

## FINANCE SEPARATION BRIEFING

All Finance ETS/Chapter Separation interviews for enlisted and officers will be conducted in a group. 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 in 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. Seating is limited to Soldiers ONLY. The weekly interviews are scheduled:

WHEN – Tuesdays and Thursdays

TIME – 0930 hrs

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 Transition (ETS) orders and amendments
3. DA form 31 (Request and Authority for Leave, i.e. Permissive TDY which has to be signed by an O5 or above and terminal leave (if applicable). Also copies of any DA 31 not posted on the last leave and earnings statement (LES) – 1 copies each DA 31.

**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