

ARMY SERVICE FORCES
Fifth Service Command
1560th SCU, Separation Center
Camp Atterbury, Indiana

Bldg. 1595
10800
04-13

SUBJECT: Separation Procedure for Officers.

TO : All Officers Arriving for Separation.

On behalf of the Post Commander, may I take this opportunity to welcome you to Camp Atterbury and the Separation Center with the hope that your short stay at Camp Atterbury will be pleasant.

You will find Separation Center personnel courteous and eager to help you in every possible way. Separation from the Service of both Officers and enlisted men is geared to the maximum speed, but efficiency, courtesy and careful attention to your specific problems are not sacrificed.

We need your cooperation, of course, and ask you in particular to meet all appointments as scheduled. By so doing we can assure that you will leave the Separation Center within a minimum of time after your arrival - provided that we have sufficient authority for your release. If proper authority has not yet reached this headquarters, you may obtain leave, provided such leave is due you. In the meantime we will contact your last station or The Adjutant General's Office for clarification of your status and the necessary authority to process you for separation.

While you are in the Separation Center your activities will be controlled by the Officers' Affairs Branch, Bldg 1595, telephone number 2538 and 488. This office is equipped to render every possible service, whether official or personal, to the end that your relief from active duty will be expedited.

PROCESSING

In addition to the Officers' Affairs Branch, officers being processed will visit four other sections of the Separation Center: (1) the Medical Branch, (2) the Counseling Branch and (3) the Fiscal, or Finance Branch, and (4) the ORC Branch. A brief summary of your processing is as follows:

1. Reporting to Officers' Affairs Branch

- a. All officers reporting for separation must report to Receiving Division, Bldg 959, Noble Street, Railhead, Initial Receiving Point upon arrival.
- b. Immediately after reporting to Officers Affairs Branch and being placed on an roster each officer is interviewed for information necessary to complete the proper WD AGO Report of Separation. Scheduled times for his processing appointments are then designated.
- c. Officers entitled to awards and decorations not received are urged to file application for same while here.

2. Medical Branch: A thorough physical examination is given and WD AGO Form 63 is completed. Officers desiring to file claim for pension will be given an opportunity to do so during the medical interview. They are urged to present such claims while in the Separation Center where their records are complete and action on such claims can be expedited.

3. Counseling Branch: The Counseling Section officers attempts to make available to them all information regarding problems which will await them on return to civilian life. Such matters as Veteran's benefits, occupational opportunities, financial matters and insurance will be discussed carefully and freely by well qualified counseling officers. In addition, representatives of such organizations as the Veterans Administration, US Employment Service and the American Red Cross have offices in the Counseling Branch for your convenience.