State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

James A. Hoyer
Major General, WVARNG
The Adjutant General

(304) 561-6317
DSN: 623-6317
FAX (304) 561-6327

NGWV-HRO-Z

DEC 23 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum NGWV-HRO #16-001, Regular Active Service Retirement Process Guidance

1. The proponent for this policy is NGWV-HRO-Z, Human Resources Officer (HRO), with management of the policy delegated to NGWV-HRO-AGR, Active Guard Reserve (AGR) Manager.

2. This policy is effective immediately and remains effective until rescinded or superseded.

3. References.

a. Title 10 United States Codes (USC) 1293, 1370, 1371, 1405, 3911, 3914, 3917, and 3964

b. Army Regulation (AR) 600-8-7, Retirement Services Program, 28 April 2015

c. AR 600-8-24, Officer Transfers and Discharges, 12 April 2006, Rapid Action Revision (RAR), 13 September 2011

d. AR 635-5, Separation Processing and Documents, 10 March 2014

e. AR 635-200, Active Duty Enlisted Personnel Administrative Separations, 6 June 2005, Rapid Action Revision (RAR), 6 September 2011

f. Army Regulation (AR) 135-18, Active Guard Reserve (AGR) Program, 1 November 2004

g. Army Regulation (AR) 135-178, Separation of Enlisted Personnel, 18 April 2014

h. National Guard Regulation (NGR) 600-5, The Active Guard/Reserve (AGR) Program, 21 November 2015

i. National Guard Regulation (NGR) 600-200, Enlisted Personnel Management, 31 July 2009

4. Purpose. To provide guidance on the retirement process for members of the West Virginia Army National Guard (WVARNG) who are eligible for Regular Active Service Retirement.

5. Applicability. This policy applies to WVARNG AGR and Full-Time National Guard Duty (FTNGD) personnel who are eligible for Regular Active Service Retirement due to attaining 20 years of Active Service (AS).

6. Limitations.

a. Retirement is a process and not an event that can be accomplished overnight. All retirement applications must be received no earlier than 12 months and no later than 9 months before the requested retirement date. This timeline is stated in many of the above references and is in place to allow ample time for completion of necessary retirement steps, use of accrued leave, and participation in Veterans Affairs (VA) programs during the retirement process.

b. The Adjutant General is the approval authority for requests to retire from the AGR Program. Any changes to the approved retirement of an AGR, such as a change the retirement date or to rescind the request for retirement, must be routed back to the approval authority for consideration.

7. Responsibilities.

a. Personnel requesting retirement are responsible for all actions and submission of documents per procedures below and Enclosure A, Individual Actions/Documents for Retirement Processing. Documents must be provided according to prescribed timelines on Enclosure A to ensure timely processing and receipt of retirement pay. Further, personnel are responsible for attending all scheduled appointments and keeping their Unit and the AGR Section informed of all transition appointments and changes.

b. Commanders are responsible for reviewing and approving individual requests for retirement and ensuring the individual complies with all process requirements. Commanders will also ensure retirement awards are completed IAW AR 600-8-22 covering the last 10 years of active service. Award recommendations that require TAG approval/concurrence must sent to the G1/MILPO for processing; MSMs must be received at least 6 months prior to the approved retirement date and LOMs must be received at least 9 months prior to the approved retirement date.

c. AGR Section personnel are responsible for providing guidance throughout this process, to include assisting with initial requests and planning timelines for the transition into Retirement. Further, AGR Section personnel will collect all required documents from the individual, conduct quality control (QC) on packets, and will then submit all documents to the Fort Knox Transition Center NLT 60 days prior to final out-processing date. The AGR Section will also handle any issues or discrepancies with the packet, when required by Fort Knox.

8. Procedures.

a. Eligible personnel will request a retirement counseling with the HRO AGR section at least 12 months prior to their planned retirement date. The purpose of this counseling is to establish a personal retirement timeline and to review transition and out-processing requirements.

b. The individual will then formally request to retire per the memorandum in Enclosure B, Memorandum Subject: Request for Retirement. This request must be routed through their Chain of Command and sent to the AGR Section for further processing along with the documents in Part 1 of Enclosure A. Documents listed in Part 2 will be submitted over time, as the individual completes retirement and transition requirements.

c. The AGR Section will process the request for retirement through the Human Resources Officer (HRO), through the Chief of Staff (CoS)-Army, and to The Adjutant General for final approval.

d. Upon final approval, the AGR Section will contact the individual and their Unit to continue actions listed on Enclosure A. Travel associated with the retirement process will be processed through the Defense Travel System (DTS) using Line of Accounting (LOA) for AGR or FTNGD travel, as appropriate. As actions are completed, the individual must submit documents per Enclosure A to the AGR Section until all requirements have been met.

e. Upon receipt of a complete packet, the AGR Section will route the packet to Fort Knox, as stated above, and continue working with the individual until they have completely transitioned into retirement. The AGR Section will also ensure a retirement award has been processed and added to the DD Form 214 upon completion.

