



SEPARATION BRIEF

Soldier for Life



Welcome to the Fort Huachuca Separation Brief

This brief is designed to provide you and your Family easy access to information you need to successfully complete your transition from active duty to civilian life. You will be able to take this brief at your own convenience and have contact information on hand if you have any questions. This brief covers subjects that receive frequent inquiries.

To initiate your separation process, complete and submit the 'Memorandum of Understanding' and the 'Transition Information sheet' at the conclusion of this brief.

Submit these documents by clicking the 'submit' button on the forms or email them to:

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

We hope this guide will be beneficial to you and your Family. We would like to thank you for your service as you depart from active duty and continue in your future endeavors.



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SEPARATION CENTER Building 51101, Room 18

How do I start the separation process?

Your S-1 receives monthly notifications, and should inform you when it is time to take this Separation Brief. If you know your ETS is coming up, you can take this Separation Brief up to one (1) year prior to your ETS date. This briefing is not binding and does not prevent you from reenlisting.

Please click on the button below that best describes the reason you are separating from the Army:

I am an ETS

I am an MEB

I am a Chapter

I am a UQR



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SEPARATION CENTER
Building 51101, Room 20

ETS

Upon completing the Separation Brief, you are required to download the Memorandum of Understanding and separation information sheet from the Separation Center homepage. By completing and submitting these documents to the Separation Center, you initiate your separation process. This briefing is not binding and does not prevent reenlistment.

Within five (5) duty days of submitting the Memorandum of Understanding and separation information sheet, you will receive an email with your separation orders, the Records Review Requirements attachment, and your DD Form 214 work-sheet.

If the Memorandum of Understanding is submitted more than 6 months prior to your ETS date, you will receive separation orders and all other separation documents 6 months prior to your ETS date.

Visit the Separation Center homepage to download the separation timeline.

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SEPARATION CENTER
Building 51101, Room 19

Medical Evaluation Board (MEB) Separation

If you are separating from the Army through an MEB, you will need 2 approved documents in order to receive your orders:

1. Counseling Statement (use the example sent in the email or DA Form 4856)
2. Absence Request form in IPPS-A (formerly DA31), if applicable

Please ensure that the requested separation date on the DA Form 4856 and Absence Request form are the same.

Your 'no later than' (NLT date of separation will be provided to you via the Physical Disability Information Report (also known as 'release message'). For more information or questions call the Separation Center at (520) 533-1383/8179.

You will receive an email with your separation orders, the Records Review Requirements attachment, and your DD Form 214 worksheet within five (5) duty days of completing this brief and submitting your Memorandum of Understanding and separation information sheet by email to the Separation Center.

Visit the Separation Center homepage to download the separation timeline.

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**SEPARATION CENTER
Building 51101, Room 18**

Chapter Separation

Upon completing the Separation Brief you are required to download the Memorandum of Understanding and separation information sheet from the Separation Center homepage. These documents need to be completed and submitted to the Separation Center by email. Orders will not be issued until this brief is complete and these documents are received by the Separation Center.

Within five (5) duty days of receiving your Chapter packet, the Memorandum of Understanding and separation information sheet, you will receive an email with your separation orders, the Records Review requirements attachment, and your DD Form 214 worksheet.

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Unqualified Resignation (Officers Only)

After your request for unqualified resignation is received by the Separation Center, all information will be verified and submitted to HRC for a decision. Within five (5) duty days of receipt of the approval from HRC, you must complete this Separation Brief. You are required to download and complete the Memorandum of Understanding and separation information sheet, and submit these by email to the Separation Center. Upon receipt of these documents, orders will be processed and you will receive an email with your separation orders, the Records Review requirements, and your DD Form 214 worksheet. Orders and other documents will not be issued until the required documents are received by the Separation Center, and you are within 6 months of approved separation date.

Visit the Separation Center homepage to download the separation timeline.

