

LEAVE IN CONJUNCTION
WITH TRANSITION

Name _____
ETS _____
CALL _____

1. You are required to contact the U.S. Army Transition Center (TC) between 0730 and 1630 hours, Central Standard Time, on your effective date of transition. If your effective date of transition should fall on a weekend or holiday, you are required to contact the (TC) on the next workday after the effective date of transition. The telephone number at the TC is (254) 287-5827. Collect calls will not be accepted. You are reminded that, after departure from the TC, you may terminate your leave prior to the effective date of transition only---

a. If you return to your previous unit of assignment or report to another military organization and request transition to your unit of assignment. Such travel will be at your own expense, and the period of absence until return to your unit of assignment will be charged as ordinary leave.

b. If you return to your unit with intentions of reenlisting; reenlistment must be accomplished on your transition date or earlier. Immediately after reenlistment you must notify the Transition Center at the following telephone (254) 287-3382.

c. Upon your hospitalization or death. When you are unconditionally released from hospitalization, your leave recommences and can be terminated only as outlined in a above.

2. It is your personal responsibility to inform your next-of-kin of the proper procedures to be taken if any of the following should occur--

a. In the event you are hospitalized prior to 2400 hours on your effective date of transition as the result of injury or sickness, a family member or next-of-kin will immediately notify the TC at the telephone numbers listed above. Notification should include date of hospitalization; the name and address of the Medical Treatment Facility, and the name and telephone number of the attending physician.

b. In the event of your death prior to 2400 hours on the effective date of transition, your next-of-kind will immediately notify the III Corps Casualty Office, telephone number (254 287-7200). The Casualty Office is open 24 hours a day, 7 days a week.

3. Upon receipt of your Report of Existence (telephone call) your Official Records Envelope containing your DD Form 214 (copy 1) and other transition documents will be mailed to the address you provided to this office. If your Official Records Envelope is returned to this office unclaimed or undeliverable, it will be destroyed.

5. PLEASE DON'T CALL TC TO ASK ANYTHING ABOUT YOUR PAY, CALL FINANCE, AT THE THE PHONE NUMBERS IN PARAGRAPH 5. Any questions concerning your pay or allowance should be directed to the III Corps Consolidated Finance Office, Building 121, (254) 287-7433/2681.

6. Upon receipt of your DD Form 214 (copies) make sure that you record them with your county clerk. Duplicate copies can only be obtained by submitting a written request with you Name, SSN, Transition Date, and Signature to: Commander, US Army Reserve Personnel Center, ATTN: ARPC-PAS-EV, 9700 Page Blvd., St. Louis, MO 63132-5200. Please allow approximately 180 to 240 days for a response.