



Joint Base Lewis-McChord

"We are a Joint Force Power Projection Platform."

Trust and Transparency - Collaboration - Collective Responsibility



Enlisted ETS / Officer Separation Order Brief





Separation Order Brief

Purpose



- Provide information on the separation process
- Provide information for receiving separation order & DD Form 214
- Provide information for initiating installation clearing papers
- Provide information on support agencies



Transition Center Location / Hours



Waller Hall
2140 Liggett Ave
Room 207A
Lewis-Main



Monday-Friday 0730-1600

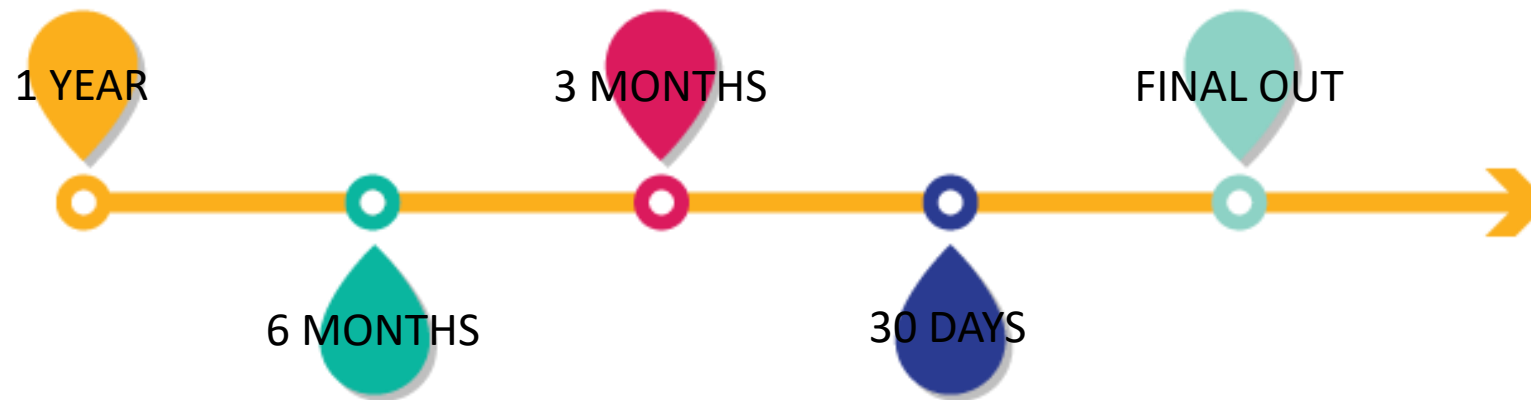
NO CUSTOMER SERVICE AFTER 1600

(Closed Federal Holidays)

usarmy.jblm.imcom.list.dpfr-mpd-all-transition-center@mail.mil



Separation Order Brief



Separation Timelines



Separation Order Brief

12-18 Months from Separation Date



- **Initiate Soldier For Life – Transition Assistance Program (SFL-TAP)**
 - SFL-TAP is a mandatory requirement under 10 USC 1142 and must be completed prior to separation
 - <https://www.sfl-tap.army.mil/>
 - Hawk Career Center (Bldg 11577) Lewis-North
 - (253) 967-3258/5599





Separation Order Brief

6 Months from Separation Date



- See your Reserve Component Career Counselor for Career Transition Counseling
 - Bldg 2026A, Lewis-Main (Corner of Liggett and S Division St)
 - Mon-Fri 0900-1600 (Closed DONSA's and Federal Holidays)
 - <https://www.facebook.com/jblm.rccc>





Separation Order Brief

6 Months from Separation Date



- **Request your separation order**
 - Fill out the online request for separation order
 - Officers must have been approved to separate by HRC
 - Per AR 635-8, separation orders are processed No Earlier Than 180 days from separation date (not transition leave date)



