

DEFENSE MILITARY PAY OFFICE (DMPO)

Finance Separation Pay Brief

ETS, UNQUALIFIED RESIGNATION, REFRAD, CHAPTERS

******CAN ATTEND BRIEFING NO EARLIER THAN ONE BUSINESS DAY PRIOR TO
TRANSITION LEAVE STARTING OR ON DATE OF SEPARATION IF NOT TAKING LEAVE******

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FOR FINANCE PROCESSING/BRIEFING:

All Officers and medical separations (SPD Code JEA or JEB) will report directly to SSC, 1st Floor Wing J.

All other separations– Report to SSC, 1st Floor Wing J no later than 1300. This briefing will start promptly at 1330 and if you are late you will have to attend the following day.

- ❖ Bring copies of the below documents to finance briefing with originals. All copies need to be made prior to attending the briefing. All documents submitted, become the property of finance. None will be returned.❖
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DOCUMENTS REQUIRED TO OUT-PROCESS DMPO

BRING ORIGINAL

- DA Form 137-1 (Unit Clearance Record). The unit must be completely clear to include Battalion S-1 or commander's signature.
- DA Form 137-2 (Installation Clearance Record) – All stations must be completely cleared except “out-processing control station” and “Final Clearance Stamp”.

BRING 1 EXTRA COPY

- DD Form 214 Worksheet – Provided by Transition Center, SSC, 2nd FL, Wing B at review appointment
- Separation orders to include all amendments & revocations
- HRC REFRAD approval message (Officers Only).
- Court Martial Proceedings
- Chapter Packet (General or OTH Chapters only) Bring one full copy.
- DD Form 139 and 362 (Statement of Charges if applicable)

BRING 2 EXTRA COPIES

- Approved Absence Request Authorization and Approval Data Form (IPPS-A).
- DA Form 4187 (Personnel Action) showing any AWOL, Confinement, DFR time during the last 12 months.
- Closed out jump log by the Air NCO and/or closed out flight log by Air NCO (For all personnel who have received jump or flight pay within the last 12 months).
- Article 15's within the last 12 months.

INSTALLATION CLEARANCE RECORD ACTIVITIES & LOCATIONS

THE LOCATIONS LISTED ON THIS SHEET ARE THE ONLY LOCATIONS THAT CAN CLEAR YOU FOR THAT ACTIVITY!

| <u>INSTALLATION ACTIVITY</u> | <u>LOCATION</u> |
|---|--|
| • Reserve Component Career Counselor | SSC, 5th Floor, Wing A (0900-1600) |
| • Exceptional Family Member Program (EFMP) | SSC, 4th Floor, (0730-1615, closed 1200-1300) |
| • Army Emergency Relief (AER) | SSC, 3rd Floor |
| • Army Community Services (ACS) | SSC, 3rd Floor |
| • NATO Orders | SSC, 2nd Floor, Wing D, Reassignments Students - See PSB |
| • Education Center | SSC, 2nd Floor, Wing A (0830-1600) Closed Thursday |
| • Transitions (Final Clearance Stamp - Separations Only) | SSC, 2nd Floor, Wing B |
| • Personnel Services Branch (PSB) | SSC, 2nd Floor, Wing D, Room 266 (Closed Tue & Thu) |
| • DEERS/ID Cards | SSC, 1st Floor, Main Lobby (0800-1600) |
| • Transportation | SSC, 1st Floor, Wing N (0730-1600) |
| • Soldier For Life Transition Assistance Program (SFL-TAP) | SSC, 1st Floor, Wing C (0900-1600) WTB Personnel see SFAC |
| • Defense Military Pay Office (DMPO) | SSC, 1st Floor, Wing J, Closed Thursday |
| • Post Retirement (must have completed SBP) | SSC, 1st Floor, Wing C (Closed at 1200 Tue & Thu) |
| • Out-Processing Control Station (Window 3) Final Clearance Stamp - PCS Pre-Clearance Stamp - Separations | SSC, 1st Floor, Window 3, Across from DEERS (0830-1200 & 1300-1600) |
| • Medical One-Stop (PDHRA/PHA) (red line) | SSC, Ground Floor, Wing B-D (0730-1100 & 1230-1600) 3rd Thursday of the month (0930-1100 & 1300-1600) |
| • Housing Office (Government) | SSC, Ground Floor, Room B-H-2 (0730-1130 & 1230-1600) |
| • Commercial Activities | SSC, Ground Floor, Room B-H-2 (or Ft. Bragg Federal Credit Union (MWF 0830-1130) |
| • Provost Marshall Office (PMO) (blue line) | SSC, Ground Floor, Room B-H-25 (0930-1130 & 1300-1600) |
| • Medical Facility (Medical Records) (green line) | SSC, Ground Floor, Room B-O-7 (0800-1130 & 1300-1600) Closed Wednesdays Afternoons |

