



Fort Bragg Transition Center



Fort Bragg Transition Center Information Overview



Fort Bragg Transition Center



Agenda

- Office Hours
- Chapter Escorts
- Officer Separations
- Medical Separation Process
- Chapters
- ETS
- DD214 Pick-up
- Soldier/Officer Accountability during Transition
- Proxy Clearing
- POCs
- Questions



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Transition Center Office Hours

- DD Form 214 Briefing: Mon, Tues, Thurs, 0900 hrs. (scheduled personnel only)
- DD214 Pickup: Mon-Fri, 1300-1600hrs
(must have pre-cleared stamp from Out-Processing)
- S1 ETS Packet Drop Off: Mon, Tues, Thurs & Fri, 1300-1600 hrs.
- Chapters and Medicals can drop off own packet: Mon, Tues, Thurs & Fri, 1300-1600 hrs.
- ETS orders can be picked up by Soldiers at the Transition Center customer service desk, after processing of completed ETS packet.

Reminder: Escort required Chapters: Escort must be an NCO of at least one rank higher than Chapter personnel



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The following Chapters are required to have an escort:

- Chapter 5-13 (Personality Disorder)
- Chapter 7 (Defective Enlistment and Extensions)
- Chapter 9 (Alcohol or other Abuse Rehab Failure)
- Chapter 10 (Discharge in Lieu of Trial by Court Martial)
- Chapter 11 (Entry Level Performance and Conduct)
- Chapter 13 (Unsatisfactory Performance)
- Chapter 14 (Misconduct)



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Pre-Separation Briefing Topics

- Reserve Component Transition
- Dental
- Medical
- Education
- Soldier for Life
- Finance
- Transition Center



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Officer Separations

- Packet **MUST** be dropped off by the Officer. If deployed, packet must come from Rear D or the S1 left behind with a copy of deployment orders.
- Officer's memo, signed by the Officer and meets time frame requirements (minimum time frame, 6 months to 1 year from date HRC receives packet.
- Counseling memo, signed by O6. Memo can be signed by an O5, with an assumption of Command orders. ***NOTE***, this memo is required for all Officers with **LESS** than 10 years of Commissioned service.
- Approval memo signed by O6. Memo can be signed by an O5, with an assumption of Command orders.
- Sexual assault memo
- Reserve Component Memo. The only personnel that give this memo is Reserve Transitions on the 1st floor of the SSC.



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Officer Separations

- If Officer has an ADSO after the requested ETS date, a request for an ADSO waiver will need to be submitted. Request goes to the Assistant Secretary of the Army. Request can take 6 to 9 months for completion.
- When Separation approval is received, it will be emailed directly to Officer via enterprise email. (action can take 6 to 8 weeks for approval)
- Listed Memo's are the minimum required memos for unqualified resignation/refrad
- HRC uses date received by HRC not dates on separation memos



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Medical Disability Separations Processing

- Soldiers need to Immediately upon initiation of the Medical Board come to the Transition Center
- Transition Center processes actions on Med Sep of less than 30%
- Bring the following documents:
 - Military Personnel File :
 - SGLV
 - DD Form 93
 - ERB
 - Initial Contract- 4/1, 4/2, 4/3 (any prior DD 214)
 - CIF Zero Balance



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Medical Disability Separations Processing

Once the Physical Disability Branch gives the NLT separation date the following documents must be turned in to publish separation orders:

- Commanders Counseling
- DA 31
- Orders will be published within 5 working days of receiving Commanders Counseling and DA 31
- DD214 Briefing scheduled
- Soldier clears and receives IMCOM final clearance stamp and final DD214; takes any approved leave



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Medical Disability Separations Processing Keys to Success

- Soldiers should complete all possible transition requirements (CIF) prior to approval of their case by PDA. Typically Soldiers know several months prior to case approval that they will be separating/retiring under IDES.
- Transition centers must notify units and Soldiers immediately upon receipt of Not later than date on TRANSPROC instructions.
- COMMAND SUPPORT IS CRITICAL- Units must direct their IDES Soldiers to report promptly to the TC, with a completed DA 31 and other required documents. Soldiers and commanders should have already discussed leave and PTDY.
- If an extension is required, submit it immediately but orders should still be issued and Soldiers should still start out-processing unless circumstances preclude it.
- Remember that VCSA guidance is that transitioning IDES Soldiers should have a final out-processing appointment and start any PTDY/leave within 30 days of case approval and TRANSPROC notification.



