



U.S. ARMY



Separation Briefing

Retirements (Regular and Medical)/ETS/Chapters
USAG Fort Carson

**Directorate of Human
Resources
Military Personnel Division
Transitions**



Separation Briefing

Welcome



This briefing provides Soldiers transitioning out of the service with easy access to points of contact (POC) and information you will need to complete your transition from military to civilian life. We thank you for your service and hope this information will be beneficial to you and your family. Plan your departure from Fort Carson, do not assume you have the answer. If you have questions, please email the Transitions Central Mailbox.





Separation Briefing

Separation Briefing Agenda

- Separation Process
- Separation packet requirements
- Phase I and Phase II Physical
- SATO Travel and Passenger Travel
- Finance
- JPPSO - Transportation entitlements
- CIF – Central Issue Facility
- Government Issued “No Fee” Passports
- Requesting Installation Clearing Papers
- Final Out
- Access to Army Links/Forms

*Transitions Briefing requirements per AR 600-8-11



REV: 12 DEC 2024



Separation Briefing

SEPARATION PROCESS

➤ Orders & DD-214 Draft

- Transitions identifies personnel separating from the Army and begins creating ETS orders.
- The goal for separation orders issuance is 120 days prior to ETS.
- Orders will be distributed to Unit S1s via their Unit Teams folders.
- The separation assignment will be generated in IPPS-A as orders are published.
- The separation assignment will initiate the DD-214 draft in IPPS-A. The Soldier will access this draft for review from their IPPS-A Self-Service DD-214 tile.
- After reviewing, the Soldier will complete record updates with their Unit S1.

➤ Installation Out-Processing

- Soldier emails their clearing request to the Out-Processing section 30 days from separation date, or terminal leave date.
- Soldier will receive installation clearing papers via email, 10 business days prior to start of terminal leave (or TAA if retiring). If Soldier is not taking leave, the Soldier will receive clearing papers 10 business days prior to ETS Date.
- Chapter Soldiers are authorized 5 business days to clear.
- Soldier begins clearing the installation with the Installation Clearing papers along with their Unit Clearing Papers.
- On the Final Out date, in sequence, the Soldier will clear Finance, Retirement Services (if retiring), Transitions, ID Cards/DEERs, and complete their Final Out with the Out-Processing section.
- In the sequence noted above, the Soldier will report to the Transitions Center to sign and have their DD-214 authenticated.

The Soldier MUST complete all record updates PRIOR to reporting to the Transitions Center on their Final Out.





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SEPARATION PACKET REQUIREMENTS

- Common Access Card (CAC) with valid PIN
- DA Form 137-2 (Installation Clearing Papers with all signatures in required blocks)
- Complete set of orders
- Approved IPPS-A absence form(s) with appropriate level signature for approval. A Delegation of Authority or Assumption of Command memo if applicable.
- Finance Request memo: This memo can only be received from finance which must be cleared prior to seeing the Transitions Section (24 hours prior to your final out day if not taking leave, or 48 hours prior if taking leave.
- TAP Completed Capstone form DD2648
- Reserve Component briefing memo (if applicable)
- Phase I and Phase II Physical Complete

*Transitions Briefing requirements per AR 600-8-11





Phase I and Phase II Physical

REQUIRED SEPARATION HISTORY & PHYSICAL EXAM (SHPE)

SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPE)

AND

COMPLETE PHA PART 1 PRIOR TO PCM APPT

AND

PCM COMPLETES PHA PART 2 DURING SCHEDULED APPT

- Schedule appointment with PCM at assigned SCMH, i.e., Warrior, Di Raimondo Main, BAAF, Di Raimondo Support, or Robinson
- Appointment should be NLT 90 days prior to date of separation

- Go to: <https://medpros.mods.army.mil/portal>
- Under "Self-Service", select link for "Periodic Health Assessment"
- Select "Forms," then select the SHPE tab
- Complete all assessment questions

- Do not leave PHA for your final day out, clinics cannot take walk-ins for SHPEs (too detailed)
- If you fail to schedule SHPE with clinic, you will be separated without a final physical
- SMs have option to request at VA



The SHPE serves to determine any existing medical condition incurred during active-duty service, provide baseline information for future care, complete a member's military medical record, and provide a final opportunity before separation to *document any health concerns, exposures, or risk factors associated with active-duty service.*

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- ✓ If Soldier has conducted a physical with the VA, it is mandatory to see their military PCM to verify that the physical was completed and meets Army SHPE/Physical requirements.
- ✓ TMCs/Providers have a memorandum that will be signed and provided to the Soldier who is ETSing/retiring. The memorandum will need to be provided at SRP Medical section to clear.
- ✓ Soldiers that are medically separating/retiring are not required to conduct this physical.





