

CHECK OFF	Requirement	Content	Content	Content / Comments
	HOW TO GET A DD-214 WORK-SHEET	IF <u>have orders NOW</u> , you will be given a DD-214 Worksheet AFTER this briefing today. SPD CODE: _____ RE CODE: _____	If you do NOT have orders, you must return to the TRANSITION POINT to get the DD-214 Worksheet and be assigned a RECORDS REVIEW APPOINTMENT.	You must have the DD-214 Worksheet, this is a Finance turn-in requirement
	HOW TO GET A RECORDS REVIEW APPOINTMENT	If you have orders, you will be given a records review appointment IMMEDIATELY FOLLOWING THIS BRIEFING	Be prepared to turn in all records and forms at the Records review.	REC REVIEW DATE: _____
**	TURN IN TO THE TP: Finance over-stamped order	Finance (bldg. 41408) will provide you with a order that documents: (see next block) 1. The amount of leave you are selling 2. Any separation / severance pay you will receive.	Do not give this order to any one (by mistake) except the Transition Point.	Do not leave finance without this documented order. This order belongs to the Transition Point.
**	TURN IN TO THE TP: Complete Health Record	* Original Retirement Physical with HIV test. Note HIV must be < 2 years old if not taking a physical. Some types of discharge actions require an ETS physical. Complete this physical ASAP.	Completed and signed DD Form 2697, Report of Medical Assessment. This form was given to you at the ETS/Retirement briefing. Make sure your original Retirement or Discharge physical is in your Medical Record.	Make sure these requirements are in the record. MEDDAC WILL MAKE A COPY OF YOUR RECORD UPON A TIMELY REQUEST.
**	TURN IN TO THE TP: Complete Dental Record	A Dental Stamp, stating that you DID or DID NOT receive final dental care will be placed in your dental record.	A full mouth - Panographic x-ray.	Make sure these requirements are in the record by your own inspection.
**	DD Form 2648	From ACAP: Separation Counseling Checklist	Mandatory Form. Call 3-5764 for an Appointment to complete this from.	ACAP Bldg. 22420. In front of Clothing and Sales.
	VA Claim Form 21-526	You will find this printable form on the Transition Point web site. http://huachuca-www.army.mil/usag/mpd/tp/	Turn in VA claim form at the Transition Point for processing	This form is NOT an outprocessing requirement.
	DA-31 (If taking leave)	Approved Transition Leave / PTDY request. Signed by CO, no control number required.	If you are taking leave, a copy of this form is required.	
	COMPLETE POST CLEARING	RECEIVE FINAL CLEARANCE STAMP FROM ROOM 3 (IN AND OUT PROCESSING) WHITSIDE HALL.	SHOW FINAL CLEARANCE STAMP TO THE TRANSITION POINT IN ROOM 12. RECEIVE YOUR DD-214, CERTS, EXCESS RECORDS.	CHECK OUT AT YOUR PAC AND GO HOME

Name	Office	Phone (on-post dial)
Ted Hartman / Gail Desmond / FAX	Transition Point	3-1120 / 3-5065 / 3-3823
Customer Service	Scheduling / Customer Service	3-8177
	Sidpers3 - Archive - Freight	3-8179
	Finance ETS	3-3425
	Finance Retirements	3-2827
Mr Richard H Gonzales	Retirement Services	3-5733
	IN and OUT Processing	3-5777
	ACAP	3-5764