

OFFICER SEPARATIONS

The Officer Separation process starts with the officer submitting his REFRAD (Release from active duty) or UQR (Unqualified Resignation) packet thru his Brigade S-1 in accordance with AR 600-8-24 for approval by his chain of command.

Questions of what needs to be in the packet can be addressed by the Officer's S-1 or the PSB (Personnel Services Branch) 210 Custer Ave., or call (785) 239-3712. Requests can be submitted up to a year out.

After approval of the request by the chain of command, the packet is sent to HRC by the Brigade S-1 or the PSB. Upon receipt of the approval memo from HRC by PSB or the Brigade S-1, the Officer will be notified by them and sent a copy of the memo.

At that time the Soldier will be told to call the Transition Center (BLDG 210, Room 110) and contact the Officer Separations Clerk: 785 239-2963 or Chief, Transition Center: 785 239-2980 in order to complete an information packet and to be briefed on the separation process.

This includes:

- Documents required to be turned in to Transition Center to have orders published
- How and when orders are received
- Terminal Leave
- Clearing Procedures, Installation and Unit
- Clearing CIF and how appointments are scheduled
- How and when processing appointments are scheduled
- What is done at appointments
- Scheduling ISR counseling
- Separation Physicals
- Attending SFL-TAP (ACAP)
- Processing finance and appointments with them
- Setting up transportation of household goods
- Receiving DD 214

Contacting the Transition Center POC immediately upon receipt of the HRC approval memo and not delaying will insure a smooth and stress free transition out of the military.