



Meet your Counselor

LAST NAMES A-M:

Mrs. Wilkinson

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(301) 677-9583

LAST NAMES N-Z:

Ms. Lopez

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TO AVOID DELAYS, FOLLOW THE PACKET PROCESSING CHECKLIST!!!





TRANSITION CENTER – IPPS-A

1. Initial Enlistment Contract (pages 4-1, 4-2, 4-3 pulled from iPERMS)
2. Absence Request Form (must end on date of separation)
3. TAP requirements fulfillment form or signed DD Form 2648
4. SGLI Certificate (updated within 6 months; pulled from MilConnect)
5. DD93 (updated within 6 months)
6. SERVICE MEMBER PROFILE, STP, **AND** SRB (latest copy can be pulled from iPERMS)
7. Prior DD214, DD220, DA5016 (applicable only if SM has prior time in service)
8. Current LES

If a Service Member is being chaptered out, the S1 must submit a standard packet along with the approved chapter packet.

Leave form must end on the date the SM is being discharged.

***** Please allow us 10 business days to process your packet*****





HRC – IPPS-A

1. Soldier Request for Separation – requested between 12 and 6 months prior to requested separation date
2. Chain of Command Endorsements
3. Separation Counseling – IAW AR 600-8-24 Chaps 2 and 3 (signed by O6 or GS15)
4. Sexual Assault Memo
5. STP
6. ORB
7. Reserve Career Counselor Memo
8. Tuition Assistance Acknowledgement Memo

NOTE: All attachments need to be in a single PDF for processing





TRANSITION CENTER

1. TCs receive approved Admin Records Corrections (ARC)/UQR from the unit to forward to the appropriate approval authority, ie . **HRC**.
2. UQR packets can take 6 to 8 weeks to be approved by HRC
3. Once the TC receive an approved PAR, the TC will create an **Order** releasing SM from Active Duty and a **DD214 Draft**
4. Officers are **NOT** authorized Permissive TDY or TAMP benefits for voluntary separation. This is stated on their HRC approval message

PER MILPER MESSAGE 10-223, **date changes and withdrawals** must be submitted to HRC **No later than 45 days from the approved separation date.** If not, an exception to policy must be submitted along with request signed by an O6.





ONCE YOUR REQUEST FOR **SEPARATION IS APPROVED**

CUI

- ✓ PAR is pushed back to the Soldier's unit along with HRC's memo of approval. The unit will attach the following documents in a SINGLE PDF:
 - Initial Orders bringing the SM onto Active Duty
 - Oath of Office
 - Initial Enlistment Contract (if SM was prior Enlisted)
 - LES
 - Approved Absence Request Form
 - DD93
 - SGLI
 - STP
 - ORB or SM PROFILE
- ✓ Unit will route the PAR to our UDL: 000000000039364
- ✓ We will cut Orders Releasing the SM from Active Duty and create their DD214 Draft within 10 business days





MEDICAL DISCHARGE

CUI

1. The Fort Meade Transition Center is notified by the **Physical Disability Agency (PDA)** . The Fort Meade TC will notify the S1 as well as the Soldier via email within 24 hours of notification.
2. SM has 90 days from the date of notification to separate. SM may choose to separate prior to the 90 days.
3. Should the Service Member desire to be released from active duty after the assigned discharge date an extension must be processed through the PEBLO and submitted to the PDA.
4. S1 must turn in a standard ETS packet as soon as they are notified.

POC:

Ms. Pouncy

karon.t.pouncy.civ@army.mil

Contact Number: (301) 677-9434





CAREER SKILLS PROGRAM (CSP)

If you are doing a CSP take into consideration that you must

return to clear your unit and installation before you

separate/before your terminal leave start date.

***Installation Clearing Papers are issued 10 business days prior

to your date of separation or terminal leave start date!***





IN A NUTSHELL

CUI



If you are an Officer;
remember your PAR goes to
HRC 1st & must be approved
before our office issues you
anything

TRANSITION CENTER

Receives
required
separation
documents
from SM/S1
via IPPS-A



TRANSITION CENTER

Issues:
- Orders
- Appointment slip defining
the date clearing papers &
DD214 draft will be available
for pick-up
(Appointment slip will also
state Final Out date & time)



SERVICE MEMBER

**Clears unit
& installation**

Please contact
Finance upon
receiving
installation
clearing papers
to make an
appointment
with them



TRANSITION CENTER & SERVICE MEMBER

**Final Out
appointment
with our
Office**

(Where you
get your DD
214!)

Note:

- You are entitled to 10 business days to clear unit & installation





OUT-PROCESSING PROCEDURES

CUI

- ✓ Clearing papers, DD214 Worksheet, and Final Out Appointment Date will be picked up by you from our office 10 business days prior to start of your terminal leave.
- ✓ To make a finance appointment the you must submit the “AMPO Separation/Retirement Instructions Packet” to:
usarmy.meade.fin-mgt-cmd.mbx.ampo-separations@army.mil
- ✓ Final out appointments are conducted in-person one day prior to the start of leave. If your leave starts on a Sunday or Monday, you will have to come in that Monday since we can't see you over the weekend.
- ✓ SM is required to clear ALL installation facilities, including unit & CIF prior to clearing with finance, and before their final out appointment with our office.





WE ARE YOUR LAST STOP

CUI

Documents Collected during Final Out Appointment:

- ✓ Unit and Installation Clearing Documents (DA 137-1 & DA 137-2)
- ✓ Absence Request Form (if applicable)
- ✓ DD 2648
- ✓ DD 214 Worksheet
- ✓ Orders

You must have cleared your unit & all installation facilities before seeing our office

After providing the Required Documents:

- ✓ You will review your draft DD214 Worksheet with a counselor
- ✓ You will be asked to review for any discrepancies or additions

This is the time that ALL corrections will be made to your DD214, make sure to bring supporting documents if you are missing schools/awards/deployment data





The Fort Meade Transition/Retirement Division

Thank you for your Service!

If you need to reach out to us our hours of operation are:

0800 – 1200 **APPOINTMENTS ONLY!**

1200 – 1230 **LUNCH**

1300 – 1530 **WALK-INS WELCOME**

1530 – 1630 **CLOSED FOR PROCESSING**

***CLOSED THE LAST WEDNESDAY OF
EVERY MONTH FOR TRAINING***

