

OFFICER SEPARATIONS

The Officer Separation process starts with the Soldier submitting his REFRAD (Release from Active Duty) or UQR (Unqualified Resignation) packet thru his Brigade S-1 in accordance with AR 600-8-24 for approval by his chain of command. Questions of what needs to be in the packet can be addressed by the Officer's S-1 or the PSB (Personnel Services Branch) 217 Custer Ave., or call (785) 239-3712. Requests can be submitted up to a year out. Once approved by the command, the packet is sent to HRC by the Brigade S-1. When the Transition Center receives the approval memo from HRC, the Officer will be notified by HRC and sent a copy of the memo along with a list of documents that the Transition Center will need in order to publish orders. The Officer will then be directed to the Transition Center (BLDG 217, Room 202) with these documents and sign in at the Officer Separations section. The Soldier will complete an information sheet and be briefed on the separation process. If the Officer has any questions concerning separation he can contact the Transition Center at 785 239-2963, 239-0903 or 239-2980.

Brief includes:

- When orders are received
- Terminal Leave
- Clearing Procedures, Installation and Unit
- Clearing CIF and how appointments are scheduled
- How and when processing appointments are scheduled
- What is done at appointments
- Scheduling ISR counseling
- Separation Physicals
- Attending SFL-TAP
- Processing finance and appointments
- Setting up transportation of household goods
- Receiving DD 214

Bringing the required documents to the Transition Center immediately upon receipt of the HRC approval memo and not delaying will insure a smooth and stress free transition out of the military.