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SATO TRAVEL AND PASSENGER TRAVEL

SATO Travel can assist in scheduling the booking of flights to your Home of Record (HOR) or Place Entered Active Duty (PLEAD)

- a. Complete set of separation orders (ETS, Discharge, Retirement).
- b. The number of dependents for CONUS travel.
- c. For OCONUS travel include the number of dependents traveling with you, their legal complete names, and their date of birth.

Location: Mountain Post Soldier Center, Building 1525, A Cubicles

Hours: Mon-Fri 0800-1200 & 1300-1630

Contact:

ftcaroff@cwtsatotravel.com

khanson@cwtsato.com





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FINANCE

Mountain Post Soldier Center
BLDG 1525 CUBICLE D
MON/ TUES/THURS/FRI 0800-1500
WEDNESDAY **CLOSED FOR TRAINING**

Finance Brief

Every Tuesday in room 408 at BLDG 1525 from 1300-1400

PLEASE HAVE THE FOLLOWING READY:

- *UNIT and INSTALLATION CLEARING PAPERS WITH SIGNATURES IN ALL REQUIRED BLOCKS
- *ORDERS
- *IPPS-A APPROVED LEAVE FORMS SIGNED BY CORRECT AUTHORITY (DELEGATION OF AUTHORITY OR ASSUMPTION OF COMMAND MEMO IF REQUIRED)
- *INFO SHEET

CONTACT INFORMATION

E-MAIL: usarmy.carson.dmpo.list.separations@army.mil





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TRANSPORTATION TRAVEL ENTITLEMENTS – JOINT PERSONNEL PROPERTY SHIPPING OFFICE (JPPSO)

Address: Mountain Post Soldier Center, Building 1525

Contact: jppso-nc.pppo-ftcarson@us.af.mil

Hours: Mon/Tues/Thur/Fri – 0730-1530
Wed – 0900-1530

Website for reference: <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/customer-service-contacts-for-military-pcs/>





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CENTRAL ISSUE FACILITY

Address: Central Issue Facility, Building 1525

Customer Service: 719-526-3321 or 719-524-0917

Hours: Monday – Friday, 0730hrs – 1130hrs and 1230hrs – 1500hrs

- ❖ You can schedule a clearing appointment up to 90 days prior to your final out if you have orders or up to 120 days prior to your final out with an authorization memo signed by your Commander.
- ❖ Make clearing appointments by calling the Customer Service number above or by coming to the CIF Customer Service counter.
- ❖ Installation Clearing Papers are not needed to schedule an Appointment.

Helpful hints for a successful clearing at the CIF

- ❖ Make an appointment as soon as you can per the timelines identified above. Come to CIF in your duty uniform with your CAC.
- ❖ All items for turn in are Clean, Dry, Complete and Serviceable. If unserviceable, provide a unit damage statement
- ❖ The Large ACU and OCP rucksacks must be disassembled prior to turn-in. The MOLLE 4K and Medium rucksacks do not need to be taken apart.
- ❖ For Duffel bags: use a black marker and make a box around your name and color it in prior to turn-in. All blocks must be smaller than six inches in length and four inches in width.

Individual OCIE Records can be obtained from the links below (see next slide for example of records):

https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing

<https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fbook%2Fcommunity%2FArmy%2Fpages%2Fresources>

Note: Soldiers in ODO units will have to contact their Unit ODO Representative for Clearing





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INDIVIDUAL OCIE RECORDS (EXAMPLE)

DATE: [REDACTED]

DODAAC: W51HQS

SSN/PID: [REDACTED]

RANK/GRADE: [REDACTED]

BRANCH: ARMY

NAME: [REDACTED]

UNIT: [REDACTED]

SEX: [REDACTED]

CIF - FORT CARSON

SHOWDOWN: OCIE RECORD - AUTOMATED DA FORM 3645

HOME CIF: NW4700

DMOS: [REDACTED]

DoD ID: [REDACTED]

LAST INITIAL ISSUE: [REDACTED]

EXPECTED CLEARANCE: [REDACTED]

LOCKER ID: [REDACTED]

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CIF CODE: NW4700

In PCS/ETS columns
everything marked with
"N" must be turned in
to clear CIF.

