

FINANCE RETIREMENT BRIEFING

All Finance Retirement interviews for enlisted and officers will be conducted in a group briefing. E-9 and O-5 & above have the option of a one on one briefing anytime during our normal duty hours.

The mandatory initial briefing will be held at One Stop Processing Center, BLDG 1384, White Hall, room B1. You must attend this briefing immediately after receipt of your clearance papers and prior to Final Out. Please DO NOT wait until time for your Leave to start. Your spouse is welcome to join you during this briefing, but please limit your group to one family member/guest. The weekly interviews are scheduled:

WHEN – Mon-Fri

TIME – Mon 1100; Tue – Fri 1030

WHERE – One Stop Processing Center, BLDG 1384, White Hall, RM B1

Please bring the following required documents to the briefing (copier not available):

1. Clearance Papers or Clearance Memorandum.
2. 1 Copy of Retirement orders and amendments.
3. 1 copy of each DA form 31 (Request and Authority for Leave) for Transition Leave and Permissive TDY. Please keep in mind that Permissive TDY must be signed by an O5 or above. Also bring copies of any DA 31 not posted on your last leave and earnings statement (LES).
4. 1 Copy of your signed and completed Survivor Benefit Plan.

NOTE: Final separation clearance will be accomplished after Finance signs off in Section C BLK 18 #2 Separation Pay Processing. Finance will be the last station cleared prior to the Transition Center.

All general questions will be answered during the briefing. DA 5960 (BAH Certification) will be completed. Soldiers will be asked to provide a reliable address and telephone number in the event that Finance may need to contact them prior to separation or after separation.

POC: 502-624-6416/4835/2553