



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG  
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AFZA-JAA

22 September 2015

MEMORANDUM FOR Soldiers and Civilians of XVIII Airborne Corps and Fort Bragg

SUBJECT: Corps Policy Letter #12, Processing Policy for Enlisted Involuntary Administrative Separations

1. Reference. AR 635-200 (Active Duty Enlisted Administrative Separations), 6 June 2005, Rapid Action Review (RAR), 6 September 2011.
2. Purpose. To establish installation policy for processing administrative separations under the provisions of chapters 5-13, 7, 9, 10, 11, 13 and 14, and to establish policy for barring Soldiers being processed under chapters 13 and 14.
3. Applicability. This policy applies to all units and activities assigned, attached, or tenant on Fort Bragg that are processing Soldiers for involuntary separations in accordance with (IAW) AR 635-200.
4. This policy memorandum supersedes XVIII Airborne Corps and Fort Bragg Master Policy #2, published on 28 July 2014.
5. Policy.
  - a. Units will provide an escort for Soldiers being discharged/separated under the provisions listed in the purpose above. One escort should be used throughout the process to maintain and ensure continuity. Minimum rank for escorts is Sergeant (E-5). When an NCO is being separated/discharged, the escort must be at least one grade senior.
  - b. Unit commanders must initiate a physical examination for all Soldiers being processed for separation under paragraph 1-32, AR 635-200.
  - c. Units will submit separation packets IAW checklists published by the Transition Center (TC) to mitigate incomplete packets. The TC will prepare orders within five days of receipt of a completed packet. Upon completion of orders, the TC will instruct Soldiers/escorts when to return for pick up of orders. After orders are received, the Soldier will schedule a DD Form 214 brief through TC and an appointment to attend a mass briefing through the out-processing section. At the end of the briefing, Soldiers are issued Installation Clearance Papers to clear all agencies/unit. Once all agencies are cleared, the Soldier returns to out-processing for final out-processing, turn in of all required documentation, receive their final stamp, and pick up their final DD Form 214 from the Transition Center.

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d. In an effort to support a smooth transition and allow Soldiers to meet all requirements such as out-processing Finance, CIF and other agencies, Soldiers will be given 10 working days to complete the separation process after receipt of clearance papers. However, Soldiers being discharged under provisions of Chapter 10 will only be given 5 working days.

e. Soldiers being discharged/separated under the provisions of this policy must be referred to SFL-TAP immediately upon initiation of the separation action for mandatory pre-separation counseling and completion of the DD Form 2648. Soldiers being chaptered under the provisions above are not required to complete the Department of Labor Job Search Workshop or VA Benefits briefing but will not be allowed to out-process until SFL-TAP counseling and completion of the DD Form 2648 have been accomplished. Soldiers who do not complete all transition training (DoL Job Search Workshop and VA Benefits) due to accelerated separation can access the Army SFL-TAP website at [acap.army.mil](http://acap.army.mil) to receive similar training and services following their separation.

f. When processing Soldiers for involuntary separation in accordance with AR 635-200, chapters 13 and 14, the separation authority (SA) shall also consider whether the underlying misconduct warrants barring that Soldier from Fort Bragg. If the SA decides that the underlying misconduct warrants barring the Soldier, the SA will submit a request to bar the Soldier through the Office of the Staff Judge Advocate (OSJA), Administrative Law Division to the Garrison Commander. The bar request will contain the following information:

(1) Soldier's name, rank, social security number, unit, current address, and other identifying information.

(2) Memorandum detailing the underlying misconduct. Copies of supporting documentation (i.e. witness statements, Military Police reports, administrative discharge documents, etc.) should be attached.

g. If the Soldier is to be barred as prescribed in paragraph (5f) above, the Commander should obtain the bar memorandum in advance of the Soldier's separation date so that the memorandum can be presented to the Soldier in person. If the Soldier is separated prior to receiving the bar memorandum, the memorandum will be forwarded to the separated Soldier via certified mail with return receipt requested by the OSJA, Administrative Law Division. For cases in which the Commander, XVIII Airborne Corps is the SA, the OSJA, Administrative Law Division will prepare the memorandum.

  
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Chief of Staff