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ETS Processing Step 1

ETS Packet Submission

- ETS Packet includes: ERB, Initial Contract(4-1, 4-2, 4-3), all reenlistment's, prior DD 214(if applicable), DD93 and SGLV
- ETS Packets are submitted everyday EXCEPT for Wednesday's from 1300-1600 / S-1 ONLY



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ETS Processing Step 2

Publication of ETS Orders

- ETS orders are published 60 day prior to separation date (if the Separation Packet is submitted in a timely manner 90-120 days prior to ETS)
- ETS orders can be picked up by Soldiers at the Transition Center customer service desk, after processing of completed ETS packet.
- Transitioning Soldiers need to read the order for next steps



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ETS Processing Step 3

Scheduling DD214 Briefing

- ETS Soldiers will report to Transition Center from 0900 – 1100 to schedule DD 214 appointment
- Briefings are scheduled by your ETS date or start of leave
- DD 214 Brief's are held on Monday, Tuesday, and Thursday (MUST BE SCHEDULED / NO WALK IN'S)



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ETS Processing Step 4

DD 214 Review

- Report to the Transition Center NLT 0845 for scheduled DD214 Briefing date
- Ensure that ERB has been updated by S-1 prior to DD214 review



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ETS/Medicals/ Chapters

Final DD 214 Pick-Up

Report to Transition Center from 1300-1600 for final DD214 pick-up and final stamp once you have completely cleared the Installation



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DD Form 214

- The DD Form 214 is a summary of the Soldier's most recent period of continuous active duty.
- It provides a brief, clear cut record of all current active, and prior inactive duty service at the time of release from active duty or discharge.
- The DD Form 214 is the most important military document a Soldier/Officer will receive!
- It is VERY important to safeguard this document!



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Soldier/Officer S-1 Accountability

- Soldier accountability responsibility remains with unit until final Separation date.
- Do not depart Soldiers to Transition Center UIC.
- Do not do any departure or loss transactions in Emilpo to remove separating Soldiers off your AAA-162.
- Soldiers will come off AAA-162 upon separation date not leave dates.
- Contact MPD PAS (EMILPO)- Mr. Nelson- PAS Chief-PH # 910-432-3388 if Soldiers continues to show on AAA-162 AFTER Separation date.
- Promptly submit separation packets so Soldiers are not clearing or on leave after separation date.



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Proxy Clearing

- IAW Fort Bragg regulation 600-8-101 In/Out-processing; Units are responsible for ensuring Soldier/Officers final out-process to ensure issuance of final DD214 and removal from Personnel Systems.
- Soldiers/Officers who do not final clear and pick-up DD214 will need to be proxy cleared by the unit.
- Unit will need to do a Proxy memo for unit representative that will clear Soldier/Officer and contact Out-processing for Out-processing procedures.
- Proxy memo and pre-cleared installation clearing papers will need to be presented to Transition Center along with any other requested separations documents.
- Transitions will issue final clear IMCOM Stamp on clearing papers and mail out DD214 to Soldier/Officer. Soldier/Officer will come off personnel systems.



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Transition Center Processing POCs

Customer Service – 396-7472

Website:

<https://www.bragg.army.mil/index.php/my-fort-bragg/all-services/transition-center>

ETS - Ms. Wade

pamela.c.wade2.civ@mail.mil

Chapters/Medicals – Ms. Stanley leslie.d.stanley4.civ@mail.mil

Officers – Mr. McDonald/Ms. Banks

gary.c.mcdonald.civ@mail.mil / leslie.m.bank.civ@mail.mil

Transition Chief- Ms. Ellies

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