employers or educational institutions.

(2) Permitting representatives of business firms, governmental agencies (Federal, State, county, city), or educational institutions to meet and address Soldiers during pretransition processing providing attendance is optional on the part of the Soldiers.

(3) Permitting the organization of “job fairs” or other civilian employment recruiting activities or displays designed to inform these personnel of employment and educational opportunities available to them upon transition.

2-5. Completion of pretransition processing

Successful accomplishment of final transition processing in accordance with chapter 3 depends entirely upon the accurate and timely completion of pretransition processing provisions of this chapter. Issue reassignment/separation orders for members stationed in CONUS who will transition within CONUS not later than 60 days before the scheduled transition date. Soldiers who desire their orders earlier than 120 days before scheduled transition date should submit written requests with justification. Coordinate requests with FAO and transportation officer and counsel members concerning early shipment of household goods and movement of dependents before approving. Complete actions prescribed in this chapter, and in DA Pam 600-8-11, procedure 2-1 and appendix A. If member is being assigned to an off-post TP, send all records as prescribed by AR 640-10 and records initiated during pretransition processing to the proper TP.

Section III

Administrative Procedures for Personnel Stationed in Oversea Commands

2-6. Pretransition processing sequence

Except where indicated below, *the pretransition processing policies contained in section II apply to all Soldiers stationed in overseas commands except medical evacuees.* See AR 40-350 for processing of medical evacuees. See AR 600-85, appendix D, for processing Soldiers being separated under AR 635-200, chapter 9, who are drug dependent.

a. Orientation. Personnel will be informed prior to departure from their overseas station—

(1) That, in the interest of personnel economy and control, movements of certain personnel returning without dependents for transition will be accomplished by group shipments from overseas commands to appropriate transition points. These Soldiers will be instructed to discourage their dependents and friends from attempting to meet them at the debarkation area or at the transition point. They will be informed further that their stay at the transition point will be a brief one with a full processing schedule that will permit little opportunity for contact with visitors.

(2) That unaccompanied officers returning for transition may be utilized as troop commanders en route from the overseas command to their ultimate military destination. (Army Medical Department officers with exception of MSC are excluded.)

b. Separation medical examination. Paragraph 2-4d and DA Pam 600-8-11, procedure 1-6.

c. DD Form 2A (Reserve) (red). Paragraph 2-4c applies.

d. Clothing and equipment. Paragraph 2-4g applies.

e. Processing pay documents. Major overseas commanders will ensure that all pay related documents are included in the DA Form 3716 (Jumps-Army (Joint Uniform Military Pay System-Army) Personal Financial Record, United States Army) of all personnel returning for transition. These documents accompany the Soldier upon his departure from the overseas command. Pay related documents and miscellaneous collection items are identified as charges or credits due a member. Pay related documents and miscellaneous collection items consist primarily of the following:

- (1) Laundry charges.
- (2) Fines, forfeitures, and detained pay.
- (3) Statement of charges for Government property lost, damaged, or destroyed.
- (4) Indebtedness to instrumentalities and agencies of the Government and damage to private property.
- (5) Notice of credit to an individual.
- (6) Copies of allotment documents.
- (7) DA Form 2142 (Pay Inquiry).
- (8) Promotion/reduction orders, dependency certificates, copies of records of nonjudicial punishment (DA Form 2627), and courts-martial orders.
- (9) Leave rations.

f. Personnel returning to the continental United States or other area. Personnel who are returned to continental United States or other area from overseas commands for transition will be assigned directly to an appropriate transition point in continental United States or other area in accordance with *i*, below. See AR 614-30.

g. Involuntary extensions. The policy and procedure for involuntary extension of overseas tours are contained in AR 614-30, table 9-1.

h. Issuance of orders for Soldiers returning to the continental United States for final transition processing. In orders issued assigning Soldiers for transition processing, relieve the Soldier from the unit and assign directly to the TP in CONUS (table 2-1 and 2-2), except as shown in paragraph *i* below. (See AR 614-30.)

i. Selection of TP for final transition processing.

(1) *General.* Major overseas commanders will insure that the TP is selected based on 2 below, and tables 2-1 and 2-2. No matter which TP is selected, advise Soldiers they are entitled to travel and transportation allowances from their overseas unit of assignment to their “home of record” or “place from which entered on or ordered to active duty.”

(2) *Soldiers to arrive in the United States/home of record area, in conjunction with emergency leave or temporary duty.*

(a) AR 635-200 allows enlisted Soldiers in the United States or HOR area on TDY or emergency leave from overseas units to be discharged or released if, upon completion of TDY or leave, they will have less than 60 days till ETS. Assign affected Soldiers to any authorized TP (app B) nearest their home of record or place from which entered on or ordered to active duty. Send personnel, health, dental, and financial records to the proper TP as soon as possible after departure of the Soldier.

(b) If the place of an emergency is not near the Soldier’s home of record or place from which entered on or ordered to active duty, the Soldier may be assigned (JFTR, vol I, para U5125) to any authorized TP (app B) nearest the place of emergency.

(c) If the Soldier is assigned to an TP nearest the place of the emergency, cite in the orders assigning the member to that TP both AR 635-200 and JFTR, Volume I, paragraph U5125, as the authority. A Soldier who elects to be assigned to such an TP nearest his place of emergency will not be entitled to any greater or additional monetary or other benefits for himself or his dependents than those to which he would have been entitled by separating at the authorized and directed TP.

(d) Do not process for release from active duty (REFRAD), discharge, or retirement before leave or TDY is completed.

