

# VOLUNTARY SEPARATION CHECKLIST

TIME FRAME	EVENT	LOCATION & CONTACT INFORMATION	DETAILS
NET 365 days from separation date	Soldier for Life Transition Assistance Program (SFL-TAP)	Bldg 1378 (502) 624-2227 <a href="https://www.sfl-tap.army.mil">https://www.sfl-tap.army.mil</a>	Call to schedule briefings.
NET 180 days prior to separation date	Reserve Component Career Counselor (RCCC)	Bldg 1384 Rm 105 (502) 624-3347/7661	<b>MANDATORY FOR ALL SOLDIERS ETSING</b> <b>By appointment only</b>
180 days prior to separation date loss roster generated	RA Soldier Loss Roster	Transition Services Bldg 1384	Transition Services will generate a 180 day Loss Roster identifying RA Soldiers prior to their scheduled separation date. A notification email will be sent out to all the Commanders, S1, and CSM.
NET 120 days prior separation date	ETS Briefing	Bldg 1384 3rd Wednesday of each month 1330-1600	Attend the next available briefing once you have received notification email. Call prior to attendance to verify location.
30 to 90 days from separation date	Separation History and Physical Examination (SHPE)	Central Exams Bldg. 871 (502) 626-9764	<b>BY APPOINTMENT ONLY</b>
Upon receipt of orders but NLT 30 days prior to report date	Attend Out- Processing Briefing ( <b>Mandatory for Fort Knox Soldiers only</b> ) to receive clearing papers	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday of each month at 1430 ----- Fort Knox Soldiers Bldg 2020 (502) 626-0183	<b>MUST BE IN UNIFORM</b> Must bring separation orders, Transition Leave/PTDY DA Form 31. <b>*Remote Soldiers pick up clearing papers from unit.</b>
Upon receipt of orders	Transportation Appointment	White Hall Bldg 1384 2nd floor (502) 624-3927	Must see transportation regardless if you are moving or not.
While clearing	Central Issue Facility (CIF)	Bldg 1720 (502) 624-3037/3772	<b>BY APPOINTMENT ONLY</b>
While clearing	Separation Finance Briefing	White Hall Bldg 1384 Rm B1 Monday & Wednesday-Friday 1030 Tuesday 1130 (502) 624-8010	<b>MUST BE IN UNIFORM</b> Must bring: Clearing papers, separation orders, DA Form 31(s) <b>*Remote Soldiers will be briefed on report date.</b>
Report date on Separation Orders	DD Form 214 Final Out	Transition Services Bldg 1384 Rm 103 M-Th 0730-1600 F 0830-1600 (502) 624-6456	Bring Installation Clearing Papers with stamp (Fort Knox), Unit Clearing papers (off post), DD Form 2648, and CAC Card to Final out.
Separation date	Transitional Assistance Management Program (TAMP)	ID Cards/DEERS 1-800-538-9552	If you are eligible for TAMP. Report to the closest ID Card office with your DD Form 214, ID card, and authorized dependent(s) to receive TAMP ID.