This Retirement Packet contains work copies of various forms that are required to finalize your retirement. Please complete the work copies and return them to the Transition Center customer service desk as soon as possible.

1. This office works on an APPOINTMENT system only. For questions please contact the customer service section at 287-3513/6125. Hopefully this will save you time and help us to better serve you. Once we have accepted your retirement application, please allow at least 30 days for this office to act on your request before contacting us.

2. The Retirement Services Officer provides a Pre-Retirement Briefing every quarter (every 3 months) for your benefit. This briefing should answer the majority of your questions. Feel free to contact the RSO's office at 287-5210 to find out the date of the next briefing.

3. Below are listed various tasks you must accomplish and briefings you must attend. Please follow the instructions for a smooth transition from active duty.

   A. All retirees and their spouses must attend a MANDATORY Survivors Benefit Briefing NLT 120 days prior to retirement. These briefings are held the 2nd & 4th Tuesday of each month in building 134, at 0930 hours. Federal law requires that all retirees and their spouses be briefed, failure to attend this briefing could result in automatic enrollment of SPB at the maximum rate.

   B. You must schedule your retirement physical not earlier than 120 days and not later than 30 days prior to retirement or terminal leave/permisive TDY. Contact your Personnel and Administration Center (PAC) to schedule your Retirement Physical.

   C. Retiree must attend the ACAP Retiree briefing. These briefings are held every Thursday at 1000 hours in building 121 Room 10. You will be advised of all of ACAP's services, covers congressional counseling and provides a wealth of other information of specific value to retiring soldiers and their spouses.

   D. If you desire Transition Leave and/or Permissive TDY you must turn in a DA Form 31 approved by your unit commander. When completing the DA Form 31 follow the instructions contained in Table 5-17, AR 600-8-10. Turn in the suspense copy (copy 3) to this office, failure to comply with this requirement may cause your leave and/or PTDY to be cancelled or you may have to complete your final processing on your own time.

4. It is advisable that you obtain a copy of your Official Military Personnel File (Microfiche) before your retirement date. Write to Commander, US Army Enlisted Records & Evaluation Center, ATTN: PCRE-FS, Fort Benjamin Harrison, Indiana 46249 or call DSN 699-3714.
5. Your DD Form 214 will be prepared by this office and will be ready for your review and signature at your final appointment. Be sure to schedule your final appointment with your retirement technician NLT 30 days prior to the start of your PTDY/Transitional Leave start date. If you have any Awards or Certificates of completion for military schools that are not annotated on your DA Form 2-1, please be sure to bring them in for your final appointment. Without proper documentation we will not be able to give credit for them on your DD Form 214. Before this office can give you a copy of your DD Form 214, you must turn in the following items: Medical Records to include the retirement physical, Dental Records, Education Records, ACAP Checklist, and completed DA Form 137, Installation Clearance Form.

6. You are assigned to the Transition Center on your retirement date and remain assigned to your unit until that day. You must sign out on Transition Leave/Permissive TDY from your parent unit.

7. Retired I. D. Cards may be obtained from any military installation. To obtain your retired I. D. cards you simply need to show your DD Form 214 (copy #4) and a copy of your retirement orders. For family member I. D. cards you may also need birth certificates and marriage license.

8. Soldiers who desire to file a VA Form 21-256 (Veterans Application for Compensation) should contact the Monroe Medical Clinic (Mr Jess Reagen) at 288-5094 or stop by the office of the Veteran Affairs Officer located in building 134.

9. When completing the DD Form 2656 work copy, please be sure to include all banking information (ie: blocks numbered 6, 7, 8, & 9). Without this information your retired pay account can not be processed accurately.
The following actions and/or documents need to be completed as soon as possible prior to out-processing.

1. Attendance at Survivors Benefit Plan Briefing. Yourself and Spouse. THIS BRIEFING IS MANDATORY. These briefings are held the 2nd and 4th Tuesday of the month, building 134, 0930 hours.

2. Completed DA Form 31 (Reg & Auth for Leave) Suspense Copy #3. If applicable.

3. Turn in completed work copies enclosed in this packet. Please turn in these forms as soon as possible.

4. Turn in copy of most recent LES.

5. Schedule retirement physical. Contact your Personnel and Administration Center (PAC).

6. Turn in your Medical Records to include the retirement physical, Dental Records, Education Records, ACAP Checklist, at your final outprocessing appointment.

7. Complete SF Form 1199A (Direct Deposit Form) if you are changing your current direct deposit or if you currently do not have direct deposit. Your retired pay must go to a financial institution. You must obtain this form from your financial institution.

8. Turn in completed DA Form 137 (Installation Clearance Form) NET 3 working days prior to your departure on Transitional Leave/Permissive TDY to obtain the #4 copy of your DD Form 214.
TRANSITION CENTER WORKSHEET

PRIVACY ACT STATEMENT: Authority Title 5, U.S.C., Section 301
PRINCIPAL PURPOSE: Routine use - To determine permanent mailing address, nearest relative and address, terminal leave information, separation preference, and VEAP participation.
DISCLOSURE: Disclosure is voluntary; however, without information, Transition Center cannot ensure correct information for the preparation of separation documents.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
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1. PERMANENT MAILING ADDRESS FOLLOWING SEPARATION WILL BE (PLEASE PRINT)

STREET: __________________________________________________________
CITY: ___________________________ STATE __________ ZIP CODE: _________
HOME PHONE: ___________________________ (AFTER SEPARATION)

2. NAME OF NEAREST RELATIVE AND ADDRESS (OTHER THAN SPOUSE, PLEASE PRINT)

NAME: ___________________________
STREET: __________________________________________________________
CITY: ___________________________ STATE __________ ZIP CODE: _________

YOUR PERMANENT MAILING ADDRESS WILL BE USED BY RCPAC AND THE VETERANS ADMINISTRATION FOR MAILING PURPOSES FOR ALL OFFICIAL CORRESPONDENCE.

IN RESPONDING TO YES/NO QUESTIONS PLEASE INITIAL IN APPROPRIATE SPACE

3. I PERFORMED DUTY IN SOUTHWEST ASIA: FROM ____________________ TO: ____________________

4. IN ACCORDANCE WITH AR 635-200 SOLDIERS WHOSE CONTRACTED ETS FALLS ON A SATURDAY, SUNDAY, OR HOLIDAY MAY REQUEST ADJUSTMENT OF THEIR ETS TO THE PRECEDING WORKDAY. THIS PROVISION DOES NOT APPLY IF TAKING TRANSITION LEAVE.

MY ETS FALLS ON ____________________ WHICH IS A SATURDAY, SUNDAY OR HOLIDAY.

I DESIRE MY ETS REMAIN AS IS     YES           NO

5. I HAVE BEEN BRIEFED AND AM FAMILIAR WITH CURRENT SPECIAL MONETARY SEPARATION PROGRAMS:_________ (PLEASE INITIAL)

6. I CONSENT TO THE RELEASE OF MY POST ETS MAILING ADDRESS TO THIRD PARTIES:

YES ______   NO ______

7. I PLAN TO TAKE ______ DAYS TRANSITION LEAVE. LEAVE ENDS ON ETS DATE, COUNT BACK THE NUMBER OF DAYS ACCRUED AS OF ETS TO DETERMINE START DATE. 1/2 DAYS WILL NOT BE INCLUDED, PAYMENT WILL BE MADE FOR 1/2 DAYS.

_________________________________   ______________________   ________
WORK PHONE   SIGNATURE   DATE

FHT  FORM 635-X2 (AG: REPLACES PREVIOUS EDITION)
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