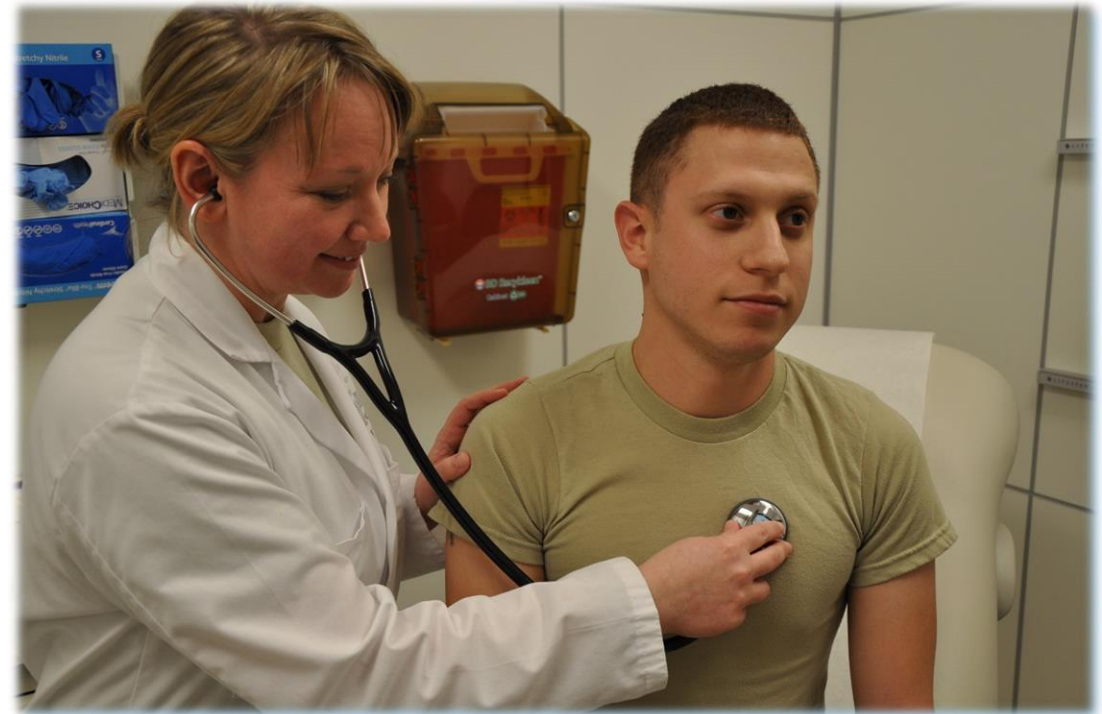


Separation Order Brief

6 Months from Separation Date



- **Start separation physical, if desired**
 - POC is your supporting medical facility





Separation Order Brief

6 Months from Separation Date



- **Talk with a VA Benefits Advisor about your VA benefits**
 - **Waller Hall, Room 300**
(entrance is across from Subway)
2140 Liggett Ave, Lewis-Main
 - **Mon-Fri 0800-1600**
 - **Click the logo for the VA Service Member benefits webpage**



VA

U.S. Department
of Veterans Affairs



Separation Order Brief

90 Days from Departure of JBLM



- Visit the Personal Property Processing Office (PPP-O)
 - 2150 Liggett Ave (Next to Waller Hall)
 - Mon-Fri 0730-1500
(Closed Federal Holidays)
 - <https://www.move.mil>
 - PPP-O requires a minimum of 12 business days to arrange for pickup
 - Contact Housing (if you live in Government quarters)





Upon Receipt Of Separation Order

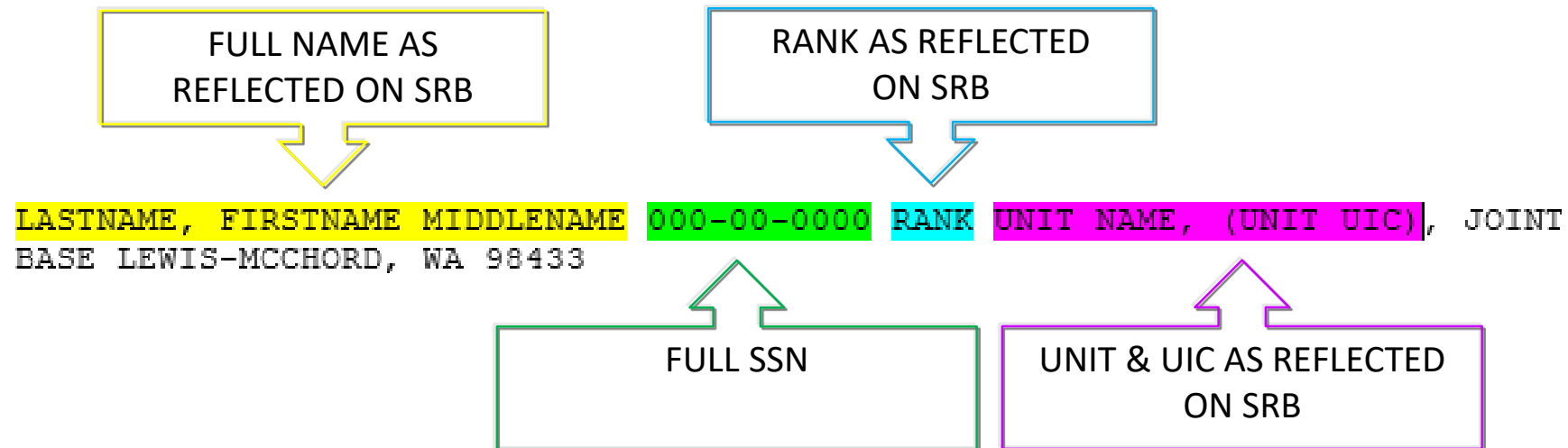


- **Submit DA-31 (Leave) through chain of command**
- **Verify accuracy of your separation order**
 - **The following slides will guide you on what you should be looking for**
 - **Your separation order is processed based upon your service record (SRB, Enlistment Contract/Active Duty Order)**