LAST TRANSACTION INFORMATION

DOCUMENT NO: [REDACTED]

CIF NAME: NW4700 - FORT CARSON

DTTC: OCIE RECORD PARTIAL TURN IN

DATE: [REDACTED]

ISSUING CIF	MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	PCS TRANS	ETS TRANS
NW4700	OAC	D05013	XS G3COYO		DRAWERS,COLD WEATHER	0883	2	2^	Y	Y
NW4700	OAC	D05014	XS-REG G3COYO		DRAWERS,COLD WEATHER	1219	1	1^	Y	Y
NW4700	OAC	DA151L	SML-R OCP		TROUSERS,COMBAT	0207	2	2^	Y	N
NW4700	OAC	DA153Q	33-R OCP T3		COAT,COMBAT	7816	4	4^	Y	N
NW4700	OAC	DA1548	28-R OCP T3		TROUSERS,COMBAT	5400	4	4^	Y	N
NW4700	OAC	DA1567	S GREEN HWI		ARMY COMBAT GLOVE- CAPACITIVE LEATH	0956	2	2^	Y	Y
NW4700	OAC	DA157D	ONESIZE TAN		HOOD,HEAT PROTECTIVE	0217	1	1^	Y	Y
NW4700	OAC	DA2595	MED SAND		BRASSIERE	4522	4	4^	Y	Y
NW4700	OAC	DA6508	WAIST PK OCP		WAIST PACK	9395	1	1	Y	N
NW4700	OAC	DA650F	ONE SZ TAN OCP		FRAME	1372	1	1	Y	N
NW4700	OAC	DA650P	NON-SIZE OCP		PADS,TACTICAL PROTECTIVE,ASSAULT	7517	1	1^	Y	N
NW4700	OAC	DA6517	ONESIZE OCP		BELT,INDIVIDUAL EQUIPMENT	2276	1	1	Y	N
NW4700	OAC	DA651E	OCP	2	BLADDER,HYDRATION SYSTEM	9698	2	2^	Y	Y
NW4700	OAC	DA6529	6 MAG OCP		BAG,AMMUNITION	9413	1	1	Y	N
NW4700	OAC	DA652Q	OCP	1	CARRIER,HYDRATION SYSTEM	9671	1	1	Y	N
NW4700	OAC	DA652Z	ONESIZE OCP		STRAP,BAG CARRIER,INDIVIDUAL EQUIPM	2277	1	1	Y	N
NW4700	OAC	DA6539	OCP		POUCH, INDIVIDUAL UTILITY	2337	1	1	Y	N
NW4700	OAC	DA653M	NONSZ		PADS,TACTICAL PROTECTIVE,ASSAULT	5571	1	1^	N	N
NW4700	OAC	DA6545	ENTRE TOOL OCP		CARRIER,INTRENCINGTOOL	9405	1	1	Y	N
NW4700	OAC	DA654P	OCP		FIELD PACK	2282	1	1	Y	N
NW4700	OAC	DA6562	M4 2 MAG OCP		POCKET,AMMUNITION MAGAZINE	9431	3	3	Y	N
NW4700	OAC	DA6563	GERNADE PO OCP		CARRIER,GRENADE	9419	1	1	Y	N
NW4700	OAC	DA657E	ASSAULT PK OCP		FIELD PACK	6358	1	1	Y	N
NW4700	OAC	DA657F	OCP		INSERT, INDIVIDUAL UTILITY	1965	1	1	Y	N
NW4700	OAC	DA6588	POUCH OCP		POUCH,CANTEEN	9310	2	2	Y	N
NW4700	OAC	DA658H	M4 3 MAG OCP		POCKET,AMMUNITION MAGAZINE	9389	2	2	Y	N
NW4700	OAC	DA658P	NONSIZE OCP		PADS,KNEE	7518	1	1^	Y	N
NW4700	OAC	DA6593	GREN POUCH OCP		CARRIER,GRENADE	9377	2	2	Y	N
NW4700	OAC	DA659Q	OCP TAP		TACTICAL ASSAULT PANEL	8924	1	1	Y	N
NW4700	OAC	DA65A8	NONSIZE		POUCH, CAT, IFAK II, OCP	0701	2	2	Y	N
NW4700	OAC	DA701A	LARGE TAN		HELMET,GROUND TROOPS'	2383	1	1^	N	N

