



U.S. ARMY

# Directorate of Human Resources

## *Expiration Term of Service (ETS)*

- ETSing Soldier should submit [Transition Worksheet](#) 90 days prior to start of leave or separation date
- Soldier will receive orders 30 to 60 days from start of leave or separation date if they turn in worksheet 90 days prior
- If a Soldier is being retained past the contractual ETS date, the unit Career Counselor must change the ETS date. The Transition Center cannot change the ETS date
- How many days of leave can a Soldier take? As many days as the commander approves
- Soldiers ETSing are not authorized Permissive TDY (also known as Transition Administrative Absence)