Verify Your Separation Order

- Name Line: *Verify name, rank, unit*





Verify Your Separation Order

- Reporting/Separation Date: *Should match*

DISCHARGE

Reporting date: 15 December 2017

Comp: REGULAR

Date of discharge unless changed or rescinded: 15 December 2017

REFRAD*

Reporting date to transition point: 05 February 2018

Date of release from active duty unless changed/rescinded: 05 February 2018

***RELEASE FROM ACTIVE DUTY**



Verify Your Separation Order

- Assigned To: *IRR, TPU, or None*

Assigned to: JB LEWIS-MCCHORD TC (W12KH2) JOINT BASE LEWIS-MCCHORD WA
98433-9500

Reporting date to transition point: 05 February 2018

Date of release from active duty unless changed/rescinded: 05 February 2018

Attached to: N/A

Assigned to: USAR CON GP (REINF) 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY
40122

Terminal date of Reserve obligation: Ends on 25 May 2019

THIS IS THE IRR (INDIVIDUAL READY RESERVE)

IF YOU COMMIT TO A USAR OR ARNG UNIT THEN THIS WILL
REFLECT THE NAME OF THE RC UNIT

(REFRAD ORDER; DISCHARGE ORDER WILL NOT REFLECT THIS)



Verify Your Separation Order

- Reserve Obligation End Date: **MSO**

Assigned to: JB LEWIS-MCCHORD TC (W12KH2) JOINT BASE LEWIS-MCCHORD WA
98433-9500

Reporting date to transition point: 05 February 2018

Date of release from active duty unless changed/rescinded: 05 February 2018

Attached to: N/A

Assigned to: USAR CON GP (REINF) 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY
40122

Terminal date of Reserve obligation: Ends on 25 May 2019

END DATE OF MILITARY STATUTORY OBLIGATION

OFFICER SEPARATION ORDERS WITH RESERVE
COMMITMENT WILL REFLECT N/A

(REFRAD ORDER ONLY; DISCHARGE ORDER WILL NOT REFLECT THIS)



Verify Your Separation Order

- Dependents: *Verify YES or NO*

DEPENDENTS WILL BE EITHER **YES** OR **NO**.

DEPENDENTS MUST BE ENROLLED IN DEERS IN ORDER TO
RECEIVE TRAVEL BENEFITS.

VERIFY YOUR SRB IS CORRECT FOR DEPENDENTS.

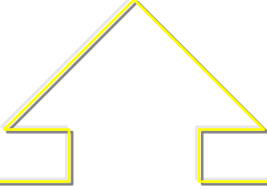
Additional instructions: a. **DEPENDENTS: YES**. Official travel arrangements purchased through a commercial travel office not under contract to the government is not reimbursable.



Verify Your Separation Order

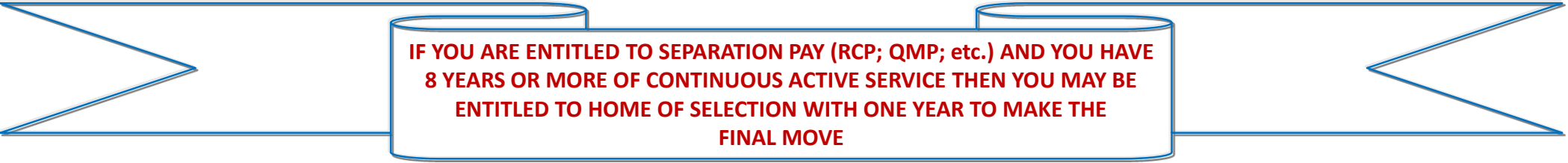
- Shipment of HHG: *This is your entitlement*

b. IAW JTR para 5066, you are authorized to ship your household goods to your HOR or Place EAD. You must apply for shipment of your household goods within 180 days of your separation from the Service, or your shipping entitlement will be lost.



YOUR HOUSEHOLD GOODS SHIPMENT ENTITLEMENT AS DRIVEN BY
THE JOINT TRAVEL REGULATION.

THIS IS TIME LIMITED. CONTACT THE JBLM PERSONAL PROPERTY
PROCESSING OFFICE FOR MORE DETAILS.