UNCLASSIFIED//FOUO - PRIVACY SENSITIVE





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PASSPORTS & Port Call

References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)

Government issued **Official Passports** (No Fee) **MUST** be turned into the Passport office prior to your Final Out date.

Address: Mountain Post Soldier Center, Building 1525, Room 411

Phone: 719-526-8435/2985

Hours: Monday-Thursday, 0800hrs – 1200hrs and 1300hrs – 1400hrs; Friday, 0800hrs – 1200hrs

usarmy.carson.imcom.mbx.dhr-mpd-caps-passports-portcall@army.mil





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REQUESTING INSTALLATION CLEARING PAPERS

usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil

Soldiers are authorized 10 business days to clear!

1. **REQUEST CLEARING PAPERS:** 30 days prior to your departure date, email your clearing paper request to the Out-Processing section. The Out-Processing section will process your request and will begin the installation Pre-Clear process. An Out-Processing tech will let you know what day you will be issued clearing papers. Your clearing papers will be issued 10 business days prior to your Absence begin date.
2. **FINAL OUT INSTRUCTIONS GIVEN:** Installation clearing instructions will be provided when you receive your clearing papers, as well as what documents are required to Final Out.

INCLUDE IN YOUR REQUEST :

- ☐ Copy of a complete set of your orders, including any amendments.
- ☐ Copy of your approved Terminal Absence Request, and TAA/ISAA if retiring.
- ☐ [Completed Clearing Papers Request Form](#)





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REQUESTING INSTALLATION CLEARING PAPERS

usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil

ETS/Retire Soldiers are authorized 10 business days to clear!
Chapter Soldiers are authorized 5 business days to clear!

- ✓ You **MUST** be in uniform while clearing and to final out IAW AR 670-1 & FC 210-8.
- ✓ Please maintain extra copies of orders and your IPPS-A leave form while clearing. Agencies you will need to clear will not make copies for you.
- ✓ Training holidays are considered business days and will be counted in your 10 business days for clearing. We are only closed on weekends and federal holidays.
- ✓ If unavoidable, you may Final Out after your scheduled Final Out date. Your unit will designate a soldier to proxy clear you along with a proxy memo.
- ✓ Chapter Soldiers must have their escort along with escort memo when applicable.





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FINAL OUT

- Your final out day will be the business day prior to your leave start date or separation date if no leave is taken.
- If your final out day would fall on a weekend or Federal Holiday, your final out will be the business day prior.
- If necessary, you may final out after your leave has started.

The main stops on your final out day will be in order:

1. Finance
2. Transitions
3. ID Cards/ DEERs
4. Final Out





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ACCESS TO ARMY LINKS/FORMS

<https://myarmybenefits.us.army.mil/>

<https://soldierforlife.army.mil/>

Please forward complete set of orders, approved absence form(s) and clearing request to:
usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil

Separations Finance please email USARMY Ft Carson DMPO List Separations
usarmy.carson.dmpo.list.separations@army.mil

SBP RET PAY WORKSHEET will be included in your separation packet that you will receive from the Out-Processing Section (This only applies to Retiring Service Members only). Please forward any Retirement Pay and Survivors Benefits Pay Questions to:

carolyn.d.hill9.civ@army.mil

nereida.m.gutierrez.civ@army.mil





Separation Briefing

This concludes the briefing
on the steps to successfully
complete your separation.

**If you have further
questions, concerns
please contact the
Transitions Center at:**
[usarmy.carson.imcom-
central.mbx.dhr-mpd-
transitions@army.mil](mailto:usarmy.carson.imcom-central.mbx.dhr-mpd-transitions@army.mil)

**Thank you for
your Service!**

