

VOLUNTARY SEPARATION CHECKLIST

| TIME FRAME | EVENT | LOCATION & CONTACT INFORMATION | DETAILS |
|---|---|---|---|
| NET 365 days from separation date | Transition Assistance Program (TAP) | Bldg 1378 (502) 624-2227 https://www.armytap.army.mil | Call to schedule briefings. |
| NET 180 days prior to separation date | Reserve Component Career Counselor (RCCC) | Bldg 1384 Rm 105 (502) 624-3347/7661 | MANDATORY FOR ALL SOLDIERS ETSING By appointment only |
| NET 120 days prior separation date | ETS Briefing | Bldg 1384 Rm B1 3rd Wednesday of each month 1330 | Turn in approved DA 31 if taking leave. Turn in DA 5691 if joining a Reserve or National Guard unit after ETS. |
| 30 to 90 days from separation date | Separation History and Physical Examination (SHPE) | Central Exams Bldg. 871 (502) 626-9764 | BY APPOINTMENT ONLY Appointment website: https://ireland.tricare.mil/Getting-Care/Appointments-Referrals |
| Upon receipt of orders but NLT 30 days prior to report date | Attend Out-Processing Briefing (Mandatory for Fort Knox Soldiers only) to receive clearing papers | Fort Knox Soldiers Bldg 2020 (502) 626-0183 ----- 2nd & 4th Thursday of each month 1430 | Must bring separation orders and DA Form 31. *Remote Soldiers pick up clearing papers from unit. https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/adjutant-general/militarypersonnel-division/process-control-branch/outprocessing |
| 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 | BY APPOINTMENT ONLY |
| While clearing | Separation Finance Briefing | White Hall Bldg 1384 Rm B1 Monday, Wednesday, and Friday at 1030 (502) 624-8010 | MUST BE IN UNIFORM Must bring: Clearing papers, separation orders, DA Form 31(s) *Remote Soldiers will be briefed on report date. |
| Report date on Separation Orders | DD Form 214 Final Out | Transition Services Bldg 1384 Rm 103 M-Th 0800-1030/1230-1530 F 0830-1030/1230-1530 (502) 624-6456 | Bring Installation Clearing Papers with stamp (Fort Knox), Unit Clearing papers (off post), DD Form 2648, and CAC to final out. |
| Separation date | Transitional Assistance Management Program (TAMP) | ID Cards/DEERS (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. |