

CHAPTER SEPARATION PROCEDURES

The Chapter process with Transition Center starts with the soldier bringing down commander's memorandum initiating the chapter and the soldier's memorandum of acknowledgement of being chaptered. Transition Center is located in Bldg. 217 Room 202.

Soldier should have an escort present if one is required. All involuntary chapters require an escort. These include: Chapters 5-3, 5-8, 5-13, 5-17, 7-15, 9, 10, 11, 13, 14, 15, 16-5, 16-6, 16-7, 16-9 and 18. Escort will be same rank or higher, minimum of E-4.

Soldier should be in proper military uniform (BDU's) or have a memorandum to clear in civilian attire (only for pregnancy).

Transition Center will review the memorandums. If memos are correct, Transition will initial the memos in the top right hand corner so that In/Out Processing knows it is alright to issue installation clearance papers.

Soldier will be given a "Soldier Information Sheet" to complete. Transition will review it for legibility and correct any information that can't be read.

A "CLEARING WITHOUT ORDERS" Information sheet will be given to soldier and gone over in detail. He then will be directed to In/Out Processing to pick up the installation clearance papers and also told to pick up his unit clearance papers at his S-1.

There is a 48 hour turn around to pick up installation clearing papers. During this time CIF goes in and schedules soldier's CIF appointment. Soldier's CIF appointment will be on the clearing papers when he picks them up.

Once soldier has clearing papers, he will start clearing everything he can without orders. After the soldier clears CIF and gets stamp on installation clearance papers, he should make a copy of that page and give the copy to his BDE legal. Chapter packet is not complete without it and they (legal) cannot bring the packet to the Transition Center until it is received.

As part of the separation process, soldier is required to attend the SFL-TAP, VA Brief, and complete a Separation Physical. If soldier wants a copy of his medical records, he should request a copy from correspondence. This is done electronically thru the website at <http://iach.amedd.army.mil/index.html>

Once legal has declared the packet complete for their purposes and scanned into Iperms, they will bring the Chapter packet along with the Service documents to Transition Center for review.

There is a set time period for receiving chapter packets at Transition Center. See below.

RECEIVING CHAPTER PACKETS AT TRANSITION CENTER

Chapter packets are brought to the Transition Center everyday between 1300 and 1400 hours by JAG and all the Bde legal clerks. Only the legal clerks are authorized to bring them, **no one else.**

Transition Center has set the time period of 1300 to 1400 hours for receipt of Chapter packets. This time period is set aside, free of scheduled appointments, to allow the Chapters clerk to preview and receive the packets in the most expeditious manner as possible. Upon receipt of the packet(s), the Chapters clerk will check to see if the packets(s) have everything that is needed administratively, to process the soldier. If packet is incomplete, it is returned. The time before and after receiving chapter packets, is spent processing previously scheduled appointments, breaking down all separation documents for filing and forwarding to required agencies, working up separation packets already received, answering telephone inquiries, responding to unscheduled walk-ins, and making calls to units scheduling new appointments. In addition, the Chapters clerk maintains a daily log on all chapters received and processed, and submits it via email to all appropriate offices. A lack of a coordinated time period for this process invites numerous and unnecessary interruptions that will NOT facilitate an orderly and efficient process.

After accepting the Chapter packet from legal, Transition Center clerk will complete work up of the separation packet which involves the input of all the information for creation of a DD 214 worksheet and draft order, write up of all documents in the pre-made document separation packet which includes request for orders, ID turn in form 323, memo for S-1, file card and Transitions Finance Checklist. Finance will be notified so they can do a pre work up.

Once packet workup is complete, Transition Center will contact soldier's 1SG to schedule an appointment. This takes place within 7 working days from receipt of Chapter, depending on number of chapters received.

Soldier will come in with escort (if involuntary chapter) and in military uniform at the scheduled time with ID card and clearing papers. At this time a separation date will be established based on if soldier needs transportation and is living on post (barracks or housing), and is authorized to take leave. Soldier will be sent to transportation to get date for pick up of HHG. Orders will then be issued, the DD 214 worksheet reviewed, and all other required separation documents completed and reviewed. Then based off separation date and when and if member is authorized transition leave, he will be sent to finance or scheduled for finance to process and given a final out appointment.

On final out, soldier will return to finance for final signatures, then to In/Out Processing to turn in both installation and unit clearance papers. They will stamp them (if member is totally cleared and has all required signatures), make a copy of them and give them to member. He will then return to Transition at scheduled time.

Soldier will verify that all corrections and additions to his DD214 have been made and digitally sign the DD214. Member will be given the # 1 and # 4 copies of his DD 214 for which he will sign for. He will be briefed on Safeguarding his DD 214, given a Departure Information Sheet and sign out with the Transition Center.

Once this has been completed, member will be given a memo with a copy of his orders and stamped clearance papers stapled to it. He will take this back to the S-1 and sign out with the unit at the appropriate time.