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**SEPARATION CENTER
Building 51101, Room 18**

What do I need for my Records Review appointment?

Prior to reporting for your Records Review appointment ensure you have all the documents listed below. You will not be separated without these documents.

- DD Form 2808 - Report of Medical Assessment, obtain from Raymond W. Bliss Army Health Center
- DD Form 2807-1 - Report of Medical History, obtain from Raymond W. Bliss Army Health Center
- SF 603- Dental form, which must have the 90 day stamp which states “have been” or “haven’t been” completed, obtained from Runion Dental Clinic
- DD Form 2648 - Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm, obtained from TAP, building 22420 on Butler Road, (520) 533-5764
- Leave Form - Request and Authority for Leave, if you are taking leave, this is obtained in IPPS-A
- Complete Record Review and updated DD Form 93 and SGLI, obtained and updated at your S-1
- Ensure all deployments are listed on your ERB/ORB
- Finance stamp on orders

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Your Records Review appointment will consist of

- **Reviewing and signing the DD Form 214**
- **A briefing explaining benefits and entitlements after your transition**
- **Presentation of transition documents**

For a downloadable 'Records Review Requirements' checklist, go to the Separation Center homepage. This checklist is also in your email from the Separation Center with your Separation Orders and DD Form 214 worksheet.

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Important to note

- Do **NOT** make any plans, appointments or transportation arrangements during your scheduled appointment time.
- No children are allowed during your Records Review appointment; however, spouses are highly encourage to attend.
- Very important: before your separation date, ensure you change your AKO login settings from CAC READ ONLY back to password access.

If you have any questions, please call the Separation Office at (520) 533-9538.



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FREQUENTLY ASKED QUESTIONS (FAQ)

How do I start the separation process?

Your S-1 receives monthly notifications and should inform you when it is time to take this Separation Brief. If you know your ETS is coming up, you can take this separation brief up to one (1) year prior to your ETS date. This briefing begins the separation process but is not binding if you decide to reenlist.

What happens after I take this brief?

Upon completing the Separation Brief, you are required to download the Memorandum of Understanding and separation information sheet from the Separation Center homepage. By completing and submitting these documents, you initiate your separation process.

You will then receive an email with your separation orders, the Records Review Requirements attachment, and your DD Form 214 worksheet.

ETS: You will receive your separation orders and DD Form 214 worksheet 6 months from your separation date (NOT the separation leave date), with a list of required documents for your Records Review appointment.

MEB/Chapters: You will receive separation orders and DD Form 214 worksheet after you fulfill your separation requirements as stated in this brief.

You will need to schedule your leave upon receipt of your order, and have your S-1 send the leave Form to the Transition Center.

Your S-1 will request clearing papers, and will schedule your Records Review appointment (with an ID Card appointment if needed).

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What is the next step after I receive my orders?

Once you receive orders and your DD Form 214 worksheet from the Separation Center, please check each item to ensure all information is correct: Name, SSN, Rank, Current Unit of Assignment, Reporting Date to the Separation Center, Discharge or Release Date, Place Entered Active Duty (PEAD), and Home of Record. Write down, on the worksheet, any changes that need to be made; you will need to provide supporting documents to substantiate the changes.

What is an ETS/ESA?

ETS (Expiration Term of Service) is the completion date of enlisted Soldier's contracts. ESA (Expiration of Service Agreement) is the completion date of officer's commitment.

What is a Chapter Action?

There are two types of Chapter Separations: **Voluntary** and **Involuntary**

Voluntary Chapter Separations are requested by Soldiers. A DA Form 4187 and supporting documents are processed by the Soldier's chain of command and approved by the Approving Authority cited in AR 635-20. Judge Advocate General (JAG) personnel review the Chapter to ensure it is complete and all legal issues have been considered.

Involuntary Chapter Separations are recommended by the Soldier's Commander and are processed by the Soldier's chain of command and approved by the Approving Authority cited in AR 635-200. JAG reviews the Chapter to ensure that it is complete and all legal issues have been considered.