(3) *Personnel arriving in continental United States via commercial (non-Government) transportation.* Personnel arriving in continental United States or other area via commercial transportation (non-Government), at aerial debarkation areas other than those indicated in table 2-1 will be assigned to a transition point located nearest debarkation area (app B).

(4) *Personnel arriving in continental United States via John F. Kennedy International Airport, New York, NY.* Personnel arriving in continental United States via commercial contract aerial transportation procured by the Military Airlift Command (MAC) or on MAC aircraft who debark at John F. Kennedy International Airport, New York, NY will be assigned to the transition point shown in table 2-1.

(5) *Special categories of military personnel.* Personnel returned to CONUS for separation for cause under AR 604-10, AR 635-100, or 635-200, will be returned by air. If the Soldier is precluded from carrying his official military records, these records will be given to a designated courier who is returning on the same aircraft for delivery to the military processing personnel at the port of debarkation.

(6) *Personnel returning with privately owned vehicle.* Under AR 55-71, officers, warrant officers, and enlisted personnel are authorized to select an appropriate approved destination for delivery of the privately owned vehicle (POV). Notwithstanding selection made by the Soldier of the approved destination area where the POV will be delivered, orders issued for personnel returning for transition will assign the Soldier to the transition point nearest to the debarkation area (table 2-1). The Soldier will be instructed in writing that the cost of any travel from the debarkation area to the authorized delivery point of the POV, for the purpose of procuring the POV, will be borne by the Soldier on a nonreimbursable basis.

j. Health care coverage. Counsel the Soldier as to the opportunity that will be afforded at time of transition to purchase short-term coverage under medical service insurance, or health plans designated by the Department of the Army (DA Pam 600-8-11, para C-25).

Not used. **Section IV**
Retirement of Soldiers

2-7. Applicability

This section applies to—

- a. Soldiers retiring at an authorized and directed place of retirement or in an overseas command.
- b. All eligible Soldiers requesting retirement at a location of personal choice.

2-8. Entitlement authority

The entitlement portion of this regulation pertaining to per diem, travel, and transportation allowance has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee under section III, DOD Directive 5154.13, dated 1 May 1958, as PDC Case 0205.

2-9. Policies for Soldiers scheduled for retirement

- a. *Authorized place of retirement.* Process Soldiers for retirement (JFTR, vol 1, para U5130) who are entitled to

select a home and travel thereto only at an authorized and directed TP or TA (DA Pam 600–8–11, table 2–1–1) except as indicated in paragraph 2–10.

(1) *Soldiers stationed in the continental United States.* Process Soldiers assigned for duty at an activity or installation where an TP is available only at that TP. Process Soldiers who are assigned for duty at an activity or installation where an established TP is not available for retirement—

(a) At the servicing PSC.

(b) At the nearest authorized TP (See DA Pam 600–8–11, table 2–1–1.)

(2) *Soldiers stationed outside the continental United States.* Process Soldiers stationed outside the continental United States for retirement only at the TP listed in table 2–1 this regulation, except Soldiers with an approved separation in the overseas area in which serving.

(3) *Non-continental United States residents stationed in their home of record area.* Process these Soldiers for retirement at the authorized TP or TA servicing their current unit of assignment, as applicable. (See DA Pam 600–8–11, table 2–1–1.)

b. *Entitlements after retirement.* A Soldier is entitled to travel allowances after retirement only from the authorized TP or TA, listed in a above where he/she was required to be processed, to his/her ultimate home of selection (JFTR, para U5130 and 37 USC 404). Dependents are entitled to travel allowances only from last duty station of the Soldier to the home of selection (JFTR, para U5230). Do not pay the final settlement for travel of the Soldier and dependents until they have actually traveled to their home of selection.

2–10. Processing of Soldiers for retirement at a location of personal choice

a. As an exception to paragraph 2–9, eligible Soldiers listed in the JFTR, paragraph U5130A3, who are either stationed in CONUS or desire to be returned to CONUS, Hawaii, or Alaska, may elect to be processed for retirement at location of personal choice. They may be retired under this personal option at any authorized TP listed in appendix B at no additional expense to the Government. Soldiers must pay for travel to the location of personal choice TP. Commanders will ensure that each Soldier is told he/she must pay for this travel before he applying for retirement.

b. Soldiers electing to be processed at a place of personal choice are *permitted* to proceed thereto, as distinguished from being *directed*.

(1) Soldiers returning to CONUS from overseas are entitled to travel under the JFTR (para U5116 (Soldier) and U52058 (dependents)), from the overseas station to the proper CONUS APOD (see table 2–1, below).

(2) After retiring and traveling to the home of selection, the Soldier is entitled to the travel and transportation allowances prescribed in JFTR, paragraphs U5130 and U5230, for travel actually performed—not to exceed the allowances from the authorized place of retirement to the home of selection.

2–11. Retirement per diem allowances, travel allowances, and orders issuance

Soldiers are entitled to per diem allowances while processing for retirement as indicated in tables 2–3 and 2–4. Allow travel time to permit the Soldier to proceed from his CONUS duty station or CONUS APOD to arrive at his location of personal choice TP on the reporting date computed under DA Pam 600–8–11, table 2–1–2. Follow the rules prescribed in chapter 6, AR 37–106, for permanent change of station (based on the mode of transportation to be used) in allowing travel time. Soldiers who elect to be processed for retirement at a location of personal choice will depart from their current duty station under orders issued as prescribed in tables 2–3, 2–4 this regulation and DA Pam 600–8–11, table 2–1–2. Consider the number of days' travel time plus any requested and approved leave (AR 630–5) in setting the departure date in order to permit arrival at the TP on the reporting date. (See DA Pam 600–8–11, table 2–1–2.) Ensure that Soldiers who elect to be processed at a location of personal choice are not given any greater or additional monetary or other allowances than those to which they would have been entitled had they retired at the authorized place of retirement.

