

MEDICAL SEPARATIONS

- Medical Disability Separations are accomplished in accordance with AR 635-8, Chapter 6, and AR 635-40. The process with Transition Center (BLDG 217, Room 202) begins when the Soldier is found unfit and is being medically boarded. Soldier will be given a Pre-Lim memo by the PEBLO that has a list of required documents (used to complete DD 214 and orders later in the process) (excluding the 199, 5892 and the memo to clear without orders) to bring down to the Transition Center. Soldier will complete an information sheet when dropping off required documents and will be given a Pre-Brief of the process. He will also be sent to In/Out Processing with the memo to clear without orders to get installation clearing papers. There is a 48 hour turn around to pick them up. At the time of pickup, soldiers CIF appointment will be on the clearing papers. Soldier gets unit clearing papers from his Battalion S-1. Has to have both.
- During this time, member will be waiting on his ratings. When this process is complete and member has signed his 199, he will then be given a copy of his 199 and 5892 to bring to the Transition Center. If soldier is being retired, he will be signed up for the Retirement Pre-Brief.
- Also after member signs his 199 the PEBLO sends it to DA Disability Branch. Orders cannot be published or separation dates established until the Transition Center is notified thru the Transproc Notification/Recall Report by DA Disability Branch. Transition Center has no control on when they will be notified.
- Once Transition Center is notified, they immediately contact the soldier to come in. The notification list gives Transition Center the separation code of how soldier will be separated, (discharged with/without severance pay or retired temporary or permanently) and the 90 day window he is to be separated in or not later than.
- When soldier comes in, he will be given a commander's counseling sheet with the earliest appointment date for initial interview and the last date of the 90 day window. Command counsels soldier and processes leave according to commander's counseling.
- Soldier returns counseling to Transition Center no later than 3 working days.
- Orders are then published within the required 7 working days and given to soldier.
- Soldier is again briefed on his appointments and given a copy of them.
- Only if a retirement, soldier will be scheduled for a SBP (Survivor Benefit Program) appointment. He is given appropriate certificates and US flag at the time of this appointment by Retirement Services.
- Also, only if soldier is a retirement, he will attend the Pre-Retirement Briefing on the scheduled date he was signed up for when he dropped off his 199.
- All soldiers will return to Transition Center on their scheduled initial interview. At this time they verify their DD 214 worksheets and are sent to finance for finance processing.
- Soldier completely finishes clearing and returns to Transition Center on the scheduled final out date with clearing papers stamped by In/Out Processing.
- Authorized Official and member digitally signs 214 on final out
- Soldier is given his #1 and #4 copies of the DD 214 and signs for them.
- If medically discharged, soldier will be given an honorable discharge certificate.
- At end of final out, soldier given S-1 memo packet to take back to S-1 and at appropriate time, signs out.

