

FINANCE RETIREMENT BRIEFING

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

WHEN: Monday, Wednesday, Friday

TIME: 1130

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.**
- Your spouse is welcome to join you during this briefing (if seating is available), but please limit your group to one family member/guest.
- Please bring the following required documents to the briefing:
 - ✓ Clearance Papers or Clearance Memorandum
 - ✓ 2 Copies of Retirement orders and amendments
 - ✓ 2 Copies of each DA Form 31 (Request and Authority for Leave) with control numbers for Transition Leave and Permissive TDY. 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 (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.
- POC: 502-624-8010/4304