

MEDICAL SEPARATIONS

- Medical Disability Separations are accomplished in accordance with AR 635-8, Chapter 6, and AR 635-40. The process with the Transition Center begins when the Soldier is found medically unfit for duty and will be boarded. At this point the Soldier will be given a list of required documents by the PUEBLO (excluding the 199, 5892 and the memo to clear without orders) to bring to the Transition Center. The Soldier will complete an information packet when dropping off the required documents and will be given a Pre-Brief of the separation process.
- He will then be medically boarded thru the IDES (Integrated Disability Evaluation System). When this is completed and the Service Member has signed his 199, he will be given a copy of his 199, 5892, and a memo to clear without orders to deliver to the Transition Center. If the Soldier is being retired he will be signed up for the Retirement Pre-Brief and will be sent to In/Out Processing to obtain installation clearing papers. There is a 48 hour turn around to pick up clearing papers. The Soldiers CIF appointment will be on the clearing papers. A Soldier receives unit clearing papers from his Battalion S-1 and **must have both sets of clearing papers**.
- Once the Soldier signs his 199, it is sent to the DA Disability Branch. Orders cannot be published or separation dates established until the Transition Center is notified thru the Transproc Notification/Recall Report by DA Disability Branch. The Transition Center has no control on when they will be notified.
- Once Transition Center is notified, the Soldier is scheduled for an appointment. The notification list gives Transition Center the separation code of how Soldier will be separated (discharged with/without severance pay or retired temporary or permanently) and the 90 day separation window when he will be separated.
- When the Soldier comes in, he will be given a commander's counseling sheet with the earliest appointment date for an initial interview and the last date of the 90 day window. Command counsels the Soldier and processes leave according to the commander's counseling.
- Soldier returns counseling sheet to the Transition Center NLT 3 working days after counseling.
- Orders are then published within the required 7 working days and given to Soldier.
- Soldier is once again briefed on his appointments and is given a copy.
- If being retired, the Soldier will be scheduled for a SBP (Survivor Benefit Program) appointment. He is presented with the appropriate retirement certificates and US flag at the time of his appointment with Retirement Services.
- If being retired, the Soldier will attend the Pre-Retirement Briefing on the scheduled date he was signed up for when he dropped off his 199.
- All Soldiers will return to Transition Center on their scheduled initial interview. They will verify their DD 214 worksheets and sent to finance for finance processing.
- Soldier completely finishes clearing and returns to Transition Center on the scheduled final out date with clearing papers stamped by In/Out Processing. The Service Member also brings a VA stamped copy of his orders.
- The Authorized Official and Service Member digitally signs DD 214 on final out
- Soldier is given his #1 and #4 copies of the DD 214 and signs for them.
- If medically discharged the Soldier will be given an honorable discharge certificate.
- At end of final out, Soldier given S-1 memo packet to take back to S-1 and at appropriate time signs out.