

ATTENTION SEPARATING SOLDIERS!!

Preparation is the key to a successful transition. We strongly recommend that you take immediate action on any of the following items if applicable to you. We are here to assist you with your transition so please ask questions if you are unsure about anything. Please keep in mind; we do not prepare any forms or memoranda for you except for your service computation, separation orders and DD Form 214.

ACAP DEADLINE: You must complete ACAP no later than 90 days prior to your separation date. Upon completion of ACAP you will be provided a copy of your DD Form 2648 (Pre-Separation Counseling Checklist for Active Component Service Members). Completion of the mandatory part of ACAP does not mean you will get your orders automatically. You will need to schedule an appointment for Pre-Separation counseling immediately upon completion of ACAP. Please contact the ACAP office at DSN 263-5076 or acap@zama.army.mil.

IN-COUNTRY SEPARATION: If you are planning to work/study in Japan or remain as a dependent of your military or civilian sponsor, you are required to receive approval from the Commanding General (CG) to do so. The **Request for In-Country Separation** must go through your chain of command for recommendation of approval as well as a Legal Review by the Staff Judge Advocate (SJA) prior to being forwarded to the CG for final approval. It is imperative that you plan ahead and well enough in advance for routing of your request. We have sample forms in our office. You may **NOT** remain in Japan after separation without the CG's approval.

MEDICAL/DENTAL RECORDS: Please request **certified copies of your Medical and Dental Records at MEDDAC/DENTAC** well in advance (30 days before departure if possible). You will **NOT** receive the original copies of your records. MEDDAC and DENTAC will forward your original records to the Transition Center and we will then forward them via Registered Mail to the **VA Records Management Center in St. Louis, MO** upon your separation. Please refer to MILPER Message 07-144 "Procedural Change for Transfer of Health Records of Transitioning Soldiers to Veterans Administration" located at <https://www.hrc.army.mil/site/active/index2.asp> if you have any questions. You should plan to complete your separation physical exam no earlier than 120 days and no later than 30 days before your departure, keeping in mind any transition leave you may be taking. You may submit VA Form 21-526 (Veteran's Application for Compensation and/or Pension) may be submitted to the VA up to 6 months prior to your separation date. This procedure may also be completed online through VONAPP on the Veteran's Benefits Administration website <http://vabenefits.vba.va.gov/vonapp/main.asp>. If you need assistance with your claim, please schedule an appointment with the VA Representative at DSN 263-5076 or acap@zama.army.mil.

DISABILITY DISCHARGES: All disability cases should be coordinated with your Physical Evaluation Board Liaison Officer (PEBLO) at MEDDAC. As soon as you are notified that you will be referred to a PEB/MEB, your PEBLO should refer you to the Transition Center to begin your ACAP counseling and Survivor Benefit Plan (SBP) election if you are rated at 30% or more disabled. It is imperative you do this ASAP, regardless of the anticipated outcome of your case. We receive authorization to cut orders from the Army Physical Disability Agency via TRANSPROC III. In accordance with Army Regulations, once we are notified, you will have 90 days to separate from the Army. You should know what date you wish to depart Japan. 30 days PTDY **may** be authorized by your commander. If PTDY is authorized, your separation **may** be adjusted to cover the approved days.

PAPER WORKS & PROCESSING: Please keep track of all necessary forms, such as clearing papers, DD214 Worksheet, DA Form 31 (leave form), DD Form 2648 (ACAP). **DD Form 214** is a very important document. **Please review the worksheet with us more than once before your final-out processing. You MUST use a DA 31 for travel time even if you do not take Transition Leave.**

ORDERS: We will NOT issue your orders until we receive your approved leave request form. Always carry your Travel Orders during your out processing. Please review all rules regarding to "Transition Center of Choice", "Home of Selection", "Available date", etc before requesting your travel order. IAW Army regulations, your order is amendable **only ONCE** when you change your mind (i.e., to the authorized TC: Camp Zama).

REFERENCES:

AR 600-8-24, Officer Transfers and Discharges
AR 635-200, Active Duty Enlisted Administrative Separations