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What is an Unqualified resignation (UQR)?

Any Officer may tender a resignation under AR 600-8-24, chapter 3. An Officer whose resignation has been accepted will be separated on the date specified by the Department of the Army. The date of separation, as specified or directed, cannot be changed without the prior approval of HRC nor can valid separation orders be revoked subsequent to the approved date of separation.

How will I know when Physical Disability Separation has been approved?

Once the Medical Evaluation Board (MEB) process is complete, the HRC Physical Disability Section will electronically send the approval to the Separation Center. Orders will be generated within 72 hours after all required documents are received from the Soldier.

Am I entitled to Transition leave?

References: AR 600-8-10

Leave is an "Authorization" or "Privilege," not an "Entitlement" and must be requested in IPPS-A.

Commanders may disapprove or restrict leave based on mission/operational requirements or for disciplinary reasons. Approval authority may be further delegated to Company Commanders and other leave approving authorities.

Commanders have the authority to recall Soldiers who have departed on transition leave; however, Soldiers may be recalled only for reasons such as investigation, UCMJ, or when "Stop Loss/Move" has been declared.

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Please refer to AR 600-8-10 for all leave inquiries, or contact the Army Military Pay Office at: (520) 533-0394/8213

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Am I entitled to TAMP (Transition Assistance Management Program)?

Eligibility requirements for TAMP benefits:

- Soldier is separated under VSI (Voluntary Separation Incentive Program)
- Soldier is Separated under SSB (Special Separation Benefit Program)
- Soldier has been denied reenlistment (must have served 180 days of continuous Active Service and may not have received less than an Under Honorable Condition (General) characterization of Service)
- Soldier is involuntarily separated (RCP, QMP, RIF, Chapters 5-8, 5-13, and
- Discharge is honorable or under honorable conditions

TAMP Benefits include:

- Employment preference for Non-appropriated Fund positions
- Health Care - Active Duty receive 180 days from the separation date
- Commissary and Exchange privileges for 2 years
- Family Housing to 180 days; rent charged in the amount of BAQ and VHA; Subject to availability
- Excess leave up to 30 days
- Permissive TDY (Commander's discretion)
- Priority affiliation with national Guard or Reserves within one year of separation (if qualified)
- Expanded travel and transportation for Soldier and Spouse; travel authorized between CONUS and overseas and within and between overseas areas to attend a transition assistance program
- Expanded shipment and storage of household goods
- Continued enrollment in DOD schools for High School Senior Year
- Additional opportunity to enroll in the Montgomery GI Bill
- Separation pay - Full separation pay for RCP and RIF (if active duty time requirement is met)
- Half separation pay for QMP, Chapters 5-8, 5-13, 9, and 18 (if active duty time requirement is met)

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I am on an Indefinite reenlistment; how do I request separation before my ETS date?

Soldiers who are serving on indefinite reenlistments and desire separation prior to their Expiration Term of Service (ETS) may process a request for separation IAW AR 635-200, Chapter 4, through their chain of command to CDR, HRC, Fort Knox (AHRC-EPF-M), 1600 Spearhead Division Avenue, Det. 300, Fort Knox, KY 40122. Soldier must fulfill all service remaining requirements (i.e. promotion, etc.) prior to separation. Requests for separation dates more than 6 months after the date of application must be fully justified. All requests must go through the Separation Center for processing.



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ARMY MILITARY PAY OFFICE (AMPO) **Building 41420, 40 Rhea Ave.**

Contact numbers: (520) 533-0394/8213/3792/3020

Hours: Mon – Fri 0800-1200 & 1300-1530

You are required to visit AMPO twice. The 1st visit will be made once you receive your separation orders and DD Form 214 worksheet. (It is never too early for the 1st visit!)

All **FIRST** visits will be completed in the **afternoon** (between the hours of 1300-1530) on a walk-in basis.

