

**FINAL OUT PROCESSING INFORMATION FROM THE
FORT KNOX TRANSITION SERVICES SECTION FOR SEPARATIONS**

******Please read this page in its entirety******

Office hours are Monday – Thursday 0730-1600 and Fridays 0830-1600.

Please make copies of documents before you report.

**Soldiers separating under Chapters 9, 10, 13 & 14 are required
to be accompanied by an escort IAW FK Reg 600-3**

DD Form 214 Final Out-processing:

Located in White Hall, Bldg 1384, Room 103 (502) 624-6456/1280/6283/1404/3114

*****Remote Soldiers must report to the 1030 Finance Brief before receiving DD FM 214*****

*****On-Post Soldiers can report between 1300 and 1600 on Reporting date to receive DD FM 214*****

ITEMS REQUIRED FOR DD FORM 214 FINAL OUT-PROCESSING:

- Separation and Transition Orders
- DD Form **2648** Preseparation Counseling Checklist from Soldier for Life: Transition Assistance Program (Formally ACAP) **(Mandatory - Must be signed by TAP Counselor)**
- DD Form **2958** Individual Transition Plan Checklist from Soldier for Life: Transition Assistance Program (Formally ACAP) **(Mandatory - Must be completed & signed by your Commander)**
- Approved DA Form 31(s) for Transition Leave and/or Permissive TDY **(Signed by LTC/O5 or Higher)**
- ERB/ORB/2-1
- Army Transition Program Exit Survey - Completed online at website below:
<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>
- Installation (DA Form 137-2) & Unit Clearance Papers (DA Form 137-1)
(Mandatory - Finance requirement or they will withhold 45% of your pay)

**PLEASE BRING PROOF OF AWARDS, BADGES, MILITARY EDUCATION – (40 HOURS OR MORE)
AND ORDERS FOR OVERSEAS DEPLOYMENTS FOR THIS CURRENT PERIOD OF ACTIVE DUTY
IF NOT LISTED ON THE ERB/ORB/DA 2-1**

Fort Knox Pre-Separation Finance Briefing is held Daily at 1030

Office located in White Hall, Bldg 1384, Rm 107 – The briefing is held in the Basement, Rm B1
(502) 624-2553/6569/5663/6842/2918/4835

ITEMS REQUIRED TO ATTEND THE FINANCE BRIEFING:

- Separation and Transition Orders (copy)
- Approved DA Form 31(s) for Transition Leave and/or Permissive TDY (copy)
- Installation and Unit Clearance Papers or Clearance Memorandum signed by your Commander

Soldier for Life: Transition Assistance Program (SFL:TAP) Office (502)624-2227/5222

VA Office: (502)942-3970/9312

Post Lodging: (502)943-1000

Transportation: (502)624-3927/3943

CIF: (502)624-3772/3037 --- **(By appointment ONLY- Must call to make appt in advance)**

If you have any questions or concerns about this document, please feel free to contact our office.

Updated: 4 Nov 2016