AGR RETIREMENT CHECKLIST

Name: **Rank:** **Last 4 SSN:**

Retirement Date:

Date Completed	Action Required	Responsibility	Timeline
	Submit Memorandum to Retire with DA31 for PTDY & Transitional leave (PDTY must be approved by O-5)	Soldier	Up to 12 Months prior to retirement date.
	Contact Education Office regarding Post 911 GI Bill Counseling	Soldier	NLT 2 Weeks after submission of Memorandum to Retire.
	Schedule "Pre" Retirement counseling	AGR Office	NLT 2 Weeks after submission of Memorandum to Retire.
	Complete DA Form 2339	Soldier	Prior to ACAP
	Schedule Final Out-Processing Date	AGR Office	NLT 1 Month prior to Retirement Date
	Schedule ACAP Briefing	Soldier	NLT 24 Months prior to Retirement Date
	Submit Travel Request thru DTS for ACAP	Soldier	Prior to Attending ACAP
	Create a DTS Travel Voucher for ACAP Briefing	Soldier	Within 5 Days from completion of Travel
	Schedule Retirement Physical	Soldier	NLT 60 Days prior to start of leave
	Submit Travel Request thru DTS for Retirement Physical	Soldier	Prior to Attending Retirement Physical
	Create a DTS Travel Voucher for Retirement Physical	Soldier	Within 5 Days from completion of Travel
	Verify RPAM Statement & all PS (DD214's, NGB-22, DA 220's, ect)	Soldier & UA	NLT 6 Months prior to Final Out-Processing
	Update Enlisted Record Brief (ERB) or Officer Record Brief (ORB)	Soldier & UA	NLT 6 Months prior to Final Out-Processing
	Update SGLV-8286 & DD Form 93	Soldier & UA	NLT 90 Days prior to Final Out-Processing
	Publish Transition & Retirement Orders	AGR Office	After verifying Soldier has completed Retirement Requirements - NLT 14 Days prior to Final Out-Processing
	Verify & Submit all documentation to Transition Center for final DD214	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
	Publish Discharge Order from NYARNG	AGR Office	NLT 30 Days after separation date