The 2nd visit will be made once you clear every organization on Fort Huachuca with the exception of the Separation Center Final Out.

Your 1st Visit

- DD Form 214 worksheet (obtained from the Separation Center)
- 3 copies of orders/amendments
- 2 copies of Absence Request form in IPPS-A (formerly DA31), if applicable.
- DA Form 137-1 "Leave Verification Form" (received from S-1) OR signed memorandum from Company Commander verifying duty status for the last 45 days.

ALL MEMBERS ARE REQUIRED TO HAVE THIS FORM, EVEN IF NOT TAKING LEAVE!!!

******DA FORM 137-1: MUST BE SIGNED BY E-6 OR ABOVE, COMMANDER, OR**

ADJUTANT TO THE COMMANDER - OTHERWISE IT WILL NOT BE ACCEPTED****

- DD 7783 (Obtained from Reserve Career counselor for those receiving full/
Half separation Pay if eligible)
- DD2656 retired Pay Data Sheet (Obtained from MPD services -if applicable)

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ARMY MILITARY PAY OFFICE (AMPO)
Building 41420, 40 Rhea Ave.

Your 2nd Visit

This will be before your Records Review Appointment with the Separation Center. We will sign off on the 2nd page of the installation clearing papers at this time.

****Soldiers will be cleared on the day prior to the start of their transitional leave or on the day of your Records Review appointment. Soldiers will not be cleared if ANY signatures are missing on the clearing papers (excluding Final Out at the Separation Center).****



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ARMY MILITARY PAY OFFICE (AMPO) Building 41420, 40 Rhea Ave.

Separation Travel Information

Travel Advances

Submission of travel advance is done through smart voucher on my MyPay site

- Required documents: 1 copies of orders
- When to file: 10 business days before departing Fort Huachuca
- ETS/Chapters: receive 80% of travel entitlement amount

Travel Settlement

Required documents: 2 copies of orders and the DD Form 1351-2

For more information on Per Diem rates visit the link below:

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Submission of travel settlement is done through Smart Voucher on MyPay on manual 1351-2 given with instructions on where to fax/email/mail.

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ARMY MILITARY PAY OFFICE (AMPO)

Building 41420, 40 Rhea Ave.

Other Information

Accrued Leave Sell

- Limit of 60 days may be sold throughout entire military career (Reservists: no limit)
- You may decide to sell a portion or all of your leave
- Leave sold will be paid along with final active duty pay taxed at 22% for Federal Tax; State depends on which residency Soldier is claiming

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ARMY MILITARY PAY OFFICE (AMPO) **Building 41420, 40 Rhea Ave.**

TSP

The TSP deduction is stopped the month before separation. There are many options available if you are enrolled in TSP and have a balance over \$200. Please reference the website for detailed information and publications: <https://www.tsp.gov/>

You must make sure your address on record for TSP is up to date 30 days out from separation. Once a separation has been input into your account it is too late to change the address that you have on file with TSP.

MGIB \$600 Buy Up Program

Some Service Members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. The increased benefit is only payable after leaving active duty and the additional contribution must be made while on active duty. For additional information and eligibility contact the Education Center.

Allotments

Allotments for separating Soldiers are stopped the month prior to separation.

Bonus Recoupment

Soldiers who received a bonus upon enlistment or reenlistment who did not complete their time will have to repay back the remaining un-served time. Bonus will be recouped prior to the release of your final pay. Dependent upon the type of separation your bonus may not be recouped.

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ARMY MILITARY PAY OFFICE (AMPO) **Building 41420, 40 Rhea Ave.**

Final Pay

Your final Active Duty pay will be paid to you 3-10 business days from date of separation/retirement. ****Chapters/ETS: Final pay will be paid at 80% entitlement; the remaining 20% will be paid 20-30 days later; Disability Severance Pay 100%****

LES/W-2

Your final LES and W-2 will be mailed to you to the address provided on your DD Form 214 worksheet. Please ensure the address is correct. These documents would be posted to your MyPay account: <https://mypay.dfas.mil>. MyPay is available up to one year past a soldier's separation date. To continue to use MyPay, a password must be established and the USERID must be known. Currently most soldiers use their CAC to gain access to MyPay. Upon separation, the CAC may no longer be available. The creation of a password should be done prior to the last day of active duty."