9. The point of contact for the memorandum is the NGWV-HRO-AGR at Commercial 304-561-6679 or DSN 623-6679.

FOR THE ADJUTANT GENERAL:

HARRISON B. GILLIAM
Brigadier General, WVNG
Director of Joint Staff

Encl
As

DISTRIBUTION:
CDR, JOINT FORCES HEADQUARTERS (JFHQ)
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CDR, SPECIAL OPERATIONS DET – EUROPE (SOD-E)

Actions / Documents for Regular Active Service Retirement Processing

NAME: _____ RANK:____ UNIT: _____

PROPOSED RETIREMENT DATE: _____ TAG APPROVED DATE: _____

Action / Document Required	Required By	Timeline / Other Information	Submit Date
PART 1 - Request for Retirement			
Request for Retirement - Memorandum through Channels (use memorandum at Enclosure B of Policy; the Word version can be found at the AGR Retirement Section of the HRO Website).	State & Transition Center (TC)	Must be submitted to AGR Section 9 to 12 months prior to proposed retirement date.	
NGB 23b, Retirement Point Accounting Statement (RPAS) - Must be current within 30 days; will reflect at least 19 years AS and also reflect 20 years AS at time of requested proposed retirement date.	State & TC	Review with RPAM NCO NLT 30 days prior to submitting Retirement Request to verify eligibility of a Regular Retirement at time of requested proposed retirement date.	
DA Form 31, Request and Authority for Leave - For unprocessed Ordinary Leave, Permissive TDY (if authorized), and Transitional Leave. Form will be complete, signed, and assigned a control number prior to submitting to Fort Knox. Use of FTSMCS will be avoided to prevent pay issues.	State & TC	Must be completed with assistance of AGR Section, signed by Individual and Supervisor, and must be current within 30 days of submitting request for TAG approval.	
Leave & Earnings Statement (LES)	State & TC	Must be current within 30 days, to allow for calculation of leave balance at date of retirement and backwards planning for taking transition leave.	
PART 2 - Retirement and Transition Process			
Part 2a - Soldier for Life Transition Program			
Soldier for Life Transition Program Online Portion - Individual will initiate the online portion via www.acap.army.mil.	State & TC	Soldier for Life Transition Program can be intiated 24 months prior to retirement. Individuals should initiate immediately upon notification of approved retirement request, but no later than 6 months prior to retirement.	
Soldier for Life Transition Program Resident Portion - Upon completion of Online Portion, a counselor from Fort Knox will coordinate a date with the individual to attend the Resident Portion.	State & TC	Upon completion of Online Portion, the individual will be notified and given options for when they can attend the Resident Portion.	
DD Form 2648, Preseparation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Adminstrator (RPA) Service Members - Must be signed by Counselor and Individual.	State & TC	Upon completion of Soldier for Life Transition Program, the individual will receive the DD Form 2648 and immediately submit to the AGR Section.	
DD Form 2958, Service Member's Individual Transition Plan Checklist - Must be signed by the Counselor, Individual, and Commander.	State & TC	Upon completion of Soldier for Life Transition Program, the individual will receive the DD Form 2958, obtain Commander signature, and then immediately submit to the AGR Section.	
Part 2b - Medical			
Phase I Retirement Physical - Individual must contact Fort Belvoir at (571) 231-1019 to schedule their physical.	State & TC	Individuals will call no sooner than 180 days from last day on Active Duty to make appointment.	
Phase 2 Retirement Physical - Upon completion of Phase 1, Fort Belvoir will schedule Phase 2 with the individual.	State & TC	Physical must be completed not earlier than 120 days nor later than 30 days prior to approved retirement date.	