2–12. Retirement of Soldiers at an authorized U.S. Army Transition Point/Activity while on authorized leave

a. If a Soldier desires, he/she may take leave to take part in a retirement ceremony at his own expense at a CONUS post other than where the retirement action will be processed. The Soldier will—

(1) While on leave, personally arrange to take part in the ceremony with the adjutant general or adjutant of the selected post.

(2) Advise the processing TP or TA that he/she is alive on the last day of the retirement month.

b. When transition processing has been completed and the Soldier has departed on leave, such leave may be ended only as authorized by AR 630–5.

2–13. Retirement and transition action tables

Tables 2–3 and 2–4 show required administrative actions described above in simplified steps.

**Table 2-1
Transition Point Upon Arrival in CONUS**

	A	B
RULE	When arrival point within CONUS is to be	then transfer point is
1	John F. Kennedy International Airport New York, NY	US Army Transition Point(W1DC1E) Ft Dix, NJ 08640-7230
2	McGuire AFB Wrightstown, NJ	US Army Transition Point (W1DC1E) Ft Dix, NJ 08640-7230
3	Charleston AFB Charleston, SC	US Army Transition Point (WOU61A) Ft Jackson, SC 29207-6430
4	Travis AFB Fairfield, CA	US Army Transition Point (W0VW04) Oakland Army Base, Oakland CA 94626-5030
5	McChord AFB Tacoma, WA	US Army Transition Point (W12K1Z) Ft Lewis, WA 98433-5000
6	Oakland International Airport Oakland, CA	US Army Transition Point (W0VW04) Oakland Army Base, Oakland, CA 94626-5030
7	Philadelphia International Airport Philadelphia, PA	US Army Transition Point (W1DC1E) Ft Dix, NJ 08640-7230
8	Seattle-Tacoma International Airport Seattle, WA	US Army Transition Point (W12K1Z) Fort Lewis, WA 98433-5000

**Table 2-2
Place of Transition for Soldiers who are Non-CONUS Residents and Aliens**

	A	B
RULE	When Soldier is	then the transition point/activity is
1	based in CONUS	the TP or TA servicing present unit of assignment (Notes 1, 2, and 3).
2	based overseas in HOR area	the authorized TP or TA servicing unit of assignment or the TA will be the PSC servicing unit of assignment (Notes 2 and 3).
3	based in an overseas area other than the home state, territory, or country	the TP servicing CONUS debarkation area (table 2-1) or with an approved separation by the overseas command, then the TA will be the PSC servicing the overseas unit of assignment (Notes 1, 2, and 3).

Notes:

¹ Non US citizens must have a current passport and visa in their possession upon separation.

² Travel and transportation entitlement limitations apply:

^a Travel must be completed prior to 181st day following separation/or release from active duty, except when additional time is authorized or approved (JFTR, vol 1, para U5125).

^b Travel to a selected home, if eligible, must be completed within 1 year after termination of active duty. (JFTR, vol 1, para U5130).

³ See DA Pam 600-8-11, tables 2-1-1 and 2-1-2, for final separation reporting place and time.

**Table 2-3
Retirement of Soldiers stationed in the continental United States**

	A	B	C	D	E	F
RULE	If a Soldier is stationed at an installation or activity—	Soldier will be processed for retirement at—	reassignment and travel orders required to be issued for Soldier to proceed to appropriate transition activity—	Soldier entitled to monetary allowance, Government transportation or transportation request (TR) for travel to transition activity—	per diem allowances authorized while Soldier being processed for retirement at the transition activity—	final settlement for travel of Soldier and dependents to home of selection will be made by US Army Finance and Accounting Center after travel has actually been performed; travel allowances are payable from—

1	having an established transition point (e.g., Fort Belvoir, VA) and does not elect to be processed at a location of choice—	Fort Belvoir, VA (para 2-9 a(1))	Format 430 (table 2-1-2, DA Pam 600-8-11).	no—no travel involved	no	Fort Belvoir, VA (in this example) to home of selection (e.g., Miami, FL) (para 2-9 b)
2	same condition as Rule 1, but Soldier elects to be processed at a location of choice (e.g., Fort Bliss, TX)—	Fort Bliss, TX (para 2-10 a)—a location of choice transition point must be one that can process off-post personnel.	Format 434	no—para 2-10	no	Fort Belvoir, VA (the authorized transition activity) to home of selection (e.g., Philadelphia, PA) (para 2-9 b and 2-10 b)
3	NOT having an established transition point and NOT serviced by a PSC—and Soldier does not elect to be processed at a location of choice	nearest authorized transition point (para 2-9 a (1)), and	Format 430 (table 2-1-2, DA Pam 600-8-11).	yes	yes	<i>Soldier</i> —The authorized transition point where processed to home of selection (para 2-9 b) <i>Dependent</i> —Last duty station to home of selection (para 2-9 b)
4	same condition as Rule 3, but Soldier elects to be processed at a location of choice (e.g., Fort Benning, GA)—	Fort Benning, GA (para 2-10 a)	Format 434	yes—from duty station to nearest authorized transition point (para 2-10)	yes	<i>Soldier</i> —authorized transition activity nearest duty station to home of selection (para 2-9b). <i>Dependents</i> —duty station to home of selection (para 2-10 b)
5	NOT having an established transition point, but unit of assignment is serviced by a PSC and Soldier does not elect to be processed at a location of choice (see Rule 6 for exception)—	servicing PSC (para 2-9 a(1) and table 2-1-2, DA Pam 600-8-11).	not required	<i>no</i> —if Government transportation is provided on round trip daily basis <i>yes</i> —if Government transportation is NOT provided on round trip daily basis	<i>no</i> —if lapsed time is 10 hours or less, however, Soldier can be paid for any meals necessarily procured at \$4.50 per meal not to exceed 2 meals. <i>yes</i> —if lapsed time exceeds 10 hours.	duty station to home of selection (para 2-9 b).
6	EXCEPTION to Rule 5—if cost to move Soldier from distant duty station to his servicing PSC exceeds cost to move to nearest authorized transition point and Soldier does not elect to be processed at a location of choice—	nearest authorized transition activity (para 2-9 a(1)) and	Format 430 (table 2-1-2, DA Pam 600-8-11).	yes	yes	<i>Soldier</i> —authorized transition activity to home of selection (para 2-9 b). <i>Dependents</i> —duty station to home of selection (para 2-10 b).
7	same condition as Rule 5, but Soldier elects to be processed at a location of choice (e.g., Fort Carson, CO)	Fort Carson, CO (para 2-10 a)	Format 434	Rule 5 applies	Rule 5 applies	Rule 5 applies