Please note...everyone is not entitled to separation pay!

If you are authorized separation pay it will be stated in your transition orders. To meet the requirements for separation pay, a DA Form 4187 must be prepared and signed by the Soldier and the Reserve Component Career Counselor prior to the date of separation. If this item is not received by date of separation. Separation pay will not be paid.



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ARMY MILITARY PAY OFFICE (AMPO)

Building 41420, 40 Rhea Ave.

Separation Formulas

Full Separation Pay: Base pay X 10% X # of active duty months

Half Separation Pay: Base pay X 5% X # of active duty months

Disability Severance Pay: Base pay X 2 X # years (19 year limit) stated in separation orders.

Any Soldier separating with less than 3 years of service, their pay will be calculated with the minimum 3 years.

Debts

Soldiers must be aware that AMPO will take action to accelerate collection of any outstanding debts to ensure collection before date of separation. These debts may include bonus recoupment, pay and allowances, statement of charges, travel pay, tuition assistance, etc. If the Soldier has an allotment for an AER loan, AMPO will communicate with the Army Community Service (ACS) to obtain a DD Form 139 (pay adjustment authorization) to collect the remaining balance owed.

Contact numbers for the Fort Huachuca AMPO: (520) 533-2982/5385/2902/538-5762

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TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420, Butler Road

The Fort Huachuca Transition Assistance Program (TAP) Center provides you with the services, products, and counseling to successfully transition into a civilian career. Army Regulation 600-81 (TAP) requires all separating active duty and reserve component members serving more than 180 days of continuous active duty to complete TAP, except Soldiers in an initial entry status.



Retiring Soldiers are eligible to begin using TAP services 24 months prior to their anticipated retirement date, separating soldiers are eligible to begin 18 months prior to their anticipated separation date. All separating Soldiers must register for TAP not later than 365 days prior to their separation date. Soldiers do NOT have to wait or retirement or separation orders to begin using TAP services.

Family members of transitioning Soldiers are eligible for TAP services and are highly encouraged to attend. Non-retiring Soldiers and their family members remain eligible for 180 days after their separation date to use services at any TAP Center worldwide, retirees and their families have lifetime eligibility for TAP services.

Department of the Army civilian employees are eligible for transition services if they are subject to Reduction in Force (RIF) or Base Realignment and Closure (BRAC), or upon retirement from federal civil service. Both the civilian employee and their family members can receive TAP services up to 180 days after their sponsor's separation date.



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TRANSITION ASSISTANCE PROGRAM (TAP) **Building 22420, Butler Road**

The TAP process must be initiated early (24 months out for retiring Soldiers, 18 months for separating Soldiers) to prevent conflicts between unit/mission requirements and TAP services. This also ensures compliance with DOD/Army timeliness standards and increases the program's effectiveness in preparing Soldiers for a successful transition.

The Veterans' Opportunity to Work (VOW) Hire Heroes Act of 2011 mandates that Service Members (of ALL military branches) separating from a Title 10 active duty tour of greater than 180 of continuous days must complete VOW requirements and the DOD's Career Readiness Standards (CRS) NLT 12 months prior to separation. The Service Member must complete the requirements below:

VOW Requirements:

- Preseparation counseling and initiating the DD Form 2648
- Attend the Department of Veterans Affairs (VA) Benefits Briefings I & II
- Attend the Department of Labor's (DOL) Employment Workshop

DOD CRS Requirements:

