

FINANCE SEPARATION BRIEFING

Chapters and Regular ETS Soldiers

1. The Finance Briefing is located in Wing D on the 2nd Floor @ 1030hrs, Monday-Friday.
2. You will need to bring the following copies to the Finance Briefing. The copies need to be made PRIOR to attending the briefing. All documents submitted to Finance becomes the property of Finance, you will not receive the documents back.
 - a) _____ DD 214 Worksheet. **1 Copy.**
 - b) _____ Separation Orders to include amendments/revokes. **3 Copies of front and back**
 - c) _____ Leave Form (DA Form 31) **2 Copies. ***See Note at Bottom**
 - d) _____ Termination of Government Quarters. **1 Copy**
 - e) _____ DD Form 139 (Statement of Charges, Education, AER, Library). **2 Copies**
 - f) _____ Article 15's within the last 12 months. **2 Copies**
 - g) _____ DA 4187's (AWOL, Confinement) within the last 12 months. **2 Copies.**
 - h) _____ Court Martial Proceedings Packet, with General's Letter in Front. **2 Copies**
 - i) _____ **CLOSED OUT** Jump Log by the Air NCO. (For **ALL** personnel who have received jump pay within the last **12 months.**) **2 Copies**
 - j) _____ **CLOSED OUT** Flight Log by Air NCO. **2 Copies**
 - k) _____ DA Form 137-2-R (Unit Clearance Record). **1 Copy including the Original.** The leave verification statement Section B must be filled out as follows: If soldier did go on leave, in the last 60 days **or** if no leave was taken the following statement must be written in Section B under Debt Verification (on the Unit Clearing Record), "**THE SERVICE MEMBER HAS/HAS NOT TAKEN LEAVE IN THE LAST 60 DAYS**", must be signed on the front page by verifying official with name, grade, date and duty number.
 - l) _____ DA Form 137-2-R (Installation Clearance Record). **1 Copy including the Original.**
 - m) _____ CIF print out with **Zero** balance. **1 Copy**
 - n) _____ DD Form 1588, **ALL 82d Finance will have this.** Please ensure **ALL** documents have the 82nd Finance stamp on them. **Original**
 - o) _____ PERSTEMPO **1 Copy**
 - p) _____ If you are entitled to receive **Full Separations Payment** you must include a copy of your IRR contract. **1 Copy**
 - q) _____ If you are entitled to receive **Half Separations Payment** you must include a copy of the DA Form 7154-R. **1 Copy**

Chapters and Regular ETS Soldiers

1. **Medical Chapters and Officers** are seen on a walk-in basis from 0900-1130 and 1300-1600hrs.
2. You will need to bring all of the documents listed above, including the documents below that pertain to your situation. The copies need to be made PRIOR to attending the briefing. All documents submitted to Finance becomes the property of Finance. You will NOT receive the documents back.
 - a) _____ **Medical Chapters Only:** Physical Disability Information Report obtained from Transition Office. **1 Copy** (SPD codes JFL ONLY, BLOCK 26 DD 214 worksheet).
 - b) _____ **Officers:** DA Message obtained from Transition Office, for **ALL** officers **EXCEPT** those with an SPD code of MBK; please review Block 26 on the DD 214 worksheet to see if you will need this extra document. **1 Copy**

NOTE: Any leave in excess of 30 days needs to be signed by O-5 or higher. Ensure that all leave forms have the Commander's Signature block on the form. Please include Assumption of Command orders, if needed.

ALL COPIES NEED TO BE MADE PRIOR TO BRIEFING.

***** NO COPIES WILL BE MADE. *****

NO COPY MACHINE AVAILABLE FOR PUBLIC USE!!!!