



U.S. ARMY



Stuttgart Transition Center

Pre-Separation Briefing

James Miller
Transition Specialist
Stuttgart/Transition Center



IMCOM Europe Pre-Separation Briefing

*Presented by the
USAG Stuttgart
Transition Center*



USAG Stuttgart Transition Center





Topics

✓ Transition Center





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✓ **Your Transition Specialist is**

- Mr. James Miller (Transition Specialist)

✓ **Location**

- Building 2915, Room 421, Panzer Kaserne

✓ **DSN: 431-2698**

✓ **Civilian: 07031-15-2698**

✓ **Operating Hours: 0900-1130 & 1300-1500**

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- ✓ **Orders Publication**
- ✓ **DD Form 214 (Certificate of Discharge or Release From Active Duty)**
- ✓ **Transition Leave/Permissive TDY**
- ✓ **Overseas Separation**
- ✓ **Transition Medical Examinations**
- ✓ **Personal Copies of all Military Records**
- ✓ **Questions**

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Orders Publication

✓ Orders Timeliness

- NLT 60 Days Prior to ETS

✓ Required Documents

- Initial enlistment contracts DD4/1 and DD4/3 Reenlistment(s) DD4/1
- Previous DD Form 214(s)
- Copy of Last PCS Order
- Approved Command Sponsorship Order
- Updated SGLI & DD Form 93 with All Family Members and Nearest Relative & Correct Addresses
- DD Form 2648 from SFL-TAP & DD Form-2958 for final processing

✓ TC Must Have Approved DA Form 31 for Transition Leave/PTDY verified by Finance

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DD Form 214 (Certificate of Discharge or Release From Active Duty)

- ✓ The Most Important Document in the Transition Process
- ✓ Record of Active Service - Snapshot of Military Career
- ✓ Determines Employment Eligibility, VA Benefits and Entitlements

*****DD Form 214 Worksheet Prepared/Reviewed PRIOR to Final Out-processing*****

- ✓ You Must Have Supporting Documentation (Previous DD 214(s), Awards, Military Education Certificates of Training & Deployments)
- ✓ You will receive your OFFICIAL DD 214 (copies 1 & 4) at your final out with the Transition Center

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Transition Leave/Permissive TDY (PTDY)

- ✓ **Transition Leave is Accrued Leave**
- ✓ **Must be taken prior to separation date**
 - Separation date last day of Transition Leave
- ✓ **May be taken in conjunction with PTDY**
- ✓ **Must decide to take or sell leave**
- ✓ **Tax rate on accrued leave paid is 25%**
- ✓ **May work for private firm or government while on leave (must complete PTDY for GS position)**
- ✓ **Must clear TC before beginning PTDY/ Transition Leave**

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