- Create a DS (user name & password) login and register for eBenefits
- Complete a 12-month post-separation budget
- Complete an Individual Transition Plan (ITP)
- Complete a Continuum of Service briefing (AC only)
- Complete a Gap Analysis
- Documented requirements & eligibility for certification, licensure or apprenticeship
- Complete an Individual Assessment Tool
- Complete a job application packet (resume, references, 2 job applications or proof of employment)
- Receive a DOL Gold Card and information on
- Attend a CAPSTONE event to verify VOW/CRS requirements are completed
- Complete the DD Form 2648 (and receive a digitally signed copy)

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TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420, Butler Road

How to Register:

Soldiers register for TAP online, and may receive assistance with the online registration process at the TAP Center computer lab:

- Pre-register for TAP at <https://portal.armytap.army.mil>
- Register at <https://www.dodtap.mil/> to initiate the DD Form 2648
- In-person registration is at Bldg 22420, Room 1, Fort Huachuca, AZ

Soldiers register and initiate the DD Form 2648 eForm online, but must call the TAP Center to schedule an appointment for an Initial Counseling once they complete the online process. Out-of-town Soldiers may complete their Initial Counseling telephonically. Soldiers will schedule their TAP training upon completion of their initial counseling, and must keep their unit chain of command informed of dates/times of their TAP training and appointments.

Soldiers at remote duty locations (USAREC, ROTC, reserve component) may receive services at any DOD TAP Center. Other locations in Arizona include Marine Corps Air Station Yuma, Luke Air Force Base, and Davis Monthan Air Force Base, but they must still transition through Fort Huachuca even if TAP requirements are completed online or at another service's TAP site.

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TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420, Butler Road

The Distributed Transition Timeline outlined in AR 600-81 is the Army's preferred method for mapping out an Individual Transition Plan for projected losses (ETS and retirement). Soldiers are strongly encouraged to keep within the timeline to ensure adequate time to complete TAP requirements while continuing to meet unit and mission requirements while preparing for post-service success.

Involuntary separations due to a chapter action, reduction in force, qualitative management program, and officer separation boards / selective early retirement boards result in a much shorter timeline for separation. Unit leaders must ensure those Soldiers identified for involuntary separation are sent to TAP to initiate services as quickly as possible. While there is not enough time to use the Army's distributed timeline, in most cases there is still adequate time to complete all VOW and CRS requirements.

Once transitioning Soldiers meet all VOW/CRS requirements, they must schedule and attend a CAPSTONE Event NLT 90 days from their separation date. The DD Form 2648 is completed and sent to the unit commander or designated representative for digital signature and is printed once it is completed. This form is brought back to the TAP Center during clearing/out-processing. The DD Form 2648 is a required document permanently filed with the Soldier's official records when out-processing is completed at Whitside Hall and the final DD Form 214 is completed and issued.

TAP Center hours of operation are Monday through Friday from 0730 to 1630. The center is open on installation training holidays and closed on all Federal Holidays. TAP is located in Bldg 22420, Butler Road, Ft Huachuca, AZ. You can reach us by phone at (520) 533-5764.

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EDUCATION CENTER

Building 52104, 2288 LaGuardia Street

Phone: (520) 533-3010/2255



Per AR 621-5 and IAW Title 10 USC 1142 “all Soldiers transitioning from active duty will be counseled individually concerning their Veteran’s educational benefits prior to their transition from active duty.” Once you take this brief, and submit the required documents, you will receive a copy of your DD Form 214 worksheet via email from the Separation Center. You will then visit the Education Center to be counseled on your VA benefits.

****Post 9/11 GI Bill Service Obligation****

There was a four-year service obligation when the transfer of the Post 9/11 Bill was requested.

- Both transferor and transferee are jointly liable for any payment of Post 9/11 GI Bill benefits.
- Both are recouped for the GI Bill money that was spent if time was not served see an Army Education Counselor for clarification, or call: (520) 533-3010.

Please contact the Education Center at (520) 533-3010/2255 if you have additional questions.