Table 2-3
Retirement of Soldiers stationed in the continental United States—Continued

	A	B	C	D	E	F
RULE	If a Soldier is stationed at an installation or activity—	Soldier will be processed for retirement at—	reassignment and travel orders required to be issued for Soldier to proceed to appropriate transition activity—	Soldier entitled to monetary allowance, Government transportation or transportation request (TR) for travel to transition activity—	per diem allowances authorized while Soldier being processed for retirement at the transition activity—	final settlement for travel of Soldier and dependents to home of selection will be made by US Army Finance and Accounting Center after travel has actually been performed; travel allowances are payable from—
8	same condition as Rule 6, but Soldier elects to be processed at a location of choice (e.g., Fort Ord, CA)	Fort Ord, CA (para 2-10 a)	Format 434	yes—from duty station to nearest authorized transition point (para 2-10)	yes	Rule 6 applies

Notes:

¹ Format 432 and 434 are contained in appendix A, AR 310-10.

Table 2–4
Retirement of Soldiers stationed outside of the continental United States

	A	B	C	D	E	F
RULE	If Soldier stationed overseas—	Soldier will be processed for retirement at—	reassignment and travel orders required to be issued for Soldier to proceed to appropriate transition activity—	Soldier entitled to monetary allowance Government transportation or a transportation request (TR) for his travel from CONUS debarkation area to activity—	per diem allowances are authorized while Soldier being processed for retirement at the transition activity—	final settlement for travel of Soldier and dependents to home of selection will be made by US Army Finance and Accounting Center after travel has been performed; travel allowances are payable from—
1	does NOT elect to be processed for retirement at a location of choice transition point (e.g., Soldier stationed in USAREUR and will debark at J.F. Kennedy International Airport, NY or McGuire AFB, NJ)—	the authorized and directed transition point located adjacent to the CONUS debarkation area; e.g., Fort Dix, NJ for Soldiers debarking at J.F. Kennedy International Airport, or McGuire AFB (para 2–9 a(2) and table 2–1)	Format 432. Orders will include port call instructions (para 2–14)	yes	yes	<i>Soldier</i> —authorized and directed transition point to home of selection (in this example from Ft Dix, NJ to Helena, MT) (para 2–9 b). <i>Dependents</i> —From last duty station to home of selection (para 2–9 b).
2	Elects to be processed for retirement at a location of choice transition point (e.g., Soldier stationed in Korea and elects to be processed for retirement at Fort Sill, OK).	Fort Sill, OK (para 2–10 a) (a location of choice transition point must be one listed in appendix B)	Format 434 for transportation from last duty station to CONUS port of debarkation and other entitlements see JFTR para U5116	No—Soldier must personally defray cost of his/her (and dependents) travel to location of choice (e.g., from Travis AFB, CA to Fort Sill, OK (para 2–10 b))	yes	<i>Soldier</i> —authorized and directed transition point to home of selection (para 2–9 a and 2–10 b (e.g., from Oakland, Army Base, CA to Omaha, NE)) <i>Dependent</i> —the CONUS debarkation area to home of selection (e.g., from Travis AFB, CA to Omaha, NE) (para 2–9 b and 2–10 b).

Notes:

Format 432 and 434 are contained in appendix A, AR 310–10.

Chapter 3

Final Transition Processing of Personnel

Section I

Unit Departure Ceremony/Reporting for Final Transition Processing

3–1. Unit departure ceremony

During the pretransition processing and prior to Soldier's departure from the unit, the unit commander and/or the installation representative will conduct a command departure ceremony for each member transitioning with an honorable character of service ((exclude AR 635–200, chaps 9, 10, 11 (Trainee Discharge Program), 13, 14, and 15)) to express the Army's appreciation and gratitude for the service rendered by the Soldier.

a. The departure ceremony for non-retirement eligible Soldiers (officers and enlisted) who receive honorable discharge certificates will include the presentation of the Army Lapel Button (ALB). The award of the ALB is to provide an appropriate identification of veterans for their honorable active Federal service in the Army of the United States (see AR 672–5–1, para 6–13f). The ALB will not be given to Soldiers separating honorably under adverse reasons for—

- (1) Unsatisfactory performance.
- (2) Entry level performance.

- (3) Misconduct.
- (4) *Rescinded*.
- (5) Drug abuse.
- (6) Alcoholism.
- (7) For the good of the Service.
- (8) Security reasons.

b. Soldiers retiring will receive appropriate recognition and appreciation of service on the occasion of their retirement.