OUTSIDE SOLDIER SUPPORT CENTER

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| • Post Exchange (Military Clothing and Sales) | Mini-Mall, Rock Merritt Ave, Customer Service Counter |
| • Parent Central Service / Child Youth Services | Bldg. 1457 Knox Street |
| • Dental Facility | Contact your dental clinic (Don't forget dependent records) |
| • Central Issue Facility (CIF) | 2619 Howell St. Bldg. F4213 (0730-1530) 396-7045/7039 |
| • DOD Child Nutrition | Bldg. 6036, 4931 Honeycutt Rd (0730-1500) 861-7150 |
| • Throckmorton Library | Randolph St. (Mon-Sat 1000-1800) |
| • M-2 Service Member Behavioral Health & M-3 Specialty/Family Member Behavioral Health | Bldg. 4-3219 Womack Health & Support Center (All American Side) (0800-1030) |

FINAL & PRE-CLEARANCE STAMPS
Monday – Friday (0830-1200 and 1300-1600)
SSC, 1st Floor, Window #3 (Across from DEERS & ID Cards)

IMPORTANT ADDITIONAL CLEARANCE INFORMATION

IAW AR 670-1, Chapter 3 and Fort Bragg Reg 600-8-101, Chapter 3, and para 3-1j) all out-processing must be completed in duty uniform. Physical training garments are not duty uniforms. Clearing papers are only valid for 30-days from date initialized. Units cannot sign Soldiers out on leave until all clearing is completed & Soldier has received “FINAL CLEARANCE STAMP” from Installation (AR 600-8-10).

Soldiers that require an escort; the escort must be in the grade of E5 or above & are required to be with the Soldier & in duty uniform at all times during the installation clearance process. If Soldier separating is an NCO or Officer, escort must be one rank higher. The following separations require an escort at all times: Chapters 5-13, 7, 9, 10, 11, 13, & 14.

Required documents to obtain your Pre-Clearance or Final Stamp:

YOU MUST HAVE ALL BELOW DOCUMENTS THAT PERTAIN TO YOUR TYPE OF DEPARTURE.

PCS CONUS: #1 thru #4. PCS OCONUS: #1 thru #5. Separations: #1 thru #4 & #6.

1. Completed Installation Clearance Record (DA Form 137-2, dated June 2010); include packet cover sheet titled “Out-Processing Appointment Request Form”.
2. Approved Absence Request Authorization and Approval Data Form (IPPS-A).
3. Orders with any amendments.
4. Completed Unit Clearance Record (DA Form 137-1, dated June 2010). Form is provided by Unit S1. Ensure blocks 18 & 19 are signed.
5. PCSing OCONUS - completed Anti-Terrorism Awareness Level I Training within 6-months of orders report date & all accompanying dependents 14 - years of age or older (<https://jkodirect.jten.mil>) or (<http://jko.jten.mil/courses/at1/launch.html>)
6. Separating Soldiers - Completed DD Form 2648 (Pre-Separation Counseling Checklist for Active Component Service Members) provided by SFL-TAP. (Does not apply to ARNG/USAR Soldiers separating from Active Duty, ADT, AIDT, MOB COADOS, etc.)