

FINANCE SEPARATION BRIEFING

- All Finance ETS/Chapter Separation interviews for enlisted and officers will be conducted in a group.
- The **mandatory** briefings are held:

WHEN: Monday, Wednesday, Friday

TIME: 1030

WHERE: One Stop Processing Center, Building 1384 (White Hall), Room B1

- **You must attend this briefing immediately after receipt of your clearance papers and prior to Final Out. Please DO NOT wait until time for your leave to start.**
- Seating is limited to Soldiers **ONLY**.
- Please bring the following required documents to the briefing:
 - ✓ Clearance Papers or Clearance Memorandum
 - ✓ 2 Copies of Transition (ETS) orders and amendments
 - ✓ 2 Copies of each DA Form 31 (Request and Authority for Leave) with control numbers for Transition Leave and Permissive TDY (if applicable). Please keep in mind that Permissive TDY must be signed by an O5 or above. Also, bring copies of any DA Form 31s not posted on your last leave and earnings statement (LES).
- All general questions will be answered during the briefing. DA Form 5960, only if changes are needed, (BAH recertification) will be completed. Soldiers will be asked to provide a reliable address and telephone number in the event that Finance may need to contact them prior to or after separation.
- Soldiers will also receive an informational packet for processing their final travel settlement from current permanent duty location to final residential location. This packet includes step-by-step instructions on how to complete the DD Form 1351. This packet also details where to send their final travel packet.
- POC: 502-624-8010/4304