3-1.1. Reporting for Final Transition

After completion of pretransition processing prescribed by chapter 2 and DA Pam 600-8-11, Soldiers will—

a. Be reassigned to the TP, if appropriate, listed in DA Pam 600-8-11, table 2-1-1 on the reporting date established in the transition order under table 2-1-2.

b. Physically report to the TP or TA for final transition processing on the date and time listed in DA Pam 600-8-11, table 2-1-2.

3-2. Soldiers being separated under less than honorable conditions

Process these Soldiers separately, to the maximum extent possible.

Section II

Administrative Procedures

3-3. Industrial and educational recruiting

a. Recruiting by civilian governmental employers or agencies of individuals undergoing processing normally will be confined to the pretransition processing period as prescribed in paragraph 2-4. It is recognized, however, that such a policy is not appropriate for personnel whose last assignment was in an overseas command. Therefore, commanders of transition points which process overseas returnees for final transition are encouraged to authorize employment and education recruiting during final transition processing provided—

- (1) It does not interfere with processing procedures to an unacceptable degree, and
- (2) Participation of personnel being processed is on a voluntary basis (para 2-4 j).

b. Request for lists or rosters containing the names of personnel being processed for transition or previously transitioned will be denied.

3-4. Personal factor in final transition processing

The impressions made upon the Soldier during transition processing will have a significant influence in shaping attitude toward service in the Army. Accordingly, processing will be so conducted as to show the Army's interest in the future welfare of the Soldier as a citizen. Personnel assigned to processing duties will be thoroughly trained for their jobs. Each person will be carefully selected with emphasis on military bearing, appearance, and ability to express oneself clearly and understandably. They must be courteous, exhibit exemplary conduct, and take every opportunity to leave a favorable impression upon each Soldier processed for separation.

3-5. Time limits for completion of final transition processing

- a. Separate overseas returnees, except retirees, on the first workday after arrival at STP, when possible.
- b. Separate those Soldiers who will be REFRAD/discharged prior to ETS or period for which ordered to active duty by the third workday after approved separation, when possible.
- c. Separate all other Soldiers on their scheduled transition date, except those that elect to separate on the last workday before a Saturday, Sunday, or holiday.

3-6. Final transition processing sequence

a. The following actions will be accomplished during final transition processing:

- (1) Initial receiving.
- (2) Orientation. Show videotapes— *Address/Farewell by CSA* to all honorably separating members and *The Role of the Army Board for Correction of Military Records and The Army Discharge Review Board* to all Soldiers.
- (3) Medical examination review.
- (4) Clothing and equipment turn-in/counseling.
- (5) Records interview processing.
- (6) Outgoing records check.
- (7) Final pay.

b. TP chiefs/commanders will promptly notify the commander of the Soldier's losing PSC, or in the case of an

overseas returnee, the major overseas commander, of any deficiencies in preprocessing. TP commanders at Forts Dix and Jackson and Oakland Army Base will complete and forward the monthly Preprocessing Discrepancy Report (RCS: MILPC-71) to the major overseas commander, with a copy to HQDA (DAPC-PDT-S), Alexandria, VA 22331-0400.

3-7. Initial receiving

- a. This includes—
 - (1) An arrival briefing.
 - (2) Issuance of required handout orientation material, if not issued earlier.
 - (3) Checking to ensure that needed records are available.
 - (4) Provisions for quarters and messing, if appropriate.
- b. Check incoming records to verify eligibility for separation.

3-8. Orientation

- a. *General.*
 - (1) Conduct an individual or group orientation based upon the number of Soldiers being processed.
 - (2) Ensure that all Soldiers have seen the entire set of tapes/films that apply to the type of separation they are receiving. The letters of instruction that come with the tapes/films state the specific type of separatees to whom each film/tape should be shown. DA Pam 600-8-11, appendixes B and C, contain specific requirements of tapes/films.
 - (3) Conduct an introductory/supplemental talk.
 - (4) Orient Soldiers being separated under less than honorable conditions separately, to the maximum extent possible.
- b. *Purpose.*
 - (1) The primary purpose of the tapes/films is to assist in making the transition from military to civilian life, explaining—
 - (a) Major rights, benefits, and obligations of personal interest to the Soldiers.
 - (b) Services of civilian agencies available to Soldiers after separation.
 - (2) The primary purposes of the introductory/supplemental talk are to—
 - (a) Acquaint the Soldiers with the mission and facilities of the TP or TA and give instructions about where to go and what is required at each stage.
 - (b) Explain the purpose of the records processing interview.
 - (c) Answer questions concerning information covered in the orientation.
- c. *Presentation.* The TP or TA commander or chief will appoint, if available, an officer or a senior NCO who has been decorated for combat-zone service or actions to be the principal orientation speaker. He will introduce any other speakers.
- d. *Instructional materials for processing cadre.* Use the following publications in answering questions from transitioning Soldiers and give them to separatees/retirees as indicated below.
 - (1) *VA Fact Sheet 1S-1—Federal Benefits for Veterans and Dependents.* This Veterans Administration publication is distributed annually by USAAG Publications Center, Baltimore, MD, to each transfer activity. Direct request to the Veterans Administration for this publication is not authorized. This publication will not be furnished to Soldiers being separated.
 - (2) *DA Pam 360-506—Disability Separation.* Issue to disability Soldiers.
 - (3) *DA Pam 360-526—Once a Veteran.* (Distribute to all Soldiers.)
 - (4) *DA Pam 600-5—Handbook on Retirement Services for Army Personnel and Their Families.* (Distribute to retirees only.)
 - (5) *DA Pam 360-524—Your Personnel Affairs.* (Distribute upon request.)
 - (6) *College Placement Annual.* (Distribute to each college graduate being separated upon request.)
 - (7) *VA Pam 27-82- 2—A Summary of Veterans Administration Benefits.* (Distribute to all Soldiers who are discharged/REFRAD/retired, except those remaining on active duty in the same or another status.)
 - (8) *CHAMPUS Handbook.* (Distribute to retirees only.)
 - (9) *DA Pamphlet 140-8—Information Pamphlet for the Career Development of Enlisted Members of the United States Army Reserve.* Distribute to each enlisted Soldiers being released from active duty who will have a remaining service obligation and to those enlisted Soldiers being separated without a remaining service obligation who are reenlistment eligible. (Direct request for this pamphlet will be made to Commander, ARPERCEN, DARP-SP, 9700 Page Blvd., St. Louis, MO 63132-5200.)