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HOUSING SERVICES OFFICE (HSO) (OFF-POST) Building 52065

How to clear Off-Post Housing residents

If you are not already pre-cleared, just bring your clearing paper to HSO and we will sign it as there is no requirement to provide any documentation to clear from off-post housing.



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FAMILY HOUSING OFFICE (ON-POST) Building 52065

How to clear On-Post Family Housing residents

- Submit 30 day notice to vacate to Mountain Vista Communities Management Office, Building 52065 on the corner of Smith and Arizona
- Bring one copy of your orders to attach to 30 day notice to vacate
- Schedule Pre-Termination and Final inspection
- Read over the Appendix A: Move Out Checklist in the Resident Handbook

Resident Handbook is posted on the community website:

<https://www.mountainvistacommunities.com>

Finance stops allotment 30 days prior to your separation date. If you move out the same month as separation, rent will be paid by you. See the bookkeeper for more information.

All (520) 515-9000 for any On-Post Family housing questions.



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FAMILY HOUSING OFFICE (ON-POST) Building 52065

On-Post Housing Move Out Information

Preparing for Final Inspection

- Completion of cleaning (see appendix A & B in Resident Handbook)
- Primer and paint any resident painted walls back to the original color
- Dispose of trash from home and yard; drop off any trash at the maintenance building dumpsters. Trash bin must be empty

Final Rent Payment

- Once your property has been cleared and final payment has been received, Mountain Vista Communities will stop collection of your BAH allotment
- Remember your rent is paid one month in arrears, so pro-rated rent will be returned to you approximately 14 business days after final rent payment is received by Mountain Vista Communities



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FAMILY HOUSING OFFICE (ON-POST) Building 52065

On-Post Housing Move Out Information continued

Your BAH

- The Final Account Statement is your proof of clearance from Fort Huachuca
- When you sign into your new Duty Station, your BAH amount should automatically be readjusted to the new rate
- Be sure to check your LES

Final Account Statement (FAS) - Your FAS will be issued to you by the housing office when:

- Property is cleared
- Keys, etc. turned in during final inspection
- See the MVC book keeper immediately following final inspection to settle damage/disposal/utility/rent fees assessed

Inspection

- The inspection will be done by a representative of MVC, and last approximately 30-45 minutes.
- Inspector's schedule is precise, if you are not ready for inspection, you may have to reschedule for a later date, thereby increasing the amount of rent due.
- You will be held responsible for obvious new damages such as holes in the walls, broken light fixtures, and damaged floor tiles – not normal wear and tear.
- Yard must be maintained and all pet waste, satellite dishes, and cigarette butts removed. There is a charge to dispose of items left.

Turn-in Items

At the time of your inspection the inspector will collect from you the following items: all keys, garage door remotes, and community center access cards.

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**PERSONAL PROPERTY SHIPPING OFFICE
(TRANSPORTATION OFFICE)
Building 52065, 2317 Smith Ave.**

Hours of Operation:

Monday - Friday 0730-1500
(520) 533-3311/5611



All service Members are required to visit the Transportation Office with 3 copies of orders.

Your Personal Property must be shipped no later than 180 days after the separation date unless a shipping entitlement extension has been signed and approved.

Shipping Entitlement Extension: The written and signed request must be submitted 45 days prior to the expiration of your separation (180 days) along with a complete set of separation orders, DD Form 3151, DD 214, and all necessary supporting documentation.

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IN SERVICE RECRUITMENT (POST RETENTION)

Building 42208, Cushing Street

You **MUST** call the number below to schedule an appointment with the Senior in Service Recruiter: (520) 538-4597/ 533-2741

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MEDDAC

Raymond W. Bliss Health Center, Building 45001

Active duty permanent party military receive medical care and separation physicals at the Raymond W. Bliss Health Center, Building 45001. Soldiers located on Fort Huachuca must go to the Raymond W. Bliss to pick up a medical assessment packet, and make an appointment in person.

