

## **ATTENTION RETIRING SOLDIERS!!**

Preparation is the key to a successful transition. We strongly recommend that you take immediate action on any of the following items if applicable to you. We are here to assist you with your transition so please ask questions if you are unsure about anything. Please keep in mind; we do not prepare any forms or memoranda for you except for your service computation, separation orders and DD Form 214.

**ARMY REGULATIONS:** Please read the applicable chapter of the appropriate Army Regulation thoroughly located at <http://www.army.mil/usapa/index.html>. This is a regulatory requirement that retiring Soldiers read the applicable regulation. A list of applicable regulations is at the end of this sheet.

**WAIVERS:** If your retirement requires waivers such as time on station reduction, memoranda are required by Human Resources Command (HRC). If you want to retire before your DEROS, you will need a waiver. **Your Commander (O-6 or above) must endorse your justification.** You will need to prepare and attach these memoranda to your retirement application. If you have a Battalion Commander, that Commander must also prepare a separate memorandum.

**ACAP DEADLINE:** You must complete ACAP no later than 90 days prior to your retirement date. Upon completion of ACAP you will be provided a copy of your DD Form 2648 (Pre-Separation Counseling Checklist for Active Component Service Members). Completion of the mandatory part of ACAP does not mean you will get your retirement orders automatically. You will need to schedule an appointment for Pre-Separation counseling immediately upon completion of ACAP. Please contact the ACAP office at DSN 263-5076 or [acap@zama.army.mil](mailto:acap@zama.army.mil).

**RETIREMENT CEREMONY:** It is the Commanding General's policy that all Soldiers attend the retirement ceremony. You **MUST** report to USARJ G1 (POC: Ms Shindo/DSN:263-5003) to arrange your retirement ceremony details, i.e. date, attendees, etc.

**SURVIVOR BENEFIT PLAN (SBP):** Your SBP election requires spousal concurrence. You must complete this form NLT 30 days prior to your retirement date in order to avoid delays in receiving your retirement pay. (<http://www.army1.army.mil/rso/sbp.asp>).

**IN-COUNTRY SEPARATION:** If you are planning to work/study in Japan or remain as a dependent of your military or civilian sponsor, you are required to receive approval from the Commanding General (CG) to do so. The **Request for In-Country Separation** must go through your chain of command for recommendation of approval as well as a Legal Review by the Staff Judge Advocate (SJA) prior to being forwarded to the CG for final approval. It is imperative that you plan ahead and well enough in advance for routing of your request. We have sample forms in our office. You may **NOT** remain in Japan without the CG's approval.

**MEDICAL/DENTAL RECORDS:** Please request **certified copies of your Medical and Dental Records at MEDDAC/DENTAC** well in advance (30 days before departure if possible). You will **NOT** receive the original copies of your records. MEDDAC and DENTAC will forward your original records to the Transition Center and we will then forward them via Registered Mail to the **VA Records Management Center in St. Louis, MO** upon your retirement. Please refer to MILPER Message 07-144 "Procedural Change for Transfer of Health Records of Transitioning Soldiers to Veterans Administration" located at <https://www.hrc.army.mil/site/active/index2.asp> if you have any questions. You should plan to complete your retirement physical exam no earlier than 120 days and no later than 30 days before your departure, keeping in mind any transition leave you may be taking. You may submit VA Form 21-526 (Veteran's Application for Compensation and/or Pension) to the VA up to 6 months prior to your retirement. This procedure may also be completed online through VONAPP on the Veteran's Benefits Administration website <http://vabenefits.vba.va.gov/vonapp/main.asp>. If you need assistance with your claim, please schedule an appointment with the VA Representative at DSN 263-5076 or [acap@zama.army.mil](mailto:acap@zama.army.mil).

**DISABILITY DISCHARGES:** We receive authorization to cut orders from the Army Physical Disability Agency via TRANSPROC III. In accordance with Army Regulations, once we are notified, you will have 90 days to separate from the Army. The first step before out-processing is to interview with Transition Management Officer (DSN:263-5076/3513) to prepare orders. You should know what date you wish to depart Japan. **30 days PTDY** may be authorized by your commander.

**PAPER WORKS & PROCESSING:** Please keep track of all necessary forms, such as clearing papers, DD214 Worksheet, DA Form 31 (leave form) and DD Form 2648 (ACAP). **DD Form 214** is a very important document. **Please review the worksheet with us more than once before your final-out processing. You MUST use a DA 31 for travel time even if you do not take Transition Leave.**

**ORDERS:** We will **NOT** issue either your Retirement Orders or your Travel Orders until we receive your approved leave request form. Always carry both sets of orders with you during your out processing. Please review all rules regarding to "Transition Center of Choice", "Home of Selection", "Available date", etc before requesting your travel order. IAW Army regulations, your order is amendable **only ONCE** when you change your mind (i.e., to the authorized TC: Camp Zama).

**REFERENCES:**

AR 600-8-24, Officer Transfers and Discharges

AR 635-200, Active Duty Enlisted Administrative Separations

AR 635-40, Physical Evaluation for Retention, Retirement, or Separation