IF YOU ARE ENTITLED TO SEPARATION PAY (RCP; QMP; etc.) AND YOU HAVE
8 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE THEN YOU MAY BE
ENTITLED TO HOME OF SELECTION WITH ONE YEAR TO MAKE THE
FINAL MOVE



Verify Your Separation Order

- Home of Record (HOR): *Based on contract / order*
- Place EAD*: *Based on contract / order*
- Component: *Should read REGULAR*

FOR ARMY USE

Auth: AR 635-200

HOR: SEATTLE WA US

Place EAD or OAD: SEATTLE WA US

Comp: REGULAR

Home of Record (HOR) is based on your RA enlistment contract or active duty order. A reenlistment does not change an HOR. The Transition Center cannot adjust the HOR. You have to request a correction. See your S1 for details.

*Place Entered Active Duty



Upon Receipt Of DD Form 214 Worksheet



- Your DD Form 214 worksheet is prepared based on service documents (SRB)
- All foreign service (deployments/OS tours) must be listed on SRB (Section I) to be reflected on the DD Form 214
- S1 is POC for updates of SRB
- You are still required to review DD Form 214 worksheet at the Transition Center at least 30 days prior to your final out



Upon Receipt Of DD Form 214 Worksheet



- Schedule your DD Form 214 review online, to get the web link please email usarmy.jblm.imcom.list.dpfr-mpd-all-transition-center@mail.mil. Review at least 30 Days, but NLT 7 days, prior to departure (**bring one copy of leave form and separation order**)
- Bring updated ERB/ORB/Training Certificates to your DD Form 214 review (not before)



Separation Order Brief

A PDF copy of your separation order & DD Form 214 worksheet, along with an instruction sheet, will be emailed to your military email address only (@MAIL.MIL);

No commercial email addresses will be used (@gmail.com; @hotmail.com; etc.)



[HTTPS://WEB.MAIL.MIL](https://web.mail.mil)
(use email certificate for log-in)



Transition (Terminal) Leave

- **Approval Authority is Chain of Command**
- **Must end on separation date; not before or after**
- **DA Form 31 must have a control number issued by the S-1 to be considered valid**
- **The Transition Center does not approve, deny, or process transition leave requests/forms**
- **Direct all questions for transition leave to your Chain of Command or S-1**



Permissive TDY

- AR 600-8-10 para 5-35c

“The following soldiers are **NOT** eligible for PTDY under any transition program:

(1) Soldiers voluntarily separating as a result of expiration of term of service (ETS) or expiration of service agreement.”

If you are at RCP or are separating under QMP then this is considered an involuntary separation and the command may authorize Permissive TDY in accordance with AR 600-8-10 para 5-35



Clearing Documents

**ENSURE YOU HAVE PLENTY OF COPIES OF YOUR
DA FORM 31 AND SEPARATION ORDER FOR CLEARING AND
YOUR DD FORM 214 REVIEW.**

**THE TRANSITION CENTER WILL NOT PROVIDE COPIES OF
THESE DOCUMENTS.**



Dependent Moves



Movement of dependents prior to issuance of ETS order is not reimbursable!

- **JFTR para U5201B(2)(b)**
 - “Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued”



Separation Order POC



YOUR S1 IS YOUR POC FOR SEPARATION ORDERS

**PLEASE DO NOT CALL THE
TRANSITION CENTER
REQUESTING A STATUS OF
YOU ORDER AS WE WILL NOT
BE ABLE TO PROVIDE THAT
INFORMATION**

I NEED A SITREP
ON MY
SEPARATION
ORDER ASAP!





Reenlisting / Extending

If you reenlist or extend
Notify the Transition Center ASAP



Failure to do so will impact your pay

The Transition Center cannot monitor ETS date changes



FINANCE

FINANCE BRIEF IS MANDATORY FOR ALL SEPARATING SERVICE MEMBERS

MAKE YOUR BRIEFING APPOINTMENT

-
- Call (253) 967-4098 to schedule your brief
 - Hours of operation: 0900-1530 Mon-Fri
 - Waller Hall, Room 300





Personal Property Processing Office



Joint Base Lewis McChord Personal Property Processing Office

2150 Liggett Ave (next to Waller Wall)
Lewis-Main
(800)521-9959
(253)967-5093

Monday-Friday 0730 – 1500
(Closed on Federal Holidays)

- [JBLM JPPSO Webpage](#)
- <https://www.move.mil>





Transition Center Location / Hours



Waller Hall
2140 Liggett Ave
Room 207A
Lewis-Main



Monday-Friday 0730-1600

NO CUSTOMER SERVICE AFTER 1600

(Closed Federal Holidays)

usarmy.jblm.imcom.list.dpfr-mpd-all-transition-center@mail.mil



Completion of Online Separation Brief Request For Separation Order



- You have completed the JBLM Transition Center Separation Order Brief
- Click the Forms image on the lower right to submit an online request for your separation order



[Click here to proceed to
the online order request
\(Request for Order\)](#)



Thank You For Your Service!



**Joint Base Lewis-McChord
Transition Center**

