

**FORT HUACHUCA
ETS/UQR OUT-PROCESSING TIMELINE**

Time Line	Action	Information
12-18 Months before Separation Date	Start TAP	Call TAP at (520) 533-5764 if you haven't already done so. When the TAP requirement is complete you will receive a DD Form 2648 this document is required for your DD 214 Records Review appointment.
6-12 Months before Separation Date	Complete the online Separation Brief	From any computer: https://home.army.mil/huachuca/index.php/ Click on Services, on right hand side click on Separation Services. Read the Online Brief and complete Submit required documents by clicking the Submit button on the forms or email them to: usarmy.huachuca.id-training.mbx.separations@army.mil
6 Months before separation, and after completing online brief	Receive separation orders and DD Form 214 worksheet	Once we receive the required documents, after completing the online separation brief, orders and DD 214 worksheet will be created and distributed to you - via email (army.mil only).
6 Months before separation, and after completing online brief	Request Transition Leave	Request transition leave through IPPS-A and provide copy to the Separation Center. Once your leave has been received by the Separation Center your DD Form 214 records review appointment will be scheduled. Your S-1 will also need to request your clearing papers.
4 Months prior to final out	CIF	Please ensure that you contact CIF at 520-533-1725 and schedule your turn in. You will not final out and receive a DD214 if CIF is not cleared. APPOINTMENTS ARE REQUIRED
4 Months prior to final out	Start your separation physical	Time this so the physical exam is completed NET 4 months and NLT 30 days prior to your Departure Date. Contact the Soldier Care Clinic to schedule this appointment. Make sure you are provided with a copy of the DD Form 2808/2807-1 after your physical is complete.
10 Days prior to Final Out	Installation Clearing Papers (DA FORM 137) will be emailed	Now's the time to start clearing! This is the time to request copies of your medical and dental records. When you clear the dental facility, make sure to get a copy of your SF 603 with a "Have/Have not completed care" statement.

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During Clearing	First Finance Visit	<p>When you visit finance they will provide you with an over stamped order. This is a Transition Center turn-in requirement, even if you aren't going to be selling leave or receiving separation/severance pay.</p> <p>_____ Finance Over stamp Order</p> <p>_____ Days Paid Leave</p> <p>_____ Sep pay (VSI, SSB, SEV, FULL/HALF)</p>
0-2 Duty Days prior to Final Out	DD 214 / Records Review Appointment	<p>Attend your DD-214/records review appointment. (Military Personnel Division 2385 Hatfield Street, Building 51101)</p>
Final Day of Clearing	FINAL OUT – Completion of Installation Clearing	<p>Military Personnel Division 2385 Hatfield Street, Building 51101 , Room 40, to Final Out</p>
	Sign out of Unit (S-1)	<p>Take copy of DA Form 137 (Clearing Papers) that have been completed to your S-1 and sign out of your unit. YOU'RE ALL DONE!</p> <p align="center">THANK YOU for your service!!</p>

SEPARATION CENTER PHONE NUMBERS AND E-MAIL

usarmy.huachuca.id-training.mbx.separations@army.mil

533-9538/533-1383/533-1021