

ENLISTED ETS SEPARATION PROCESS

The process for enlisted Soldiers separating on their ETS date starts 180 days before the effective date of separation. This includes enlisted Soldiers that are RCP or QMP. Per AR 635-8 it's mandatory all enlisted Soldiers ETSing (excluding Medicals, Retirements, and Officers) attend the ETS Separation Briefing at a minimum of 120 days prior to their separation date. Soldiers having accrued leave and wanting to take it as terminal leave need to attend this briefing no less than 180 days to 240 days out. Soldiers that may be deployed within a year of their ETS date should attend a year out. Failing to attend the briefing results in not receiving orders on time, unable to start their leave as requested or being able to set up transportation appointments and clearing post. Orders take up to 15 working days to process once all required documents are brought to the Transition Center by the Soldier.

The Enlisted ETS Separation Briefing is extremely important. It provides a step by step process of what needs to be completed in order to separate from active duty. The briefing starts promptly at 0900 in Bldg. 217, Room B12 every Thursday and ends at 1200. SFL-TAP counselors can sign up Soldiers (excluding Chapters, Medicals, Retirements and Officers) during initial counseling who have not already attended the briefing. Soldiers may also walk-in as long as they have not attended or have been scheduled (excluding Chapters, Medicals, Retirements, and Officers).

Information covered during the ETS Briefing includes:

- How soon to turn documents in to Transition Center to have orders published
- Documents needed for publishing orders
- Where to find all needed documents
- How long it take to receive orders
- Terminal leave
- Clearing papers, Installation and Unit
- How processing appointments are scheduled
- TAMP benefits
- PTDY
- Clearing CIF and scheduling appointments
- Clearing barracks
- Scheduling ISR counseling
- Transportation of House Hold Goods
- Separation Physicals
- Filing VA claims
- Processing VA claims
- Processing finance and scheduling appointments
- Receiving DD 214 for the VA and Education benefits

Soldiers need to attend the ETS Briefing as far out as possible from their separation date. This will insure a smooth transition from active duty.

