

TP WEB Site <http://huachuca-www.army.mil/usag/mpd/tp/>

Pre-Clearance Briefing: Your S1 will assign an appointment for you to attend a Pre-Clearance Briefing at Whitside Hall, Room 3. A DA-137, Installation Clearance Record will be electronically produced at this briefing. This briefing is assigned approximately 10 working days prior to your departure date.

Orders: If you are attending this briefing without orders, **you must report back to the Transition Point as soon as you receive orders.** At that time, you will be given a skeleton DD-214 worksheet and assigned a record review appointment that will process your DD-214.

Retiree Reminder: If you did not schedule for a SBP briefing with the Retirement Services Office, Call 533-5733 or 533-3610 to make an appointment.

Finance: See the finance hand-out for turn-in requirements. Please be aware that you will go to finance two times. **Your first finance appointment has nothing to do with clearing. Clearing papers are not required at your first finance appointment.** Your first visit is to discuss your final pay. The finance office will give you an over-stamped order, a Transition Point turn in item. You will return to the main finance office a second time to clear your DA-137. See the hand out that the Finance Representative gave you for further information.

The following is a list of turn-in requirements that you must provide the Transition Point **at your scheduled records review.** The content of each turn-in requirement is described on the reverse side.

- ◆ Original medical record with required content (see reverse)
- ◆ Original dental record with required content (see reverse)
- ◆ Your over-stamped ETS/Retirement order from the Main Finance Office
- ◆ A copy of your ACAP counseling checklist DD 2648
- ◆ DA 31, request for leave, if taking transition leave or permissive TDY

FAILURE TO PROVIDE THESE TURN IN REQUIREMENTS WILL DELAY YOUR PROCESSING. ONLY YOUR COMMANDER OR FIRST SERGEANT CAN RESCHEDULE ANOTHER RECORDS REVIEW APPOINTMENT FOR YOU.