

AGR NON-RETIREMENT PROCESS

Attend Workshop within one year of outprocessing. Prior to attending meet with Mrs. Aldridge to complete form DD 2648, return meet with Mrs. Aldridge and complete form DD form 2958. HRO will need copy of both completed forms.
<http://hanscomservices.com/AirmanAndFamilyReadinessCenter.asp>

Employment and Transition Assistance

Provide HRO AGR Section with your letter of intend to leave the AGR Program

Contact MEDCMD to determine which facility you need (ARMY MTF, NH MEDDET, SHIPYARD, HANSCOME AFB) for your out processing physical

Sit with HRO/AGR Section (60 days prior to last **duty** day) go over leave, forms and final out processing requirements.

Required Documents from Soldier

CAC Card needed to sign Documents
DD Form 2958 (signed by your Cdr & Mrs. Aldridge after TAP)
DD Form 2648 (Prior to TAP/Mrs. Aldridge)
DA 4856 Discharge/Separation Counseling (Soldier/ Cdr)
SBP DOCS COMPLETED DD 2656 (MAJ McCarroll)
Medical Clearance Memo (Med Det)
LES (last three months)
New W-4 (within last year)
DD 93 (within the last year)
Supply Clearance Memo (Unit Supply SGT)
SF 1199A (NEW)
SGLV (within last year)
DA 5960 (within last year)
Submit Leave Slip in Leave Log (will also need printed hard copy)

Required Document from HRO

Current AGR Orders
Initial AGR Orders
DD220
RPAS
2-1
ERB/ORB (within last year)
PQR (within last year)
DD214

1st Transition Leave (leave for as many days as the soldier has to take, up to 60 days)