3-9. Separation medical examination review

- a. Review DA Form 3444 series (Treatment Record) to determine whether—
 - (1) The separation medical examination was accomplished as prescribed in paragraph 2-4 d.
 - (2) The option statement as prescribed by DA Pam 600-8-11, procedure 1-6, is in file, if the separation medical examination is not required.

b. Soldiers must undergo a separation medical examination if one of the following conditions exist:

(1) There is no record of a separation medical examination having been accomplished and one was required. (See para 2-4d .)

(2) The statement in DA Form 3444 series shows the Soldier requested a separation medical examination and there is no SF 88 in file.

3-10. Clothing and equipment turn-in/counseling

Processing of clothing and equipment check will be accomplished under AR 700-84 and AR 710-2, respectively. Commanders of transition points processing overseas returnees separating for cause are responsible for recovering the military clothing retained for appearance, health, and comfort as outlined in paragraph 2-4g. Enlisted personnel being released from active duty and transferred to the USAR will be cautioned that retained clothing and equipment may be required in connection with inactive duty training, AT/active duty for training or order to AD in the event of mobilization, and that they may be charged for replacement issue if such items are not in possession when required for such training.

3-11. Records interview

a. *Purpose.*

(1) To give the Soldier an opportunity to verify the entries made on the final separation documents.

(2) To inform the Soldier of the purpose and importance of the documents about to be signed.

(3) To have the Soldier sign the separation document.

b. *Conduct.*

(1) When personnel are processed as individuals or as groups, all records and documents will be carefully checked and time allowed for questions and answers.

(2) Whenever a Soldier is required to complete a form or sign a document, adequate instructions will be given as to its purpose and importance. Upon completion, all documents will be checked by the interviewer for accuracy, completeness, and to assure that instructions have been followed.

(3) The time allowed for each interview must be sufficient to permit the interviewer to survey the complete military records of the Soldier. Entries on the various forms will be extracted from source documents to ensure completeness and accuracy. Data from DA Forms 2 and 2-1 will be used only when source documents are not available or regulations governing the specific form direct that information be obtained from the DA Forms.

c. *Records.* Appropriate records will be initiated and closed under DA Pam 600-8-11, appendix D.

3-12. Outgoing records check

Personnel will be required to examine and check all records prepared in connection with transition for completeness and accuracy. Errors or omissions detected will be corrected immediately. The Soldier will sign any forms, records, or other documents requiring his or her signature. At the close of this phase of the processing, place the Soldier's records inside the MPRJ for distribution in accordance with appendix D, DA Pam 600-8-11.

3-12.1. Mailing rates for disposition of military personnel records jacket

Since MPRJ contain material subject to the Private Express Statutes (39 USC), U.S. Postal authorities will accept MPRJ for shipment only at the First-Class or Priority mailing rates. In compliance with Title 39 of the United States Code and post transition processing procedures, the TP or TA will—

a. Prepare MPRJ and accompanying documents for shipment in accordance with DA Pam 600-8-11, appendix D, tables D-1 through D-12.

b. Deliver MPRJ directly to the U.S. Postal Service/Army Postal facility servicing the installation/activity not later than the fifth work day after the transition/retirement date for mailing as follows:

(1) Mail pieces weighing 12 ounces or less at the First-Class rate.

(2) Mail pieces weighing more than 12 ounces at the Priority rate.

(3) Mark each piece of mail containing MPRJ either FIRST-CLASS or PRIORITY MAIL.

(4) Do not use certified or registered mail.

c. Maintain an accurate record of when and where MPRJ are shipped to ensure an audit trail. Each box or envelope will contain one copy of DA Form 200 with the annotated shipment date.

3-13. Final pay

a. The finance and accounting officer or class B agent officer will be responsible for computation of final payments and preparation of DA Form 1341 (JUMPS—Army Allotment Authorization). Final pay and allowances, including payment for accrued leave, and mileage for travel, when applicable, will be paid.

b. Soldiers will report to the finance and accounting officer or class B agent officer for final pay. Immediately following final payment, the individual will surrender Identification Card (DD Form 2A) or sworn statement of loss to

the finance and accounting officer or class B agent officer. Installation commanders will establish appropriate control procedures for the destruction of the ID cards.

c. Enlisted personnel who enlist or reenlist immediately after separation will not be authorized to receive final pay until enlistment or reenlistment has been accomplished.

3-14. Forwarding fingerprints to the Federal Bureau of Investigation

Forward FD Form 249 (Federal Bureau of Investigation, Current Arrest or Receipt) when the Soldier is discharged per AR 635-200, section IV of chapter 3, or chapters 10 or 14, if he or she meets the criteria of AR 190-47, paragraph 5-2. Send completed FD Form 249 without letter of transmittal to the U.S. Department of Justice, FBI, Identification Division, Washington, DC 20537.