Soldiers coming from a different location to complete their final out processing at Fort Huachuca must call (520) 533-9200 to schedule an appointment. Notify the clinic staff that you are coming from a different location, and request information on transferring your medical records to Fort Huachuca.

Healthcare Coverage during your transition

During transition leave you are still covered under TRICARE until separation. Programs **MAY** be available for those in transition:

- Transitional Assistance Management Program (TAMP)
- Continued Health Care Benefit Program (CHCBP)

For more information and assistance visit www.tricare.mil or call: 1-866-9378



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DENTAC

Building 45005, at the corner of Arizona Street and Winrow Avenue



The Dental Services' mission is "to support Fort Huachuca units readiness and wellness with compassion and empathy."

Runion Dental Clinic is in Building 45005, at the corner of Arizona Street and Winrow Avenue, next to Raymond W. Bliss Health Care Center. Dental clinic hours of operation are 7 a.m. to 3:30 p.m. Monday through Friday. Yearly exam and cleanings are done by appointment only.

If you are coming to Fort Huachuca from another location to transition out of the military, you need to have your dental records with you when you arrive.

For general information and appointments, call the clinic reception desk at (520) 533-3147/3447.

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VOTING ASSISTANCE PROGRAM

Don't let your VOTE get lost in transition



Separating from Active Duty?

You will no longer be covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) (unless moving overseas). You and your eligible Family members should notify your local election official of your change in voter registration status.

If you have voted absentee or locally and are **staying** in the same voting residence after separation: Notify your election official of your change in voter registration status.

If you have voted absentee or locally and are **moving** to a new state or county after separation:

1. Notify your election official of your change in status and that you will no longer be voting in that jurisdiction.
2. Complete a national Voter Registration Form to register as a civilian.

If you are moving overseas after separating, you will remain a UOCAVA voter: Submit a new Federal Post Card Application with your updated mailing address and new classification selection.

Visit the Installation Voting Assistance Office for in-person assistance: Building 51101,
Fort Huachuca, AZ 85613
(520) 533-1912



Or visit <http://www.fvap.gov> for more information.

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ICE

You have completed the briefing and we would like your feedback.

Click the link below or use the QRC with your smartphone
to let us know how we are doing!

https://ice.disa.mil/index.cfm?fa=card&s=277&sp=134704&dep=*DoD



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POINTS OF CONTACT

Separation	(520) 533-9538
MEB Separations	(520) 533-8179
TAP	(520) 533-5764
Installation Voting Officer	(520) 533-1912
Defense Military Pay Office (DPMO)	(520) 533-0393/2982-3769 (520) 533-8215/8214/2011
Travel Pay Inquiry	(520) 533-1122
Retirement Pay Inquiry	1-800-321-1080
OCONUS	1-216-522-5955
Family Housing Office (on-post)	(520) 515-9000
Housing Services Office (off-post)	(520) 533-3611
Post Retention	(520) 538-4597/ 533-2741
MEDDAC	1-877-TRICARE (874-223)
DENTAC	(520) 533-3145 or (520) 226-1557

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INDEX OF FORMS

Memorandum of Understanding, downloadable from Separation Center website

Absence Request form in IPPS-A (formerly DA31)

DA Form 137-1-R (Unit Clearance Record) for Leave Verification, obtain from S-1

DA Form 4856 (Developmental Counseling Form), see example sent in MEB email

DD Form 139 (Pay Adjustment Authorization)

DD Form 214 (Certificate of Release or Discharge from Active Duty), obtain from Separation Center

DD Form 1351-2 (Travel Voucher of Sub voucher)

DD Form 2648 (Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm)

The following documents are available for download on the Fort Huachuca Website:

- Memorandum of Understanding
- Separation Timeline
- Records Review Checklist

From your computer:

<https://home.army.mil/huachuca/index.php/about/Garrison/directorate-human-resources/military-personnel-division/separation-center>

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