Actions / Documents for Regular Active Service Retirement Processing

NAME: _____ RANK:____ UNIT: _____

PROPOSED RETIREMENT DATE: _____ TAG APPROVED DATE: _____

Action / Document Required	Required By	Timeline / Other Information	Submit Date
Benefits Delivery at Discharge Checklist - Individual should contact the Louisville VA at (502) 942-9312 to begin processing VA Claims.	State & TC	Upon completion of Phase I and scheduled appointment for Phase 2 Retirement Physical, individual should contact the VA for timely receipt of benefits.	
Medical & Dental Records or Verification of Completion of VA Program - Individual should provide copy of Retirement Physical or Verification of Completing a VA Program.	State & TC	If no verification of complete physical or VA program participation - out-processing stops. Take care of Medical as soon as you can in order to take care of yourself!	
Part 2c - Personnel Record			
Service Computation - Will be completed by the AGR Section upon approval of retirement request.	State & TC	AGR Section will complete NLT 90 days prior to final out processing.	
Enlisted Record Brief / Officer Record Brief	State & TC	Provide NLT 90 days prior to final out processing; ensure it is validated and certified.	
Prior Statements of Service - Include all DD Forms 214 and 215, NGB Forms 22, and DD Forms 220; DA Forms 4187 may be included for any periods of lost time during current period of service.	State & TC	Provide NLT 90 days prior to final out processing.	
Promotion Order to Current Grade - Federal Recognition order for Officer - if applicable, promotion order for the highest grade held on Active Duty, if different from current grade. If applicable, provide any reduction orders during current service period.	State & TC	Provide NLT 90 days prior to final out processing.	
SGLV 8286, Servicemembers Group Life Insurance Election Form – Updated with S-1.	State & TC	Provide NLT 90 days prior to final out processing. Information must be valid for 120 days past retirement date.	
DD Form 93, Record of Emergency Data – Updated with S-1.	State & TC	Provide NLT 90 days prior to final out processing. Info must be valid for 120 days past retirement date.	
DD Form 2839, Career Status Bonus (CSB/REDUX) Election	State & TC	Provide NLT 90 days prior to final out processing.	
Retirement Award - Ensure personnel record is updated if approved. Continue tracking until final out, to ensure the award is added to the DD Form 214.	State & TC	Provide NLT 90 days prior to final out processing, if possible. Update State & TC when complete.	
Initial AGR Tour Order - To verify start date of AGR service.	State & TC	AGRs only - Provide NLT 90 days prior to final out processing.	
Current AGR or FTNGD Tour Order - To verify current status.	State & TC	Provide NLT 90 days prior to final out processing.	
Unit Clearance Memo - Memorandum template can be found in AGR Retirement Section of the HRO Website.	State & TC	Provide NLT 90 days prior to final out processing.	
Transition Orders - Will be published by the AGR Section and submitted to TC with completed packet per this checklist.	TC	AGR Section will provide to TC NLT 60 days prior to final out processing.	

Congratulations on reaching your retirement! REMEMBER to safeguard your DD Form 214. The copies you receive are the ONLY originals that exist. This is the most vital document you will receive from the Army!

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

MEMORANDUM THRU Full-Time Chain of Command (Company, Battalion, Brigade, Chief of Staff)

FOR Human Resource Office (HRO), ATTN: AGR Section, 1703 Coonskin Drive, Charleston, WV 25311

SUBJECT: Voluntary Request for Regular Active Service Retirement

1. Reference. Policy Memorandum NGWV-HRO #16-001, Regular Active Service Retirement Process Guidance

2. I, Rank First M. Last, have read the reference above and references therein that apply to me and request to apply for retirement effective DATE.

3. I will have accumulated 20 years of Active Service (AS) for retirement on DATE, but I understand that my effective date of separation will be the last day of the month.

4. I wish to take ____ days of transition leave and sell ____days of leave. I have sold ____ days of leave _____. Note: Maximum of 60 days may be sold per career. These days must be inclusive days.

5. I am requesting ____ days of Permissive Temporary Duty (PTDY) during the following time periods: _____ to _____.

6. I do / do not have a current service obligation.

7. I did / did not elect to participate in CSB/Redux program.

8. My military information as it applies to retirement is as follows:

BASD: _____
PEBD: _____
DOR: _____
DOB: _____
Highest Rank Held: _____

9. I understand I am required to:

a. Travel to Fort Belvoir for Phases I and II of my Retirement Physical and for final transitioning.

b. Undergo a mandatory medical examination not earlier than 4 months, nor later than 1 month prior to my approved retirement date.

10. Per policy requirements, I have provided all documents in Part 1 of the Actions / Documents for Regular Active Service Retirement Processing Checklist. This includes a current NGB Form 23b, current LES, and DA Form 31 for each time period of leave requested.

11. I can be contacted at any of the following:

a. Unit Number: _____
b. Home / Cell Number: _____
c. Home Mailing Address: _____
d. Mailing Address Upon Retirement: _____
e. Email Address: _____

FIRST M. LAST
RANK, MOS/BR