3-15. Furnishing home address to MILPERCEN

Transition activities will submit Post separation home address ((NX) Transaction) on all separating personnel under DA Pam 600-8-2, procedure 2-59.

3-16. SIDPERS separation transactions

Transition Points will ensure that a SIDPERS Separation Transaction is prepared for all personnel separated at the TP under DA Pam 600-8-2, procedure 2-77. This includes all personnel reassigned to an TP for the purpose of separation and overseas returnees/CONUS to CONUS reassignments for retirement at a station of choice.

3-17. Selective service registration upon separation

The law requires that all men born in 1960 or later must register with the Selective Service System when they leave active duty if they have not previously registered. Transition Point personnel will brief all eligible separatees on the requirement for registration and provide registration packet in accordance with procedures contained in DA Pam 600-8-11, appendix C, paragraph C-28.

Appendix A References

Section I Required Publications

AR 604-10

Military Personnel Security Program (Cited in para 2-6i(5).)

AR 635-100

Officer Personnel (Cited in paras 2-4d(3) and 2-6i(5).)

AR 635-200

Enlisted Personnel (Cited in paras 2-2d, 2-4d, 2-6i, and 3-1.)

DA Pam 600-8-11

Separation Processing Procedures (Cited in paras 1-4, 2-1, 2-2, 2-3c(2), 2-4, 2-5, 2-6, 2-9a, 3-1.1, 3-8, 3-11, 3-12, 3-12.1, and 3-17, and tables 2-2 and 2-3.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 37-106 (obsolete)

Finance and Accounting for Installations: Travel and Transportation Allowances

AR 40-350 (obsolete)

Medical Regulating To and Within the Continental United States

AR 40-501

Standards of Medical Fitness

AR 55-71 (obsolete)

Transportation of Personal Property and Related Services

AR 190-47

The Army Corrections System

AR 310-10 (obsolete)

Military Orders

AR 310-34 (obsolete)

Equipment Authorization and Utilization Policies and Criteria, and Common Table of Allowances

AR 340-3 (obsolete)(not cited)

Official Mail Cost Control Program

AR 340-8 (obsolete)

Army Word Processing Program

AR 600-8

Military Personnel Management

AR 600-47

Reporting Procedures on Defense Related Employment

AR 600-85

The Army Substance Abuse Program

AR 601–210

Active and Reserve Components Enlistment Program

AR 601–280

Army Retention Program

AR 614–30

Overseas Service

AR 614–200

Enlisted Assignments and Utilization Management

AR 621–5

Army Continuing Education System

AR 630–5 (obsolete)

Leaves and Passes

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635–5

Separation Documents

AR 635–40

Physical Evaluation for Retention, Retirement, or Separation

AR 640–10 (obsolete)

Individual Military Personnel Records

AR 700–84

Issue and Sale of Personal Clothing

AR 710–2

Supply Policy Below the National Level

CTA 50–909

Field and Garrison Furnishings and Equipment

DA Pamphlet 5–4–2 (obsolete)

Work Simplification Handbook for Analysts

DA Pamphlet 140–8 (obsolete)

Information Pamphlet for the Career Development of Enlisted Members of the U.S. Army Reserve

DA Pamphlet 340–2 (obsolete)

Management Introduction to Word Processing

DA Pamphlet 360–506 (obsolete)

Disability Separations

DA Pamphlet 360–524 (obsolete)

Your Personal Affairs

DA Pamphlet 570–551 (obsolete)

Staffing Guide for U.S. Army Garrisons

DA Pamphlet 600–8

Management and Administrative Procedures

DA Pamphlet 600-8-1

SIDPERS Users Manual: Unit Level Procedures

DA Pamphlet 600-8-2 (obsolete)

Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures

VA Fact Sheet 1S-1

Federal Benefits for Veterans and Dependents

VA Pamphlet, 27-82-2

A Summary of Veterans Administration Benefits

VA Pamphlet 360-526

Once a Veteran

JFTR Vol 1

Joint Federal Travel Regulations, Vol 1: Uniformed Service Members Available at: [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)

Section III

Prescribed Forms

This section contains no entries

Section IV

Referenced Forms

This section contains no entries

Appendix B US Army Transition Points

B-1. US Army Transition Points

US Army Transition Point (WOWR1A)
Aberdeen Proving Ground, MD 21005-5001

US Army Transition Point (WOUY1A)
Fort Belvoir, VA 22060-5016

US Army Transition Point (WOU2NT)
Fort Benning, GA 31905-5010

US Army Transition Point (WOVH1G)
Fort Bliss, TX 79916-5111

US Army Transition Point (WOU3NT)
Fort Bragg, NC 28307-5000

US Army Transition Point (WOU41B)
Fort Campbell, KY 4223-5000

US Army Transition Point (WOVNO4)
Fort Carson, CO 80913-5000

US Army Transition Point (WOUG10)
Fort Devens, MA 01433-5400

US Army Transition Point (W1DC1E)
Fort Dix, NJ 08640-7230

US Army Transition Point (WOUV10)
Fort Eustis, VA 23604-5090

US Army Transition Point (WOU5NT)
Fort Gordon, GA 30905-5020

US Army Transition Point (W1EX1A)
Fort Benjamin Harrison, IN 46216-5170

US Army Transition Point (WOVC1A)
Fort Hood, TX 76544-5056

US Army Transition Point (WOVD1A)
Fort Sam Houston, TX 78234-5000

US Army Transition Point (WOZQ1A)
Fort Huachuca, AZ 85613-6000

US Army Transition Point (WOU61A)
Fort Jackson, SC 29207-6430

US Army Transition Point (WOUX03)
Fort Knox, KY 40121-5000

US Army Transition Point (WOVP03)
Fort Leavenworth, KS 66027-5080

US Army Transition Point (WOU003)
Fort Lee, VA 23801-5152

US Army Transition Point (WOVL38)

