**AGR RETIREMENT CHECKLIST**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK: \_\_\_\_\_\_\_ LAST 4 SSN: \_\_\_\_\_\_\_\_\_**

**RETIREMENT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  **Completed** | **Action Required** | **Responsibility** | **Timeline** |
|  | Submit Memorandum to Retire thru Chain of Command | Soldier | Up to 12 months prior to retirement date |
|  | Schedule “Pre” Retirement counseling | AGR Office | NLT 2 weeks after submission of Memorandum to Retire to AGR Office |
|  | Submit DA Form 31 for PTDY and Transitional Leave  (PTDY must be approved by O-5) | AGR Office | NLT 2 weeks after completion of Pre-Retirement Counseling |
|  | Identify Final Out-Processing Dates | Soldier & AGR Office | NLT 6 months prior to Retirement Date |
|  | Schedule SFL-TAP Briefing | Soldier | Must be within 24 months of retirement date |
|  | Submit Travel Request thru DTS for ACAP **(Soldier must attend SFL-TAP site closest to Permanent Duty Station and HOR)** | Soldier | Prior to attending SFL-TAP Briefings |
|  | Create DTS Voucher for SFL-TAP Briefing **(if SFL-TAP more than 50 miles from HOR and PDS)** | AGR Office | Within 5 days from completion of travel |
|  | Schedule Retirement Physical | Soldier | Must be within 60 days of Retirement Date and NLT 60 days before start of Transitional Leave and PTDY |
|  | Submit Travel Request thru DTS for Retirement Physical | Soldier | Prior to attending physical |
|  | Create DTS Voucher for Retirement Physical **(if location is more than 50 miles from HOR and PDS)** | Soldier | Within 5 days from completion of travel |
|  | Verify RPAM Statement & all PS  (DD214’s, NGB-22, DA 220’s, etc) | Soldier & MNP | NLT 60 days prior to out-processing |
|  | Update Enlisted Records Brief (ERB) or Officers Record Brief (ORB) | Soldier & Unit Administrator | NLT 90 days prior to final out-processing |
|  | iPerms Record Review | Soldier & Unit Administrator | NLT 90 days prior to final out-processing |
|  | Update SGLV-8286 & DD Form 93 | Soldier & Unit Administrator | NLT 90 days prior to final out-processing **(Must be within 1 year of Retirement date)** |
|  | Schedule Final Out-Processing Date Publish Transition & Retirement Orders | AGR Office & Transition Center | **After verifying Soldier has completed all requirements** ; NLT 30 days prior to out-processing |
|  | Verify & Submit all documentation to Transition Center for final DD-214 | Soldier & AGR Office | NLT 30 days prior to final out-processing |
|  | Provide Copies of Retirement Orders to Retiree | AGR Office | NLT 30 days prior to final out-processing |

**I certify that all required actions listed above have been completed prior to final out-processing.**

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**AGR Representative (Sign & Date) Retiring AGR Soldier (Sign & Date)**