

AGR 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 retire from 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 (120 days prior to last duty day) to go over leave, forms and out processing requirements

Ft Dix (Primary out processing station AND medical disability are required to go to Ft Dix)

POC: Ms. Geneva Sturdivant 609-562-3373

Geneva.a.sturdivant.civ@mail.mil

Ft Drum (Alternate out processing station does NOT process medical disability) NY/Bldg. P-10720, Mount Belvedere Blvd

POC: Mr. Sapoff 315-772-3504 or 315-772-6856

darryl.sapoff@us.army.mil

YOU MUST BE IN MILITARY UNIFORM WHEN REPORTING FOR FINAL OUT PROCESSING

Required Documents

CAC Card needed to sign Documents
DD Form 2958 (signed by your Cdr & Mrs. Aldridge)
DD Form 2648 (Prior to TAP/Aldridge)
DA 4856 Discharge/Separation Counseling
SBP DOCS COMPLETED DD 2656 (MAJ McCarroll)
Medical Clearance Memo (Med Det)
Original DA Form 31 (Leave Forms)
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)
LES (last three months)

Items HRO will produce

Initial AGR Orders
DD 220
ALL Prior 214's
RPAS
2-1
Initial AGR Orders
Discharge Orders (430 & 600)
ERB/ORB (within last year)
PQR (within last year)

ADDITIONALLY RETIREES MUST BRING THE FOLLOWING

Spouse (if applicable)

Social Security numbers and Date of birth of all dependent children

Birth certificates and divorce decrees of both retiree and spouse

Completed retirement physical memo

Bank Info: If your retirement check is going to the same place as your active duty check, bring your Checkbook or

DD Form 2656 (data for payment of retired personnel)

1st Soldier will take Permissive Leave 10 days (additional 10 days if moving)

2nd Transition Leave (leave for as many days as the soldier has to take, up to 60 days)

3rd Once soldier leaves out processing station they do not return to work they have completed process