

## INFORMATION FOR SOLDIERS TRANSITION FROM THE SERVICE/TRANSITION INTERVIEW

(AR 635-200)

1. DO NOT MAKE ANY PLANS, APPOINTMENTS OR TRANSPORTATION ARRANGEMENTS CONTINGENT UPON BEING RELEASED AT A SPECIFIC TIME ON YOUR SCHEDULED TRANSITION DATE.
2. On the workday preceding your final day there will be a finance briefing at 1530 hrs, except on Thursdays, located in the Transition Center classroom to the left of the front desk.
3. Report to Transition Center, building 121, on your transition date, or the last workday preceding the start date of your terminal leave or permissive TDY (if authorized). On the above mentioned day you should report at the following time:
  - a. Mon, Tues, Wed, Thurs 0700-0715
  - b. Friday 0600-0615
  - \*c. As directed by Transition Ctr Personnel

The only authorized uniform is the class "A" or "B" uniform (in accordance with AR 670-1). If transition date, terminal leave, or permissive TDY start date fall on a Saturday, Sunday, or a Holiday, report the last workday prior to that weekend or holiday. Soldiers transitioning "Under other than Honorable Conditions" will report in civilian attire at 1000 hours on transition day (Except Thursdays; report at 1430 hours.)

4. Ensure that prior to reporting for final transition briefing your clearance papers are completed to include:
  - (1) Post Central Clearance Stamp bldg. 121, (Remarks Section FH OP 111).
  - (2) First Sergeant's/Designated Representative's signature.
  - (3) Army Lapel Button issued/denied (Remarks Section, FH OP 111).
  - a. Bring your Health, Dental, and Education Records, ACAP Checklist, if not already turned in.
  - b. Bring your personal file with you in the event documents are required to substantiate entries on your transition documents.
  - c. Bring ALL family member ID cards for turn in. Soldiers departing on transition leave or permissive TDY will be given a letter of instruction, with a self-addressed envelope for return of your military ID card and ALL family member ID cards.
  - d. Transition orders must be correct prior to processing at the Transition Center. Please check each item to ensure all information is correct: Name, SSN, Rank, Current Unit of Assignment, Reporting Date to Transition Center, Discharge or Release Date, Place Entered Active Duty (PLEAD), and Home of Record. Report any errors immediately to the issuing agency. For Chapter cases bring in five (5) copies of the corrected/ amended orders to the Transition Center.
  - e. Bring a black ball point pen to speed up and assist us with your processing.
5. Final Transition Briefing will consist of:
  - a. Reviewing and signing transition documents.
  - b. A group briefing explaining benefits and entitlements after transition, (VA Benefits and Information Sheet).
  - c. Presentation of transition documents. Transition documents for personnel departing on transition leave will be mailed on their transition date following receipt of alive and well call.
  - d. Immediately following transition briefing a finance representative will brief on pay procedures.