Fort Leonard Wood, MO 65473-5000

US Army Transition Point (W12K1Z)

Fort Lewis, WA 98433-5000

US Army Transition Point (WOU7NT)

Fort McClellan, AL 36205-5000

US Army Transition Point (WOU8NT)

Fort McPherson, GA 30330-5000

US Army Transition Point (WOUS07)

Fort George G. Meade, MD 20755-5076

US Army Transition Point (WOHB1B)

Fort Monmouth, NJ 07703-5012

US Army Transition Point (WOUW03)

Fort Monroe, VA 23651-6000

US Army Transition Point (W3J81A)

Fort Myer, VA 22208-5050

US Army Transition Point (WOVW04)

Oakland Army Base, Oakland, CA 94626-5030

US Army Transition Point (WOMY1A)

Fort Ord, CA 93941-5000

US Army Transition Point (WOVF1K)

Fort Polk, LA 71459-5000

US Army Transition Point (WOH910)

Redstone Arsenal, AL 35898-5193

US Army Transition Point (WASR02)

Fort Richardson, AK 99505-5000

US Army Transition Point (WOVM04)

Fort Riley, KS 66442-6600

US Army Transition Point (WOU9NT)

Fort Rucker, AL 36362-5000

US Army Transition Point (W3RB1A)

Fort Shafter, HI 96558-5100

US Army Transition Point (WOVK29)

Fort Sheridan, IL 60037-5000

US Army Transition Point (WOVG1A)

Fort Sill, OK 73503-5100

US Army Transition Point (WOVANT)

Fort Stewart, GA 31313-5054

US Army Transition Point (W2DH1B)

*Walter Reed Army Medical Center, WASH, DC 20307-5001

US Army Transition Point (WOQ21B)

*Fitzsimons Army Medical Center, Aurora, CO 80045-5001

Note. *Processes only personnel assigned to medical holding detachment and permanent party personnel. May not be selected as personal choice of location for retirement processing.

B-2. Changes in transition points**Changes in transition points**

Commanders of CONUS installations; Commanding General, US Army Military District of Washington; Headquarters, Department of the Army agencies having jurisdiction over field operating agencies and activities; and major overseas commanders will notify HQDA DAPC-PDT-S), 2461 Eisenhower Avenue, Alexandria, VA 22331-0400, of any changes to be made in this appendix.

Glossary

Section I Abbreviations

APOD

aerial port of debarkation

app

appendix

ARSTAF

Army staff

CONUS

continental United States

CTA

common table of allowances

DA

Department of the Army

ETS

expiration term of service

FAO

Finance and Accounting Office

HOR

home of record

HQDA

Headquarters, Department of the Army

ISR

in-service recruiter

JFTR

Joint Federal Travel Regulations

MILPERCEN

US Army Military Personnel Center

MPRJ

military personnel records jacket

NCO

noncommissioned officer

PA

physicians assistant

POV

privately owned vehicle

PSC

Personnel Service Center

PSSP

Preseparation Services Program

RC
Reserve Component

REFRAD
release from active duty

TA
transition activity

TP
transition point

TDY
temporary duty

USAR
United States Army Reserve

Section II

Terms

Home of record
The place recorded in current personnel records as the home of the member when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, or ordered to active duty. (See JTR, vol 1, app J and para 4157–2.)

Place from which ordered to active duty
The place recorded in personnel records as the place from which the member initially entered on active duty. (See JTR, vol 1, app J and para 4157–2.)

Release from active duty
Ending active duty status, and transfer or reversion to an ARNG or USAR component not on active duty.

Retirement for length of service
Retirement of Soldiers who have served 20 or more years in the active military service.

Retirement for physical disability
Retirement of Soldiers from the active Army by reason of physical disability. Such Soldiers are placed on either the permanent or temporary disability retired list as directed by the Secretary of the Army, as prescribed in AR 635–40.

Returned to the ARNG/USAR
Can be defined as *a* or *b* below.
a. A Soldier who is on extended active duty for training as a member of ARNGUS or USAR who is returned to the ARNG or USAR to complete the unexpired portion of his/her enlistment contract or service obligation.
b. Officers who have indefinite-term USAR appointments.

Separation processing
The procedures necessary to accomplish the following:
a. Relief from active duty.
b. Discharge.
c. Dismissal.
d. Resignation.
e. Retirement.
f. Release from custody and control of the Army.
g. Placement on the temporary disability retired list.
h. Relief from ADT and discharged from the Reserve of the Army.

Source documents
The document of original entry from which basic data are extracted for use on other documents and reports.

Transfer to USAR

Used to identify a Soldier who enlisted in the active Army and concurrently incurred a 6 or 8 year Military Service obligation and upon completion of the period for which enlisted, is relieved from active duty (REFRAD), is not discharged, and is transferred to the USAR to complete the unexpired portion of his/her service obligation.

US Army Transition Activity (TA)

An activity designated to accomplish transition processing of members assigned/attached to that installation only.

US Army Transition Point (TP)

A centralized activity at an installation that accomplish transition processing of members assigned/attached to—

- a.* Activities at the same installation or satellited on the same installation.
- b.* That activity from another installation specifically for separation.

Section III**Special Abbreviations and Terms**

There are no special terms.

UNCLASSIFIED

PIN 067990-000